

PARENT-STUDENT HANDBOOK 2017-2018



Hearts to God...Minds to Learning...Talents to Service

*2009 NCEA Outstanding Board Award
2010 National Blue Ribbon School of Excellence
2014 International Baccalaureate Middle School
2016 International Baccalaureate Candidate Primary School
Diocesan Distinguished Principal Award*

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SAINT CECELIA

INTERPAROCHIAL CATHOLIC SCHOOL

Hearts to God...Minds to Learning...Talents to Service

August 2017

Dear St. Cecelia School Parents and Students,

Welcome to the 2017-2018 school year! We are looking forward to partnering with all of our families to make this another great school year for our students.

The 2017-2018 Parent- Student Handbook and Handbook Form can be found on the school's website at www.st-cecelia.org. This handbook is intended to serve as a manual for the parents and students of St. Cecelia Interparochial Catholic School. The policies and procedures outlined in this handbook contribute to a positive and safe school climate for all students. This information has been furnished to assist you in understanding the operation of St. Cecelia Interparochial Catholic School. The development and implementation of rules and policies are the responsibility of the administrative team. All rules not covered in this handbook are delegated to the administrative team for definition and enforcement. St. Cecelia Interparochial Catholic School is bound by the policies in the Diocesan Policy Handbook.

Please read the St. Cecelia Parent-Student Handbook with your child and help him/her understand the basic concepts. In order to complete your registration process, please sign and return the Handbook Form by August 1st indicating your compliance with our school policies. Admit Slips will be mailed out on August 1st. As new school policies are adopted, parents will be informed in writing.

It is our prayer that each of us will remain strong in our commitment to keep St. Cecelia Interparochial Catholic School an outstanding Christian educational community.

Peace,

Valerie Wostbrock
Principal

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FACULTY & STAFF

Pastor in Charge: Father Mike Carruthers
Rev. Father Bob Schneider, Pastor, St. Cecelia
Rev. Msgr. Robert Morris Pastor, St. Catherine
Rev. Bill Wilson, Pastor, Light of Christ
Rev. Eric Hunter Pastor, St. Brendan
Ms. Valerie Wostbrock, Principal
Mrs. Elizabeth Agresta, Assistant Principal
Mrs. Sheila Dale, Administrative Assistant
Mrs. Angela Peterson, Business Manager
Mrs. Maryanne Del Monte, Development Director
Mrs. Robin Lenhardt, Administrative Assistant, Development
Mrs. Jodi Cliffl, School Counselor
Mrs. Kim Seidl, PK3 Teacher
Ms. Charla Limardi, PK3 Assistant
Ms. Rachel Noto, PK3 Teacher
Mrs. Joan Maxwell, PK3 Aide
Mrs. Becky Bell, PK4 Teacher
Mrs. Denise Frankum, PK4 Assistant /Before Care
Mrs. Barbara Barko, PK4 Teacher
Mrs. Laurie Kerekes, PK4 Assistant
Mrs. Jill Cerrato, KA
Mrs. Dede Golden, KA Assistant
Mrs. Margie Shatto, KB
Mrs. Barbara Hilpl, KB Assistant/ Extended Day Director
Mrs. Alex Manfred, 1A/Extended Day
Ms. Samantha Vogt, 1B
Mrs. Patricia Hughes, 2A
Mrs. Wendy Patterson, 2B
Mrs. Ashley Kalyan, 3A
Mrs. Jenifer Kunnen, 3B
Mrs. Roberta Stasney, Teacher Assistant
Mrs. Katie Jewett, 4A
Mrs. Nan Hong, 4B
Mrs. Erin Galley, 5A
Mr. Andy Mink, 5B
Ms. Jessica Fennell, 6A / Language Arts
Mrs. Paula Andrion, 6B / Language Arts
Mrs. Erin Spence, 7A / MS Math / ESE Teacher
Mr. Jeff Bernardo, 7B / MS Math
Mrs. Mary Russell 7C /6th & 7th Grade Religion / Religious Education Coordinator
Mrs. Leah Steele, / IB Coordinator
Ms. Heather Manter, 8A / Science
Mrs. Staci Benson, 8B / Social Studies
Mrs. Beth Lusnia, Academic Support Teacher / Enhanced Learning
Ms. Sarah Mazoochi, Academic Support Teacher
Mrs. Suzanne Green, Technology Teacher
Ms. Kathy Olson, Technology Assistant
Mr. Joseph Zemchak, Spanish
Mrs. Carmen Follis, 8th Grade Religion / Intermediate Spanish
Ms. Debra Fabrizio, Music/ Drama
Mrs. Andrea Wilkinson, Art
Mrs. Kathy O'Donnell, Physical Education
Mrs. Marreen Majer, Physical Education Assistant /Athletic Director
Mrs. Elaine Deja, Media Specialist / Technology Teacher
Mr. Fred Casale, Safety Director
Mr. Robert Perri, Mr. Roy Kessler, Mr. Pat Lovell & Mr. Todd Buhnerkemper- Maintenance
Mr. Jim Walters, Mrs. Lorretta Keelan & Lisa Shaffer - Cafeteria Staff

ST. CECELIA SCHOOL MISSION STATEMENT

St. Cecelia Interparochial Catholic School celebrates the uniqueness of each person as a child of God while we proclaim the Gospel message, pray together, build community, and serve others.

We encourage students to open their hearts to God, their minds to learning, and their talents to service.

We affirm that a strong spiritual formation based on the traditions and values of the Catholic Church and an excellent academic foundation will prepare our students to be responsible and effective members of the world community.

INTERNATIONAL BACCALAUREATE MISSION STATEMENT

As an International Baccalaureate Middle School, St. Cecelia School, aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

CATHOLIC PHILOSOPHY OF EDUCATION

The document To Teach as Jesus Did is the foundation on which St. Cecelia Interparochial School bases its philosophy.

"Catholic Education is an expression of the mission entrusted by Jesus to the Church He founded. Through education the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action. Since the Christian vocation is a call to transform oneself and society with God's help, the educational efforts of the Church must encompass the twin purposes of personal sanctification and social reform in light of Christian values."

(To Teach as Jesus Did)

St. Cecelia Interparochial School maintains a commitment to teaching Catholic doctrine, encouraging prayer, building community, and rendering service. This integrated approach provides a value-permeated curriculum. In the context of our Catholic tradition and with a firm commitment to academic excellence, the students are prepared academically, spiritually, morally, emotionally, physically, and socially to make the "Kingdom of God" a reality. In the unique setting of St. Cecelia Interparochial School, students have the opportunity to develop and share their many talents and gifts. Recognizing individual differences, the teachers provide activities and experiences in which all students can succeed and reach their full potential. In their success, students are challenged to respond in faith and compassion to the contemporary world.

SCHOOL IMPROVEMENT PLAN

St. Cecelia School's Administration has been dedicated to providing a setting for student learning which is based in the belief of educating the children in a Catholic environment- preparing them spiritually and academically for their high school years. We believe that the parents are primary teachers in the faith development of the child, but the existence of SCS allows the children to openly profess and practice their beliefs. The Diocese of St. Petersburg offers modules of catechist study of which all the faculty participates. The administration continues to encourage the faculty and staff to be involved in all areas of faith enrichment at the Diocesan, parish, community, and school level.

St. Cecelia School implements a variety of strategies to measure the needs of our school to ensure student success. All current fifth and eighth graders participate in the Province's ACRE assessment tool which helps us diagnose and analyze their Catholic faith formation on subject matter. Our students demonstrate cognitive knowledge ratings much above the Province's standards in almost all areas. We are very proud of their successes on this assessment tool. All students in grades 2-8 participate in national standardize testing (IA).

Another Florida Catholic Conference assessment tool is the ARCA. In reviewing the last two years of ARCA objectives from the areas of Catholic identity to Administration and Professional growth, we have either accomplished or have made great strides in accomplishing our objectives. In our current, ARCA plan, we have created specific goals to continue to improve areas of student responsibility, curricular mapping for Pre-K-8, the physical plant, establishing a strong student enrollment. Student responsibility can be observed through the teachers daily observations but can be measured through our detention system as well as service commitment. We have accumulated historical data to use as baselines for the improvement in student behavior and acceptance of responsibility. This will continue to be documented and monitored to assess the strategies effectiveness.

St. Cecelia School Administration and School Advisory Commission has actively engaged in a 5 year Strategic Plan. The plan has moved forward with much success and will end in 2018, at that time, our fourth 5 year plan will be drafted and implemented.

Curricular mapping develops a baseline of our Pre-K - 8 curriculum offerings in core subjects. The desired result will be that students will demonstrate contiguous growth in subject areas. Grade level core curriculum committees are established. These committees will create subject mastery indicators by grade level and measure student growth. Yearly summative reports are prepared for review and are submitted to the Office of Catholic Schools and Centers and the Florida Catholic Conference. The Administration has made a statement that the physical plant does affect the student learning when a clean, safe and healthy environment is provided. The Administration has instituted strategies and a more closely monitored setting to encourage the results expected.

The Administration and the Development Director with the assistance of the SAC Public Relations Committee have developed strategies to encourage and retain enrollment at St. Cecelia School. The Development department has focused on the establishment of an alumni database, Actual Cost Initiative, a strong marketing campaign and admissions coordination. The School Administration use interim surveys within the school community, local community partners and alumni recognizing the valuable information which can identify our strengths, areas of improvement and supporting St. Cecelia's mission and goals.

HISTORY OF ST. CECELIA SCHOOL

On September 13, 1948, three Sisters of the Holy Names opened St. Cecelia School with 59 students in grades one through six in what is now St. Cecelia Rectory. Grades seven and eight were added during the next two years and there were then 94 students.

On October 7, 1951, ground was broken for a permanent building at the present site at Hillcrest and Court Streets. The school now had eight classrooms, a clinic, and administrative offices.

Five classrooms were added on February 1, 1959. By September of that year, 511 students were enrolled.

A cafetorium was added during the early part of 1961.

Along with additions to the physical plant, the curriculum was expanded. A temporary central library came into being in September 1964 with a part-time librarian added to the staff. A music department was added in 1966, with a part-time instructor.

The year of 1968 saw program changes. Electives were added to the junior high curriculum. Specialized reading teachers were added to the staff.

In 1969, an art teacher was added, thus enhancing the fine arts program. A year later, the library was expanded and a full-time librarian was added to the staff.

Planning for the adoption of a new concept in education was begun in 1971. In the fall of 1972, the middle school was established. Grades six through eight were included. The middle school concept meant smaller class size and additional classroom space was required; therefore, the "red building" of Butler metal construction was erected behind the office complex.

In 1972, the school was fully accredited by the Florida Catholic Conference, a licensed accreditation agency in the state of Florida. This accreditation has been renewed yearly since that time. The school was again accredited by the Florida Catholic Conference in 1984, 1991, and 1998.

In 1974, two full-time physical education teachers further enhanced the faculty. The P. E. program was expanded. St. Cecelia School became involved in an interscholastic athletic league, the Pinellas Youth Conference, with area private and parochial schools. Students in grades five through eight now had the opportunity to compete in various varsity and junior varsity sports for boys and girls.

In 1976, the music department was expanded. A much needed religion coordinator was added to the staff in 1977.

In the summer of 1978, a youth center was added to the facilities. This building enables the P. E. department to expand its curriculum and allows for improvements to the staff and in extracurricular programs. This center also provides a suitable environment for many cultural activities and for the inter-scholastic athletic program.

In 1980, an addition to the youth center was built. This facility houses P. E. offices, lavatories, dressing rooms and showers for boys and girls, storage areas, as well as two classrooms.

In the fall of 1981, two modular buildings were erected on the north side of the office buildings. A new program for fifty kindergarten students was adopted that academic year.

During the 1982-83 academic year, five TI computers were donated to our school beginning St. Cecelia School's tech program.

During 1984-85, language arts instruction time was added to the curriculum for grades one and two. In 1985, a part-time school counselor was added. In addition, a development program was begun to assist with planning and development.

In 1986, additional time was planned for instruction in creative writing for grades three, four, and five, and Spanish was introduced into the curriculum. In the fall of 1986, an extended care program for students in grades kindergarten through five was added to the school services.

In 1987, a full-time computer teacher and a learning disabilities program were initiated. In addition, remedial services in reading and math were provided for grades kindergarten, one, two, and three through a federally funded Chapter I program.

During the school year of 1987-88, St. Cecelia Interparochial School was recognized by the U. S. Department of Education for outstanding progress toward excellence in education.

In the summer of 1988, the main bathrooms were renovated in Phase I of the Long Range Building Renovation Plan. A Family Life component was added to the religious curriculum for the fall of 1988 under the direction of the Diocese and local pastors.

In the summer of 1989, Phase II of the renovation plan was undertaken. In the fall of 1989, renovations for all twenty-one homeroom classrooms were completed. Classrooms were carpeted, painted and refurbished, giving the school a bright new look on opening day in 1989.

During the 1989-90, school year, Susan Guss, the resource teacher at St. Cecelia, received national recognition. The National Catholic Education Association (NCEA) presented Mrs. Guss the Miriam Joseph Farrell Award for Distinguished Teaching in Elementary Schools.

The NCEA also selected St. Cecelia School Board as one of the outstanding school boards in the country in

1990. An improved and more complex computer system was implemented in the administrative office in the spring of 1990. The new computer system allowed for more efficient handling of the increased student population, which numbered 685 students in 1990.

Guidance was expanded to full-time in the 1990-91 school year. Additional language arts time was provided in grades one to five to provide a more integrated language arts approach.

During the summer of 1991, the cafetorium received new lighting and a new ceiling. During the summer of 1992, a portable was added to replace one classroom and a small teaching area. The library was expanded into the computer area, and the computer room was shifted to a classroom.

In the fall of 1993, a third kindergarten was opened. A portable classroom was added to accommodate the increase in students. Plans were drawn up during the summer of 1993 for the addition of six new classrooms and a chapel. The school expanded to 3 classes each of K - 5 over the next six years. In the fall of 1994, construction of the six classrooms and chapel was completed and dedicated.

In the spring of 1995, the computer room was renovated. Thirty new Mac's were purchased and networked, and a variety of new software was added. Intensive in-service of the staff was undertaken. During the summer of 1996, laser disc players and computers were purchased for the science classrooms in grades 5-8 to enhance the science curriculum.

During the 1997/98, school year Spanish was added to all grade levels. A new Discovery Works, hands-on science program was added to grades 3, 4, and 5. The entire building was wired for the Internet and the Mac computers were moved to primary classrooms and the computer room upgraded with PCs. This was done in the summer of 1998.

During the summer of 1999, plans were well underway for a three-phase building program. An architect was hired in the spring of 2000 and final authorization was given to begin Phase I and Phase II. During the summer of 2001, ground was broken for Phase I (nine classrooms, computer room and science lab) and Phase II (Administrative/Student Services). These phases were completed in April of 2002. Phase III, a new gymnasium, is still planned.

The school's administration continued its effort to effectively integrate technology into the learning process. The Accelerated Grammar and Spelling Program were added to the existing Accelerated Math and Reading program. An Administrative Software Program was purchased in an attempt to better the communication between the families of St. Cecelia and the school's administration, faculty and staff.

St. Cecelia School received FCC Accreditation during 2004/2005. The report on St. Cecelia School was very favorable. A copy is kept in the school office for your perusal.

In the summer of 2005, Cable in the Classroom was installed in all classrooms. This will give TV access to all classrooms, the cafeteria and gymnasium. An intermediate science lab was also created to better facilitate hands on science education.

During the spring of 2005, a brick campaign project was launched to enhance our courtyard area as well as address drainage and safety issues. From that project sprang the design of our current Garden of Peace & Prayer. Phase I was completed when the prayer garden between the primary building and cafeteria was finished. Phase II which incorporates the interior courtyard, Stations of the Cross, and a covered walkway is in process.

In the 2005/2006, school year a comprehensive safety plan was created. All areas of the campus were reviewed. Repairs, changes and refurbishing of the primary playground were implemented. A Raptor system was put in place. The K - 5 computer lab was refurbished with brand new computers and LCD screens. Parents and students are able to access academic information and grades through MyStudentsProgress, which is our main source of communication.

Years '06-'07 had us preparing for our third year of our School Improvement Plan, the faculty has immersed themselves in curricular mapping in Language Arts and Mathematics. The school community has participated in character development programs to further our progress toward our SIP goal of respect for ourselves and others. As part of our efforts to be good stewards of the environment, the SCS community has made a commitment to become a designated "Green School". All faculty have completed the basic modules of Catechist studies of faith enrichment. Progress continues on Phase II of our Garden of Peace and Prayer.

During the summer of 2007, a decision was made to begin a second cycle of our Strategic Planning Process. St. Cecelia School created a second five-year plan to look ahead to the year 2012. A planner came aboard in the fall of 2007 and guided the School Advisory Commission in creating the process and developing a plan. Input from the entire school community was gathered by way of electronic surveys, group and personal interviews, collecting research data on demographics, parish and school data, and reviewing projected trends. Committed parents, faculty and staff attended a weekend workshop that summarized the data obtained in the previous months. The team divided the data into five areas: Catholicity, curriculum, technology, finance and parental involvement. The designed committees formulated short, intermediate and long-range goals with recommendations. A Steering Committee was established to review the on-going process. As a testimony to the dedication of the people involved, several of the short-term recommendations were addressed and accomplished before the end of the school year. One long awaited recommendation—the hiring of a Development Director was fulfilled in August 2008.

In spring of 2009, The St. Cecelia School Advisory Commission received a very prestigious award in Anaheim CA from the FCC. We were chosen as one of nine school boards in the United States to receive **The Outstanding Board Award for 2009** for our strategic plan and efforts to keep SCS innovative and compliant with best practices. In 2009-2010, St. Cecelia Alumni Association came to fruition. In the spring of 2009, a dinner dance reception welcomed all St. Cecelia Alumni. A data base was begun and a Facebook account opened. In the fall of 2009 our first 5K Gallop occurred as an Alumni fundraiser supporting St. Cecelia School operating costs and tuition assistance. One of the on-going results of the Strategic Plan has been an intense branding campaign. A school crest has been designed, as well as a new web-site. School colors are red, white and powder blue. New student uniforms will display our crest and colors. During the summer of 2009, our first full day/ 8 week, summer camp was launched. It was well-received. The summer camp offers our children fun-filled days with a Christian environment. During the 2009-2010, school year the St. Cecelia School students' opportunity to be involved in music and drama grew dramatically. A robed choir which sings at all-school masses and a drama club which produced two major productions occurred. This year also introduced a program of enrichment for the gifted students who meet State of Florida and St. Cecelia School criteria. St. Cecelia School students continue their effort to be a "green" school and stewards of the gifts God has given us.

The year 2010-2011 was a momentous year for St. Cecelia School. In the fall St. Cecelia School won the prestigious **National Blue Ribbon Award** as a school of excellence. St. Cecelia School was one of seven public and private schools in the state of Florida and one of 50 private schools nationwide. The principal and teacher representative traveled to Washington D.C. to be recognized by the US Department of Education. This award recognizes St. Cecelia as a school of excellence and its commitment to ensuring students learn and succeed. Additionally, St. Cecelia School's Principal was awarded the Diocesan Distinguished Principal of the Year Award by the National Catholic Education Association. The faculty and staff of St. Cecelia School is dedicated to providing their students and school community the best. In July, 2011 St. Cecelia middle school became a **candidate International Baccalaureate school**. The blending of our St. Cecelia School's mission and the IB philosophy will ensure our students preparedness to be forth-filled, knowledgeable citizens in the world community. As a response to a school-wide survey St. Cecelia School opened a full day 3 year-old program to complement our existing PK-4 VPK program.

In 2011-2012, a number of major projects were completed. Green space next to the blacktop was created complete with trees, flowering plants, benches and statuary. Most of the bathrooms were remodeled and covered walkways

were erected. IB training for middle school teachers continued; teachers collaborated on unit plans. Common Core was introduced and meetings were held to obtain a greater understanding of the new standards and benchmarks. Many long hours of collaboration, mapping, participation in character building activities and research were rewarded with a very favorable recommendation for FCC Accreditation. A copy of the report is kept in the school office for your perusal.

The year 2012-2013 was packed with changes. We welcomed our new school pastor, Fr. Dermot Dunne and our new principal, Valerie Wostbrock to our school community. In addition to the weekly Tuesday Masses, a weekly all-school Mass was added to our schedule. Seating for the all-school Mass was reconfigured. Progress was made in meeting the goals for our Strategic Plan; meetings were also held for preliminary work on our School Improvement Plan. All teachers attended numerous training sessions for Common Core. Middle School teachers continued to train for IB and to implement what they learned. Our IB consultant visited, observed and made recommendations for the accreditation visit which will be held next spring. Covered walkways and gym renovations were completed. Grade eight students participated in Character GPS which encourages students to develop life skills. Two new programs were begun - Junior Achievement for grades 2 and 4 and a Junior Thespian Society.

In 2013-2014 a new School Advisory Council (SAC) Technology Committee was formed. This committee is made up of parents, faculty, and local consultants who spent numerous hours investigating other schools' technology programs, meeting with specialists, and creating a new Technology Plan. The Technology Plan includes the following for the 2014-2015 school year: creation of a Technology Department; a 1:1 iPad Initiative for Fourth through Eighth Grade students; a 3:1 iPad Initiative for Third Grade students; a 3:1 Net Book Initiative for PreK4 through Second Grade students; smart projectors or Smart Boards installed in every PreK4 through Eighth Grade classroom; and additional electrical outlets installed in the Hillcrest Wing classrooms. The Olweus Bullying Prevention Program was initiated school wide to empower students to speak up against bullies, bullying behaviors, and to learn more positive ways to interact with each other. Off the blacktop area a new playground and swings were installed for the kindergarten through middle school students. A large covered outdoor learning space with 10 picnic tables was created behind the media center. In May 2014 the IB Visiting Team met with teachers, parents, and students and made recommendations for our school's IB authorization. The Visiting Team's recommendations will be addressed by October 2014, so the final recommendation on authorization can be made to the Director General for IB authorization which should be awarded thereafter.

The 2014-2015 school year was a busy one. We received two notable designations from the community as a Best in Class School and a Top Workplace. A Technology Department was created with a Technology Coordinator, Technology Assistant, Technology Integration Specialist and Technology Teachers. The 1:1 and 3:1 initiatives were very successful and have engaged our students in many new learning environments and experiences. Smart projectors were installed throughout the school to further our technology initiative. In January 2015 a pep rally was held to celebrate our designation as an official IB World School Middle Years Programme (IB-MYP). Construction began in March on the Primary Playground to eliminate the drainage and run-off issues. New additions include artificial turf, picnic tables and a new playhouse. Our student's IA and ACRE test scores increased. The goals of our third five year Strategic Plan, Engage, Enrich, Empower help us maintain a clear and unified vision for our school's continued tradition of success.

The beginning of the 2015-2016 school year opened with a dedication of the newly remodeled Primary Playground by our School Pastor, Fr. Dermot Dunne. The students and families love this beautiful space and it is used not only during the school day, but many families stay after school to play in this space. One of the original classrooms was remodeled last summer and this summer there are five additional classrooms being remodeled with new: ceilings, lighting, bulletin and dry erase boards, built in cabinets, cubbies and a large storage closet. Academically our IA and ACRE scores increased and we are once again performing above both the Diocesan and Province scores. Our students participated in a wide variety of academic and sports competitions and received 1st – 5th Place distinctions and/or trophies. This year we were accepted as an International Baccalaureate Candidate School for the Primary Years Programme (IB PYP). Once we complete the candidacy phase we will be the only private school in all of Pinellas County with the distinction of being IB from PreK3 through eighth grade. The tradition of St. Cecelia's being a strong Catholic school with a reputation of high academics continues.

The 2016-2017 school year was another busy year. We were very excited to announce our acceptance as a Candidate School for the International Baccalaureate Primary Years Programme (IB-PYP). This will give our school the distinction of being the only private school in all of Pinellas County to offer both the IB Primary and Middle Years Programmes. In August of 2016 all of our elementary teachers, classroom assistants, and specialists

attended mandatory PYP training to begin the implementation process. Our school's Iowa Assessment scores were again higher than both the Diocesan and Province of Florida's scores. Our students were shining as they competed in numerous academic, athletic, and drama competitions.

Around the campus five more classrooms in the Hillcrest section of our campus were completely renovated. New roofs were installed on the cafeteria and media center, new air conditioning units were installed in the cafeteria, the middle school classrooms and the teachers' lounge were painted, new carpeting was installed, and two large shade structures were installed on the elementary playground. The middle school computer lab was renovated with computer tables donated by World Wide Technology. Thank you for this very generous donation!

Diocese of St. Petersburg

A Code of Conduct for Parents, Guardians, Caregivers, Volunteers, & Visitors

This Code of Conduct applies to all parents, guardians, caregivers, volunteers, and visitors who interact with our schools and Catholic Education in the Diocese of St. Petersburg. It also applies to all parents, guardians, caregivers, volunteers, and visitors who are present at school and school-sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, caregivers, volunteers, and visitors there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of St. Petersburg.

The school is a multifaceted organization comprising a diversity of populations that have distinctive relationships to one another. Relationships are at the very core of our Catholic Christian belief in our Triune (three persons in one) God. The Holy Trinity is God in a relationship! This beautiful doctrine inspires all of us in Catholic Schools to attempt to be a living Christian community in relationship with God and others. It is essential in such a community that all members recognize and respect not only their own rights and responsibilities, but also the rights and responsibilities of other members of the community and those of the school itself. “All rights have to be balanced by responsibilities because we are in relationship.” (Putney, 2005)

The responsibility for promoting and upholding these core values of the school community must fall on all those with the greatest ability to reason and control their actions. Therefore, it is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors always model acceptable behavior within the school setting, at school sponsored activities or when the school can be involved in any social or professional media. “It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom association or meeting are to be inaugurated and held in great esteem” (The Code of Canon Law, Canon 796 Para.2).

As a parent, celebrate, that you play a foundational role in the development of your child’s sense of justice, equity, and worth for all members of the school community. You are one of the most instrumental role models in your child’s life. “Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators” (Gravissimum Educationis, 1965, para.3)

All Catholic schools are private property; This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community.

In living out the Gospel values, we strive to create a safe environment for all stakeholders developing:

- An inclusive and welcoming attitude towards all people
- An ability to appreciate the situation of others
- A cooperative attitude in working with others
- An open, positive and honest communication
- The ability to work civilly with other people
- The reverence for Creation
- Trusting relationships
- Responsible actions

As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:

- Support in words and actions the philosophy of Catholic Education
- Respect the decisions made by the administration, even if you disagree with them.
- Work in trust with the school for the common goal of achieving what is best for all
- Communicate with the school in a supportive manner, which does not interfere with the administrative functioning of the school
- Support your child/ren in all educational endeavors by giving praise and showing interest in school activities
- Help your child/ren to discover that it is more the process that is experienced, rather than the end-product, that makes it all worthwhile
- Model flexibility – encourage healthy problem solving

- Help your child/ren to understand that ‘giving of your very best’ is what matters rather than always comparing yourself against the capabilities or achievements of others
- Listen to your child/ren, but remember that a different version of the event may be interpreted by others
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
- Validate that both parents and teachers work together for the benefit of the child/ren
- Observe the school's policies, as outlined in the school webpage and/or the school's handbook and endeavor to support them in the home
- Cooperate where your child's behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct and follow specified protocol for communication with faculty/staff members
- Support the school in its efforts to maintain a positive teaching and learning environment
- Refrain from engaging in gossip and hearsay by communicating with the school and always model good manners for your child/ren
- Sustain a positive and co-operative attitude and interact positively with other parents and community members
- Encourage community building with other parents and community members
- Value the school community and its reputation especially when engaging with social media
- Do not smoke on school premises
- Do not use offensive language on school premises

Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to and clearly communicated with by the school regarding your child/ren's education and development
- To have confidentiality over sensitive issues respected by faculty/staff
- To be treated in a caring and polite manner
- To have a timely response to concerns raised, usually within 48 hours
- To be treated with professionalism by all faculty/staff members

Specific Guidelines for a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members and other parents
- Under no circumstances approach another child while in the care of the school to address, discuss, or reprimand them because of actions towards your own child/ren
- Respect the rights of faculty/staff members and other individuals
- Respect the reputation of teachers, staff members, and administration, and be mindful of communications especially social media; e.g. tone of emails
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook
- Respect teachers' preparation time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged
- To protect our children do not discuss any grievances or perceived failings in front of them regarding the school
- On excursions, helping in class, or on campus parents must follow the instructions and directions of the teacher. A parent may remind students of the rules, but at no time issue consequences and should refer the student to the teacher if the behavior continues
- As valued members of the school community attend and participate appropriately in school liturgies or special events including athletics, concerts, academic and cultural events, ect.

Communication Process for a Parent, Guardian, Caregiver, Volunteer and Visitor:

Our Catholic schools want to work in partnership with our families. If anyone has a current complaint, criticism, or concern, it is expected the following steps be followed:

1. Speak to the appropriate school personnel involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. When possible make an appointment with the relevant person. Follow the chain of command.
2. If for some reason this is not possible, then make an appointment to see an administrator or other designated leadership personnel
3. The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties
4. If having followed Steps 1-3 with no satisfaction, you may complete the Parent Concern Form found on the website of the Diocese of St. Petersburg - Office of Catholic Schools and Centers for further facilitation

Deliberate breaches and inability to respect the Diocese of St. Petersburg – Office of Catholic Schools and Centers Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or vexatious complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of their child/ren.

If your complaint relates to allegations of Physical or Sexual Abuse by a faculty/staff member towards a child in both a historical or current matter, you should, in the first instance, contact the statewide toll-free abuse and neglect registry at 1-800-96ABUSE (1-800-962-2873) and/or law enforcement."

REGISTRATION INFORMATION

Admissions

Students are registered at St. Cecelia Catholic School by invitation. This invitation may be withdrawn at any time if the student is experiencing academic or behavioral difficulties beyond what the school's programs will accommodate. The open admission policy of the Catholic Schools of the Diocese of St. Petersburg allows no person to be discriminated against or denied admission based on the basis of race, color, or ethnic origin if space is available. Nor is the staff hired or assigned on the basis of race, color, or ethnic origin. The principal, in consultation with the staff and pastors, is responsible for the acceptance of new students.

The application of new students includes a processing fee. St. Cecelia Catholic School's programs may not meet the needs of every student and therefore every new student is evaluated on the basis of prior academic performance, behavior performance, and standardized tests. All students are expected to follow the program of religious studies provided in the regular curriculum. All students must also participate in weekly school liturgies. School liturgies are scheduled for 8:00 am every Thursday, except when a religious day of obligation falls on another day of the week. Check the school calendar for any exceptions.

Probationary Period

All students entering St. Cecelia Catholic School do so on a probationary basis for a minimum of 30 days. During this period the student's performance will be reviewed. Reasons for dismissal may include but are not limited to the following: unsatisfactory discipline history, tardiness, excessive absences, educational needs beyond what the school can meet and not adhering to the tuition policy. St. Cecelia Catholic School reserves the right to ask any student to leave at any time during the school year should it be deemed necessary by the school administration team.

Order of Acceptance for Pre-K Admissions – Students are accepted in the following order:

- 1) Full time sibling
- 2) Full time parish affiliated
- 3) Full time
- 4) Part time sibling
- 5) Part time parish affiliated

Applications

Applications for the general public are available after our November Open House. **If there is a sibling of a current student coming to the school for the first time, it is necessary to file an application. This is particularly important in pre-kindergarten and kindergarten. Applications are available in the office and at www.st-cecelia.org.** Re-enrollment for current St. Cecelia Catholic School students takes place in January.

Registration

One registration fee per family will be paid for all current students or new students approved in advance for admission, for reservation of their space for the following year. This payment is due no later than February 21st of each year; or, for newly accepted students, upon acceptance, if after February 21st. Failure to make this payment when due will make the space(s) available to the first children on the waiting list for that grade. **THIS FEE IS NON-REFUNDABLE.** Per child registration is due at the new year registration, June 30th.

Age Requirements

- A child must be three (3) years of age on or before September 1st to be admitted to the EC3 program.
- A child must be four (4) years of age on or before September 1st to be admitted to the Pre-K.
- A child must be five (5) years of age on or before September 1st to be admitted to kindergarten.
- In order to enter first grade, a child must have satisfactorily completed kindergarten and be six (6) years of age on or before September 1st of the school year. Exceptions – out of state transfers.

Florida Health Certificate

Health Requirements PK & PK3

Each child must have on file current health records which include a current Student Health Examination and a Florida Certificate of Immunization.

Immunization Records and Health Requirements - Grades Pre-K – 8

The State of Florida requires that a current record of immunization for each child be on file in the school office. Each child entering Pre-K must have a current student Health Examination and a Florida Certificate of Immunization on file. Parents are asked to help us comply with this regulation by providing this information each year. A health exam by a Florida physician is also required to be in each child's folder. This is a requirement upon entering school in Florida; this is not required to be repeated each year. Children attending grades kindergarten through eight are required to have a second dose of measles vaccine, preferably MMR. Children attending kindergarten are required to have the Chicken Pox vaccine. Children attending grades kindergarten through first and seven through nine are required to have the hepatitis B vaccine series. Children attending grades seven through nine are required to have a tetanus diphtheria, or Td, booster. Students will not be able to start school unless these are completed and the school has the immunization form. Meningitis inoculations are considered for 7th and 8th grade students. Please discuss with your pediatrician.

Immunization Exceptions

Some students may be exempt from immunizations due to medical reasons. A medical exemption must be in *-writing from a medical physician and be renewed each school year. **A religious exception is not recognized by the Diocese of St. Petersburg.**

However, notwithstanding these exemptions, in the event the school or center believes in good faith that a greater risk exists to the faculty, staff and/or students, the principal, upon consultation with the pastor and superintendent of schools, may reject the exemption for the greater good of the school or center.

FINANCES

Tuition Payment Policy

There are two options for tuition payment:

- 1) FACTS Tuition Management System for payment of tuition.
- 2) Tuition can be paid in full to SCS. Any tuition paid in full must be received by July 1st.

Tuition is payable through Facts Tuition Management Company. An account can be set up through the following link: <https://factsmgt.com/signin/3V4VC>. You can contact Facts with any questions at 866-412-4637. You can choose from a variety of payment dates, payment methods as well as frequency of payments from monthly, to quarterly, to semi-annually.

It is important to stay current with your tuition payments as you will be assessed a late fee of \$25 for any payments made after the due date. Past due tuition after 90 days may put your child's continued attendance in jeopardy if satisfactory alternative arrangements are not made after consultation with the Business Office and approved by Administration. If students are withdrawn, no report cards or student records will be released until all outstanding financial obligations are met. In order for students to return to SCS, all past financial obligations must be current.

Per student fees are due at specified times during the registration /re-registration process and are non-refundable.

Finance Policies:

1. **In order for eighth grade students to sit for final exams and participate in the graduation activities all tuition, fees, and parent involvement hours/fees must be paid in full by May 4th.** Any eighth grade student who is not current with tuition payments, including siblings, and any other financial obligations including Parent Involvement hours/fees will not sit for final exams nor will they be allowed to participate in the graduation activities.
2. Parents of students in grades PK-5 who are not current with tuition payments and other financial obligations including Parent Involvement hours/fees may not re-register them for the following year.
3. Sixth and seventh grade students who are not current with tuition payments, including siblings, and any other financial obligations including Parent Involvement hours/fees will not sit for final exams nor will they be allowed to re-register for the following school year.
4. Report cards will be mailed once all financial obligations; including Parent Involvement hours/fees are met.

Tuition rates for 2017 - 2018

PK3	Times	Tuition	10 Month Payment Plan	12 Month Payment Plan Current Families Only
Full Day	7:50 – 3:00	\$6,749	\$675	\$562
Half Day	7:50 – 12:00	\$5,197	\$520	\$433

PK4	Times	Tuition	VPK Funding	Parent Resp.	10 Month Payment Aug. - May
Full Day	7:50 – 3:00	\$6,749	\$2,446	\$4,303	\$430*

* VPK funding applied.

Tuition rates for 2017 – 2018

2017-2018	Yearly	Monthly-Payable over 12 months
Actual Cost Per Year		1st payment due July 1st
Parish Supported Student		
1 Student	\$6,749	\$562
2 Students	\$12,912	\$1,076
3 Students	\$18,437	\$1,536
Catholic Student		
1 Student	\$7503	\$625
2 Students	\$14,427	\$1,202
3 Students	\$20,694	\$1,725
Non-Catholic Student		
1 Student	\$8,640	\$720
2 Student	\$17,280	\$1,440

Feeder Parishes are: St. Brendan, St. Catherine, St. Cecelia, and Light of Christ

It is important to realize if you are paying the Parish Supported Student tuition rate, your parish is contributing \$754 per child to the school on your behalf as an active parish member. Please check with your own parish to determine what is expected to receive monetary parish support and bring a completed Parish Verification Form to the school office.

Non-feeder parishes

If you are not a registered member of one of the four feeder parishes, please be advised you are only eligible for the Catholic Student tuition rate. Exceptions to this policy are up to the individual pastors of non-feeder parishes. Please check with your pastor to see if they are willing to pay \$754 per child to the school on your behalf as an active parish member to receive the Parish Supported Student tuition rate.

Parish Verification Form

At application time for each new school year, a Parish Verification Form (PVF) must be completed by the pastor for each parish student applying to St. Cecelia Catholic School. Parents are responsible for getting a PVF from the school office and delivering it to their pastor. **Family support for tuition is determined by each feeder parish.**

Tuition Assistance / Scholarships for K-8 Students:

Tuition Assistance is available. Applications for tuition assistance begin in the spring of the year preceding the school year of which you are seeking assistance.

1. **Catholic School Tuition Assistance Grant (CSTAG)** – New families and current families who are active and practicing members of their Catholic faith are eligible for this type of assistance. Income levels do apply. Students may not be a recipient of either the Step Up or McKay scholarship. Please refer to the following website: www.dosp.org under the Education tab and Catholic Schools and Tuition Aid/Diocesan Assistance page for more information. Apply through Facts Tuition Grant and Aid: <http://factsmgt.com/parent-resources/apply-for-financial-aid/>
2. **St. Cecelia Catholic School Tuition Assistance Fund** - These funds are available to all new and current school families. Apply through Facts Tuition Grant and Aid: <http://factsmgt.com/parent-resources/apply-for-financial-aid/>. For participating Catholic families who also apply to CSTAG above, the same application submitted to Facts Tuition Grant and Aid will be used to make an award determination.
3. **Mary C. Forbes** - The Mary C. Forbes Foundation application can be requested from the school business office. This scholarship is only available to active and participating Catholic families and must be approved by your Pastor.

4. Step Up For Students - The Step Up Scholarship is an income based corporate tax scholarship available through the State of Florida. Information regarding this scholarship can be found on the following website: www.stepupforstudents.org
5. McKay Scholarship - This scholarship is available through the State of Florida and is intended for students with IEP's and those with other learning accommodations. More information is available on the following website: www.floridaschoolchoice.org
6. Gardner Scholarship - (PLSA) program helps parents individualize the educational plans for their children with certain special needs. The program, previously called the Personal Learning Scholarship Account, was named the Gardiner Scholarship in January 2016.

For Pre-K 4 students: The State of Florida participates in the Voluntary Pre-K (VPK) program. All four year students regardless of income are eligible to receive VPK funding. More information can be found on the following website: elcpinellas.net

SCS Financial Assistance may be available at mid-year to families in need with students in grades K – 8 only. Requests should be made by contacting the school Business Office, then applying at <http://factsmgt.com/parent-resources/apply-for-financial-aid/>

There are several scholarship opportunities available in the spring for the following school year. This information is disseminated via the weekly newsletter.

Delinquent Accounts

Our school's main source of income is tuition. When accounts become delinquent, it has a direct negative affect on the school. Any outstanding tuition after 90 days will put your child's continued attendance at SCS in jeopardy. Please contact the Business Office if you are having difficulty. If financial obligations are not met, students will not be allowed to return to school until acceptable terms are agreed upon. Payment of all financial obligations for eighth grade students, including June tuition and parent involvement hours, are due before the student can sit for final exams.

In order for sixth and seventh grade students to sit for final exams tuition, fees, and parent involvement hours/fees must be current to date. Financial obligations **MUST** be completed for all students before report cards will be sent and transcripts released to other schools. Financial obligations include tuition, fees, parent involvement hours, all books returned, and any other fees owed to the school. **No student can be re-registered until all financial obligations have been met.**

Late Registration

The full registration fee, general fee, and first tuition payment are due the month a student enters school. The balance of tuition due to the school will be prorated based on the enrollment date and the number of school days remaining.

Withdrawal

If a student withdraws from school, it is the responsibility of the parent to request a transfer from the school office in writing. A forwarding address and withdrawal date must be provided at the time of the transfer request. All fees are due to the school regardless of early withdrawal. Only tuition will be prorated based on the last day a student is present at school.

****All financial responsibility to St. Cecelia Interparochial Catholic School and any other related organizations must be fulfilled before a student is withdrawn. No transfer of records will be given or released until all financial settlements have been secured.***

SCHOOL HOURS

Office Hours

The school office will be open from 7:30-6:00 pm, Monday through Friday.

Instructional Hours 7:50 am - 3:00 pm

The student's school day begins when the first bell rings at 7:50 am with announcements, pledge, and prayer. It is requested that students arrive no later than 7:45 am, but no earlier than 7:30 am.

When students are dismissed at the end of the day to a parent or guardian, the parent or guardian must check the student out with the teacher when leaving. Therefore, if someone new is picking up the teacher will be alerted to that fact. If someone new is picking up and the teacher has not received prior notification, the person will be directed to the school office for identity verification.

Regular Dismissal for students is at 3:00 pm after the afternoon announcements. All students must return to their homerooms after their last class. Students are called for extra-curricular activities and the gates are opened after 3:00 pm for general pick-up. Students should be picked up by 3:15 pm. ***Any student on school grounds after 3:25 pm will be sent to the Extended Day Program and the parent will be charged a fee to be paid that day, at the time of pick up.***

Half Day Dismissal for students is at 12:00 pm after the afternoon announcements. All students must return to their homerooms after their last class. Students are called for extra-curricular activities and the gates are opened after 12:00 pm for general pick-up. Students should be picked up by 12:15 pm. ***Any student on school grounds after 12:25 pm will be sent to the Extended Day Program and the parent will be charged a fee to be paid that day, at the time of pick up.***

Before Care / Extended Day

A before care program is offered for students in grades pre-kindergarten through eighth grade from 6:30 am – 7:30 am. School personnel will meet students and their parents at the gate in the morning. The family registration fee if using before care is \$25 per year. The monthly fee for students attending regularly is \$60 per student. For students occasionally attending before care, the daily drop in rate is \$5.00 per day.

An after school care program is offered for students in grades pre-kindergarten through eighth grade until 6:00PM. A teacher will be coordinating this program. There is a family registration fee each year of \$65.00. For students attending regularly, the annual fee is \$1,800.00 per student and is divided over 12 monthly payments of \$150.00 each month and should be paid with the tuition. For students attending occasional aftercare, the daily drop in rate is \$15.00 per day and can be paid at the time of pick up. On half days, the fee is \$20.00 per day for students paying the annual fee or \$25.00 per day for occasional students. The annual amount will be pro-rated on a daily basis for late admissions or early withdrawals. Please address specific questions to the business office. Any student picked up after 6:00 pm will be charged \$5.00 for every 5 minutes after 6:00 at the time of pick up.

Persons Appearing to be Impaired by Drugs/Alcohol at Pick-Up

The staff at St. Cecelia Catholic School will contact local police and/or the other custodial parent should a parent appear to the staff of SCS to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, SCS staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who appears to be impaired and attempts to pick-up a child will also warrant the staff of SCS to contact the child's parents, local police and Child Protective Services to notify them of the situation.

ATTENDANCE

Success in any field requires a continuous daily effort. Nowhere is this truer than in education. The quality of learning for any student reflects the regularity with which he/she attends classes. Our attendance regulations have been formulated as a means of helping our students develop habits which will serve them best while in school and in later years.

IMPORTANT NOTE:

- If a student is going to be absent, it is the parent's responsibility to email Valerie Ryan, (vryan@st-cecelia.org) in the school office no later than 8:00 am, the day of the absence. The email should include the date, reason for the absence, and the expected date of return to school.
- Upon returning to school, a doctor's note must be submitted to Valerie Ryan in the school office in order for an absence to be excused.

Attendance Procedures

- If your child will be absent for a planned length of time, parents must contact the office and teacher/s in written form at least a week in advance of the absence to request permission from the principal. In the case of emergency, a telephone call to the office is necessary. All academic work missed must be made up. Unexcused absences will result in a grade of zero for each day missed and the work may not be made up for credit. Leaving for a doctor's appointment is partial absence. If a child arrives after 11:30am or leaves after 11:30am, a half day's absence is recorded. If a child arrives after 1:30pm or leaves before 9:30am a full day's absence is recorded.
- If multiple absences occur, please email the teacher directly to discuss your child's school work responsibilities. The Parent Portal is another resource to be used to monitor daily objectives and school work.
- The **Voluntary Pre-K Program** reduces funding for excessive absences. A set number of absences are built into the funding. Excessive absences may result in being withdrawn from the program.

Tardiness

The student's school day begins when the first bell rings at 7:50 am. Frequent tardiness is unacceptable. It is not only detrimental to the learning of the student that is tardy, but it is disruptive to the teaching and learning already taking place in the classroom.

Tardy students may only enter through the school office. If a student is tardy the parent must bring the child to the office for an admit slip. If the student is in grades PK-5 the parent may be asked to sign in and walk the student to class. The admit slip is given to the classroom teacher.

- All students will be given a grace of 5 tardies for the entire year.
- Upon the 6th tardy, the parents will have a conference with the homeroom teacher to discuss strategies to create a change in behavior.
- On the 10th tardy students must serve a 30 minute before school detention. Students will serve a 30 minute before school detention for every tardy thereafter.

Dismissal/Early Dismissal

Gates are opened after 3:00 pm. Requesting students 5-10 minutes before dismissal is strongly discouraged. If students are picked up prior to regular dismissal, they **must** be signed out in the office. The parent must sign in as a guest and pick-up the child at their classroom.

All arrangements for transportation should be made prior to the student coming to school. It is extremely difficult to give a last minute message to a child about a change of plans. Messages **must** be communicated to the office no later than 2:15pm in order to give sufficient time for the message to be relayed to the child. In an emergency, we will always do what is reasonably possible, for a child to receive a message.

Please do not expect a teacher to conference during dismissal time. During dismissal the teacher is responsible for supervising their class. In order to have a productive discussion with the teacher please make an appointment, so you can have their undivided attention.

Many students and parents are on campus after school and they are welcome. All students must be supervised by a parent after dismissal time. In an effort to secure the campus, staff and visitors should use the main office gate after 3:30pm for entrance and exiting. Extended Day teachers are asked to inform parents of schedule for pick up. **The cafeteria doors should not be used after 3:30 pm.**

Doctor Appointments

Parents are encouraged to schedule all doctor and dentist appointments after school hours. When emergency demands, the appointment should be made as early or late in the school day as possible.

When signing your child out in the office, complete the sign out form, sign in as a guest and pick up your child in his/her classroom. If you know in advance your child has an appointment, please send the teacher a note one day ahead of time. Come to the school office; sign the child out. Students must make up all work missed due to appointments.

Summer Camp

St. Cecelia School offers a summer camp program with sessions beginning in June and ending in July. The summer camp program offers a variety of religious, academic and physical activities to encourage healthy mental and physical growth and development.

Non-smoking Policy

The school is a smoke-free campus.

Visitors

Everyone visiting the school, including parents, **must** first report to the office, sign in, and receive a visitor or volunteer sticker that must be worn. **No visitors are allowed to visit a class without permission from the office.**

Attendance Policy and Recommended Procedures
Office of Catholic Schools and Centers
Diocese of St. Petersburg
6/20/17

Attendance (K-8)

Success in any field requires a continuous daily effort. Nowhere is this truer than in education. The quality of learning for any student reflects the regularity with which he/she attends classes. Our attendance regulations have been formulated as a means of helping our students develop habits which will serve them best while in school and in later years.

State of Florida law requires those children between the ages of 5 and 16 attend school. Regular attendance and punctuality have a marked influence upon scholastic achievement. Attendance is an essential element to good progress in school.

School calendars are distributed to families to aid them in planning family vacations. Schools strongly encourage families to plan vacations during scheduled school vacations. Any vacation related absences will be included in the student's total number of absences.

Parents/guardians must notify the school office of a child's absence prior to 8:00 a.m. As a safety procedure, if a child is absent and the parents have not contacted the school, the school will attempt to contact the parents. When a student is absent, the school must receive communication from parents/guardians explaining the reason for the absence. The communication must include 1) the child's full name, 2) dates of absence, and 3) the nature of illness or reason for absence.

In the case of prolonged medical absence, three or more days, parents should call the office before 8:00 a.m. for missed class work and homework, so the work can be prepared and be ready for pickup at dismissal time. Due to teaching schedules it may take up to 24 hours to have materials prepared for pick up in the school office. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion.

Ten (10) tardies in a trimester are considered excessive. A notification will be sent home on the tenth tardy. A conference with the school counselor and homeroom teacher will be mandatory.

Six (6) absences in a trimester are considered excessive. A notification will be sent home on the sixth absence. A conference with the school counselor and homeroom teacher will be mandatory. On the seventh absence, consequences may be given. If your child is going to be out for any length of time due to a family commitment, please send a note to the school office at least a week in advance.

Students should not be permitted to return to school unless well enough to participate in school activities. Students must be present for at least four (4) hours of the school day to be considered present that day. In order to participate in any after school activities, including the extended day program, students must be present on that day. Students who are absent more than 20 school days during the year may be under administrative review for academic retention and may be asked to withdraw from St. Cecelia Interparochial Catholic School.

Students who are absent are required to make up work missed in each class. If a student is out for only one or two days, upon return to school, the student should meet with the teacher about the work missed. The student will be given a deadline by the teacher to complete and turn in these assignments. It is the responsibility of the student to see that the work is completed. The student may log on to the portal to check the homework missed. If work is not made up by the deadline specified by the teacher, the grade for work missed will be recorded as a 50.

Any student who is absent on the day of a scheduled summative assessment will be expected to make it up upon his/her return to school. For every day a student is absent, he/she has that number of days to make up the summative assessment (Ex. 1 day missed = 1 day for summative assessment.) It is the student's responsibility to speak with his/her teacher regarding missed assessments. In the event of multiple-day absences, the teacher will determine when all assessments will be taken.

CURRICULUM

Curriculum

The following subjects are included in the curriculum at St. Cecelia Interparochial Catholic School:

Religious Studies	Mathematics	Physical Education
Reading	Pre Algebra 7	Spanish
Writing	Algebra I Honors 8	Art
Language Arts	Social Studies	Music
Literature 6-8	Florida History 4	Design/Technology
Handwriting K-2	Science	

Religious Studies

All students at St. Cecelia Catholic School are expected to follow the program of religious studies provided in the regular curriculum. All students must also participate in weekly school liturgies. School liturgies are scheduled for 8:00 am every Thursday except when a Holy day of obligation falls on another day of the week. (Check the school calendar for any exceptions.) Religious instruction is essential to the total education of the maturing student. St. Cecelia Catholic School primarily exists to provide this religious dimension; only students who are interested in such a program should be enrolled here.

The religious education program is concerned with the total development of the student as a member of the Christian community. Values, attitudes, and doctrine are an integral part of the curriculum. Since parents are the primary educators, parental understanding is needed so you can assist your child in realizing what it means to live as Jesus did. Sunday liturgy, reception of the sacraments, and prayer should be a part of your family's religious experiences. Our Catholic faith is an integral part of life here at St. Cecelia Catholic School. As a subject, religion is taught daily in all grades. Students study about the Old Testament, the New Testament, and Church history. They also learn how these things relate to life today. Students are given the opportunity to participate in community oriented service projects during the school year. All are encouraged to make a personal effort to put into action the principles we cover in formal religion lessons. Let us make St. Cecelia Catholic School a truly Christian community of believers.

Sacraments: All sacraments are celebrated first at the family's parish, but are supported by St. Cecelia Catholic School.

Reconciliation: Catholic students in grade two are given instruction in preparation for their first reception of the Sacrament of Reconciliation. Initial reception of the sacrament is in the parish. Please be sure to contact your parish about the reception of this sacrament. Reconciliation is offered to our students twice a year with our school pastors and priests.

Eucharist: Catholic students in the second grade receive instruction during the school year, as support to the parishes, in preparation for the reception of the First Holy Communion. Immediate preparation and reception of First Communion takes place in the students' home parish. Please be sure to contact your parish about the reception of this sacrament at the beginning of second grade. A special mass will be celebrated in May with the students who have received their First Communion as recognition of the importance of this sacrament. A May Procession will be part of the liturgy. Please forward a copy of your child's First Communion and Reconciliation Certificates to be included in their permanent school record.

Confirmation: This sacrament is offered to most 8th grade Catholic students through the family's parish.

Adoration of the Blessed Sacrament: This is scheduled on the school calendar.

Holy Days: Mass is offered at school on Holy Days of Obligation.

Lectors: All students have the opportunity to be lectors. Students who are interested in being lectors should sign up with their homeroom teachers. Lectors will receive a copy of the readings before the day of the liturgy so they are prepared to proclaim.

Mary Day: The May Procession and a special mass in honor of the Blessed Mother is an important celebration. The eighth grade class enters in procession before mass, dressed as they will be for graduation

in graduation robes. Grade two also participates in a May Procession Mass so, all may participate in the Eucharist celebration.

Mass: Students have the opportunity to participate together in weekly liturgies. Since it is a special time set aside for prayer, our actions should reflect an eagerness to sing and honor the Lord. Homerooms take turns preparing the liturgies. Parents are welcome to join us for the liturgy.

Prayer: Each school day begins with the entire student body and faculty participating together at morning prayer. Classes take turns preparing an appropriate service. Prayer is an important part of the entire school day and there are many opportunities for community and private prayer. The school day also ends with prayer.

Priests: The priests from parishes supporting St. Cecelia Catholic School are present for liturgies and also for classroom visitation. Priests from area parishes are also present for the Sacrament of Reconciliation and for informal visits with students.

Altar Servers: Boys and girls who have been trained in their parish church have the opportunity of serving at school liturgies. All servers are expected to conduct themselves in a reverent manner.

Service Hours

We, the community of St. Cecelia Catholic School, are a faith-based community who believe that service is an integral part of the spiritual and moral development of each person. We therefore require the following of our students in order to help them fully appreciate the importance of service and to integrate service into their daily lives. Grade 8 students are required to do 15 hours of service with their community project during their eighth grade year. NJHS members are required to complete an additional 20 hours, 10 hours as a group and 10 hours individually.

Guidance

St. Cecelia Catholic School provides a comprehensive guidance program designed to assist students, faculty, and families in promoting highest academic achievement and personal growth. Individual and group counseling techniques are used in conjunction with conferences with parents, faculty, and appropriate agencies to promote optimal conditions for personal growth of the individual students. Routine concerns may be handled by the School Counselor. Subsequent sessions may take place as soon as parental permission has been granted. Parents and students are encouraged to call the School Counselor when any educational, personal, or social difficulty arise at home or at school and is interfering with the student's ability to work to his/her potential. Problems of a more serious nature which are outside the scope of school counseling services should be handled by outside agencies and are the financial responsibility of the individual family seeking the services.

The Guidance Program services also include assistance to the academic support program, interpretation of test scores, study help, organizational skills, student social interactions, peacemaking initiatives, overseeing the school wide Olweus Bullying Prevention Program, and other school concerns. A character development program is addressed in whole group sessions at each grade level through regular guidance lessons. General and specific services are available for all students, faculty and staff through the school counselor.

Physical Education

All students in grades Prk-8th participate in physical education. If a student cannot participate in PE because of an illness or injury, an email or written note from a parent or guardian will excuse the student. Students do not dress out for PE so there are no PE uniform requirements other than the regular SCS school attire. Appropriate athletic-type shoes are required on PE days. Any form of slip on shoes would not be considered safe or appropriate for physical activity on those days the student has PE.

Safe Environment Training and Curriculum

The US Council of Catholic Bishops met in Dallas in November of 2002, to deal directly with the topic of protecting children, youth and vulnerable adults in our communities. From this meeting, the Bishops issued the Charter for the Protection of Children and Young People that mandates training for individuals who come into contact with children and youth and to help recognize, report and prevent child abuse, including sexual abuse.

Our Diocese has chosen to present the Girls and Boys Town Center for Adolescent and Family Spirituality Program as a vehicle to deliver this training. Attendance at the Safe Environment Training has been mandated for anyone in ministry – priests, deacons, religious, educators, parents, volunteers, church staff...anyone who will have a

supervisory role with youth. All Diocesan teachers are trained and all new teachers are required to attend the training as a part of their orientation.

The Safe Environment Curriculum for Students at St. Cecelia Catholic School is delivered in a comprehensive, integrated approach. The main components of the program consist of Guidance and religion/family life classes and the resources of outside agencies. Concepts are presented to students on a daily basis through classroom interaction and activities. The Administration and School Counselor oversee the Safe Environment Curriculum. If you have any questions regarding the Safe Environment Program or Curriculum, please contact the School Counselor.

Testing

The Diocesan testing program consists of the Iowa Assessment (IA). The IA is administered to students in second through eighth grade in the spring of each year. The Assessment of Catechetical Religious Educations (ACRE) is also administered in the spring to the 5th and 8th grade classes. A copy of the testing report is included in the student's file and a report is sent to the parent/guardian.

Homework

Homework may be assigned as reinforcement or to enrich the learning experience that takes place in school. Parents are asked to cooperate with teachers in supervising these home assignments. The amount of homework at each grade level will vary based on the child, subject matter, and the teacher's requirements.

- Students should develop and practice good study habits
- Students should always observe an atmosphere conducive to study in the classrooms, halls, media center, computer lab, etc.
- At the discretion of the teacher, a child may be asked to remain after school to complete any missing assignment
- *If a student is absent, the school requires the parent to give the school office a 24 hour notice to prepare and gather all missed assignments for that student.*

Parents should not expect homework to be prepared and ready for pick-up the day the student is actually absent.

Make-Up Work - Students must make-up all work missed due to absence. The student should contact the teacher for information as soon as possible. If a student is absent for two days or less, work should be made up as soon as possible. If a student is absent for more than two days, work must be completed within one school week. If a student has an extended illness, assignments may be requested through the office. Please allow two days for this material to be compiled. **Please know it is the student's responsibility to speak with their teachers regarding make-up of all missed work, including tests. Teachers are very willing to assist students with make-up work but the student must be responsible** (extended absences work will be given out at the teacher's discretion). Incomplete grades may be given under special circumstances at the end of a grading period. Work not completed within two weeks of the trimester's end will receive no credit and the grade will reflect that average.

STUDENT RESOURCES

Academic Support

St Cecelia Catholic School offers assistance to students with diagnosed learning disabilities. If a student is suspected of having a learning disability, he/she may be referred to the academic support teachers who will contact the parent. RTI through ADAPT or private testing may be suggested. Depending on the outcome, a student may be placed with the academic support teacher for special assistance or guided in an inclusive setting. An accommodated program may be developed in order to ensure student success. Parental involvement in the placement will be required. If a student has a learning disabilities diagnosis from the public school district (ADAPT or public school multidisciplinary team), he/she will be offered accommodations. ADD/ADHD students may also have accommodations if we have a doctor's letter on file stating that the child has been diagnosed with ADD/ADHD.

Enrichment

Enrichment opportunities are offered to those students in 1st grade through 5th grade who have been identified as "gifted" under the specifications of the State of Florida and meet the qualifications of St. Cecelia Catholic School. Please schedule an appointment with a resource teacher or school counselor for additional information.

Middle School Honors Placement for Math and/or Language Arts

Criteria for Honors Placement is determined by faculty and administration. The initial criteria determining middle school placement is; an A average in the respective subject, teacher recommendation based on excellent performance, work ethic, demonstration of being an independent worker, IA stanines of 7, 8, 9, any other standardized assessment results available, cooperative behavior and may include a subject area test.

- 1) Twenty hours of coursework by a certified math teacher demonstrating subject-area competency
- 2) Passing of a school exam must occur. Contact administration re: guidelines and specific criteria.

STUDENT PERFORMANCE

Progress Reports

Parents have access to student's grades through the Parent Portal. Teachers will update student records on a weekly basis. Please monitor your child's progress and contact the teacher if there are questions or concerns. A progress report will be issued midway through the quarter to any student with a D or F average.

Report Cards

Report cards are issued at the end of each quarter of the school year. A grade will be given in each area of the curriculum according to the marking code, which follows. Information will be provided about the students' strengths and weaknesses in each subject area. Report cards will be sent home via the student. The final report card is mailed.

Grading Policy – 06/20/2017

Office of Catholic Schools and Centers / Diocese of St. Petersburg

A. Philosophy

We believe ...

- Students should have a clear understanding of the learning objectives
- Our system of grading should be timely, specific, fair and accurate
- Grades should be based on a well-defined set of standards
- Grades should be an accurate measure of a student's ability to demonstrate understanding
- Criteria that are not a direct measure of student learning, such as work habits and behavior, should be reported separately from the academic grade
- Assessments are critical to the teaching and learning process

B. Purpose of Assessment

An assessment is defined as any instrument that is able to indicate or provide feedback on student achievement or performance. The purpose of an assessment may be summarized as follows:

1. To provide information to students in regard to their progress towards mastery of a learning standard(s). In addition, it provides information for self-evaluation and the incentives to learn.
2. To provide information to teachers on the individual student's level of mastery of the content/skill.
3. To allow teachers to use assessment data to plan instruction that will meet the needs of students.
4. To communicate information to parents about student achievement and performance in school.

C. Types of Assessments

While assessments will take many forms and types, they will be grouped under two broad categories.

Formative

Whenever a student learns new material, he or she needs time to practice and gain familiarity with the material. It is expected that the student will make mistakes during this learning process. Any work done during this learning period is considered *formative*. The purpose of a *formative* assessment is not to judge a student's final competency on a topic or unit, but to evaluate where he or she is in the learning process, diagnose any problems, and motivate and help the student learn the material. Formative assessments also inform the teacher of learning areas that may need reinforcement or re-teaching.

Summative

After a student has had sufficient instruction and practice on a topic, including assessments of a formative nature, it is then reasonable to judge mastery of understanding, content or skills. The purpose of a summative assessment is to evaluate how well a student knows and understands the material after sufficient engagement and practice with it.

Assessments are *Formative* or *Summative* based on their intended use and purpose and not by form. A quiz for example, may be formative if the teacher is having the students use new concepts to ascertain their level of understanding. A quiz would be a summative assessment if used at the end of a learning section or curriculum chunk after the students have had adequate instruction and practice. In the same way, a trial test is formative, while an end of chapter test is summative. Projects contain both formative and summative elements. They include the ongoing

nature of practice, reflective thinking and reworking, before the final summative rendition. Homework is mainly formative in nature as students get familiar with or reinforce what was learned in the classroom

D. Purpose of Grades

A grade is a recorded score derived from an assessment or assessments. The purpose of grades may be summarized as follows:

1. To provide information to students with regard to their performance relative to the learning standard(s).
2. To provide information to teachers on the individual student's level of mastery of the content/skill.
3. To communicate information to parents about student achievement and performance in school.
4. To document student performance for transcripts and to evaluate the effectiveness of school programs

E. The Grade Composition

In order to represent an accurate measure of what a student knows, understands and is able to do, the academic trimester/semester grade needs to be based primarily on work that is evaluated for appropriate content, understanding and correctness, at a time when the student has had sufficient instruction and practice to be responsible for the material. Summative assessments will therefore be the primary constituent of the trimester/semester grade. They will account for no less than 80% of the trimester/semester grade. Formative assessments will account for no more than 20% of the trimester/semester grade.

Criteria that are not a direct measure of student learning will not be included in the academic grade. These attributes will be reported separately. Please see *Section G: Reporting Conduct and Approaches to Learning*

F. Reporting Grades

Individual assignments will be either assessed traditionally or by using a rubric. When traditional grading is used, 50% will be the lowest failing grade recorded. The following generic achievement descriptors will serve as a scoring guide.

SCORING GUIDE

Letter Grade	Descriptor	% Score
A	The student provides evidence of deep understanding and fluent application of the target standard(s).	90-100
B	The student is close to meeting the target standard(s).	80-89
C	The student meets part of the target standard(s).	70-79
D	The student is just beginning to address the basic ideas of the target standard(s).	60-69
F	The student provides little to no evidence of addressing the target standard(s), including missing or incomplete work.	50-59

At the end of the marking period (trimester or semester), the mean of all assessments (with appropriate weights) is matched to the scoring guide for a final letter grade and the awarding of corresponding quality/grade points (if applicable).

G. Reporting Conduct and Approaches to Learning

The Diocese recognizes that the cultivation of good behavioral and learning habits and behaviors support learning in the long run.

Conduct

While schools may create their own rubric for Conduct, the principles of Respect and Responsibility should be the focus for conduct behaviors. The following are the indicators of Respect and Responsibility.

Respect

- Demonstrates a good attitude
- Is respectful to adults and peers in speech and action
- Maintains positive peer relationships
- Respectful of personal, peer, and school property

Responsibility

- Exhibits self-control
- Follows directions and does not need constant reminders
- Socializes only at appropriate times
- Takes ownership for behavior

The following is an example of a rubric for the reporting of *Conduct*.

	Respect	Responsibility
4 Exceeds	Consistently respectful, kind and cooperative.	Consistently follows school/classroom rules and directions.
3 Meets	Frequently respectful, kind and cooperative.	Frequently follows school/classroom rules and directions.
2 Developing	Occasionally respectful, kind and cooperative.	Occasionally follows school/classroom rules and directions.
1 Rarely	Rarely respectful, kind and cooperative.	Rarely follows school/classroom rules and directions.

Approaches to Learning (ATL)

While schools may create their own rubric for ATL, the principles of Organization, Communication / Collaboration and Reflective Thinking should be the focus for all ATL behaviors. The following are the indicators of Organization, Communication/ Collaboration and Reflective Thinking.

Organization

- Prepared for class
- Punctual with homework and in-class assignments
- Completed homework and in-class assignments

Collaboration & Communication

- Participates in class
- Attentive and engaged during instruction
- Demonstrates helpfulness and teamwork

Reflection & Personal Initiative

- Open to teacher help and correction
- Makes effort to improve behavior/performance by seeking help when needed
- Makes time for personal study and improvement

The following is an example of a rubric for the reporting of ATL.

	Organization	Collaboration & Communication	Reflective Thinking
4 Exceeds	Consistently displays readiness to learn through preparedness, punctuality and task completion.	Consistently attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Consistently open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
3 Meets	Frequently displays readiness to learn through preparedness, punctuality and task completion.	Frequently attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Frequently open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
2 Developing	Occasionally displays readiness to learn through preparedness, punctuality and task completion.	Occasionally attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Occasionally open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
1 Rarely	Rarely displays readiness to learn through preparedness, punctuality and task completion.	Rarely attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Rarely open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.

H. Other Matters on Assessment and Grades

1. Honor Roll

Honor Roll is awarded to students who encompass merit and integrity that results in academic and behavioral success.

Honor Roll eligibility is determined by:

1. Grades in all subject areas
2. Approaches to Learning (ATL's) in all classes
3. Conduct in all classes

Students can earn Principal's Honors or Honors. Eligibility requirements follow:

Principal's Honors

- All A's
- 3 or 4 in ATL's
- 3 or 4 in Conduct

Honors

- All A's and B's
- 3 or 4 in ATL's
- 3 or 4 in Conduct

2. Make-Up of Academic Work during Absence

Students who are absent are required to make up work missed in each class. If a student is out for only one or two days, upon return to school, the student should meet with the teacher about the work missed. The student will be given a deadline by the teacher to complete and turn in these assignments. It is the responsibility of the student to see that the work is completed. The student may log on to the portal to check the homework missed. If work is not made up by the deadline specified by the teacher, the grade for work missed will be recorded as a 50.

In the case of prolonged absence, three or more days, parents should call the office before 8:30 a.m. for missed class work and homework so that the work can be prepared and be ready for pickup at dismissal time or sent via e-mail. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion.

Homework assignments for extended absences should be arranged with the teacher. Parents may pick up textbooks, if necessary, at the end of the school day but should email the teacher by 10am to arrange this. Requests for homework should be made by contacting the classroom/subject teacher. Due to teaching schedules requests may take up to twenty-four hours to be completed.

3. Make-Up of a Scheduled Summative Assessment during Absence

Any student who is absent on the day of a scheduled summative assessment will be expected to make it up upon his/her return to school. For every day a student is absent, he/she has that number of days to make up the summative assessment (Ex. 1 day missed = 1 day for summative assessment.) It is the student's responsibility to speak with his/her teacher regarding missed assessments. In the event of multiple-day absences, the teacher will determine when all assessments will be taken.

4. Retakes

*The focus of the Office of Catholic Schools and Centers of the Diocese of St. Petersburg is to always encourage and support the learning process that leads to mastery. This retake policy supports this emphasis on learning and relearning. Teachers have the discretion to refuse retakes to students who do not fully engage in the learning process prior to the summative.**

The following retake policy is designed to encourage relearning on the part of the student.

Criteria for Retakes

Grades K-5

1. The retake process will be initiated by the teacher. The teacher will communicate with the parent when a retake is necessary.
2. A student may retake a summative once.
3. Students may be required to participate in additional practice in order to qualify for a retake.

Grades 6-8

1. The retake process **must** be initiated by the student.
2. A student may retake a summative once.
3. The Application for a Retake should be completed by the student (with parent, if needed), signed by student and parent, and returned to the examining teacher no more than five (5) school days after the grade has been posted.
4. On the Application for a Retake, the student will identify the deficient standards/topics and include a clear learning plan and timeline to close the learning gap.
5. Students may be required to participate in additional practice in order to qualify for a retake.

Limitations and Deadlines (K-8)

1. Only one retake will be allowed per summative.
2. All graded formative assessments must be completed prior to the original summative.
3. The retake for any summative in a unit must be completed before the date of the first summative of the following unit.
4. Semester/Trimester exams and summatives that are extended projects with ongoing feedback and clear completion deadlines do not qualify for retakes.
5. The student will forfeit the retake opportunity if either the scheduled retake date or a scheduled teacher required additional practice is missed, unless excused or rescheduled by the teacher.

Teacher Facilitations (K-8)

1. Teachers will group summative assessments around specific learning standards to help the student identify deficiencies and plan a successful retake. Teachers will post retake dates when the summative assessments are returned.
2. The retake will only assess the deficient standards, allowing the student to focus on closing the learning gap and improving the assessment score. The higher grade (out of the retake or the original grade) will be recorded for credit in the grade book.
3. Teachers have discretion and may require that a student complete missing ungraded assignments correlated to the deficiencies before the retake is administered.
4. Teachers have discretion over the format of the retake assessment.

*Teachers reserve the right to deny a student from a retake before, during, or after the retake form is completed if the teacher can show due cause as to why there should not be a retake. This may include, but is not limited to, situations that involve academic dishonesty.

5. Zeros

Missing work and the use of zeros. Teachers understand that a zero (on the 100-point scale) on an assignment is a disproportionate penalty that places the student at a disadvantage when it comes to making up the grade deficit. A score of 50 represents the lowest failing score. Any assessment that is not turned in on the due date, the student will receive an automatic 50.

Academic Grades

Pre-Kindergarten grades are aligned with assessments shared with the parents.

Kindergarten the following grading scale is used: S=Satisfactory P=Making Progress N=Needs Strengthening

<u>Grade 1</u>		<u>Grades 2 - 8</u>		<u>ATL Grades 3-8</u>	
E	Excellent	A	89.5 - 100	4	Exceeds
VG	Very Good	B	79.5 - 89.4	3	Meets
S	Satisfactory	C	69.5 - 79.4	2	Developing
N	Needs Strengthening	D	64.5 - 69.4	1	Rarely

In grades 3,4,5 the following designations may be used for Art, Music and Technology: E = Excellent VG = Very Good S = Satisfactory N = Needs Improvement U = Unsatisfactory for specific electives and /or specials.

Conduct Grades

Personal growth and responsibility is an integral part of a student's development. All students' report cards will reflect student progress in these areas. When a student receives 2 or 1 on the quarter's final grade interventions will occur.

Middle School Honor Roll Qualifications

Principal's List: Grade average is between 95 – 100% in each core curriculum class. E's in all specials. No Approaches to Learning Grade lower than a 3.

First Honors: Grade average is between 90 – 100% in each core curriculum class. E's and VG's in all specials. No Approaches to Learning Grade lower than a 3.

Second Honors: Grade average is between 85 – 100% in each core curriculum class. E's and VG's in all specials. No Approaches to Learning Grade lower than a 3.

An Approaches to Learning grade lower than a 3 will eliminate a student from Honor Roll.

Promotion/Retention/Remediation Policy

Grades K-2

In determining whether a student will be promoted or retained, the teachers and administration will consider how the needs of the student can be met most effectively. If the teachers and administration feel that it is not in the best interest of the student to advance to the next grade based upon criteria listed, retention may be considered. In such cases, a great deal of communication will take place between parents and the school staff. Parents will be given ample opportunity to express their concerns regarding the academic needs of the student. The final decision will rest with the principal as advised by the student's teacher.

Some questions that would influence the staff's decision regarding promotion are:

- 1) Has the student mastered basic concepts and skills in the core subjects (language arts and math)?
- 2) Has the student met Diocesan Standards & Benchmarks?
- 3) Is the student consistently able to complete class work independently?
- 4) Does the student assume responsibility for homework assignments?
- 5) Has the student received multiple N's, I's, U's?

Promotion/Retention Policy: Grades 3-8:

- 1) Any failed core subject (an average of "F" at the end of the year) must be repeated in an approved summer program in order to pass into the next grade at St. Cecelia Catholic School. Florida Virtual School is an approved option.
- 2) Failures in two (2) core subjects at the end of the year constitute a failure in that grade for the year. The subjects need to be successfully completed in an approved summer program or the student may not return to St. Cecelia's. The Administration and teacher will evaluate summer success and make the final determination using evaluation tools. If 3 or more subjects are failed, the student must repeat that grade.
- 3) If an eighth grade student fails two (2) core subjects at the end of the year, he/she cannot graduate. If the student is able to successfully complete these courses in an approved summer program, his/her diploma will be awarded at that time. He/she cannot participate in the graduation ceremony. He/she may or may not repeat at St. Cecelia's at the discretion of the principal.

Advancement/Remediation Guidelines

The core subjects in the Catholic Schools of the Diocese of St. Petersburg are Religion, Math, Language Arts, Science, and Social Studies. Failure of two core subjects will result in remediation or retention at the discretion of the principal. Failure of three or more core subjects will result in retention.

The following criteria must be met with regard to the advancement/remediation process:

- 1.) Advancement/Remediation must take place in a program which has been approved by the principal.
 - 20 contact hours must be completed in the summer with a teacher certified in the subject area contacted by the parent and approved by the principal or assistant principal.
**Neither the student's current teacher nor any teacher who presumably will be the Subject area teacher in the near future may tutor/provide remediation for a student.*
- 2.) Prior to the beginning of the next school year the principal must receive:
 - Validation of attendance
 - Proof of proficiency in the subject area(s) including work samples and test scores
**Failure to meet remediation guidelines will result in retention.*
- 3.) After above criteria has been met, a student must pass a subject area assessment given by the St. Cecelia Catholic School subject teacher.
- 4.) The following documentation guidelines will be followed after meeting remediation guidelines:
 - the original failing grade is recorded on the permanent record and may not be altered
 - proof of proficiency in the subject area must be recorded separately on the permanent record card
- 5.) *Transfer Rule:* Any student who fails one or more core subject must meet the remediation guidelines of the originating school.

***Note:** Situations involving students with an existing student support plan will be reviewed individually utilizing the student support team process.

Graduation

Graduation is a public celebration of a student's successful completion of elementary school. A student in grade 8 who fails 2 (two) subjects at the end of the year will not graduate and may not participate in the ceremony. Graduation ceremonies for the eighth grade are held at a participating parish. Dress for graduation and May Procession is an academic robe. A reception, given by the seventh grade, follows in the parish hall for graduates, relatives, and friends. An afternoon luncheon and dance are held for the graduates. Awards are presented at graduation by the faculty for outstanding achievement. The School Advisory Commissions of St. Cecelia School and Clearwater Central Catholic High School present partial tuition scholarships. Applications will be available in April for all but the scholarships from CCC, which are awarded on the basis of academic standing.

AWARDS & RECOGNITION

Christian Spirit Award

This award is given once a trimester to two (2) boys and two (2) girls in grades 6, 7, and 8. These students have been nominated and selected by the middle school faculty and staff. Students are chosen for exhibiting Christian spirit in the school in word and deed by standing for his/her faith, demonstrating acceptance of everybody, reaching out to others, and helping fellow students. They have shown maturity in learning and practicing the Catholic faith and sharing their Catholic values with the school community.

IB Learner Profile Award

The IB learner profile represents 10 attributes valued by IB World Schools. These 10 attributes, Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring, Risk-takers/Courageous, Balanced, and Reflective represent the values and characteristics IB and St. Cecelia Catholic School believe help students learn to respect themselves, others, and the world around them. This award is given monthly to a student who in each class PK 3-5th grade and each grade level in middle school exhibits the attribute of the month. These students are selected by their teachers, PK-5th grade and middle school recipients are nominated and selected by the middle school faculty and staff.

Graduation

Awards are presented at graduation by the faculty for outstanding achievement. The School Advisory Commissions of St. Cecelia School and Clearwater Central Catholic High School present partial tuition scholarships. Applications will be available in April for all scholarships.

DISCIPLINE

Discipline/Character Development

In order to provide a Christian centered learning environment for all students, the following rules of behavior are expected:

- Students will show respect for themselves, classmates, teachers and others in the way they speak, dress and behave.
- Students will be on time and prepared for class, and be cooperative and attentive during class.
- Students will respect and take care of school property as well as the property of others.
- Students will be honest and do their own work.

In order to provide a safe environment for all students, the following rules of behavior are expected:

- The students will use a conversational tone in all places on campus. Quiet voices are especially important in the hallways and when students are together in one place and instructions may need to be given.

- Students will walk in an orderly fashion while on campus. Students should walk on the sidewalks and should keep to the right so that others, especially younger students and adults, may pass.
- For the students' personal safety, no pushing, shoving, or other physical contact will be allowed.
- Students will not throw objects other than during supervised activities such as Physical Education or recess.

In order to provide a clean green environment for all students the following rules of behavior are expected:

- Students will keep their desks and lockers clean, neat and organized.
- Students will help keep the campus clean by picking up litter and not chewing gum anywhere on school grounds.
- Students will keep the restrooms neat and clean.
- Students will recycle paper and plastic bottles in the appropriate places.

1) If a particular student is having either academic or disciplinary difficulty, communication between the parents and teacher, both parties in partnership, should occur in order to ensure a behavior change.

- Two way conversation can occur via telephone, email or scheduled conference time and initiated by either party.
- Administration will be informed by the teacher and participate in the conference when the problem is of serious nature.
- The School Counselor will be informed by the teacher and participate in the conference when the problem is academic or behavioral in nature.
- A record will be kept of conferences.

2) Grades will reflect the level of mastery of a particular subject matter and not behavior although poor behavior might cause a student to do poorly academically. Classroom behavior is recorded on the report cards as an ATL grade under self-management and is reflected in the teachers comment.

3) In order to achieve the desirable situation the support of the parents and the student is essential. The parents are expected to support and follow through with the mutually agreed upon written plan of action which has resulted from a conference.

DISCIPLINE POLICY

PHILOSOPHY

We, as Christian educators, believe the major purpose of the Catholic school is to educate the whole child. We accept God as the beginning and the end of life, Christ as the center of our life, and Sacred Scripture and tradition as the sources guiding our lives through the Holy Spirit. As a part of the total faith community of St. Cecelia Catholic Church, the school's aim is to assist parents. Parents are the primary teachers in educating children spiritually, intellectually, emotionally, socially, and physically. The goal is to produce informed, confident, healthy, kind, creative thinkers and citizens who seek God's graces while fulfilling their various vocations. It is important for parents and teachers to work together to give children strong foundations of spiritual development through their example and with guidance.

Enrollment in St. Cecelia Catholic School implies the willingness of parents and students to comply with the policies and regulations of the school. In order to realize the school's aims, parents and students must agree with and support the philosophy of the school. St. Cecelia Catholic School reserves the right to dismiss any student who fails to respect this philosophy or who otherwise, by his/her conduct or neglect of study, fails to follow the school's policies, rules, and regulations.

HARASSMENT POLICY

St. Cecelia Catholic School, Clearwater, Florida strives to establish a Christian, professional and supportive educational community for administrators, faculty and staff, parents, and students. The Diocese of St. Petersburg has adopted and promulgated a harassment policy for its schools that addresses behaviors that interfere with fulfilling the school's mission. We, at St. Cecelia Catholic School, condemn any form of harassment. Concerns should be reported directly to the School Counselor. All credible allegations will be addressed according to the Diocesan policy.

Anti-Bullying Policy

The Office of Catholic Schools and Centers of the Diocese of St. Petersburg (herein referred to as the “DOSP”) and each school within the DOSP (herein referred to as the “School”) are committed to promoting a safe, healthy, caring, spiritual, and respectful learning environment for all of its students. The DOSP and each School is committed to protecting its students from bullying and/or harassment. As such, bullying and/or harassment is strictly prohibited, will not be tolerated and shall be just cause for disciplinary action. Therefore, this anti-bullying policy prohibits any unwelcome physical, social, electronic, nonverbal, verbal or written conduct directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, exhorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities of the Catholic mission of the school; or
- (6) disrupting the orderly operation of a School.

I. Definitions

a. **Bullying** is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying results in physical hurt or psychological distress of an individual. Bullying is unwanted purposeful written, verbal, nonverbal, or physical behavior and/or actions, including, but not limited to, teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, threatening, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, public humiliation, theft, destruction of personal property, physical violence, cyber-bullying and cyber-stalking.

b. **Harassment** means to engage in a course of conduct directed at a specific student, which causes emotional distress to that student and serves no legitimate purpose.

c. **Cyber-stalking** means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific student, causing emotional distress to that student and serving no legitimate purpose.

d. **Cyber-bullying** is the willful and repeated harassment and intimidation of a student through the use of digital technologies, including, but not limited to, email, blogs, texting on cell phones, social websites (e.g. Facebook, Instagram, SnapChat, MySpace, Twitter, etc.) chat rooms and instant messaging. Cyber-bullying includes the following misuses of digital and/or electronic technology: teasing, intimidating, or making false accusations about another student by way of any technological tool.

e. **Course of conduct** means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose.

f. The definitions hereunder apply to any student who either directly engage in an act of bullying and/or harassment, or who, by their behavior, actions and/or conduct, support another student's act of bullying and/or harassment.

II. Scope/Expectations:

The DOSP and each School expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and the educational purpose underlying all School activities. As such, the DOSP and each School prohibits bullying and/or harassment of any student:

- i. that occurs on school premises at any time;
- ii. during any educational program or activity conducted by the DOSP or the School;
- iii. during any school-related or school-sponsored program or activity;
- iv. that occurs on any bus or vehicle as part of any school activity; or
- v. through threats and/or other communications made outside of school hours, which are intended to be carried out during any school related or school sponsored activity or program;

- vi. though an incident of alleged bullying and/or harassment may occur off of the School's campus and may not entail threats of acts to occur during school hours, if a student's ability to receive an education or a School's ability to provide an education is significantly impaired, as determined by the School and/or the DOSP, disciplinary sanctions may be issued.

III. Reporting Complaints

a. Each student, parent and/or any other members of the School's community has a duty to immediately report any incident of bullying and/or harassment to the student's homeroom teacher and/or to the School Counselor. The School Counselor will provide the reporting party with the Bullying Complaint Report Form which must be completed, dated, and signed by the reporting party, so the School may initiate further inquiry and investigation, when appropriate.

IV. Disciplinary Action

a. Concluding whether a student's action, conduct, behavior or a particular incident constitutes a violation of this policy requires a determination based on the facts and circumstances of each complaint, followed by the determination of disciplinary sanctions. Any student found to have violated this anti-bullying policy will be subject to the appropriate disciplinary action, which may include, but is not limited to, temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the School's and/or DOSP's sole discretion. False reports or accusations of bullying and/or harassment also constitute a violation of this anti-bullying policy and will subject the offending party to appropriate disciplinary action.

SCS School Rules About Bullying

We implement the Olweus Bullying Prevention Program as a school wide program to be proactive and enhance our school's current character development program. The research based Olweus Bullying Prevention Program is recognized as an effective way to show significant improvements in creating a positive school environment which contributes to academic achievement.

Crusader Pledge:

Crusaders against Bullying

We are respectful. We will not bully others.
We are caring. We will try to help students who are bullied.
We are cooperative. We will try to include students who are left out.
We are responsible. If we know that somebody is being bullied,
We will tell an adult at school and an adult at home.
It takes COURAGE!

DISCIPLINE POLICY

St. Cecelia Catholic School uses a form of Positive Discipline in the classrooms, cafeteria, and on school grounds. At the beginning of each school year the classroom rules, consequences, and rewards are written collaboratively by the teacher and the students. These vary between grade levels and are explained to the students by their teachers and administration. Parents are informed of the classroom rules and consequences during Back to School Night or by speaking directly to any of the teachers.

Students may not possess cell phones, smartwatch devices, I Pods, or any other non-approved electronic devices on school grounds. Such items will be confiscated and turned in to the Assistant Principal's office. All confiscated items must be picked up by the student's parent.

The following infractions are considered Severe Disruptions of the Christian learning philosophy of our school:

- Disrespect and disruptions in dealing with teachers and other students
- Verbal or physical harassment of other students and/or teachers
- Vulgar language, gestures, signs
- Property damage or vandalism of school or students' possessions
- Fighting and/or physical violence
- Stealing
- Cheating - copying - plagiarism - forgery
- Possession and/or use of cigarettes, alcohol, drugs, weapons (real or facsimile)
- Public display of affection
- Repeated violations of any Rules of the School

Any of the above infractions will be reported to the administration. One of the following actions may be taken: detention, suspension, probation, expulsion.

POSITIVE REFERRAL

A Positive Referral is awarded to a student displaying exemplary Christian behavior above what is asked. This may be given by a teacher or an administrator. Parents are notified of this special recognition by the Principal.

CONDUCT REFERRAL

Any student not abiding by the Discipline Policy including habitual misbehavior and/or severe infractions will be issued a conduct referral. The Assistant Principal will review the referral with the student. At that time, a decision will be made as to the action that will be taken. It is the student's responsibility to return the signed conduct referral to the office the following day.

LUNCH DETENTION (Elementary K -5)

To encourage students' acceptance of responsibility for their actions and growth of self-discipline. Students may receive a lunch detention for minor infractions. Parents receive notification after 3 lunch detentions have accumulated in a semester and a ½ hour after school detention is issued. Positive reinforcement of good student behavior is an effective strategy. Strategies are enumerated in the discipline section of the Parent/Student Handbook.

DETENTION

When a child receives a detention, he/she will be given a conduct referral which has the date and time the detention is to be served. The detention is always issued at least one day in advance of when it is to be served. A portion of each conduct referral issued is kept on file in the office. **Parents must sign the conduct referral in acknowledgment of the incident and return it to the school office the next day.** Even though parents will be notified by the Assistant Principal when a student receives a detention, the student should assume the responsibility of telling their parent about the detention. *Failure to serve a detention will result in additional detention time.*

Detention days vary for the elementary grades, but middle school's detentions will be served on a set day determined at the beginning of school. The first detention issued will be served after school from 3:00-3:30, the second detention issued will be served from 3:00-3:45, and three or more detentions issued will be served from 3:00-4:00.

SUSPENSION

A suspension is the temporary removal of a student from the regular school program for a specified period of time. A student may receive either an in-school suspension, which is served on school grounds or an out-of-school suspension, which restricts the student from school grounds and is served at the home of the student.

Suspensions are issued by the Principal. It is the student's responsibility to pick up all homework from the front office after dismissal. All missed work must be completed at home, the night of the suspension, and turned in the following morning. There will be no further opportunity to make this work up. A conference will be scheduled with the administration, parents, and student before the student may return to class to discuss the situation and take means to avoid similar situations in the future.

Regardless of the type of suspension the student is prohibited from taking part in *any* school activity and/or

function while on suspension.

PROBATION

When a student is placed on probation a conference is held with the parents, student, administration, and teachers. A specific action plan will be developed for the student. During probation a student is removed from all extra-curricular activities (minimum of 10 weeks) and will serve a minimum one day “out of school” suspension. At the end of the probationary period, the review board (made up of the school’s administration and teachers) will review the student’s progress. At this time, the student may be removed from probation.

Please note: If a student receives a detention at any time during the probationary period the review board will reconvene and make a recommendation to the Principal. The Principal will make a final decision which could include, but is not limited to, possible expulsion.

EXPULSION

Expulsion is the removal of a student from the school program and will become a part of the student's permanent record.

In addition to a severe disruption, as listed previously, any of the following infractions may merit expulsion:

- Use and/or possession of narcotics, drugs, or other controlled substances
- Continual disrespect or threat (implied or otherwise) toward faculty, administration, or students
- Damaging school property
- Use and/or possession of alcohol or a weapon (real and/or a facsimile)
- Sexual harassment
- Physical violence or the threat thereof
- Repeated violations of any Rules of the School

Expulsion would normally come after a period of probation during which time the student and parents would be aware of the consequences of subsequent violations. Expulsion may be the first punishment invoked against a student, if the serious nature of the problem, in the sole judgment of the Principal, warrants expulsion. The decision to expel a student may be appealed to the Pastor, but the parties shall first discuss any such grounds with the Principal. The decision made by the Pastor and Principal shall be final.

All St. Cecelia Catholic School students are bound by the school’s policies and regulations whenever they are on St. Cecelia Catholic School grounds or during any off campus, school-sponsored activities.

MIDDLE SCHOOL DISCIPLINE POLICY

We, the faculty and administration of St. Cecelia Catholic School, have set a goal to develop in our students a sense of responsibility and promote a Christian impact on the parish and community. We strive to present a positive approach to classroom management with an emphasis on self-discipline. We help students realize that mutual respect, cooperation, self-control, and courtesy are necessary in our school environment.

In order to promote a Christian atmosphere, discipline is maintained by way of a referral/detention system. When a referral/detention is issued the Assistant Principal or school designee will contact you. It is the student's responsibility to return the signed detention to the office the following day. The first detention issued will be served after school from 3:00-3:30, the second detention issued will be served from 3:00-3:45, and three or more detentions issued will be served from 3:00-4:00.

A demerit system has been established to weigh the seriousness of each offense. These demerits will be used to determine appropriate consequences for a student's behavior and will be cumulative throughout the school year. When a student has reached ten demerits he/she will be provided with opportunities to have demerits deducted through a merit system in an effort to encourage positive behavior.

<u>DEMERITS</u>	<u>CONSEQUENCE</u>
3	Parents are notified by the Assistant Principal.
5	Letter mailed to the parents and a copy is given to the School Counselor.
10	Conference scheduled with parents, student, administration, and teachers. The student will have the opportunity to earn positive points through a merit system developed specifically for him/her. The positive points will be deducted from the detention points. If a student should remain at 10 demerits, then for the duration of the school year, the student is unable to participate in any school sponsored activities.
15	Suspension. Suspensions are issued by the Principal. It is the student's responsibility to pick up all classwork and homework from the front office after dismissal. All missed work must be completed at home, the night of the suspension, and turned in the following morning. There will be no further opportunity to make this work up. A conference will be scheduled with the administration, parents, and student before the student may return to class.
18	Probation. Conference with the parents, student, administration, and teachers. A specific action plan will be developed for the student. During probation a student is removed from all extra-curricular activities (minimum of 10 weeks and will serve a minimum one day "out of school" suspension. At the end of the probationary period, the review board (made up of the school's administration and teachers) will review the student's progress. At this time, the student may be removed from probation. <i>Please note: If a student receives a detention at any time during the probationary period the review board will reconvene and make a recommendation to the Principal. The Principal will make a final decision which could include, but is not limited to, possible expulsion.</i> **Please refer to the school handbook for more serious offenses.

DEMERIT SYSTEM:

Unprepared for class (uniform/materials) = 1

Not following school/classroom expectations=1-2

Inappropriate language = 3

Defiance = 3

Cheating = 3-5

Lying = 3

Disrespect = 3-5

Stealing = 3-5

Disruptive behavior = 3

Bodily harm = 3-5

Other = 1-5

ELEMENTARY DISCIPLINE (Grades K – 5)

DISCIPLINE CODE

K – 2

3 - 5

<p>LEVEL 1: UNIFORM/DRESS CODE (pg. 48-49):</p> <ul style="list-style-type: none"> Consequences: verbal warning to students, parent notification <p>Dress-Out Day Attire (pg. 7)</p>	<p>LEVEL 1: UNIFORM/DRESS CODE (pg. 48-49):</p> <ul style="list-style-type: none"> Uniform Referral to be logged on Admin Plus and sent home for parent signature. Three uniform referrals will result in a lunch detention <p>Dress-Out Day Attire (pg. 7)</p>
<p>LEVEL 2: Behavior Note/LUNCH Detention: Consequences: Warning, loss of recess, lunch detention, parental contact</p> <p>Example include but not limited to:</p> <ul style="list-style-type: none"> Excessive talking out of turn, repeatedly unprepared for class, gum chewing, excessive talking/noises, inappropriate language, cheating, misbehavior in lunchroom or specials, tardiness (after 10 tardies before school detention) 	<p>LEVEL 2: LUNCH Detention: Consequences: Warning, loss of recess, lunch detention, parental contact</p> <p>Example include but not limited to:</p> <ul style="list-style-type: none"> Running in hall, chewing gum, writing on self or others, unprepared for class, tardy to class, failure to follow school rules, excessive talking , tardiness (after 10 tardies before school detention)
<p>LEVEL 3: Conduct Referral: Disrespectful to teachers and/or other students</p> <p>Consequences: Detention, Parental notification</p> <p>Example include but not limited to:</p> <ul style="list-style-type: none"> Rude, disrespectful, defiant behavior, hitting or injurious contact, habitual cheating, stealing, etc. <p>*In the event of 3 after school detentions a student will serve an in-school suspension.</p>	<p>LEVEL 3: Conduct Referral: Disrespectful to teachers and/or other students</p> <p>Consequences: Detention, Parental notification</p> <p>Example include but not limited to:</p> <ul style="list-style-type: none"> Inappropriate behavior or language, lying, throwing food or object, defiance, bullying or harassing, cheating, inappropriate physical contact, escalating arguing, misuse of electronic devices/computers, etc. <p>*In the event of 3 after school detentions a student will serve an in-school suspension.</p>
<p>LEVEL 4: Conduct Referral/Removal from class</p>	<p>LEVEL 4: Conduct Referral/Removal from class</p>

<p>Consequences: Out of school suspension, parental conference, expulsion</p> <p>Example include but not limited to:</p> <ul style="list-style-type: none"> • Uncontrollable temper tantrums • Constant disruptive behavior • Defiance to authority figures within school • Danger to self or others 	<p>Consequences: In or out of school suspension, parental conference, expulsion</p> <p>Example include but not limited to:</p> <p>Stealing, inappropriate use or possession of an illegal/legal substance, possession of a weapon, leaving school grounds, fighting, inappropriate physical contact, bullying or harassing, damage or destruction of school property, misuse of electronic devices/computers, school order disruption, immoral conduct, etc.</p>
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The purpose of this school is to instill the highest moral values. Any deliberate action that is contrary to the moral climate shall normally result in a suspension and/or expulsion. *Individual conduct warranting discipline, which may not be enumerated herein, will be dealt with appropriately within the guidelines established in the discipline policy and the discretion of the administration. Any of the above offenses if serious or repetitive in nature may result in a suspension or an administrative withdrawal.*

Formal Appeal Process

If in serious cases (those involving more than five days of suspension or expulsion), the parent or legal guardian wishes to invoke a formal appeal's process, the following procedure must be followed:

1. This policy pertains only to serious disciplinary matters (more than five-day's suspension or expulsion) and is not for academic or other disciplinary sanctions.
2. This appeal process must be initiated by the student or parent(s)/legal guardian as a written request to the school administrator. It must be made within 5 business days from the date of official communication by the school administrator of the disciplinary decision. Failure to request a hearing before the school's panel within these 5 business days forfeits the right to a hearing.
3. The panel shall consist of five members comprised from any of the following selected by the principal in consultation with the pastor:
 - A member of St. Cecelia School Advisory Commission designated by the principal and pastor. (one)
 - A priest/priests designated by the pastor. (one or two)
 - Teacher/teachers or professional staff member/members designated by the principal and pastor. (one to four)
4. The panel will convene within five business days after a request for a hearing.
5. The panel may review written material and hear oral testimony, including that from the student and his/her parent(s)/legal guardian.
6. The deliberation of the panel is limited to determining the following:
 - An act has taken place in clear violation of the code of conduct, the mission of the school or the parameters indicated in the Parent/Student Handbook.
 - The student(s) is/are known to have committed the violation.
 - The sanction was issued based on the parameters in the Parent/Student Handbook. If the sanction is found not to be within the parameters of the Parent/Student Handbook, the issue will be returned to the principal and the disciplinary committee for reconsideration.
7. The decision of the panel and the action taken should be documented and placed in the student's file with copies mailed to the parent(s) or legal guardian and to the Diocesan Office of Catholic Schools within 3 business days of the completion of the local appeal panel's hearing.
8. If the student or parent(s)/legal guardian wish to appeal the local panel's decision, a written request to do so must be made by the student/parent(s)/legal guardian within 10 business days from the date of the official communication by the local appeal panel. This next written request is to be directed to the Office of Catholic Schools and Centers with a copy to the local school administrator.
9. The Office of Catholic Schools and Centers may not be involved in any local panel's decision until such time as all the aspects of Item 7 have been fulfilled.
10. The Office of Catholic Schools and Centers will conduct an internal, administrative review only of the local appeal panel's decision to determine if the process was followed. There is no hearing at this level.

11. The Office of Catholic Schools and Centers will render a decision within 10 business days from the receipt of request for a diocesan level appeal. Copies of the Superintendent's decision will be mailed to the student and his/her parent(s)/legal guardian as well as to the local school administrator.
12. The decision of the Superintendent in the appeal process is final. If the process was not followed, the matter is returned to the school for re-evaluation using proper procedures.

Cell Phones/Smartwatch Devices

Cell phones and/or Smartwatches are not permitted on campus. Any student found with a cell phone and/or smartwatch device will have it taken away and turned in to administration on the first offense. Parents must pick up the cell phone or smartwatch from the Assistant Principal by appointment. On the second offense the cell phone or smartwatch will not be returned until the end of the school year.

Playground Rules –The following basic rules apply to behavior on school grounds at all times:

- Teacher/Adult supervision is required at all times
- Play safely on all equipment (maintain safe distance from swings and slides)
- Keep hands and feet to yourself
- Include all classmates in play
- Return all playground equipment to designated bins
- Refrain from play near all perimeter fences
- Students must remain on school property at all times

Playground equipment is provided for the students for exercise and fun. To ensure the safety of our students all rules of use apply. Students should maintain a safe distance on the slide and swings from the other students. Running should be on the grassy areas only. Teachers review and enforce playground rules with students on a regular basis.

COMMUNICATIONS

Newsletter

The school's newsletter is emailed on a weekly basis. Please notify the school office if you do not receive the weekly newsletter.

School Notices

Announcements and general notices will be emailed or sent home during the school year to keep you informed about school activities and expectations. Please read these publications carefully and, when requested, sign and return them to school promptly. A weekly newsletter and other notices will be emailed at the end of each week. The Parent Portal is our main tool of communication. All announcements, written or verbal, must be approved by the principal before distribution. The deadline for submitting items for the weekly bulletin is Tuesday afternoon. Personal advertisements are not accepted.

Web Site

St. Cecelia Catholic School's website can be accessed online. Type in www.st-cecelia.org and find the weekly calendar, Parent/Student Handbook, and other items of interest.

Communication

As a parent or guardian, **please contact your child's teacher** if you have questions or problems regarding your child (academically or behaviorally). If additional assistance is needed after speaking with the teacher, contact the Assistant Principal who will work with the parents and teacher. The next level of communication would be the Principal and finally the Pastor-In-Charge.

The administration and faculty of St. Cecelia Catholic School are committed to working with parents regarding the academic and behavioral progress of your child(ren). In fairness to all the children at St. Cecelia Catholic School, we are unable to conference with parents while we are engaged in other responsibilities that require our full attention. Spontaneous conferences at drop off and pick up times are not appropriate and compromise the teacher's supervision. If you have a question or concern about your child(ren)'s academic and/or behavioral progress, you are asked to

schedule an appointment with the teacher at a time that is mutually convenient in order to facilitate a focused and productive conversation about your child(ren).

We expect the faculty and staff of St. Cecelia Catholic School to conduct themselves in a professional, respectful, and Christian manner in all aspects of their teaching responsibilities, including their interactions with you, the parents. We hold these same expectations of parents or guardians when interacting with the members of our administration, faculty and staff. Parental behavior that violates these expectations may result in the removal of your child(ren) from St. Cecelia Catholic School or other parental restrictions.

Change of Address

Please inform the school office immediately in writing if you change your address, telephone, email, job or emergency information in any manner. **It is vital that we are able to contact parents at any time during the day in case of an emergency.** Forms are available for this in the school office.

Conferences

At no time should a parent be in doubt about his/her child's academic progress or behavior. Parents are notified of a child's academic progress through the Parent Portal and the report card. **If there are questions, the parent should email the teacher and request an appointment with the teacher before or after school or at a time that is convenient to both.** Please avoid impromptu conferences at drop-off or dismissal. Teachers may also request conferences with a student and/or his or her parents in order to give or arrange individual help or to clear up misunderstandings. There will be scheduled conference times available during the first semester. Communication between parents/guardians and the teachers is encouraged throughout the school year.

Messages

Urgent messages must be delivered through the school office. Emergency messages regarding dismissal should be made before 2:15pm to ensure communication with the student and the teacher. As a proactive security measure, parents are not allowed in the halls or in classrooms after the morning bell or before the final dismissal bell in the afternoon unless they have signed in as a volunteer or for a specific reason.

STUDENT INTERNET USE POLICY

Computer Policy Statement - The following is a policy statement regarding the use of microcomputer software:

The Diocese of St. Petersburg and St. Cecelia Catholic School purchase or license the use of copies of computer software from a variety of outside companies. The Diocese of St. Petersburg and St. Cecelia Catholic School do not own the copyright of this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on more than one computer.

Employees, parents, volunteers, and students of schools and centers shall use software on local area networks and multiple machines only in accordance with the license agreement.

Employees, volunteers, and students learning of any misuse of software or related documentation within the school or center shall notify the school/center administrator or the Superintendent of the Diocese of St. Petersburg.

According to the US Copyright Law, illegal reproduction of software can be a serious offense punishable by fine and criminal penalties. The Diocese of St. Petersburg will not tolerate the use of illegal, pirated software. Any employee, parent, volunteer or student who makes, acquires or uses unauthorized software shall be disciplined as appropriate under the circumstances.

Diocese of St. Petersburg Student Computer Internet Use Policy

This document sets forth the rights and responsibilities for students under the Diocese of St. Petersburg Student Internet Use Policy. This Student Internet Use Policy is, by reference, a part of the Student Internet Account Agreement which must be executed by each Student and each Student's Parent or Guardian.

A. EDUCATIONAL PURPOSE:

1. The School Network has been established for a limited educational purpose. Educational purposes include classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.
2. The School Internet system has not been established as a public access service or a public forum. The Diocese and school has the right to place restrictions on the material you access or post through the School Internet system. You are expected to follow the rules set forth in this policy, the student disciplinary code, and the law in your use of the School Internet system. The student disciplinary code will govern any violations of this policy.
3. You may not use the School Internet system for commercial purposes. This means you may not offer, provide, or purchase products or services through the School Internet system.

B. ACCESS TO ONLINE MATERIALS:

1. The material you access through the School Internet system should be for class assignments or for personal research on subjects you study in a class or would otherwise research in the school media center. Use for entertainment purposes is not allowed.
2. You are not allowed to use the School Internet system to access inappropriate information, which includes, but is not limited to, the following: obscene material, child pornography, material which depicts or describes in an offensive way violence, nudity, sex, death, or bodily functions, material designated as for adults only, material which promotes or advocates illegal activities, material which promotes the use of alcohol or tobacco, school cheating, or weapons, or material advocating participation in hate groups or other potentially dangerous groups.
3. If you mistakenly access inappropriate information through the School Internet system, you are required to immediately report this access in the manner specified by your school. This will protect you against a claim you have intentionally violated this policy.
4. The school has installed filtering software to attempt to prevent access to inappropriate material.
 - a. If you feel filtering software is blocking your access to an appropriate site, report this to your teacher.
 - b. You are not allowed to seek to bypass the filtering software by using a proxy site or some other technology.

C. PRIVACY AND COMMUNICATION SAFETY REQUIREMENTS:

1. "Personal contact information" includes your full name, together with other information which would allow an individual to locate you, including your family name, your home address or location, your work address or location, or your phone number.
2. If you are an elementary or middle school student, you are not allowed to use the School Internet system to disclose your full name or any other personal contact information online for any reason.
3. If you are a high school student, you may disclose, through the School Internet system, personal contact information to educational institutions, companies or other entities for continuing education, professional or career development purposes with specific staff approval.
4. You are not allowed to disclose names, personal contact information, or any other private or personal contact information about other students. You are not allowed to forward a message sent to you privately without documented permission from the person who sent you the message.
5. You are required to promptly disclose to your teacher or other school staff member any message you receive through the School Internet system which is inappropriate or makes you feel uncomfortable. You should not delete such messages until instructed to do so by a teacher or other staff member.

D. UNLAWFUL, UNAUTHORIZED, AND INAPPROPRIATE USES AND ACTIVITIES:

1. Unlawful activities:
 - a. You are not allowed to attempt to gain unauthorized access to the School Internet system or to any other computer system through the School Internet system or go beyond your

authorized access. This prohibition includes attempting to log-in through another person's account or to access another person's files.

- b. You are not allowed to disrupt or attempt to disrupt the School Internet system or any other computer system or destroy data by spreading computer viruses, or by any other means, using the School Internet system.
- c. You are not allowed to use the School Internet system to engage in any unlawful act, including but not limited to arranging the sale or purchase of drugs or alcohol, engaging in criminal gang activity, or threatening the safety of any person.

2. Inappropriate language:

- a. Restrictions against inappropriate language apply to all speech communicated through the School Internet system, including public messages, private messages, and material posted on Webpages.
- b. You are not allowed to use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language on the School Internet system.
- c. You are not allowed to post information which could cause damage or a danger of disruption to your school or any other organization or person on the School Internet system.
- d. You are not allowed to engage in personal attacks, including prejudicial or discriminatory attacks on the School Internet system.
- e. You are not allowed to harass or bully another person on the School Internet system.
- f. You are not allowed to post false or defamatory information about a person or organization on the School Internet system.
- g. You are required to promptly disclose to your teacher or another school employee any message you receive on the School Internet system in violation of the restrictions on inappropriate language.

3. Plagiarism and copyright infringement:

- a. You are not allowed to plagiarize works you find on the Internet. Plagiarism is taking the ideas or writings of others, and presenting them as if they were yours, without proper attribution.
- b. You are required to respect the rights of copyright owners in your use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright.

4. Specific Activities prohibited:

- a. Inappropriate activities subject to discipline under this policy include but are not limited to:
- b. The transmission of material, information or software in violation of school policy, or
- c. local, state and federal law,
- d. Changing of Windows/Mac platform settings (desktop, screensavers, etc.),
- e. Downloading software or plug-ins into the School Network or Computer,
- f. The use of web-based email accounts,
- g. Online chatting or any instant messaging,
- h. Making purchases via the internet,
- i. The installation of any software on the system by a student. Software can only be installed by the School, using software purchased by the School and appropriately licensed by law for use on School computers, Violating copyright or other laws, Accessing personal files belonging to others, accessing areas of the network which are not designated for your use.

5. Limited Privacy:

- a. You are notified by reading and signing this document that you have only a limited expectation of privacy in your files on the School Internet system and in the records of your online activity. All student use of the School Internet system may be supervised and is subject to being closely

monitored at all times. You are notified that the school's monitoring of Internet usage can reveal all activities you engage in using the School Internet system.

- b. Routine maintenance and random monitoring of the School Internet system may disclose information indicating you have violated this policy, the student disciplinary code, or the law. A detailed search of your individual School Internet system account, and its historical activity, may be conducted if there is reasonable suspicion you have violated this policy, the student disciplinary code, or the law.

E. SYSTEM SECURITY AND RESOURCE LIMITS:

1. System security:

- a. You are responsible for your School Internet system individual account and should take all reasonable precautions to prevent others from being able to use your account. You should not provide your password to another person.
- b. You are required to immediately notify a teacher or the system administrator if you have identified a possible security problem involving the School Internet system. However, you are not required to look for security problems; this may be construed as an unlawful attempt to gain access.
- c. You are required to avoid the inadvertent spread of computer viruses by following the school virus protection procedures.

2. Resource limits:

- a. You are required to use the School Internet system only for educational, professional or career development activities and limited, high-quality personal research.
- b. You are not allowed to download large files from or to any computer on the School Internet system unless absolutely necessary, and then only with approval of a teacher or another school employee. If necessary, and allowed, you may download large files when the system is not being heavily used; you are required to immediately remove the file from the School Internet system computer as soon as possible after appropriate copying or use.
- c. You are not allowed to use Diocesan, school, or personal distribution lists or discussion groups for sending irrelevant messages.

F. DISCIPLINE

Violations of this Student Internet Use Policy can result in termination of the student's account, denial of access to the School Internet system, suspension, expulsion, or referral of matters to the appropriate law enforcement agency, depending on the severity of the actions. Such determination is within the sole discretion of the School and the Diocese.

G. LIMITATION OF LIABILITY:

Neither the Diocese nor school guarantees the functions or services provided through the School Internet system or its internet service provider will be without error. The Diocese and/or school will not be responsible for any damage you may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. The Diocese and/or school will not be responsible for the accuracy or quality of the information obtained through the School Internet system. The Diocese and/or school will not be responsible for financial obligations arising through the unauthorized use of the School Internet system. Your parents can be held financially responsible for any harm resulting from your use or misuse of the School Internet system. You may use the School Internet system only if your parents have signed a disclaimer of claims for damages against the school and Diocese.

Student Internet Account Agreement

I. Student Section

By signing the Parent Student Handbook Form, I state that, I have read the Diocesan Student Internet Use Policy and the Wireless Network Internet Access Policy which is made a part of this Agreement, by reference. I agree to follow

the rules contained in this policy. I understand if I violate the rules, my account can be terminated and I may face other disciplinary measures.

II. Parent or Guardian Section

By signing the Parent Student Handbook Form, I agree that I have read the Diocesan Student Internet Use Policy, which is made a part of this Agreement, by reference. I hereby release the Diocese and school, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the School Internet system, including but not limited to claims arising from the unauthorized use of the system to purchase products or services or exposure to potentially harmful or inappropriate material or people. I understand I can be held liable for damages caused by my child's use or misuse of the School Internet system.

I will instruct my child regarding restrictions against accessing material in addition to the restrictions set forth in the Diocesan/school policy. I will emphasize to my child the importance of following the rules for personal safety.

By signing the Parent Student Form, I agree that I hereby give permission for my child to use the School Internet system. I understand this permission includes permission for my child to access information on-line through the World Wide Web, receive e-mail communications through a class account or individual e-mail account, if applicable, and engage in other educationally relevant electronic communication activities.

Wireless Network Internet Access Policy

Students are expected to abide by both aforementioned policies.

1. Purpose

Use of wireless mobile learning devices (WMLD) are becoming increasingly prevalent in education. These devices can greatly supplement and enhance the academic learning environment. Your teacher has asked for student use of WMLD as an instructional aide to add to the student learning process. For this reason the internet access use policy addendum needs to be added.

2. Policy

While in some instances the possession and use of WMLDs by students at school may be appropriate, the possession and use of such devices or objects by students at school can have the effect of distracting, disrupting, and intimidating others in academic setting and leading to opportunities for academic dishonesty and other disruptions of the educational process. The purpose of this policy is to vest with school administrators and staff the authority to enforce reasonable rules relating to student use of such objects or devices at St. Cecelia Catholic School.

Background

St. Cecelia Catholic School offers wireless Internet access for school owned and personally owned devices (POD). In addition, the St. Cecelia Catholic School wireless network utilizes a WPA2 wireless security protocol.

3. Procedure

3.1. Definitions:

3.1.1. Acceptable Use: Students are not permitted to use any type of WMLD during class time, passing periods or breaks without the permission of the teacher or school administration. All WMLDs must remain turned off and out of sight while on campus. Some teachers may allow students to use these devices in class, but such use should not disrupt the learning environment and must conform to the policies set forth.

3.1.2. Prohibited Use: Any use that violates local, state and/or federal laws.

3.2. Prohibited Uses:

Students are not to use material, images or text message to invade personal privacy or harass another person, or disrupt the instructional day, or engage in dishonest acts. The following are inappropriate uses of electronic WMLDs:

3.2.1. Harassment, threats, intimidation, cyber bullying/cyber threats of other students, teachers, staff or school administration via cellular phone calls, SMS text messaging or by the use of MMS picture messaging.

3.2.2 Passing or transmitting otherwise secure information, i.e. electronic forgery.

3.2.3 Invasion of personal rights in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, restrooms, and any other areas where students or others may change or be in any stage or degree of disrobing or changing clothes.

3.2.4 Cheating on tests/exams by either transmitting or receiving test/exam information or images before, during, or after the administration of the test/exam.

3.2.5 Violation of any other school policy or other forms of illegal behavior during the instructional and non- instructional day.

.2.6 Image capture or intended image capture anywhere on the campus of St. Cecelia Catholic School either indoors or outdoors, without administrative approval. "Image capture", "photography" and videoing" refer to any kind of image capture, still or moving, obtained by any photographic device including still image cameras, video cameras, CCTV cameras, webcams and photographic/video enabled cell phones, and any other type of image capture device not specified here, whether digital or not, using technology existent at this time or in the future. In addition, the uploading of said images to public venues, such as social networking sites.

3.3. Privileges and Discipline:

3.3.1 Students may have WMLDs in their possession or in their lockers at other times as long as the device is powered down and the device is out of sight in a pocket, bag or backpack.

3.3.2 If a student receives permission by a teacher or school administration to use a WMLD, it shall not disrupt the educational program.

3.3.3 If disruption occurs, the school staff shall direct the student to turn off the WMLD and confiscate it. In the event a school staff member finds it necessary to confiscate a device, it will be returned in accordance with school policy as stated in the St. Cecelia Catholic School 2016 – 2017 Parent/Student Handbook.

4. Non-Employee Use

Each time someone accesses the St. Cecelia Catholic School wireless network (SCSWN), they agree to the terms listed below.

Terms

St. Cecelia Catholic School will not be held liable for any damage that may occur as a result of connecting to the SCSWN or any electrical power source.

St. Cecelia Catholic School will not be held responsible for any physical damage, loss or theft of the personally-owned device.

The SCSWN will provide filtered Internet access and related web-based services only.

St. Cecelia Catholic School reserves the right to inspect, at any time, any personally-owned device while connected to the SCSWN. Any other inspection of any personally-owned device is subject to the requirements set forth in the St. Cecelia School Parent/Student Handbook.

Personally-owned WMLDs will only be connected to the network at designated locations.

St. Cecelia Catholic School will not be obligated to supply electrical power access where such access does not already exist.

Persons connecting computers to the SCSWN agree to maintain current anti-virus software enabled on said devices.

Illegal, destructive, harmful or any other inappropriate activities, including, but not limited to computer hacking, cyber-bullying, accessing offensive/obscene materials, engaging in illegal activity are strictly prohibited as set forth in St. Cecelia Catholic School Parent/Student Handbook and local, state and federal laws.

The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse St. Cecelia Catholic School for any damage that their student may cause arising out of and relating to the use of the SCWN with his/her personally owned device.

6. Monitoring

Through the use of sophisticated hardware, all users accessing the Internet through the St. Cecelia Catholic School wireless network will be monitored and all website activity tracked.

Any WMLD accessing inappropriate material on the Internet will be added to a device blacklist, preventing future connection to the St. Cecelia Catholic School wireless network.

7. Enforcement

The St. Cecelia Catholic School administration reserves the right to pursue legal recourse for activities conducted upon the devices and networks utilized in the education setting on campus in which it deems inappropriate or illegal by local, state and federal laws. Any abuse of the law will be immediately reported to law enforcement.

EXTRACURRICULAR ACTIVITIES

Sports: Baseball, Softball, Basketball, Soccer, Volleyball, Cheerleading, Flag Football and Golf.

Clubs: Drama, Choir, Yearbook, Odyssey of the Mind, Robotics, Caribou, Thespians, Eighth Grade Officers, Student Council, Guardian Angels, NJHS, Ambassadors, Scouting, Golf, Tennis, Track & Field and Dance.

Philosophy:

The goal of St. Cecelia Catholic School is to develop each child spiritually, morally, academically, socially, emotionally and physically. To meet this goal it is incumbent upon the school to offer various opportunities for students to maximize their individual growth in each of these areas, realizing that each child's talents will vary. However, to accomplish the goal of developing the whole child, all these interdependent areas must remain in balance. Focus on one area, regardless of the success attained, can lessen the possibility of the student's full development and cannot substitute for development in all of these areas. The following policy is offered in order to ensure the proper balance between these critical areas of development.

Participation:

In order to promote the students' growth and development, St. Cecelia Catholic School offers a variety of extracurricular activities. These activities are made possible through the cooperation of parents, responsible staff or volunteers and the students. Eligibility for these activities is usually open to all students depending on grade level.

Sports:

Each after-school sports participant must complete a school sports physical and Emergency Medical Release Form. Forms must be turned in by the first week of school in August for fall sports and turned in by the last day preceding Christmas vacation for spring sports. A \$60 fee per after school sport is due and must be paid upon making the team.

Participation, in any extracurricular activity, will be affected by the student's academic performance and behavior. In order to participate in tryouts a student must have and maintain a 70% in each subject area and an S in specials. Grades will be checked the day of each game. Students averaging below a 70% will be notified and given time to improve. Students who do not improve the grade before each game will be ineligible to play in games until the grade improves. Ineligible athletes may not attend games.

Students receiving a detention will also serve a one game suspension and may not attend the game from which they are suspended.

In addition, any student who presents behavior problems when participating in an extracurricular activity or sport may be suspended from that activity for a determined amount of time by the athletic director in consultation with administration. When such a suspension occurs the parent will be notified by the athletic director and the student will not participate in the activity or sport. In addition, other appropriate disciplinary sanctions will be imposed as indicated in the discipline code.

Athletics

St. Cecelia Catholic School participates with other Catholic and private schools in the Pinellas Youth Conference (PYC). Tryouts for team sports are open to all eligible students in grades five through eight. Junior varsity (grades five and six) and varsity (grades seven and eight) teams are offered for the following sports: basketball, soccer, volleyball, softball, and cheerleading for girls; basketball, soccer, volleyball, and baseball. **If a student is absent from school or unable to participate in physical education, the student may not participate in sports activities on that day.** Exceptions may be made by the Athletic Director in the case of tryouts.

The St. Cecelia Catholic School athletic program is a competitive program. Students are chosen for teams based on ability. Students must attend a tryout in order to be selected to a team. All team members will participate, but the athletic director and coaches will determine playing time based on game situations and playing ability. A student scheduled for detention on the day of a game or practice must serve the detention. No one may change the date of a

detention in order to practice or play in a game. Any student missing three (3) practices or games will be excused from the team. This includes leaving games and practices early. (Exceptions made for illness, doctor appointments, etc.)

Code of Conduct

Our program is governed by a code of conduct for coaches, athletes, and spectators. Our philosophy is to promote good sportsmanship, fellowship, and youth development through competition. It is important to maintain these high standards in all of our athletic endeavors.

PLAYERS' CODE OF CONDUCT: *As an athlete for St. Cecelia Catholic School and the Pinellas Youth Conference, I subscribe to the principles of good sportsmanship, fellowship, and youth development through athletic competition. Recognizing these principles, I understand that profanity and/or any unsportsmanlike conduct will cause:*

- 1) Suspension from one league game;*
- 2) Removal from team;*
- 3) Major offense - reviewed by athletic director and principal.*

COACHES' CODE OF CONDUCT: *As a coach for the Pinellas Youth Conference and St. Cecelia Catholic School, I subscribe to the principles of good sportsmanship, fellowship, and youth development through athletic competition. Recognizing these principles, I understand that profanity and/or unsportsmanlike conduct will result in my resignation as coach. As the coach, I understand I have authority at the athletic event over my players and parents. All coaches will abide by diocesan regulations which they will receive at a coach's orientation. All St. Cecelia Catholic School coaches must attend an in-house orientation presented by the Athletic Director. (Ethics for Coaches).*

The Catholic school is unique because of its total commitment to the three-fold purpose of Christian education: message, community and service. It creates an atmosphere where Catholic faith can be integrated with life and learning. All those involved in a Catholic school – parents, pastors, faculty and staff, administrators and students—must strive to make it a community of faith which indeed is living, conscious, and active.

Recognizing that athletics plays an integral role in the overall development of the whole person, the Catholic schools in the Diocese of St. Petersburg support such programs as part of their ministry. In carrying out this ministry, the coach will:

- Be mindful that each student is created in the image and likeness of God and deserves to be treated with Christian dignity.
- Be aware that he or she has a tremendous influence, for either good or ill, on the education and formation of the student-athlete, and thus, shall never place the value of winning above the value of instilling the highest Christian ideals.
- Treat each player as an individual, remembering the great range of emotional and physical development for students of the same age group.
- Uphold the honor and dignity of the profession. In all dealings with student-athletes, game personnel, athletic directors, school administrators, and the public. The coach shall strive to set an example of the highest ethical and moral conduct in the sole judgment of the principal.
- Take an active role in the education and prevention of drug, alcohol and tobacco abuse. Coaches must also abstain from the use of alcohol and tobacco products when in contact or in proximity to players.
- Promote the entire interscholastic program and direct the program in accord with the total school philosophy. Schedules for practices and competitions should be coordinated with other co-curricular events, so that students can participate in more than one activity if they choose.
- Master the contest rules and teach these rules to the members of the team and the working staff. The coach shall not seek an advantage by circumvention of the rules or of the spirit for which they were intended.
- Exert influence to increase sportsmanship by spectators, both directly and by working closely with the Athletic Director, and school personnel.
- Respect and support game personnel. The coach shall not indulge in conduct that would incite players or spectators against the officials. Public criticism of officials or players is unethical and will not be tolerated.
- Meet and exchange greetings with the coaches of the competing team in order to set a correct and proper tone for the event and begin each game with a prayer.
- Encourage students to give priority to their studies, so they can remain academically eligible.
- Opponents will not be scouted.
- Place the spiritual, emotional and physical welfare of the players above a personal desire to win. Affirm effort and good sportsmanship whether the game has been won or lost.

SPECTATORS' CODE OF CONDUCT: *I understand, as a spectator, the St. Cecelia Athletic Program is designed to teach the principles of good sportsmanship, fellowship, and youth development. Recognizing these principles, I understand profanity and/or unsportsmanlike conduct is not acceptable. I, as a parent, understand failure to adhere to these principles could result in my being asked to leave the athletic event in question and my result in absence from any games remaining in the season.*

Supervision at Athletic Events

We encourage students to attend games and cheer on our sports teams. If students are staying after school to watch an athletic event, an adult must be with them. **THEY MAY NOT ATTEND THE EVENT WITHOUT SUPERVISION.** Coaches are unable to provide this supervision because of their other responsibilities. Certainly, one parent may take the responsibility for a number of students. Students should remain in the gym and should not be returning to lockers and/or roaming the campus during or after the event. This is for the safety of our children. Students need to be supervised by their parents before and after school if they are not participating in a school supervised event.

STUDENT LIFE

St. Cecelia Catholic School sponsors a variety of after school activities and organizations. These extra-curricular activities provide students with an opportunity for experiences and accomplishments beyond the regular classroom.

Student participation in an activity or an organization is always optional. Any student participating in an activity or an organization accepts the responsibility of representing St. Cecelia Catholic School. Therefore, the school reserves the right to decide which students deserve the honor of participating in the name of St. Cecelia Catholic School.

Ambassadors (7th Grade Students)

These students welcome new students to our school community and assist at various schoolwide functions.

Cantors

Cantors are by audition only and students must have completed 1 year of choir. Cantors lead the school community in the musical celebration of the Mass.

Choir

Choir is offered to students in grades 3-8. Practices may be set up before or after school.

Drama

Drama is offered to students in grades K-8. A fall and spring drama production are scheduled during the school year. Performances will be held on weekends.

Eighth Grade Officers

Officers are elected by the eighth grade to help coordinate grade activities.

Guardian Angels

Students in grade 5 – 8 assist primary students with getting out of their cars and walk them to their classrooms. Four students will be on duty for a given morning. A rotating schedule will be used to ensure that every member has a chance to participate.

National Junior Honor Society (8th Grade Students) - Guidelines

Being a member of the St. Cecelia Interparochial Catholic School National Junior Honor Society (SCSNJHS) is a prestigious designation for our 8th grade students. Students involved in NJHS not only maintain excellent grades and provide services to their community, but they are looked up to as role models.

To be considered for induction to the SCS NJHS:

- Student must be enrolled in the 8th grade at St. Cecelia Catholic School.

- Student must have a 6th and 7th grade cumulative GPA of 3.75 or higher, unrounded.

- Student has no after-school detentions, in-school or out-of-school suspensions or a behavior plan in 6th and 7th grade.

- Student has no lunch detentions in 6th or 7th grade

- Student has no more than 4 demerits and must have scores of 3 or 4 in ATL skills in 6th and 7th grade.

Students who meet the above requirements are then evaluated by the Faculty Council on the basis of leadership, service, character, and citizenship. Once selected and inducted, members must maintain these standards.

Students will be subject to dismissal from NJHS if they receive an ATL score of 1 or 2, receive more than 4 demerits, receive a detention, receive an in-school or out-of-school suspension or are placed on a behavior plan.

NJHS members must complete 20 hours of service during the school year. Ten hours are from group service projects. Ten hours are from individual service projects approved by the NJHS advisors. Community service project hours for 8th grade are separate and cannot be counted toward NJHS service hours.

SCS Robotics

The Robotics Club is a member of FIRST LEGO League which is a robotics program designed to get children excited about science and technology -- and teach them valuable employment and life skills. Meetings take place after school in the Middle School Computer lab.

Thespians

The International Thespian Society (ITS), an honorary group for middle school theatre students, is a division of the Educational Theatre Association (EdTA). The mission of ITS is to honor student excellence in the theatre arts. The Thespians induction is a great motivator for students to become more active in their school's theatre program.

Scouting

St. Cecelia Catholic School does support our parishes' scouting programs. **Requests for space must be in writing** with an advance notice of 30 days before the first meeting. Space is assigned on a first-come, first served basis. Once approved, additional information will be needed.

Student Council

The Student Council is an elected organization through which students express their opinions, assist the administration and school staff, and participate in the management of school enterprises. The Student Council tries to promote leadership, initiative, and self-control. Each year, a president, vice president, recording secretary, and corresponding secretary are elected from the eighth grade and a vice president and treasurer are elected from the seventh grade. Two representatives are elected by each middle school homeroom in the fall. One At-Large representative will be chosen by each homeroom teacher. Student Council members must maintain a 2.5 GPA and have an ATL grade of 3 or 4. Middle school students vote in the annual elections.

SCHOOL UNIFORMS

Students should be in full uniform at all times while on school grounds. Parents should only purchase the uniforms, shoes, and school supplies that follow the school's regulations. Our school uniforms are sold through Risse Brothers School Uniforms at 1603 Sunshine Drive in Clearwater. Their phone number is 448-0357. For your convenience, Risse Brothers School Uniforms also offers an on-line service at www.rissebrothers.com.

UNIFORM DRESS CODE 2017 /2018

ALL UNIFORMS MUST BE PURCHASED FROM RISSE BROTHERS OR OUR USED UNIFORM STORE

EC3 GIRLS

Red T-Shirt with SCS logo
Red Polo with SCS logo
Navy Pull-on shorts & pants with SCS logo
Navy or Red polo dress with SCS logo
Sneakers, preferably Velcro-laced

PRE-K GIRLS

Red T-Shirt with SCS logo
Red Polo with SCS logo
Navy Pull-on shorts & pants with SCS logo
Navy or Red polo dress with SCS logo
Sneakers, preferably Velcro-laced

K – 5TH GRADE GIRLS

Uniform Navy Shorts or Navy Pants w/ SCS logo
Black or Navy Belt
White or Carolina Blue Uniform Polo
White Peter Pan Collar Uniform Shirt worn w/ jumper only
Plaid Skort or Jumper
*Black Shoes
Solid White or Black Socks
Belts are not necessary for Kindergarten Students

6TH – 7TH GRADE GIRLS

Uniform Navy Skort with SCS logo
Uniform Navy Shorts or Pants with SCS logo
Black or Navy Belt
White or Carolina Blue ¾ Sleeve Blouse with SCS logo
White or Carolina Blue V-neck Polo with SCS logo
*Black Shoes
Solid White or Black Socks

8TH GRADE GIRLS

Uniform Navy Skort with SCS logo
Uniform Navy Shorts or Pants with SCS logo
Black or Navy Belt
White or Carolina Blue ¾ Sleeve Blouse with SCS logo
Red, White or Carolina Blue V-neck Polo with SCS logo
*Black Shoes
Solid White or Solid Black Socks

EC3 BOYS

Red T-Shirt with SCS logo
Red Polo with SCS logo
Navy Pull-on shorts & pants with SCS logo
Sneakers, preferably Velcro-laced

PRE-K BOYS

Red T-Shirt with SCS logo
Red Polo with SCS logo
Navy Pull-on shorts & pants with SCS logo
Sneakers, preferably Velcro-laced

K – 5TH GRADE BOYS

Uniform Navy Shorts or Navy Pants w/ SCS logo
Black or Navy Belt
White or Carolina Blue Uniform Polo
*Black Shoes
Solid White or Black Socks

Belts are not necessary for Kindergarten Students

6TH – 7TH GRADE BOYS

Uniform Navy Shorts or Pants with SCS logo
White or Carolina Blue Polo with SCS logo
Black or Navy Belt
White, short or long sleeve Oxford w/SCS logo
Carolina Blue short or long sleeve Oxford w/logo
*Black Shoes
Solid White or Black Socks

8TH GRADE BOYS

Uniform Navy Shorts or Pants with SCS logo
Red, White or Carolina Blue Polo with SCS logo
Black or Navy Belt
White, short or long sleeve Oxford w/ SCS logo
Carolina Blue short or long sleeve Oxford w/logo
*Black Shoes
Solid White or Solid Black Socks

*Shoes and St. Cecelia Catholic School accessories are available at Risse Brothers Store.

Personal Property

PLEASE BE SURE EACH ITEM OF CLOTHING YOUR CHILD WEARS OR BRINGS TO SCHOOL IS PROPERLY MARKED WITH HIS/HER FULL NAME. Every personal item, such as lunch bags, lunch boxes, books, calculators, etc., must be clearly marked in an obvious place. Personal play items (e.g., balls, etc.) are not permitted.

DRESS CODE

***Any student not in compliance with the school's dress code may be sent to the office to contact their parents to bring a change of clothes or missing item.**

Shirts

MUST be tucked in. A SOLID WHITE under shirt may be worn under the school shirt.

Shoes

Leather or sneaker style shoes must be all black and can have white soles. No stripes, high tops, mid tops, or shoes that light up or roll. All laced shoes should be tied. Regular black shoes may be worn for grades K-8, however, sneakers must be worn for PE. No backless shoes are permitted.

Socks

Socks must be all solid White or solid Black.

Belts

Belts must be all black or all navy and MUST be worn with looped uniform shorts/ pants and should be the appropriate size; that is, the belt cannot extend from the buckle in front. Chains worn as belts are not permitted. Belts with distractive or inappropriate logo or styles are not permitted. Belts which cause a safety concern are not acceptable.

Outerwear

A uniform school jacket or sweatshirt is required when a jacket is needed. In very cold weather a heavy coat may be worn OVER a school sweater or sweatshirt. School jackets, school sweaters, and school sweatshirts may be worn in the classroom. Hats or bandanas of any kind are not to be worn on campus at any time (including dress out days) during the school day, including when passing to classes in other buildings. Outer jackets may be worn when passing to classes in other buildings but must be removed while in class. On cold days a SOLID WHITE long sleeve shirt may be worn under the uniform shirt.

Underwear

NO undergarments of any kind may be showing. Only a white undershirt or a white camisole may be worn under the uniform shirt.

Hairstyles

Students should come to school neatly groomed and ready to be an active member in the learning process. Hairstyles should not be extreme, attention getting, or distracting to others in length, style, or artificial color (artificial means any color not natural as green, purple, ombre, etc.). **Hair should be combed. Boys' hair length should not cover their ears nor be below the top of the uniform shirt collar.** Boys are expected to be clean shaven; sideburns below the ear are not permitted, nor are mustaches. Students must not shave the sides of their heads and hair should blend from the side to the top of the head. Extreme differences in length of hair are not allowed. Parents have the primary responsibility of ensuring that student's hair and dress is according to school policy. Please follow school guidelines so these issues do not need to be addressed by the staff.

Jewelry

Boys may not wear earrings. Girls may wear only one pair of earrings – one in each earlobe. One bracelet or anklet and a watch may be worn. No smart watches are permitted. To avoid loss, expensive jewelry should not be worn.

Makeup

Mascara may be worn by eighth grade girls only. No other students may wear makeup.

Prohibited

All hairstyles and colors and accessories which are disruptive to the school environment or educational process. This judgment will be at the discretion of Administration. Failure to comply with uniform dress code regulations will result in a detention.

Dress Out Days

Dress Out days are either privileges or fundraisers for specific charities and are optional. Donations are for a worthy cause. Student Council and the homeroom teacher collect and report funds. The following are not allowed: leggings, spandex, short shorts – mid thigh only, camouflage, message shirts, tank tops, see through or spaghetti straps, midriffs showing, underwear showing, flip flops, dyed hair and hats. Students are expected to participate in PE on dress out days. Dress should always be school appropriate. Students inappropriately dressed will have to change and parents may be called to bring a change of clothes.

SCHOOL SPIRIT

School spirit means loyalty to all functions of the school. A loyal student supports the school and does his/her utmost to keep their own scholastic and activity standards at the highest possible level at all times.

School spirit may be divided into three categories:

Courtesy: In a special way toward teachers, fellow students, and officials of school athletic events.
Pride: In everything the school endeavors to accomplish and has accomplished in the past.
Sportsmanship: "Modest in victory and gracious in defeat."

Crusader Spirit Days (CSD): Once a month (usually the last Friday) as a school spirit day, students may wear a Christian T-shirt, School Spirit Wear T-shirt, Blue Ribbon T-shirt, SCS fundraiser T-shirts, SCS sports team shirts, or drama production T-shirts with jeans, capris, or shorts that are uniform length (no leggings or spandex) and uniform shoe ware. Any student not dressing out for CSD should wear the regular school uniform.

Dates for Crusader Spirit Days:	August 25	January 26
	September 29	February 23
	October 27	March 23
	November 17	April 27
	December 15	May 25

Colors: Red, White, and Powder Blue

Mascot: Crusader



SAFETY CODE INFORMATION

Safety Director

The Safety Director is responsible for the security of the building, fencing, surveillance cameras and the safety of the students at all times. The Safety Director participates in school drug awareness and education programs and in curriculum issues involving safety, e.g. bicycle, strangers, traffic, etc., and also encourages positive character development and peace making initiatives.

Department of Children and Families

The school will reasonably cooperate with regard to any investigation by the Department of Children and Families (DCF) pertaining to allegations of child abuse. Since the school is on private property, DCF will be precluded from reasonable access to students at school unless consent of a parent or guardian is obtained. Absent such consent, the school will cooperate in allowing DCF to have access to students if DCF obtains, according to law, an appropriate court order or other legal authority, such as the presence of a police officer or deputy sheriff.

Emergency Closing of School

The decision to close the school is usually made by the principal in conjunction with the Superintendent of the Diocesan Office of Catholic Schools and Centers and the Pinellas County School District. Whenever the Pinellas County School District has to close schools due to weather conditions (hurricane, flooding, etc.) or some other type of emergency situation, St. Cecelia Catholic School may or may not also be closed. The following procedures have been developed to insure the safety of our students and staff.

- **Emergency School Closings:** If it should become necessary to close school for any reason, the Emergency Notification System and the Parent Portal will be our means of communication. An effort will be made to leave a message on the school's telephone system.
- **Evacuation of Premises:** If it becomes necessary to evacuate the property at St. Cecelia Catholic School, the following are the staging areas to which students will be brought. The nature of the incident and the need to move away will dictate which site we use.

Immediate evacuation sites: Glen Oaks Park

- **Route:** Cross Court Street at Hillcrest. **Location:** (South of Primary building across Court St.)

Secondary Locations

- **Convent Route** - West on Franklin. **Location:** 1305 Franklin. (West of school)
- **Crest Lake Park Route** - East on Court/Gulf-to-Bay. **Location:** Gulf-to-Bay and S. Glenwood Ave.

SAFETY PRECAUTIONS: FIRE DRILL—Fire, lock down, and tornado drills are held on a regular basis according to diocesan regulations to train students to respond appropriately in an emergency.

- **Inclement Weather**—The school possesses a NOAA system, which is an early warning system connected to the National Weather Service and Instalert which is connected to Pinellas County. When a tornado watch is issued, students will return to their homerooms and shades will be drawn. If an alert is sounded (a tornado sighted in the area) students will be instructed to duck and cover at specified sites.
- **Medical Emergencies**—See accidents and illness. The office staff and many other personnel in the buildings are trained in first aid and CPR.
- **Other Emergencies**—If it is necessary to notify parents during the day of an emergency, the Emergency Notification System will be used. An emergency procedure handbook, covering many possible scenarios, is given to and reviewed by each staff person.
- **Trespassers**—The school has procedures in place to alert staff about potentially dangerous trespassers. The Safety Director, maintenance and other key personnel possess walkie-talkies. Personnel are instructed to notify the office immediately regarding suspicious activity. The entire facility is fenced. St. Cecelia Catholic School has a gate system. Gates will be opened at 7:30am. They will be locked at 7:50 am. Entrance to the building will be through the office facing Court Street. Gates will be reopened after 3:00pm. All visitors are

required to sign in at the office. Students travel in pairs when going from place to place on campus. Kindergarten students always travel with an adult. The campus is monitored by video cameras.

Prohibited Articles

Students are not permitted to bring articles to school which are hazards to the safety of others or which interfere in some way with school procedure. These items include, but are not limited to white out, permanent markers, aerosol sprays, breath sprays, perfume, toys, skateboards, camera, cell phones, phone watches, any real or facsimile gun, knife or other weapon, etc. (teacher requested electronics are the exception). If a cell phone or other electronics are found they will be confiscated and turned in to the assistant principal. A parent may claim such items by appointment. Offenses may result in a detention. Electronic devices may be allowed by specific permission given by the teacher or administration for specific events. Gum is never permitted at school.

Asbestos

St. Cecelia Catholic School has an approved asbestos management plan on file in the school office. Parents are free to inspect this plan.

MISCELLANEOUS INFORMATION

Accidents/Illness

Every accident in the school building, on the school grounds, at school athletic sessions, etc., must be reported immediately to the person in charge and to the school clinic. The school will make every effort to inform parents if an accident or illness occurring at school needs care or observation at home. Students will not be sent home unless a responsible adult is to be there. "Permission to Treat" forms and clinic cards are required for all students. The clinic card along with the "Permission to Treat" form, which is notarized, is to be filled out and turned in with the other paperwork at registration time.

A Medical Alert form must be filled out on every child who has an exceptional medical situation. This is obtained from the Clinic and kept on file in the clinic.

If a student becomes ill during school hours, he/she should notify the teacher before going to the school clinic. A clinic pass is issued and is to be hand-carried by the student or his/her partner to the clinic.

Our goal is to make our school a healthy, safe place for both students and staff. Based upon the nature of the clinic visit we will monitor your child and either send them back to class or call the parent/guardian. If a child is unable to return to class after a visit to the clinic, you will be notified and your child should be picked up as soon as possible. Our school clinic is not equipped or staffed to handle children for long periods of time.

Please inform us immediately if telephone numbers or other information on your child's emergency card changes. The information on your child's emergency card is vital for the safety and well-being of your child.

We ask you not to send your child to school if any of the signs/symptoms listed below are present:

- 1. VOMITING OR DIARRHEA WITHIN PAST 24 HOURS**
- 2. FEVER WITHIN PAST 24 HOURS**
- 3. SORE/RED THROAT**
- 4. PERSISTENT COUGHING OR SNEEZING**
- 5. RED, WATERY EYES**
- 6. RASH**
- 7. EARACHE, DRAINAGE FROM THE EARS**
- 8. EXCESSIVE MUCUS FROM NOSE, PARTICULARLY GREENISH-YELLOW MUCUS**

Your child should return to school **24-hours after** the signs or symptoms are gone without medication, or when your physician provides a written statement indicating your child is ready to return. **NO STUDENT IS TO CARRY MEDICATION OF ANY KIND.** If it is necessary for a student to take prescription or over the counter drugs, a medication permission form **must** be filled out. **All medication MUST** be kept in the clinic and be in its original container. The office/clinic does not keep aspirin, Tylenol, Advil, etc. in the office for general use. **THE CLINIC CANNOT GIVE ANY MEDICATION TO A CHILD WITHOUT WRITTEN MEDICAL AND/OR PARENTAL PERMISSION** and the medicine must be labeled for that child only and in the original container. The medication permission form may be obtained from the office. Please do not send in aspirin, Tylenol, or any over the counter medicine unless it is absolutely necessary. If necessary, please send medicine in small bottles. This should be for a limited time. If the child has been absent due to an illness considered to be contagious, please call and tell us the nature of the illness and when he/she may return. A medical release may be required.

Insurance

Student insurance is provided for all students. This policy runs from the beginning of the school year until the last day of student attendance. To file an insurance claim, the accident must be reported to the school office promptly following the accident. Claim forms are available in the school office and must be completed and returned to the school for mailing to the insurance company within 30 days of the accident.

Assemblies

Assemblies are a regularly scheduled part of the school program. They are designed to be educational, as well as entertaining. They are an excellent opportunity to learn formal audience behavior. Students are expected to be courteous, quiet, respectful, and appreciative regardless of the type of program

Cafeteria

The cafeteria serves a variety of items at reasonable prices. A menu and price list will be sent home monthly. Students may bring their lunches or parts of their lunches from home. The cafeteria makes a concerted effort to offer nutritious lunches to students. Please help us by teaching your child basic nutrition at home. If there is something your child should not purchase, please be sure that he/she knows this and the teacher has been notified. This applies to grades one through five only. If a student loses or forgets his lunch, he will be given lunch money from the cafeteria. **The money must be paid back to the cafeteria the next day. This should be an infrequent situation.** There are very limited funds for lunch lending. Email notices will be sent.

Students should enter the cafeteria from their assigned door. Students may not purchase food or drinks for other students. Proper manners should be observed in the cafeteria. Food or drink spilled on the floor, tables, or chairs should be cleaned before leaving. Indoor voices are required. The teacher in charge may require silence if there is some problem. If necessary seats may be assigned on a permanent basis. Lunch must be eaten in the cafeteria and nothing may be taken out of the cafeteria unless it is in a closed lunchbox.

Parents are welcome to eat lunch with their child. If you come for lunch with your child please observe the following:

1. Buy or bring lunch for your child only.
2. If you would like to bring lunch for more than your child it must be for the entire class.
3. Sit at the class table with your child.
4. Sit at the outdoor picnic tables with your child only.
5. Other classmates or friends will not be permitted to leave the cafeteria to join a classmate for lunch.

NOTE: Please do not send glass containers with your child since they are potentially dangerous.

Class Parties

Any scheduled classroom celebration must have the approval of the appropriate teacher. Grades Pre-K through 5 may celebrate birthdays. The parents must make arrangements with the homeroom teacher. All food and drinks must be store bought and ingredients labeled. In keeping with our school's commitment to healthy children, be mindful of the nutritional value of the food item. The Wellness Team can offer healthy food ideas to celebrate. **Invitations to personal parties may be passed out on school grounds under the following conditions:** Every student in the class is invited. Flyer invitations must be used and invitation is reviewed and approved by the teacher. The invitations must clearly state that it is **NOT** a school-sponsored activity.

Field Trips

Elementary students will proudly wear their Blue Ribbon t-shirts for off campus field trips. Middle School students will wear their IB t-shirts for off campus field trips. For all field trips a written permission slip is required. A field trip shall have specific, stated goals related to the curriculum of the grade and provide learning activities related to the objectives of the program. Appropriate instruction shall precede and follow each field trip. Said trip shall be planned using the following procedures:

1. Generally, field trips should be local including Pinellas, Hillsborough and Pasco counties.
2. If a field trip requires a parent be in charge of groups, each group should have a cell phone. Each group's cell phone contact number should be given to the office. **All** volunteers must complete the Diocesan Safe Environment Training and Level II Background Screening.
3. A medical alert list by homeroom should be carried by the teacher in charge. All medicines kept in the Clinic for particular students should be brought with them in packets.
4. Permission slips should include an emergency number on the day of the event for that day.
5. If no permission slip is returned, the student may not attend. Faxed permission slips will no longer be accepted.
6. Permission slips should be handed out at least two weeks in advance of the trip. **ALL PERMISSION SLIPS MUST BE RETURNED AT LEAST TWO DAYS PRIOR TO THE TRIP.**
7. If permission slips are not returned, a follow-up phone call or email will be made by the teacher prior to the trip.
8. The student teacher/adult ratio on field trips should be approximately 5:1 up to 10:1 depending on the activity and the age of the students.
9. No siblings are allowed to attend a field trip.
10. A pre-determined central meeting location should be made in case of emergency.

11. The first aid kit should be brought with the teacher in charge.
12. One teacher should be a designated team leader.
13. Buses are requested by the teacher on the specified form.
14. Normally buses will remain with the field trip on the premises. If the bus is unable to remain on the premises, the bus driver will have a cell phone and all teachers on the trip will have the number.
15. One car will accompany the field trip for emergency purposes.
16. If a parent wishes to pick up a child at a field trip, the parent may sign the child out, but must do so with the teacher in charge. Only that student will be able to go with that parent.

All homerooms in grades one through five may have two field trips each year. This should be strictly educational and/or cultural and, if possible, correlated with some area the students have been studying in class. Students may have lunch on a field trip if appropriate. Students should wear a school uniform on these trips. Middle school classes may attend field trips with their subject level teacher if the teacher wishes to schedule an educational field trip to correlate with the material being covered in a particular class. Field trips are taken on school buses. The cost of the bus will be divided equally per number of students attending the field trip. Students are not allowed to visit gift shops during field trips. Students who exhibit a pattern of inappropriate behavior may be prohibited from participating in field trips at the teacher's discretion.

Field Trip Chaperone

1. Being a volunteer chaperone is a serious responsibility. It requires the volunteer's complete attention at all times.
2. All volunteers must complete the Diocesan Level II background screening and attend the Safe Environment Training.
3. A parent driving with children is strongly discouraged and would be an emergency situation only. If a child goes on a field trip with a parent in a car, he/she must be signed out of school in the office.
4. Bringing siblings or others on field trips is not allowed.
5. Students are not allowed to bring toys or backpacks on a field trip.
6. Students who are going on a field trip must arrive at school on time.
7. Students should not bring money on field trips. They will not be allowed to make purchases at gift shops.
8. Any problems should be reported immediately to the supervising teacher.
9. The chaperone must know where every student in their group is at all times.
10. The St. Cecelia discipline code applies to all off campus school sponsored activities.
11. All students must return to school for dismissal unless they have been signed out.
12. During any presentation, please mute all cell phones.
13. Cell phone numbers need to be given to the supervising teacher.

Gift Giving

Individual gift giving including balloons and flowers is discouraged at school. Students will not be allowed to carry balloons or flowers from class to class. Gifts delivered to the office will be given to the student at the end of the day.

Homeroom

All students are assigned a homeroom. Student placement is determined by the faculty according to the best interests and success of the student. Students report to homeroom in the morning no later than 7:50 am and at the end of the day. Homeroom is an important time of the day, as it involves certain class activities, announcements, news to take home, collections of fees, attendance, etc.

Media Center

The school media center has books for both study and recreational reading. It is open for use from 7:30 a.m. until 3:30 p.m. each day. Grades Pre - K through five are assigned specific media center times. Middle school students may utilize the media center during their language arts or guidance classes. There are also computers available in the school media center for research and Accelerated Reader tests.

Borrowing rules:

1. Two weeks loan: All fiction and nonfiction books except **REFERENCE BOOKS**.
2. Books may be renewed if there is no hold on the book.
3. Overnight loan: All reference books including encyclopedias.
4. Damaged and/or lost books will have a fine.

Media Center Hours:

1. 7:30 am – 3:30 pm.
2. At recess and lunch. Passes are available from the media center.
3. During the entire school day individuals and small groups are always welcome. Please check the posted media center schedule. Classes will be scheduled jointly by teachers and the media specialist.

Students and parents can access the school catalog by going to the school's website, select the Student tab at top, then click Destiny on the left. You will be able to see what books we have in the media center. Grades Three and up will have login Id's that they can sign in and place holds on books and also use the One Search option for research.

Locks

Locks for all middle school lockers must be purchased through the school office. Only school issued locks may be used. Please help your child memorize their combination and remind them to **not** give their combination to friends. If you need to get into your child's locker (ex. due to absence) please get the combination from your child. The lock will be the students to keep and reuse in future years at St. Cecelia Catholic School. If a lock is lost, a new school issued lock must be purchased. If a non-school lock is used, it will be removed and replaced by a school issued lock. Repeated non-use of the locker lock will result in a detention.

Lost and Found

If lost articles are found, please either return them to their owners or bring them to lost and found in the cafeteria. Lost articles, which are not claimed, are eventually given away. **PLEASE LABEL ALL ARTICLES WITH A COMPLETE NAME.** If you have lost an article, be sure to check every classroom which you may have entered. If you still cannot find it, check with the office staff. Jewelry, articles of value, money, etc. should be turned into the office.

Planners

To encourage SCS students' organizational skills, students in grades 2- 4 will be required to use a planner provided by the school. Students in grades 5 – 8 will be using an iPad app as their planner.

Service Hours for Parents – See Parent Involvement Policy.

Spanish - Spanish is taught in grades Pre- K through 8.

Sports – (See Activities)

Textbooks

Textbooks are the property of the school and distributed to the students for their use. Students also purchase books and consumable materials in their classes. Texts must be covered by the students or their parents and must be returned at the end of the year in good condition or an additional 25% fee is charged. Book replacement cost is based on the current replacement cost of the text. The student purchases other supplies as the need arises during the year and according to teachers' instructions.

Tutoring

Employees of the Catholic schools in the Diocese of St. Petersburg may not tutor students for money if those students are in their current classes or if they are students they may presumably teach in the future.

Use of Facility/Community Resources

The school encourages teachers to utilize the resources of the local community in enhancing the curriculum. The use of the local media center system, visits to community helpers such as the fire department, and the Officer Friendly program are all opportunities that enrich the school. The community is encouraged to use the school resources within existing policy. Any requests to utilize the school resources and the school are made directly to the administration. During natural disasters, the local police will utilize the school. The community is also encouraged to use the school resources at times and in situations which do not interfere with the education or safety of the students.

Wellness Plan

The Wellness Plan has been created as the result of the school's Strategic Plan. The plan called for an increased awareness to students' eating habits, physical movement and spiritual well- being. Thus the Wellness Committee was formed and the plan was developed. [Wellness Plan](#)

PARENT INVOLVEMENT

Parent Involvement Policy

The School Advisory Commission (SAC) of St. Cecelia Catholic School, with the approval and guidance of the pastors, recognizes the need to encourage full participation of the parents in the necessary fund raising and volunteer programs of our school. Maintaining a high quality of education, while keeping tuition at a manageable level, requires the generous cooperation of all of our families. For this reason, the Advisory Commission, in conjunction with school administration and the Home and School Association, administers a parent involvement program. Since its success is vital to both the financial stability and community spirit of our school, it is expected that all families of students at St. Cecelia Catholic School will be equal and active partners in this program.

Guidelines for Parent Involvement Hours:

- 1) Each K – 8th grade family, single or dual parent, is responsible for 24 hours of service. Pre-K 3 & 4 families are responsible for 8 hours of service. During each school year, our Home & School Association will host a fall and a spring meeting. You can earn two hours per meeting per family. We expect each family to be in attendance at our parent meetings. This is your child's school where we care for them on a daily basis. The agenda and purpose of these meetings are important. The dates of these meetings are posted in the previous school year. Parent Involvement hours are not transferable from family to family nor from year to year.
- 2) Volunteer hours can be accumulated in numerous ways. These are described on school website.
- 3) If a family cannot give time in this involvement program, the school will accept \$40 per hour in lieu of this service. Class parties, Masses, breakfasts etc. need supplies. Purchases made for these class activities may be credited toward service hours at the \$40 rate equaling 1 hour. However, because of the two-fold nature of the program as described above, the school would prefer the total participation of the parents in this effort.
- 4) Parents of eighth grade students who have not fulfilled their parent involvement hours will have to pay the per hour rate owed for the remainder of hours needed in order for their children to sit for final exams. Final report cards will be held until obligations are met.
- 5) Those parents of students from K through 8 who have not fulfilled their parent involvement hours will have to pay the \$40 per hour rate for remaining hours owed in order for their children to receive a report card and/or be re-registered.
- 6) St. Cecelia's fund raising program is essential to the life of the school. We expect each family's wholehearted support of this program as much as we count on your support of any other program of the school. Donations to the school for fundraising events and other needed and/or enhancement projects are tax deductible and separate from parent involvement hours.
- 7) Major fundraisers are vital to the economics of our school budget and need the support of all school community members.

Parent Organizations

School Advisory Commission (SAC)

Since the 1960s, as a result of Vatican Council II, the role of the laity in the church has been greatly emphasized. In line with this concept, the Diocese of St. Petersburg requests that each school have an Advisory Commission. St. Cecelia Catholic School Advisory Commission is a visionary and advisory body, charged with fiscal responsibility for the school. In discharging its responsibility, the School Commission must comply with policies established by the Diocese of St. Petersburg. The School Commission operates under a constitution which has been approved by the Diocese. A copy of this constitution is available for your inspection upon request. You are also asked to provide assistance to the School Commission through such activities as the Home and School Association and its projects and other school related activities. School Commission meetings are open and the dates appear on the calendar; you are welcome to attend. During the 1989-90 school year and again in 2009, the St. Cecelia School Board was chosen as one of the outstanding Catholic Boards of Education in the United States. The National Catholic Education Association made the selection.

SAC Members 2017-2018

Mr. Matt Noyes – St. Catherine, Chairperson
Mrs. Christina Flynn – St. Cecelia, Secretary
Mr. Joe DeRing – St. Cecelia
Mr. Jason Trieloff – St. Cecelia
Mrs. Jamie Girgenti – St. Cecelia
Mrs. Colleen McNay – St. Cecelia
Mrs. Bridget Keenan – St. Catherine
Mrs. Andrea Villanustre – St. Brendan
Mrs. Crystal Christian – Light of Christ
Mrs. Frances Siracusa – At Large
Mrs. Angela Piazza – At Large
Mrs. Renee Flaharty – Past Home & School President
Mrs. Blythe Epperson – Home & School President

Fr. Michael Carruthers– St. Cecelia, Pastor in Charge
Ms. Valerie Wostbrock - Principal
Mrs. Elizabeth Agresta – Assistant Principal
Mrs. Maryanne Del Monte – Development Director

The Home and School Association

Is a formal parent and teacher group working for the benefit of the school. The purpose of this organization is to promote cooperation between the school and the parents, facilitate parent enrichment, support school activities and events as well as monetary assistance to the school's operational budget. Dues are collected with registration fees. All parents are members and encouraged to participate in all Home and School Association functions. The dates for all Home and School Association functions are on the school calendar. The Home and School Association officers will be introduced at the Fall Parent Meeting.

Home & School Association Executive Committee

President – Blythe Epperson
Vice President – Denise Klein
Secretary – DeAnna Scott
Treasurer – Taylour Shimkus
Parent Involvement Coordinator – Leah Beck
Room Parent Coordinator – Alisha Lannon
Website – www.st-cecelia.org

The Home and School Association has an informational brochure titled “The Volunteer Handbook” explaining the organization and the volunteer opportunities available.

Volunteer Policies

A Diocesan Level II Background Check and Safe Environment (SE) Training is mandatory for **ALL** volunteers. Please contact our office for scheduling SE training sessions. The Diocese does offer an on-line certification and program for Safe Environment training. Please visit www.dosp.org – at this site connect to office and S.E. Program. Please print a copy of your certification and submit to the office for documentation.

1. **Philosophy of the School/Center** - (see this handbook, page 1).
2. **Benefits of Volunteer Activity to Students, Families, Staff, and Role of Volunteer** - Volunteers in the Catholic Schools/Centers of the Diocese of Saint Petersburg and St. Cecelia Catholic School add a great dimension and enrichment to the life of the school/center. Volunteers benefit students as they enhance student-adult ratio in areas such as: supervised playground monitors, lunchroom monitors, media center aides, field trip chaperones, classroom aides, etc. Volunteers are valued members of the school/center community. Under the direction and supervision of the Administrator and the school/center staff, volunteers assist in the provision of educational and other services to students, faculty, and staff.
3. **Appropriate Selections of Program Activities for Volunteers** - Volunteers are involved in a variety of activities that span many programs within a school or center. The volunteer should carefully consider his/her special skills, interests, and talents when choosing a volunteer position. It is important that, prior to accepting a volunteer position, the volunteer clearly understands the requirements and responsibilities of his/her assignment.
4. **Description and Routine(s) of Specific Volunteer Activities** - The coordinator of each area will instruct the volunteers in that area about specific requirements and routines.

5. **Confidentiality** - In the course of volunteer work, information, confidential or otherwise about students or teachers may be learned. Respecting others' privacy and our Christian values, please keep this and any information private and share only with the supervising teacher if necessary, avoiding unnecessary gossip. **This information must remain confidential in any setting inside or outside the school/center, just as one would wish his/her own child's privacy rights to be respected.** At times, the volunteer may come into possession of information about students that may need to be conveyed to the volunteer's supervisor (teacher or administrator). If information is appropriate in the judgment of the administrator, other persons on a "need to know" basis may be advised by the administrator to include, but not be limited to, parents/guardians, and pastor.
6. **Supervision of Volunteers** - The Administrator is responsible for the school operation. The Administrator supervises all who serve in any capacity in the school and in official school-related activities. The Administrator may delegate the supervisory role to a designated member of the school staff for specific activities. Volunteers will be expected to review and adhere to Policies and Procedures contained in the Parent/Student Handbook.
7. **Behavior Management** - It is the goal of Catholic schools to instruct students in formation of a Catholic Conscience so they will choose behaviors which foster responsibility. In order to accomplish this, volunteers should manage students in positive and constructive ways while they uphold the School's Code of Conduct. This can be accomplished through intervention and encouragement techniques and strategies which are administered through proximity, eye contact, and privacy. In addition to supporting the Code of Conduct, volunteers are expected to support the decisions of administrators and teachers. A volunteer may not employ corporal punishment as a means of controlling a student who has misbehaved. Volunteers are prohibited from using any physical contact in directing and/or disciplining a child, e.g. pulling, grabbing, etc.
8. **Health Emergency and Safety Procedures** - All situations should be dealt with individually with prudent, adult judgment as the primary response to any illness or injury. Simple scrapes, small cuts, bruises, etc., will be taken care of in the classroom or clinic. If the injury is of a more serious nature, the parent will be notified and the office may call 911. Serious injury such as a possible broken bone, severe bleeding or allergic reaction should be dealt with immediately and with caution. **DO NOT MOVE THE CHILD. DO NOT LEAVE THE CHILD.** Send to the office for assistance. Remove other students from the proximity of the situation as soon as possible. Keep the affected child as still and comfortable as possible until help comes. Never dispense any medication (not even aspirin), to any child. All volunteers are encouraged to undergo first aid and CPR training.
9. **Child Abuse** - Chapter 415.504, Florida Statutes protects children from abuse and/or neglect. Abuse is defined as including any non-accidental injury, sexual battery, financial or sexual exploitation or injury to the intellectual or psychological capacity of a person by the parents or other persons responsible for the child's welfare. Neglect is failure to provide adequate food, clothing, shelter, and health care or needed supervision. Under Florida Law, anyone who suspects child abuse is legally obligated to report that abuse. It is the volunteer's responsibility to inform the school/center administrator of any suspicions of abuse. If, for some reason, the administrator declines to make a report based on a volunteer's suspicions, the volunteer still has a legal obligation to report. The child abuse hotline number is 1-800-962-2873
10. **Scheduling of Volunteers** - Volunteers are scheduled by the coordinators of each of the volunteer areas according to the needs of the school and the desires of the volunteer.

Parents, Guardians, and/or Caregivers, when signing off on accepting the school's policies in the Enrollment Application Form, and by the act of accepting enrollment at a Diocese of St. Petersburg Catholic School, are accepting of this Code of Conduct in its entirety.

Excerpts of this policy have been used by permission of the Diocese of Townsville, AU.