

ST. CECILIA CATHOLIC SCHOOL

Parent & Student Handbook

2017-2018



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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 the faculty and staff via e-mail and/or written communication.

ST. CECILIA CATHOLIC SCHOOL PARENT-STUDENT HANDBOOK

MISSION STATEMENT

MISSION: The mission of Saint Cecilia Catholic School is to educate students in a strong Catholic, Christ-centered environment and to enable them to grow spiritually, intellectually, emotionally, and physically.

VISION: The vision of Saint Cecilia Catholic School is to provide excellence in education, respect for individual differences, a strong sense of community in a spirit of respectful service, and to minister to the social needs of our population

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, science lab, computer lab, and auditorium/gymnasium with well-equipped stage and seating for 900.

Today, St. Cecilia Catholic School serves more than 200 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 approximately 20 dedicated individuals.

St. Cecilia Catholic School has an Extended Day Program providing after school care until 6 p.m. Tutorial sessions are available on designated Saturday mornings at no charge.

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 often supported by volunteers who have received training and passed background checks.

We offer additional help in reading and math using the computer-based program's Accelerated Reader and Accelerated Math.

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 on the basis of 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 US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Cecilia School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

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

According to Canon Law, the Pastor is the parish leader and is responsible to the Bishop. The Pastor delegates the school administration to the Principal. The Pastor assists in the development of the Catholicity of the school through instruction, the practice of the liturgy, sacramental preparation programs, prayer and spiritual direction. In general, the Pastor oversees personnel and sanctions all activities. He is ultimately responsible for all financial matters.

Principal

The Principal is responsible for the general direction of the educational program of the school. Responsibility for the effectiveness of education, hiring of professional staff and the coordination of classes and departments rests upon him/her.

The Administrative Support Team

The Administrative Support Team aids the principal when necessary and acts in his/her place when the principal is off campus. The team will consist of a designated group of personnel appointed by the principal and approved by the pastor. However, all disciplinary decisions of a serious nature are the responsibility of the Principal and will be referred to him/her upon return to campus.

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.

School Office Secretary

The secretary serves as a source of information to the parents, teachers, and children and assists the principal and teachers with clerical work.

School Advisory Council

The Council serves as an advisory group to the Pastor and Principal in the administration of the school as regards policy development, planning, financing and evaluation of the principal. Members are elected or appointed annually to the Council, which meets monthly.

St. Cecilia Catholic School Community Association (SCSCA)

All parents and teachers are members of the St. Cecilia Catholic School Community Association. The purpose of this organization is to promote a positive relationship among the home, school, and church, and to help provide the best possible learning environment for the children. This is accomplished through parent participation and fund raising.

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.

Benefactors

The Benefactors of St. Cecilia Catholic School are parishioners, local, and 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 planning and leading the school prayer service. Students attend religion classes every day except on Friday, depending on grade level.

Every Friday morning students in Kindergarten through eighth grade attend Mass. Homeroom classes (4th-8th) take turns planning the Mass as well as providing altar servers and lectors. At weekly Mass all students are asked to donate non-perishable items such as canned goods, toiletry items, or brown paper bags.

During the months of October and May, the Rosary is recited in honor of the Blessed Mother. During Advent and Lent, students 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.

Once a month the families are invited to attend the All School Family Mass. 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. Students are asked to wear their school uniform to this special Mass.

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 an important 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 student 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 during their fifth grade year.

ENROLLMENT AND ADMISSIONS

We is/are the natural parent(s) or managing conservator(s) of the Student 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 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 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 as a result 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 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 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: All financial aid decisions are determined by Diocesan required submission through FACTS® not the administration of St. Cecilia Catholic School.

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 and toilet trained on or before September 1 of the current school year.
- A child entering PK4 will be four years of age on or before September 1 of the current school year.

- A child entering Kindergarten will be five years of age on or before September 1 of the current school year.
- A child entering first grade will be six years of age on or before September 1 of the current school year. 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 application for admission. At the time of registration, all new students seeking admission to St. Cecilia Catholic School are evaluated on the basis of current standardized tests 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, 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 necessary to aid the student in order 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,
- Portfolio of student's work,
- Report cards (if applicable),
- Recommendation from the leadership of the home school,
- Copy of curriculum used by the home school with the student,
- 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 School reserves the right to place the student in the grade or course that is deemed appropriate.

ADMISSION OF TRANSFER STUDENT

St. Cecilia Catholic School honors credits and records from all officially accredited elementary schools.

- The principal makes the appropriate grade placement based on relevant information including the recommendation of the previous school.
- 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. In order to qualify for the parish tuition rate, a family must be currently contributing financially to St. Cecilia Church. The registration fee for the next school year will be determined by the School Advisory Council prior to the end of the school year. The registration fee is 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, fund raising projects and any other additional fees that may be incurred throughout the year. Tuition is payable in full to St. Cecilia Catholic School by August 1st, or the family may choose to take a loan through the Texas Catholic Community Credit Union (TCDEU) and make 9 monthly payments to the credit union. If payment is not received by the 10th 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 of 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 Principal 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 or non-sufficient funds (NSF), the following policy will be followed:

- A NSF fee of \$33.00 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 of \$33.00;
- 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.

TCDEU Charge Back Fee Policy

In the event that tuition becomes 3 month delinquent the school is charged a fee in the delinquent amount plus interest and late fees. It is then the responsibility of the parent/guardian to reimburse the school the TCDEU fees plus a \$25 charge-back fee.

Payments Made at the School Instead of to TCDEU

Payments made directly to St. Cecilia Catholic School in lieu of delivering them to TCDEU will be assessed a \$10.00 fee for each occurrence.

It is understood that those who enroll under the St. Cecilia Catholic School tuition rates will also financially support the parish by using the contribution envelopes. In order to qualify for the parish tuition rate, one must be registered and contribute to St. Cecilia Church. The minimum tithe required to be eligible for the reduced tuition rate is available on request. Your contribution record to the Church will be reviewed monthly, July 1st through June 30th. In the event it is not current, the tuition rate will revert to the higher non-parishioner tuition rate and TCDEU will be notified of the change in status. In addition, your child may not be allowed to return to class until payment is remitted.

- **Registration fees must be paid in full by the third week of May.**
- **Registration fees are non-refundable.**
- **Current tuition rates and fees are available upon request.**
- **Families using the Texas Catholic Community Credit Union (TCDEU) tuition payment plan must submit an application to the school office by May 31.**

Tuition Assistance

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

FINANCIAL ASSISTANCE FORMS are available only ON-LINE at www.factstuitionaid.com. In addition, a non-refundable fee of \$25 will be due at the time of application. The application deadline to FACTS ® Grant and Aid Assessment for the upcoming year is March 1st for ALL returning families.

FUNDRAISING PROJECTS

Tuition alone does not cover the expense of education at St. Cecilia Catholic School; therefore, fund raising projects require the support of the entire community to insure the financing of the education program. Fund-raising participation is required of all families whose students attend St. Cecilia Catholic School. The fund raisers include a school carnival, spring fundraiser, Hospitality Sundays, Lenten Fish Fry's, etc. The school's financial situation determines the necessity of additional fund-raising events. Other fund raising opportunities such as the Notre Dame St. Cecilia Golf Classic and the Children's Education Fund Clay Shoot are offered and families are invited to participate.

Bake Sale

Bake sales are held weekly on Friday afternoons, except during Lent. Participation in Bake Sale is a privilege based on a student's behavior and academic record. The benefits from each bake sale go to the class or club responsible in order to fund necessary materials for that group. Items to be sold include: baked goods, popcorn, juice, and pickles. **Students may purchase two items and one beverage. No gum or soft drinks may be sold.**

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 from 7:00 a.m. until 7:45 a.m. Breakfast is served during this time.

All parents are to drop their children off at the west side driveway at all times. Students must exit and enter from the right (passenger side) of the car. **Children may not be dropped off in front of the school on Mary Cliff Road due to safety issues. School doors on the Mary Cliff Road side will remain locked from the outside during arrival times.**

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. Students must report to the cafeteria and sit at the assigned tables.

Dismissal

School is dismissed at 3:20 p.m. for students in grades Pre-K through 2nd and at 3:30 p.m. for students in 3rd-8th grades. The safety of our children is our first priority; therefore teachers escort their classes to the Carport Pavilion on the west side of the building where parents may pick up their children from the carpool line. All vehicles must display the official dismissal card in order 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. During dismissal the children remain under the pavilion with the teacher in charge until the driver pulls up in front of the safety zone. Children in PK3 and PK4 must be picked up from the teacher at the classroom door. As with older children the official dismissal card is required to gain entry into the school. Children are not allowed to walk to a parked car without a parent and/or guardian.

Students not picked up by 3:45 p.m. will automatically go into our Extended Day Program and the parent will be charged the drop in rate.

Early Dismissal

Early dismissal days occur regularly in the school calendar. **Families will be assessed a late fee of \$1.00 per MINUTE per child not picked up on time, beginning at 12:15 p.m. This fine will be due when the child is picked up.**

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 in 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.

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 from the office prior to leaving campus for any reason (doctor's appt., dental appt., etc.).** The student will not be called from classroom until a parent reports to the office. Upon return to school, the student reports to the school office and relinquishes the doctor's Return to School form. He/She is given an *Admit to Class* notice for the teacher.

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

In the chance that inclement weather closes or delays opening of St. Cecilia, the information will be broadcast on Channel 5 (KXAS) and Channel 8 (WFAA) television beginning about 6 a.m. The school will be listed as “St. Cecilia Catholic School”. The information may also be posted on the school web-site.

If a school day is to be terminated early due to unforeseen circumstances, notice will be communicated to parents via RenWeb™. Be sure the school office has your most current cell phone numbers and email address.

In the event of a thunderstorm, severe weather, ozone alert or excessively hot or cold temperatures, the students will be dismissed from the gymnasium at 3:30 PM. Parents, guardians and/or designated drivers are asked to park and walk to the gym to pick up the students. The official dismissal card is required in order for a child to be released. Without this card, the parent/guardian will be asked to sign-out their child. Please have identification available for the teacher on duty.

ATTENDANCE/ABSENCES/TARDIES

Parents should make sure that their child’s attendance at school has priority over all other activities. **There is really no way to make up a missed day in the classroom, as it is not possible to replicate class discussion, hands-on activities and much instruction using worksheets or assigning parts of the textbook** The parent must notify the office by 9:00 AM on the day a student is absent. Requests for assignments can be made at this time and may be picked up at the end of the school day in the office. 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 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.

Excessive Absence

Should absences (excused or unexcused) occur frequently, parents and possibly the student will confer with the principal. If a student has excessive absences during the school year, the student may be required to attend 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 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 the principal as soon as they are aware of the need for the absence. The principal’s approval for the absence must be given before the absence occurs.

Unexcused Absence

An unexcused absence is defined as an absence from school without approval of the principal. A student with ten (five per semester) or more unexcused absences may be required to attend and pass an accredited summer program. The principal may waive the requirement to attend summer

school and promote a student at the recommendation of the teacher or due to extenuating circumstances. 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 need to the principal. A student who is absent for an extended period of time is responsible for all assignments and work missed during this absence and must make up the work within one week of return to school. Failure to make up work, tests, assignments or projects will affect the academic grade.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. Arrangements for regular classroom tests missed because of an absence due to illness are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Perfect Attendance Award

Students who are in attendance and on time every day of the school year are eligible for the perfect attendance award at the end of each quarter and at the end of the school year.

Tardies

Tardiness disrupts the instruction in a class, affecting all students in that class as well as the tardy student. School hours are from **7:45 a.m.** to 3:30 p.m. Students who arrive after Morning Prayer/Mass begins will be marked tardy, and **MUST** report to the office for a late slip. Tardies are excused or unexcused.

Excused Tardies

An excused tardy is one due to illness, medical appointments, family emergencies, or weather-related problems. The excuse must be reported by the parent in person, by telephone or by written note or email. Tardies are excused at the discretion of the principal.

Unexcused Tardies

Tardies 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 jeopardize the student's continued enrollment or re-admission to the school.

CURRICULUM

All students are expected to perform academically 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

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

Academic Testing

The Iowa Assessment, a national standardized test is administered to all St. Cecilia students in first through eighth grade during the month of October. Test results are given to the parents. Teachers use the results in curriculum planning and development.

Grading Scale

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

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

The grade scale for Kindergarten is as follows:

- M (Mastered)
- P (Progressing)
- N (Needs to Improve) and
- U (Unsatisfactory)

The grade scale for First grade is:

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

The CONDUCT grade scale for K-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 Time Guidelines

Students should be instructed in study skills, which include scheduling of time to complete assignments. Time allocation for long-term assignments should be incorporated into daily study schedules. The following guidelines for the maximum time spent daily on homework and long-term assignments apply; however, daily homework is NOT mandatory.

Kindergarten	10 minutes per night
First and Second Grade	15-20 minutes per night
Third through Fifth Grade:	30 minutes per night
Middle School (6-8 th grade)	45-90 minutes per night

* An additional 20-30 minutes of reading may be expected

Homework may be assigned to students Monday through Thursday. Homework will **not** be assigned to students on Friday evening. **No tests or quizzes will be given on Mondays or the first day of school of the week. No projects will be due on Monday or the first day of school of the week with the exception of Social Studies Fair and Science Fair projects. However, students may be expected to read over the weekend and those enrolled in Algebra may expect weekend homework.**

When a student is absent, it is the student's responsibility to make up any missed assignments. **Students will be given one day for each day absent to turn in the absent work.** Points may be deducted for assignments that are turned in late. Failure to turn in an assignment will result in a failing grade.

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 student 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 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 so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. **Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.** There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.

Homework Policy Due to Illness

When a student is **absent**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00-4:00 p.m.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school. **Students will be allowed one day for each day of absence due to illness.** For example, a student who was absent three days should be given three school days to complete the missed work.

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 7 must sign the planner daily, indicating that they have read the homework assignments. Communication is essential to the success of the student.

Academic Responsibility

Although teachers try their best to notify parents if students have lost books or materials or have received zeroes for missing assignments, it is the ultimate responsibility of the student to keep track of school assignments, grades, and materials and to relay this information to his/her parents. At the beginning of the year, teachers will publish times they are available to give students extra help.

FIELD TRIPS

Field trips are learning experiences that enhance the curriculum. Only parents, guardians or responsible adults (21 or older), may act as chaperones. Drivers must be twenty-five or older and provide the school with proof of insurance and a copy of a valid driver's license. **All chaperones must have completed the Catholic Diocese of Dallas Safe Environment Program and have had a background check.**

In addition:

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. Students denied participation will remain at home under parent supervision and will be marked absent for the day.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A Diocesan approved field trip permission slip must be used. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you contact the classroom teacher or the office for the approved form.
10. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home under parent supervision and will be marked absent for the day.
11. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
12. Students who are participating in the field trip must ride the provided transportation to and from the trip location. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable**.
14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not “official” chaperones **may not** drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
16. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.

GRADUATION

Requirements stated in the accreditation handbook of TCCED 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

Advancement to the next grade in St. Cecilia Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

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 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.

Students may also be TRANSFERRED to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at St. Cecilia Catholic School.

The decision to retain a student will be communicated to the parents/guardians and to the Director of Schools. A copy of the decision will be retained in the student's cumulative file.

Summer Program

Based on the recommendation of the teacher and at the discretion of the principal, students 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 courses,

Saturday Tutorial Program

A supplemental tutorial program is provided free of charge for students two Saturdays a month from 9:00 AM-11:00 AM. The program begins in September and continues until May. Students must be referred by the teachers. Students who do not take advantage of this opportunity will be removed from the program so that another student may participate. Attendance may be required for continued enrollment in school

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 15th are responsible for 1/2 of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.

STUDENT SERVICES

Title One

This program 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.

Speech Therapy

Parents should contact the 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 technology teacher will send home an Acceptable Use Policy for students and parents to review and sign as to the correct and proper use of technology. Some unacceptable behaviors include:

- Sending, displaying, or downloading offensive messages or pictures;
- Using obscene language;
- Harassing, 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 sign-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 one's self or another.
- Defaming the school, the administration, the staff, the Church or any other members of the school community.

Technology Concerns

Blogs: Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. 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.

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** park the cell phone in the off position for the day and leave the phone in his/her locker. At no time during the day should a cell phone be in a student's possession. **Items found in a student's possession may be confiscated and will be returned to the parent(s) or guardian(s). Items confiscated a second time will be returned on the last day of the school year.**

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

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com® 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 within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

EXTENDED DAY PROGRAM

Extended Day is provided for students from Pre-Kindergarten through 8th grade from 3:30 p.m. to 6:00 p.m. A monthly fee is charged per family. Drop-in rates are available. All students, including drop-ins must complete a registration form. Adult supervisors pick up the children at 3:30 p.m. A snack is provided for all students. The children are supervised in a “home environment” that allows for study and playtime. **The parents are required to sign out the students when they leave. Parents who pick up their children after 6:00 PM will be charged an additional late fee of \$1 per minute. This late fee will be due to the teacher at the time the child is picked up.**

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.

Procedures

- Books may be checked out for one week and may be renewed twice.
- Books must be in-hand in order to be renewed.
- Each borrower is personally responsible for the materials checked out in his/her name.
- Students who return books overdue will be charged a late fine of \$0.25 per school day.
- 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 librarian.

CAFETERIA

Breakfast and lunch are served daily in the school cafeteria. Monthly lunch menus are sent home at the beginning of each month. Lunch cards can be purchased from the cafeteria manager. Students who qualify for the USDA program may be eligible for free or reduced priced lunches. Forms are sent to all school families and letters of notification are sent to the family regarding their eligibility.

A sack lunch may be brought from home in lieu of purchasing a meal. Students may purchase milk with their sack lunch. ***Lunches brought in from fast food restaurants are not allowed. Soft drinks are not permitted with lunch and may not be purchased from vending machines until after 4:00 PM.***

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 jurisdiction 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

Students must maintain a 70 average in all academic subjects and an "S" or higher in conduct on report cards, quarterly progress reports and/or biweekly progress reports in order to participate in extra-curricular activities. **In the event a student falls at or below a 76 average, then he or she will be recommended for Saturday tutoring.** 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. Grades will be reviewed every two weeks to determine eligibility. Families will be notified in writing by the Athletic Director if the student is ineligible. **Students will not be granted eligibility between progress report periods.**

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. The AD will serve as an ex officio officer of the Athletics Support Group. According to the rules of the Dallas Parochial League, if a team has to 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.

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

PARENTS AS PARTNERS

As partners in the educational process at St. Cecilia Catholic School, 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 school books 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.

PARENTAL COOPERATION AND BEHAVIOR

All members of the school community, including parents 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 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.

Parent's Role in Education

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 into 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 in order 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

Please follow the following process when raising concerns.

- Address the concern with the teacher
- If you are not satisfied that the concern has been addressed, bring it to the attention of the principal
- If you are still not satisfied that the concern has been addressed, bring it to the attention of the Director of Schools, available at the Chancery.

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-School Contract

The Parent-School Contract 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

Good 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 use e-mail to communicate with teachers with the understanding that email is checked at regular intervals. It is the goal of the faculty to respond by the evening of the next school day.

Means of Communication

RenWeb™ is the primary means of communication to parents about grades, missing assignments and important school notices. 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 and RenWeb™ 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.

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.

When these situations occur at St. Cecilia Catholic School or at school-related activities, the following procedures must be observed:

- The teacher (including other authorized adults) and the student(s) must first address the conflict by speaking respectfully and honestly about the issue to be resolved.

- If sincere attempts by the teacher and student(s) fail to resolve the conflict, a parent/teacher conference must be held.
- If sincere attempts by the teacher and parent(s) fail to resolve the conflict, the parent or teacher may explain the conflict to the principal in writing or request a conference.
- If the sincere attempts by all involved fail to resolve the conflict, the parent may explain the conflict, in writing, to the pastor.

Transmittal

Weekly communication is sent home each Wednesday with the only or eldest student in the family inside the transmittal envelope. Parents are asked to return the transmittal envelope with the student the following day to the homeroom teacher.

Edmodo

Edmodo is a network that helps connect all learners with the people and resources needed to reach their full potential. Middle school teachers and students communicate regularly using the Edmodo network created by the diocese. Each student is required to create an Edmodo account and to join each teachers' class(es) using a class code. Parents should sign up using the parent code available on the student's page in order to stay up to date about classroom activity, assignments, and school events. Homework and other announcements will be sent out regularly using Edmodo to both student and parent accounts.

Parent-Teacher Conferences are held once a year near the end of the first quarter, as well as any other time that a conference is requested by the parent or the teacher. 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.

Parent Observation

If a parent would like to observe a teacher' class and/or teaching methods, 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 35-45 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.

Parent Volunteer Hours

All families are asked to volunteer a minimum of 10 hours during the school year at specific events. Sign-in sheets will be available at all events. Please check in with the person in charge. If your minimum hours are not met, you will be assessed a fine of \$50 dollars per hour not worked.

All families are required to sell or buy an allotted number of tickets for the Fall Festival and the Spring Fundraiser. If the money for the required tickets has not been turned in by the published deadline, the family will be assessed the balance on their 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 regards 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.

Child Custody Situations

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of the court order.

All divorced parents are asked to furnish the school with a court certified copy of the custody section of the divorce decree.

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.

PROGRESS REPORTS AND REPORT CARDS

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

Progress Reports will be sent home weekly reporting either a student's conduct or academic success.

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. Please limit your requests for messages to be delivered to your child only in emergency situations.

Students' cell phones must be turned off and stored in their lockers during the school day. If a student's cell phone is seen during the day, it will be confiscated and taken to the office where a parent will have to make arrangements to retrieve it. If it is confiscated a second time, it will remain in the office and can be picked by the parent at the end of the school year.

CUMULATIVE RECORDS

A cumulative record is maintained for every student in the school. This record remains permanently in the school files and is maintained by the principal. Cumulative records are

accurate, current, and void of any subjective anecdotal comments. The cumulative folder on each student contains the following:

- Attendance history of the named student,
- Results of all standardized testing,
- Student academic grades while attending the school.

These records are kept indefinitely in fireproof files. Periodic examination of students' files is made to update them.

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 below 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 chief administrator. The chief administrator, in his or

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

All Emergency Information Sheets must be returned to the school office by the last school day in August. **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.

- **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:** No outside PE or recess for PK-8th grade (confirmed in your area) 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.

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 situation. An explanation of a duck and cover drill is given in all classrooms. Evacuation plans are posted in all classrooms in the building.

Lock Down Drills

Lock Down 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 lock down. 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 school 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

All visitors to the school, must first report to the school office and receive a visitor's badge. This includes parents, alumni, workers, etc. If visitors are here to visit a student of St. Cecilia Catholic School, they may only visit during the student's lunch time. School age children are not allowed to visit unless accompanied by an adult. 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.

HEALTH

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. **It is the parent's responsibility to keep the school office updated of any changes.** This file contains important data such as parents' phone numbers, family doctor, etc. CPR training is provided for the faculty and staff of St. Cecilia Catholic School.

AUTHORIZATION OF CONSENT TO TREAT 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 aforementioned 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 Indemnatee 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 INDEMNITEES.

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

St. Cecilia Catholic 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 24 hours before returning to school after any illness.

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

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 in order 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 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:

1. **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.
2. 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 in order 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.

3. 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.

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 new staff are also made aware of the policy.

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

In order 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

The school office will be responsible for notifying classroom teachers 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 need 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 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

Protocols for field trips will include timely notification of the school office.

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

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

Probation

A student may be placed on probation for a relatively serious offense or for continued misconduct after a warning, when the misconduct does not require more serious action. The principal will observe the following procedures and guidelines.

- a) A formal probation must be approved by the chief administrator or designee.
- 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 be necessary later.
- e) Effort should be made to assist the student through constructive counseling in order to forestall further sanctions.

Suspension

A student may be placed on suspension for serious misconduct, on campus or off campus during school related activities, or for continued misconduct after having been placed on probation.

Official suspension may include any of the below-listed sanction examples. However, this list is not intended to be all-inclusive.

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

- a) Ordinarily the student shall be given oral or written notice of the charges against him/her, and a fair opportunity to present his/her side of the story. However, in exceptional cases, the chief administrator /designee may suspend a student without affording the student an opportunity for a conference if an emergency situation exists. An emergency situation is defined as a situation determined by the chief administrator or designee to constitute a clear and present danger to the lives, safety or health of students or school personnel. In the event of such an emergency suspension, requirements as to the notice, meeting, and the necessity of keeping a complete written record must be followed as soon as is practical after the emergency condition dissipates.
- b) The gravity of a suspension requires that notice shall be given to the parents by telephone or other appropriate method within a reasonable time, followed by a written notice signed by the chief administrator or designee.
- c) A written form of suspension must be signed by the parents and student. On this form the exact length of the suspension period shall be specified and the reason for the suspension clearly noted, as well as the behavior modification necessary for reinstatement.
- d) The chief administrator or designee is required to maintain dated documentation of the facts, procedures, and parent conference.

2 Guidelines

The length of any suspension is left to the discretion of the chief administrator or designee in accord 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 and work with a substitute teacher paid for by the suspended student's parents. Parent's account will be charged \$50.00. Students who receive an out-of-school suspension 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 but failing grades will be recorded for this work.

Expulsion

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 without limitation parents and siblings) 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 (*e.g.*, parents and siblings) 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.

1 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 behavior that will generally result in expulsion 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.

2 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:

- a) When practical, the pastor of a parochial elementary school and the president of a diocesan high school should be apprised of the circumstances of a potential expulsion before the decision to expel is implemented;
- b) 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.
- c) 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 high schools, the president 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.

- d) 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. In diocesan high schools, the president should be consulted.

3 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.

Anti-Bullying Policy

St. Cecilia Catholic School attempts to provide a safe environment for all individuals. 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:

1. Persistently hurts another individual either
 - a. Physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly), etc.
 - b. Verbally (such as teasing, name-calling, using sarcasm, threatening, spreading rumors), etc.
 - c. 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.
 - d. Through use of technology (such as cyber bullying – using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites), etc.
2. Is deliberate and sustained
3. Is intended to isolate, hurt, or humiliate another individual, or to increase social standing at someone else's expense
4. 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. Bully 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:

1. 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.
2. Whenever possible, any incidents which may constitute bullying should be reported
3. 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.
4. 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).
5. 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 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.
6. 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.
7. The consequences for bullying will vary depending on the situation, but may include, but 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:

1. Teachers of St. Cecilia Catholic School students are expected to:
 - a. Teach their students about what constitutes bullying, effective strategies to avoid being bullied, and way to report bullying.
 - b. Give their students opportunities to role play and practice the strategies taught to avoid bullying and to report incidents.
 - c. 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.
 - d. Have a designated area (Xbox and e-mail) and method for students to report bullying and to leave messages discretely and anonymously for the teacher's attention.

- e. 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.
2. Parents of St. Cecilia Catholic School students are expected to:
 - a. Report concerns of 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.
 - b. 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.
3. Obtain anti-bullying information from teachers and /or principal if desired.
4. Students of St. Cecilia Catholic School should:
 - a. 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.
 - b. Whenever possible, stand up for the student being bullied and refrain from joining in bullying behavior.
 - c. Treat others with the respect and dignity that is expected of any Catholic school student.
 - d. 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.

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.

Classroom Rules

Each teacher posts classroom rules for students. These rules and consequences are explained to the students at the beginning of school. They may be repeated as the teacher deems necessary.

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 of 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:

- a. 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.
- b. 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.

Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

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 course of the school day. 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. 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.

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.

The school is co-tenant of lockers, storage spaces, and desks, and 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 Parker Uniforms.

Everyday Uniform Options

<i>Girls (PK-4th grade)</i>	<i>Boys (PK – 4th grade)</i>
Plaid Jumper (all year) with white polo (with or without logo) white oxford (with or without logo) black dress shoes or solid black tennis shoes white, navy, or hunter green socks	Khaki Pants with green polo (with logo) white oxford (with logo) black belt black dress shoes or solid black tennis shoes
Khaki Shorts (Aug-Oct/Apr-May) with white polo (with logo) white oxford (with logo) black dress shoes or solid black tennis shoes white, navy, or hunter green socks	Khaki Shorts (Aug-Oct/Apr-May) with green polo (with logo) white oxford (with logo) black belt black dress shoes or solid black tennis shoes
Khaki Skort (Aug-Oct/Apr-May) with white polo (with logo) white oxford (with logo) black dress shoes or solid black tennis shoes white, navy, or hunter green socks	
Khaki Pants (Nov-Mar) with white polo (with logo) white oxford (with logo) black dress shoes or solid black tennis shoes white, navy, or hunter green socks	<i>*All boys are to wear white socks</i>
<i>Girls (5th-8th grade)</i>	<i>Boys (5th-8th grade)</i>
Plaid Skirt (all year) (hem 2-3” above knee) with white polo (with logo) white oxford (with logo) black dress shoes or solid black tennis shoes white, navy, or hunter green socks	Khaki Pant with green polo (with logo) white oxford (with logo) black belt black dress shoes or solid black tennis shoes
Khaki Shorts (Aug-Oct/Apr-May) with white polo (with logo) white oxford (with logo) black dress shoes or solid black tennis shoes white, navy, or hunter green socks	Khaki Short (Aug-Oct/Apr-May) with green polo (with logo) white oxford (with logo) black belt black dress shoes or solid black tennis shoes
Khaki Skort (Aug-Oct/Apr-May) with white polo (with logo) white oxford (with logo) black dress shoes or solid black tennis shoes white, navy, or hunter green socks	
Khaki Pants (Nov-Mar) with white polo (with logo) white oxford (with logo) black dress shoes or solid black tennis shoes white, navy, or hunter green socks	<i>*All boys are to wear white socks</i>

Students must wear socks that COME ABOVE THE ANKLE BONE

SHIRTS MUST BE TUCKED IN AND SHOES TIED AT ALL TIMES

Cool Weather Wear

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

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

Sweaters and Sweatshirts

Green cardigan, green fleece jacket, green pullover sweater or green sleeveless sweater vest may be worn in the classroom. In addition, green St. Cecilia sweatshirts and windbreakers may also be worn. 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.**

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 (PK-2nd grade)</i>	<i>Boys (PK-2nd grade)</i>
Plaid Jumper with white oxford (with or without logo) plaid tie (optional) saddle oxford shoes (tennis/dress) white socks sweater (optional)	Khaki Pant with white oxford (with logo) black belt plaid tie (optional) black dress shoes white socks sweater (optional)

<i>Girls (3rd – 4th grade)</i>	<i>Boys (3rd-4th grade)</i>
Plaid Jumper with white oxford (with or without logo) plaid tie saddle oxford shoes (dress) white socks sweater (optional)	Khaki Pant with white oxford (with or without logo) black belt plaid tie black dress shoes white socks sweater (optional)

<i>Girls (5th-8th grade)</i>	<i>Boys (5th-8th grade)</i>
Plaid Skirt (hem 2-3" above knee) with white oxford (with or without logo) plaid tie saddle oxford shoes (dress) white socks sweater (optional)	Khaki Pant with white oxford (with or without logo) black belt plaid tie black dress shoes white or black socks sweater (optional)

***All Middle School students will wear a navy blazer with their dress uniform**

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. Shoulder straps on tank tops must be at least 3 fingers wide.

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. Any student NOT in proper uniform will receive written notification (a Uniform Violation). Parents may be called to bring proper clothing to the child during the school day.

If your child receives three (3) or more violations a week, then he/she will be required to attend Saturday detention. The first detention is free. Subsequent detentions will be assessed a fee of \$25.00 which will be required to be paid on the day of the detention.

Physical Education Uniform

Physical education uniforms (black shorts and gray SCS or another approved PE event T-shirt) for students in grades K through 8th grades can be purchased from Parker Uniforms. Tennis shoes must be worn during physical education class. Students regularly change clothes for all PE classes, so names **MUST** be written **ALL** uniform pieces to minimize loss. The color of PE shoes is not regulated.

Accessories

Make-up, nail polish, earrings larger than a quarter, fake nails, 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.

Body Piercing

Students may not have visible facial or body piercings. Girls may have one (1) piercing in the earlobe.

Grooming Code

Students are to be clean, neat and well-groomed at all times. Older boys are to be clean-shaven without facial hair.

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 include tails, splits, sideburns, hair below the collar for boys, and fades. Hair should be kept clean, neatly groomed

and out of the eyes. Boys' hair should be kept short around the face. 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 must be covered throughout the school year. Any textbook that is damaged, destroyed or lost must be replaced before student records, including the report cards, are released. Students will be charged at the replacement rate.

Awards

Student of the Month Awards are given to those deserving students who have shown outstanding academic work or behavioral improvement. The students are honored at an all school assembly. Quarterly awards are given for honor roll and perfect attendance. End of the year awards are given to outstanding students in all subject areas. 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

Class parties are held for the following celebrations: Halloween/All Saints Day and Valentine's Day. Homeroom parents are responsible for organizing these events and communicating with the homeroom teacher about details. The school celebrates an All-School Birthday Party for Jesus in lieu of class Christmas Parties. Participation in all class parties and similar school events is a privilege and can be withdrawn by the Principal for cause

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. No special gifts (balloon deliveries, limos, locker decorating, entertainers, clowns, etc.) are allowed. Deliveries of gifts will be held in the school office until dismissal.

Student Birthdays

Student birthdays may be celebrated in the classroom or cafeteria with the homeroom teacher's permission. Please provide the necessary paper items. Please bring individual cupcakes or cookies for the children, so that cleanup is quick and easy. **Flowers, balloon bouquets and/or gifts are not to be delivered at school.**

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.

The first Tuesday of the month is Jeans Day, which is a fundraiser for Student Council. Students may choose to wear jeans with their spirit shirt for \$1.00. Homeroom teachers will collect the money from students at the beginning of the school day.

PRINCIPAL'S RIGHT TO AMEND

The principal reserves the right to amend this handbook and such administrative procedure at any time if the situation arises. At such a time, all school families will be notified in writing of the changes through the weekly transmittal envelope.

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.

Student Name (“Student”):	
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Athletics: Subject to the Release and Indemnification terms below, 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 pre- and 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.

Parent(s) initials:	Yes:	No:
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Transportation to/from Athletics: 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 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.

Parent(s) initials:	Yes:	No:
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Extra-curricular Activities: Subject to the Release and Indemnification terms below, 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.

Parent(s) initials:	Yes:	No:
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<p>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.</p>		
Parent(s) initials:	Yes:	No:

<p>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.</p>		
Parent(s) initials:	Yes:	No:
Student: <i>If age 18 or over, initial appropriate box to the right:</i>	Yes:	No:

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 Indemnatee 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.

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 Name (print): _____

School Name (print): _____

Parent Name (print): _____

Parent Signature: _____

School year: _____

Date: _____

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.