



EDUCATION FOR  
THE GLORY OF GOD

**2019 - 2020**

**STUDENT & PARENT/GUARDIAN  
HANDBOOK**

Revised 7/2019



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## Archdiocese of St. Louis General Information

### **Archdiocesan Vision Statement**

Catholic elementary schools in the Archdiocese of St. Louis reflect a visible faith community. Rooted in the teachings of Jesus, these schools are enriched by Catholic tradition and lived Gospel values and are enhanced by the celebration of liturgy, sacrament, and prayer. They further the children's knowledge and practice of their faith and guide them to serve others through the use of their gifts and talents. They foster a safe and secure environment in which the children can grow.

Catholic elementary schools are child-centered and are committed to providing strong academic and developmental programs which enable children to meet the challenges of living in an ever changing racially and culturally diverse world. The faculty and staff of these schools are faith-filled, dedicated, knowledgeable and competent in their professions, and strive to meet the individual needs of the children. These schools are sensitive to family issues and encourage parents/guardians to fulfill their role as the first educators of their children.

### **Archdiocesan Educator Witness Statement**

The mission of Jesus Christ and the Holy Spirit is the mission of the Catholic Church, to reveal God the Father, Son, and Holy Spirit to all people and to teach them about the fullness of His love. "Indeed the primordial mission of the Church is to proclaim God and to be His witness before the world" (GDC). Catholic education shares in a special way in the Church's mission by proclaiming and witnessing Jesus Christ and His teachings.

Catholic education, which includes education, formation, and transformation, exists in order to evangelize. Two important elements that make up the process of evangelization are proclamation and witness. It is essential, therefore, that those who serve in Catholic education proclaim Jesus Christ, His life and ministry, present the Catholic faith in its fullness and be Christ's witness to the world.

Initially those being evangelized will be attracted to and listen to those who are good witnesses. "The Good News proclaimed by the witness of life sooner or later has to be proclaimed by the word of life" (Evangelii Nutiandi). Some in Catholic education – religion teachers, PSR catechists, educational and catechetical leaders – are called to be explicit proclaimers of the Word. But all who serve in Catholic education are called to be witnesses to the life and teachings of Jesus Christ and the Catholic Church.

All who serve in Catholic education in the parish and school programs of the Archdiocese of Saint Louis

will witness by their public behavior, actions, and words a life consistent with the teachings of the Catholic Church.

Only those persons who can support the Witness Statement are to be employed by pastors, principals, and directors/coordinators of religious education.

All who serve in Catholic education in the Archdiocese of Saint Louis should be made aware that support of this Witness Statement must be reflected in their public behavior.

All who serve in Catholic education should:

- Believe in God
- Support belief in Jesus Christ
- Engage in prayer
- Respect ecclesiastical authority
- Possess a basic knowledge of the Catholic Church
- Not take a public position contrary to the Catholic Church
- Demonstrate a public life consistent with the teachings of the Catholic Church
- If Catholic, have not publicly rejected the Catholic Church
- Be active members of the Catholic Church, or their own Church if not Catholic

The above is a thorough but not all-inclusive listing of the implications of this Witness Statement.

### **Archdiocesan Parent Witness Statement**

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents/guardians carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

*You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor.... You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.*

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

- Regularly participate in the Sunday Eucharist [if not Catholic, regularly participate in worship and prayer] with my family
- Commit to speak more with my children about God and to include prayer in our daily home life
- Participate in and cooperate with School or Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children
- Support the moral and social teachings of the Catholic Church to ensure consistency between home and school
- Teach my children by word and example to have a love and concern for the needs of others
- Meet my financial responsibilities in supporting the Catholic School



## St. Cecilia Grade School and Academy General Information

### **Mission**

St. Cecilia School and Academy, in partnership with families, provides students an excellent Catholic education where each child can develop spiritually, intellectually, and socially for the glory of God.

### **Vision**

The reason we exist is to educate every student to their full potential as a child of God.

### **Values**

- Catholic Community
  - We will bring glory to God in sacrament, prayer, and all that we say and do
- Differentiated Learning
  - We will be committed to growth in a diverse learning environment
- Compassionate Relationships
  - We will respect and honor the image of God in all we meet

### **Governance**

St. Cecilia School and Academy is governed by the Archdiocese of St. Louis through the Office of Catholic Education and Formation. The Office of Catholic Education and Formation serves as the chief administrator of the school ensuring the implementation of policies of the Archdiocese pertaining to the academic program, religious education program, and the institutional and financial needs of the school.

St. Cecilia School and Academy has a school-based Development Board that is charged with raising necessary funds to support the spiritual and academic programs of the school.

## St. Cecilia Parent Commitment

St. Cecilia School and Academy is in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children. Aware then of this holy calling and responsibility to cooperate with the school parents commit to the following:

1. **Praying** with my child and attending Sunday masses together.
2. Responding to phone calls, emails, and all **communication** from the school in a timely manner.
  - a. Reading homework and any notes from teachers in my **student's planner daily** and signing it daily.
  - b. Reading the school newsletter and papers that come home in the **Blue Thursday Folder** and signing and returning the folder with my child on Fridays. (These documents can also be seen in the weekly email from the principal)
3. Ensure my child has regular **attendance** and is consistently **on time**.
4. Complete 20 service hours including **volunteering for at least one Fish Fry in the Spring**.  
(Parent volunteers may call you to assist in signing up)

Failure to cooperate may result in withdrawal from the school or other disciplinary action as determined by the principal.

## **2019-2020 St. Cecilia School and Academy Staff**

Principal	Loux, Mary	1210	<a href="mailto:mloux@stc-stl.org">mloux@stc-stl.org</a>
Grad. Sup. Director	Klosterman, Heidi	1303	<a href="mailto:hklosterman@stc-stl.org">hklosterman@stc-stl.org</a>
Grad. Sup. Counselor	Guerrero, Galicia	1301	<a href="mailto:gguerrero@stc-stl.org">gguerrero@stc-stl.org</a>
Office Manager	Kaczmarek, Terry S.	1211	<a href="mailto:tkaczmarek@stc-stl.org">tkaczmarek@stc-stl.org</a>
Business Manager	Katic, Jeanette	1108	<a href="mailto:jkatic@stc-stl.org">jkatic@stc-stl.org</a>
Counselor	Hutch, Hannah	1106	<a href="mailto:hhutch@stc-stl.org">hhutch@stc-stl.org</a>
Kindergarten	Dunphy, Darcy	1204	<a href="mailto:ddunphy@stc-stl.org">ddunphy@stc-stl.org</a>
1st Grade	Gaulrapp, Lori	1201	<a href="mailto:lgaulrapp@stc-stl.org">lgaulrapp@stc-stl.org</a>
2nd Grade	Abbarno, Kristen	1202	<a href="mailto:kabbarno@stc-stl.org">kabbarno@stc-stl.org</a>
3rd Grade	Stabenow, April	1203	<a href="mailto:astabenow@stc-stl.org">astabenow@stc-stl.org</a>
4th Grade	Burns, Katie	1304	<a href="mailto:kburns@stc-stl.org">kburns@stc-stl.org</a>
5th Grade	Beyer, Georgia	1305	<a href="mailto:gbeyer@stc-stl.org">gbeyer@stc-stl.org</a>
6th Grade	Earley, Elise	1306	<a href="mailto:earley@stc-stl.org">earley@stc-stl.org</a>
7th Grade	Vogt, Josie	1307	<a href="mailto:jvogt@stc-stl.org">jvogt@stc-stl.org</a>
8th Grade	Cox, Stephen	1308	<a href="mailto:scox@stc-stl.org">scox@stc-stl.org</a>
Music	Jones, Carla	1101	<a href="mailto:cjones@stc-stl.org">cjones@stc-stl.org</a>
PE	Staaby, Svein	1105	<a href="mailto:sstaaby@stc-stl.org">sstaaby@stc-stl.org</a>
Art	Velasco, Alejandra	1101	<a href="mailto:avelasco@stc-stl.org">avelasco@stc-stl.org</a>
Spanish Lang. Liaison	Diaz, Yolanda	1212	<a href="mailto:ydiaz@stc-stl.org">ydiaz@stc-stl.org</a>
Learning Consultant	Knoedelseder, Beth	1107	<a href="mailto:bknoedelseder@stc-stl.org">bknoedelseder@stc-stl.org</a>
Learning Consultant	Johnson, Susan	1107	<a href="mailto:sjohnson@stc-stl.org">sjohnson@stc-stl.org</a>
Inst. Support Specialist	Gantner, Anne	1107	<a href="mailto:agantner@stc-stl.org">agantner@stc-stl.org</a>
STEM Coordinator	Smith, Steve	1205	<a href="mailto:ssmith@stc-stl.org">ssmith@stc-stl.org</a>
Aftercare	Jones, Carla	1102	<a href="mailto:cjones@stc-stl.org">cjones@stc-stl.org</a>

## **Important Numbers and Information**

School Office: 314-353-2455

Fax: 314-353-2114

## **School Office Hours**

7:00 a.m. until thirty minutes after dismissal.

All parents/guardians, visitors and guests will report immediately to the Main Office upon arrival.

Please do not go to your child's classroom without reporting to the office first.

## **School/Principal's right to amend the handbook**

St. Cecilia School and Academy or the principal retains the right to amend the handbook for just cause or omitted items. Parents/guardians will be given timely notification when changes are made.

## **St. Cecilia's Educational Program**

### **Class Size**

Class size is small to ensure that students receive sufficient individual attention. Classes are generally capped at 25 students.

### **Curriculum**

The curriculum prepares students for acceptance into academically challenging public or private college-preparatory high schools. Strong emphasis is placed on Reading, English/Language Arts, and Mathematics. Other subjects include the Arts, Physical Education, Religion, Science, and Social Studies. Students are trained in the appropriate use of technological tools, including computers and the Internet.

## **Admissions**

All Catholic schools of the St. Louis Archdiocese shall admit students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national and ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs.

The principal, with proper consultation with the board, will admit students to the school according to the norms set by the Archdiocesan Board of Education and accepted educational procedure.

Cooperation of parents with their church and school may be important criteria in determining the acceptance for admission. (*Administrator's Manual, Archdiocese of St. Louis, Policy 4100*)

The Principal will place new students in the class which best satisfies their needs. Grade placement will be determined by the results of standardized tests as well as transcripts from the previous school.

### **Guidelines**

The Principal, according to the admission policies established by the board, will register students to the school according to the norms set by the Archdiocesan Board of Education and accepted educational procedures.

The following will be used as a guideline for admitting children to St. Cecilia School & Academy:

- A. Children must be five years old by August 1st in order to enter kindergarten, and they must be six years old by August 1st to enter first grade;
- B. The following is the order in which children will be considered for admission;
  1. Siblings of students presently enrolled in St. Cecilia School;
  2. Catholic families registered in St. Cecilia Parish;
  3. Catholic families outside the parish; (These students may be admitted upon mutual agreement between the pastor of the outside parish and the Principal of St. Cecilia School)
  4. Non-Catholic families upon the mutual agreement of the director and Principal of St. Cecilia School.
- C. A baptismal certificate is required of all new students who were baptized outside St. Cecilia Parish.
- D. A birth certificate is required of all unbaptized students.
- E. The registration process includes:
  1. completion of a registration form;
  2. verification of the date of birth by a review of the birth certificate or baptismal certificate;
  3. verification of the dates of other sacramental celebrations;
  4. verification of custody arrangements in cases in which the parents of the student are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.)

### **Registration Probation Policy**

Every new student who registers at St. Cecilia School will be on a probationary period for 6 weeks. During this period, the student's behavior and academic progress will be observed. If, at the end of this period the student does not seem to be having his/her academic needs met, if his/her behavior is not suitable to the learning environment here at St. Cecilia, a conference will be held to include administration, the faculty members involved, the parents/guardians, and possibly the student. At this conference it will be determined whether or not the student will remain at St. Cecilia's. The purpose of this policy is to meet the needs of the whole child and school community.

If a student is unable to progress in our school curriculum because of a physical, emotional or learning disability, after a probationary period, a conference will be held with the parents/guardians to explore the educational resources of the school and/or St. Louis area which might better meet the child's individual needs.

## **Tuition Policy**

Prior to final acceptance to St. Cecilia School and Academy for the 2019-2020 school year, all families currently attending St. Cecilia School and Academy need to have their 2018-2019 school year accounts (tuition, cafeteria, aftercare) paid in full.

New families need to have their 2019-2020 registration fees paid in full as well as a completed and approved application file.

### **Tuition Information**

The non-refundable Application Fee for the 2019-2020 is \$50.00 per child.

The tuition rates for the 2019-2020 school year are as follows:

	<b>Family Rate</b>
<b>One Child</b>	\$ 4,100
<b>Two Children</b>	\$ 4,600
<b>Three Children</b>	\$ 5,100
<b>Four or more Children</b>	\$ 5,600

### **Tuition Payments**

Monthly tuition payments are due on or before the 20<sup>th</sup> of each month.

Families can choose from the following options to pay their tuition:

1. Monthly tuition payments automatically withdrawn from the family bank account on the 20<sup>th</sup> of each month (ACH).

Families choosing this option will pay tuition over **10 months:**  
**July 2019 through April 2020**

2. Monthly tuition payments using a Credit Card on the 20<sup>th</sup> of each month.

Families choosing this option will pay tuition over **10 months:**  
**July 2019 through April 2020**

3. Monthly tuition payments through the school office or the rectory office on the 20<sup>th</sup> of each month.

Families choosing this option will pay tuition over **9 months:**  
**August 2019 through April 2020**

Payments can be made in the form of a Personal Check, Money Order, Credit Card, or Cash.

Tuition payments in the form of cash, credit card, money order, or personal checks may be made in the school office.

Families can choose to make one tuition payment to the school. Families choosing to pay tuition in full must do so by August 20, 2019.

Families will receive monthly tuition statements via US Mail indicating their tuition balance and current amount due. Statements will be mailed by the 10<sup>th</sup> of each month.

### **Past Due Tuition**

Families will experience a loss of enrollment status at 30 days past due on tuition payments. Children will not be permitted to attend school until the tuition account is current.

### **Withdrawing from School**

Families who transfer from St. Cecilia School and Academy before the conclusion of the school year are responsible for tuition payments for all full months attended (enrollment for at least five school days in a month will count as a full month).

Families who have paid in full at the start of the school year will be refunded for all full months not attended.

All other fees are neither refundable nor prorated.

### **Special Note:**

Parents/Guardians should be aware of the expense in operating a school and in providing their children with a quality, Catholic education.

Families need to accept the financial responsibility that education involves.

In situations where there are unforeseen financial difficulties in the family, it is the parents'/guardians' obligation to notify **Jeanette Katic at (314) 353-2455**.

A financial review committee will work with willing families in developing a fair and equitable solution in meeting their responsibilities to the school.

## **AFTERCARE**

The cost of aftercare for the 2019-2020 is \$200 per student for the school year.

## **Attendance**

School hours are from 7:30 AM to 2:45 PM. School lets out on half days at 12:00 PM.

Students in St. Cecilia Academy (grades 6-8) will be dismissed from school at 4:30 PM, Monday to Thursday.

***STUDENTS ARE NOT TO ARRIVE ON THE SCHOOL GROUNDS BEFORE 6:45 AM. BREAKFAST STARTS AT 7:00 AM and ends at 7:20AM to allow for students to finish by 7:30 AM.***

## **Absence**

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned activities (e.g., field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, illness, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.

**Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.**

Regular attendance is an asset to a student's academic progress. Only illness or a family emergency should prevent attendance or cause tardiness. A child who is sick with a fever or virus should remain home where special care can be given. In the event of an absence, please notify the school by 8:00 AM. Parents/guardians who do not notify the school will be contacted by the office by 9:00 AM.

***Unless there are unusual circumstances, four or more absences in one quarter is considered excessive. The family may be reported to the Division of Family Services (DFS) for the State of Missouri. A doctor's note is required for an extended illness. Additional consequences include but are not limited to retention or withdrawal for cause.***

If a child becomes ill during the school day, the parents/guardians will be notified and the child is to be picked up. Please call the office if any of the emergency contact numbers change.

## **Truancy**

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials. Truancy should be considered a serious



offense. Consequences could include conferences with parent/guardian and probationary status. Repeated truanancies could result in dismissal.

### **Tardiness**

A student who arrives after 7:30 AM is considered tardy.

Students who report to school after 7:30AM will report to the office on the 2nd floor for an admittance slip to class.

Unless there are unusual circumstances, four or more tardies in one quarter is considered excessive. The family may be reported to the Division of Family Services (DFS) for the State of Missouri. Additional consequences include but are not limited to detention, retention, or withdrawal for cause.

Homeroom teachers will communicate with families when tardies and/or absences become a concern. For excessive excused or unexcused tardiness and/or absences, the principal will hold a conference with the family to correct the situation.

### **Release of Students from School**

A written request from a parent/guardian is required for a student to leave school before the time of dismissal. The request must be presented the day before if possible. (In case of an emergency, a telephone call will suffice.)

When the parent/guardian comes to pick up the child he/she must come to the office and sign a release. Parents/family members are never to go to the classroom first. No child will be dismissed early without the signed release from the parent/guardian or a person designated by the parent.

Under normal circumstances a parent/guardian should not arrive at school and request to take the child out of school without contacting the office beforehand.

### **Release from School Due to Illness**

A student is permitted to leave the school premises for illness only after the school has contacted the parent/guardian. Records containing the names of persons to contact if a parent/guardian cannot be reached should be kept on file. Parents/guardians are responsible for providing transportation for the student to leave.

The school administration has the responsibility to send home any student who shows signs of carrying a communicable disease. The student may be readmitted upon written verification from a qualified health care professional that the student is not carrying a disease or that the student's presence does not constitute a threat to the health of others.

Children with 100 degrees or greater will be sent home. We ask that you keep the child home until the fever is gone for 24 hours.

It is the child's responsibility to make up missed work. Teachers are not obligated to provide homework ahead of time for students who are going on vacation, etc. (If at all possible, we strongly recommend that families *not* take vacations during school days.) Homework will be made up when the child returns to school.

### **Dual Enrollment**

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

### **Conduct**

The essence of Christian discipline is formation in virtue. According to the Catechism of the Catholic Church, "The goal of a virtuous life is to become like God." (CCC 1803)

St. Cecilia students are expected to learn and practice the following core virtues:

<b>Dignity</b>	Respect and honor the image of God in all people
<b>Integrity</b>	Hold oneself accountable to honesty and responsibility
<b>Service</b>	Use one's gifts and talents to put others first
<b>Perseverance</b>	Give continued effort despite challenges.

The purpose of our Virtue Based Restorative Discipline (VBRD) program is to:

1. Promote virtuous practices
2. Repair and restore relationships

When harm occurs, VBRD seeks to restore equity, repair harm to property, and restore relationships to guarantee a better future. There may be times when harm to students, staff, and the community is significant, and restoration is not possible. Such cases require special attention, and solutions may require time away from the school community depending on the gravity of the situation.

### **Minor Infractions**

The Demerit Card system will be utilized by teachers in grades 3-8 to serve as a behavioral tracking tool to hold students accountable for their actions. The Demerit Card is not meant to address major incidents, such as cheating, plagiarism, disrespect, bullying behavior, etc.

Each student will have a demerit card. Aftercare and enrichment personnel will have access to cards as well. Teachers/staff members document all minor infractions on the demerit card by identifying the type and date of a demerit. After five demerits, a student will serve an after school detention. St. Cecilia staff will notify parents/guardians of the detention and the student will be given a new demerit card. After three detentions in one quarter, the student and parent(s) will meet with the homeroom teacher and/or principal to discuss a behavioral plan. Demerit Cards will restart at the beginning of each quarter.

**Demerit Codes for 3<sup>rd</sup>-5<sup>th</sup> grades:**

- D – Disruptive/Disrespectful Behavior
- S – Self Control/Hands to Self
- P – Procedure violation
- HW – Missing or incomplete homework

**Demerit Codes for 6<sup>th</sup>-8<sup>th</sup> grades:**

- D – Disruptive/Disrespectful Behavior
- T – Tardy
- TD – Teacher Discretion
- F – Food or Gum
- P- Procedure Violation
- U- Uniform Infraction

Each Academy student must keep his/her demerit card on his/her person while at school, either using the lanyard around his/her neck or keeping the lanyard in his/her pocket. Academy students must present the demerit card to any staff member/teacher who requests it. Inability to do so results in a detention and, if lost, misplaced, or defaced, a \$1 fine to replace the card.

## Major Violations

Examples of major violations warranting interventions include but are not limited to:

- Bullying
- Dishonesty
- Disrespect to Staff
- Disruptive Conduct or Speech
- Fighting
- Public Display of Affection
- Sexual Harassment/Discrimination
- Technology Misconduct

Definitions:

**Bullying-** Intimidation, harassment, and attacks on a student or multiple students. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling, put-downs, threats, theft, damaging property, cyber-bullying, and exclusion from a peer group.

**Dishonesty-** Any act of lying, whether verbal or written, including forgery

**Disrespect to Staff-** Willful or continued willful disobedience of a request by St. Cecilia staff or disrespectful verbal, written, pictorial, or symbolic language or gesture that is directed at a staff member and that is rude, vulgar, defiant, or considered inappropriate in educational settings.

**Disruptive Conduct or Speech-** Verbal, written, pictorial, or symbolic language or gesture that is directed at any person that is disrespectful, rude, vulgar, defiant, or substantially disrupts classroom work or school activities.

**Fighting-** Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

**Public Display of Affection-** Physical contact that is inappropriate for the school setting including, but not limited to kissing.

**Sexual Harassment/Discrimination-** Use of unwelcome verbal, written, or symbolic language based on gender or of sexual nature as well as unwelcome physical contact of a sexual nature. Examples include sexual jokes or comments as well as inappropriate touching of private areas.

**Technology Misconduct-** Unauthorized use of cellular phones, personal computers, or electronic devices during instructional time.

Examples of consequences include but are not limited to:

- Parent/guardian phone call or note home
- Parent/guardian Supervision
- Parent/guardian Conference
- Recess or Lunch Reflection
- Loss of privilege (sports practice, game, field trip, or enrichment class)
- In-School Suspension
- Out-of-School Suspension
- Probation
- Behavior Contract
- Withdrawal for Cause

### Suspension

Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made by the school principal in consultation with the appropriate supervisors.

### In-School Suspension

In-School Suspension requires the student to be present in school, and spend the day under the supervision of a teacher other than the homeroom teacher. The student's grade level teachers will assign schoolwork.

If misbehavior occurs while the student is serving an in-school suspension, the parents/guardians will be called to come get the student for the remainder of the suspension.

The Principal will make the final decision in the suspension of a student and will decide the length of time of the suspension. Parents/guardians will be notified at that time. An out of school suspension may be an alternative choice for the Principal

### Out-of-School Suspension

There may be times when a student should be removed from the school for a period of time. Suspension is a serious form of discipline and will be used only when other procedures to correct misbehavior fail, or when the action is of a serious nature and warrants immediate removal for a time.

Some of the more serious actions that would warrant out-of- school suspensions are:

- Fighting of a serious nature, that includes hitting and kicking
- Verbal or physical abuse of a staff member

If the Principal determines that suspension is necessary, the parents/guardians will be contacted and informed of the decision. The Principal may require that professional assistance beyond the resources of the school be sought for the student before re-admission.

### **Probation**

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made by the school Principal in consultation with appropriate supervisors. The student on probation may be asked to enter into a contract to ensure the student's continued success at the school. In addition, the student may be referred to the Virtue Intervention Team, school counselor, or another appropriate professional within the school setting for intervention.

### **Withdrawal for Cause**

Withdrawal for cause is the permanent end of enrollment of a student from a school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school.

The decision of withdrawal for cause is made at the local level by the Principal after consultation with appropriate supervisors. This decision should only be considered when withdrawal for cause is appropriate to reflect the serious nature of the conduct, and must be undertaken with the utmost Christian charity, caution and prudence.

Some of the very serious actions that would warrant withdrawal for cause are:

- Possession of drugs, alcohol, cigarettes, or weapon
- Failure to comply with contractual agreement;
- Verbal and physical threats against the safety of students, staff and school;
- Bringing any object to school that presents a potential danger to the safety of the students, faculty and/or staff

### **Tobacco**

As an educational institution dedicated to the promotion of the growth and well-being of every aspect of a student's life, St. Cecilia prohibits tobacco use at all times.

### **Drug, Alcohol & Substance Use and Abuse**

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state

laws, the possession and use of certain un-prescribed drugs including but not limited to electronic cigarettes, narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

### **Violence and Threat of Violence**

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

**Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and/or use of a weapon; and theft or vandalism of property.**

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

### **Harassment**

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

### **Internet and Electronic Communications Conduct**

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct").

**Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause. (See *Serious Disciplinary Consequences*)**

### **Cell Phones**

Cell phones are not allowed to be used during the school day. **A student may not use his/her cell phone on school property, this includes during breakfast and at dismissal.** Students may not have their phones visible or turned on during the day. If students are using or displaying cell phones during the school day, their phone will be taken from them and a parent/guardian must pick up the phone from the school office.

Sadly, cell phones and text messaging are sometimes used for the teasing or bullying of other students. If a cell phone is confiscated from a student or if the administration is investigating an incident of cyber bullying, we may require access to a student's call log, text messaging inbox, Facebook, Instagram, Twitter, or other social networking accounts. In this case, students are required to comply with administrator's requests.



We encourage all families to set healthy limits on their children's cell phone use.

### **Music, Video Games, and Movies**

On special occasions, students are allowed to bring electronic devices to school. Permissible types of music, video games, and movies are subject to approval by the school staff and principal. Nothing depicting or suggesting violence, sex, or drug use will be allowed.

### **Search and Seizure**

School officials with sufficient reasons to do so may search a student's locker or desk.

Lockers, desks, etc. are school property provided to students for their use and are subject to search by school officials with proper reason.

With good reason, school officials could request that a student empty the contents of pockets, purse or backpack. If the student refuses, disciplinary action such as suspension could be taken based on that refusal.

The school may use this method of search and may employ it without prior notice to parents/guardians or students.

### **Dress and Grooming**

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and will not be allowed. In addition, immodest dress such as tight, short, or skimpy apparel should not be worn. Students dressed immodestly will be asked to change clothes and parents notified.

### **Uniforms and Dress Code**

The clothes worn to school are to be neat and clean at all times. It is the responsibility of the parents/guardians to see that a child is in the proper uniform. If, due to an emergency, the uniform is not wearable, a written note must be given to the teacher and the school will provide a uniform to borrow for the day. If a child comes to school without the proper uniform, the parent will be contacted to bring the proper uniform.

We work with St. Louis Sportswear and their representative Dan W. Eagan [www.stlsportswear.com](http://www.stlsportswear.com) , if you need to order something, please use the blue form located in the office.

**Please remember that students from K-5 and Academy (6,7,8) have different uniforms.**

<p><b><u>K-5 Boys</u></b></p> <ul style="list-style-type: none"> <li>• Khaki or navy blue pants</li> <li>• Khaki or navy blue shorts</li> <li>• Light blue, navy blue, or white polo shirt</li> <li>• Navy or royal blue t-shirt with logo</li> <li>• Navy blue sweater or sweatshirt with logo</li> <li>• White oxford shirt</li> </ul>	<p><b><u>6-8 Boys</u></b></p> <ul style="list-style-type: none"> <li>• Khaki or navy blue pants</li> <li>• Khaki or navy blue shorts</li> <li>• Navy blue polo shirt with logo</li> <li>• Light blue, navy blue, or white polo shirt</li> <li>• Navy or royal blue t-shirt with logo</li> <li>• Navy blue sweater or sweatshirt with logo</li> <li>• Belt</li> <li>• White oxford shirt</li> <li>• Navy blue tie</li> </ul>
<p><b><u>K -5 Girls</u></b></p> <ul style="list-style-type: none"> <li>• St. Cecilia plaid jumper</li> <li>• St. Cecilia plaid skirt (5<sup>th</sup> grade ONLY)*</li> <li>• Khaki or Navy blue pants*</li> <li>• Khaki or Navy blue shorts</li> <li>• Light blue, navy, or white polo shirt</li> <li>• Navy or royal blue t-shirt with logo</li> <li>• Navy blue sweater or sweatshirt with logo</li> <li>• White oxford shirt or blouse</li> </ul>	<p><b><u>6-8 Girls</u></b></p> <ul style="list-style-type: none"> <li>• St. Cecilia plaid skirt</li> <li>• Khaki or Navy blue pants</li> <li>• Khaki or Navy blue shorts</li> <li>• Navy blue polo shirt with logo</li> <li>• Light blue, navy blue, or white polo shirt</li> <li>• Navy or royal blue t-shirt with logo</li> <li>• Navy blue sweater or sweatshirt with logo</li> <li>• Belt</li> <li>• White oxford shirt or blouse</li> </ul>

**Jumpers and Skirts**

All jumpers and skirts should be hemmed no more than 2 inches above the knee. Rolling of the waistband is not allowed.

**Slacks/Shorts**

Pants and shorts must have belt loops and need to be worn at the waist with a navy blue, brown, or black belt. No sweat pants, skinny leg pants, cargo pants, denim, capris, or jogging pants or shorts may be worn. Pants should not be form-fitting.

**Shirts/Blouses**

Shirts/blouses should be clean, tidy, and tucked. Plain white t-shirts can be worn under the school shirts. No colors or print/logos can show through.

**Socks**

Plain navy, black, or white crew, knee or ankle socks may be worn. All socks must show above the top of the shoes. Leg warmers and sweatpants may be worn to school but must be removed in the classroom. Socks may have a small logo on them, but no other lines, stripes, or designs.

### Tights/Leggings

Girls may wear navy, black or white tights or leggings under their skirt during colder weather. No prints or other color leggings or tights are allowed. The tights must reach the top of the shoe. **Leggings should not be worn as pants on dress down days.** Students should be appropriately covered. Articles of clothing worn over leggings should reach past one's finger tips when arms are held at one's side.

### Shoes

Students may wear the following:

- Black or brown dress shoes
- Tennis shoes (must be worn on P.E. days)

The following shoes are NOT permitted:

- Shoes with lights or wheels
- Flip-flops, sandals, and open-toed shoes
- Shoes with no backs
- Slippers
- Shoes without Velcro or laces
- Boots

Shoes must be able to be covered by the student's pant legs.

### Sweaters/Sweatshirts

Students may wear navy blue sweaters or sweatshirts with the St. Cecilia school logo. No other sweaters or sweatshirts are allowed.

### Cosmetics

Girls are to have clean, unadorned skin. No cosmetics are permitted. This includes, but is not exclusive to make up, glitter or sparkles, lipstick or lip gloss, (no tinted chap sticks). Nail polish is not allowed. Professionally done salon nails are not permitted, even if they have a natural look. No tattoos are permitted.

### Jewelry

The only acceptable jewelry is one plain or simple ring, one plain or simple bracelet, a wristwatch, and/or a small simple religious medal on a simple chain. Beaded wood, braided, shell or beaded metal necklaces are not permitted. Girls only may wear simple pierced earrings. Earrings should decorate the lobe of the ear only (no dangling earrings). Only one set of earrings is allowed. Hoops no bigger than a quarter are permitted. Boys cannot wear earrings.

## Hair

### Girls

Hair, if worn in bangs, may not hang below the eyebrows. Side of the hair must not hang in the face. Extreme changes in hair coloring, extreme highlights or extreme haircuts are not permitted. Headscarves are not permitted, unless for religious purpose.

### Boys

Extreme changes in hair coloring, extreme highlights or extreme haircuts are not permitted. Hair cannot touch the collar of the school shirt. Hair may not hang below the eyebrows or over the ears. No lines or designs are permitted to be shaved into students' hair. Pony tails are not allowed.

## Gym Uniform

Students in grades K-4 do not need a gym uniform. Girls may remove their jumpers if they have shorts on underneath.

Students in grades 5-8 must bring a gym uniform for class - Nylon shorts and a t-shirt with the St. Cecilia logo are to be worn. Tennis shoes with appropriate socks are to be worn. (See sock and shoe section above.)

## Dress Down Days

From time to time students are allowed to dress out of uniform. These days include:

- **Family Days**  
Students will be provided a family day t-shirt to be worn once a month on designated family days. Each student will be placed into a family of mixed grade levels and participate in community building activities. Students should wear their family day t-shirt on family days. When a family day falls on a Friday mass day, they should wear uniform bottoms. If it is not a mass day, they may wear jeans or other non uniform bottoms.
- **Spirit Days**  
On the last Thursday of each month students may choose wear their favorite St. Cecilia shirt or jersey to show school pride. They should wear uniform bottoms.
- **Birthdays**  
Students may dress out of uniform on their birthday. If their birthday falls on a weekend, they may dress out on the Monday following their birthday.

## **Health**

Our health program is under the supervision of the St. Louis Department of Health. A school nurse is assigned to our school.

### **Physical Examination of Students**

A complete physical examination is required when entering kindergarten (within 6 months), grade 3, grade 6, and when enrolling in the school for the first time. Established health records from a previous school are accepted when a student enters St. Cecilia School. The physical examination may be performed by your family practitioner or by a local medical clinic. Forms for this purpose are available in the office. Students may be held out of school until the exam is completed and the form turned into the office.

The following health programs are offered at St. Cecilia:

- Immunization Survey of Missouri State Health Department
- Establishment of Health Records
- Visual screening - first grade on teacher recommendation and grades 2-8
- Height and weight check - all grades
- Audio metric screening - all grades
- Examination for scoliosis - grades 5-8

***By law, children may not be admitted to school if their immunizations are not up to date.***

### **Administration of Medication**

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:

1. The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner (Appendix 8: Physician Consent for Medication Administration), signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.);
2. Written consent of the parent/guardian for school personnel to administer the medication (Appendix 9: Parental Consent for Medication Administration to their Child);
3. the medication in the original container;
4. Proper training of personnel on medication administration.

All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

### **Students with Significant Medical Conditions**

A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

### **Supervision**

Various factors determine the standard of supervision required of students, including their age, mental and physical functioning level, and the setting. Schools have the responsibility for providing appropriate supervision of students before and after school, as well as throughout the school day at school or on school-sponsored events off campus. Schools can be found negligent if they do not take proper measures and have failed to provide appropriate supervision of students in various settings on school property and at school functions. Proper measures to provide appropriate supervision include:

#### **Aftercare**

After school care is provided from 2:45 PM to 6 PM in the school building. In addition, Aftercare is provided from 12:00PM-6:00PM on half days. The purpose of Aftercare is to provide St. Cecilia students with continued enriching education after school hours. Aftercare takes place in the Centennial Room on the first floor of the school building and other rooms as determined by the Aftercare staff. Any students not picked up before 3:00 PM will be admitted to aftercare and must be signed out by a parent/guardian. The same disciplinary policies and procedures during the school day apply to Aftercare. Students who create disruptions to this enriching opportunity will be asked to leave. To ensure the safety of students and maintain the proper adult to child ratio, only students who have registered for aftercare may stay.

#### **Dismissal Procedures**

##### **Regular Dismissals**

Parents/guardians may line up around the parking lot circle beginning at 2:40 PM (4:20 PM for Academy dismissal). Parents/guardians may also park on adjacent streets. Students will only be released to a parent/guardian parked on the circle or to a parent/guardian who comes to retrieve his/her child from the teacher. Children will not be allowed to cross the street without a parent/guardian.

#### **Parent/Guardian Responsibilities**

Parents/guardians must abide by drop off and pick-up times. Failure to do so may result in reasonable action as determined by school officials. This may include, but is not limited to, fines, meetings, or request for transfer of students.

### **Questioning of Students**

Except at the direction of a caseworker from the Division of Family Services, no minor student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort should be made to contact parents/guardians and provide them the opportunity to be present.

### **Media and the School**

Members of the media should be on school property only as invited guests, and should not be allowed to interview students on matters unrelated to the purpose for which they were invited.

### **School and Parent/Guardian Communication**

A school will not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school.

### **Thursday Folders**

Each child at St. Cecilia has a "Thursday Folder" which is provided by the school. The purpose of this folder is to keep parents/guardians better informed of their child's progress and to distribute important information, on a weekly basis. In a normal week you can expect news bits and information from the office, school/parish information.

Parents/guardians are asked to look at their child's work and send it back on Fridays. Information will also be emailed to all families who provide their email address on Thursdays.

### **Parent Teacher Organization**

The Parent Teacher Organization holds meetings and other activities during the school year; your support and attendance are greatly appreciated! The purpose of the parent group is to support the students and the school in any way they can. Meetings are held on the last Wednesday of every month from 4:45PM-5:45PM in the Art/Music Room. Interested parents/guardians may contact the office for more information.

### **Parent Community Hours**

In an effort to build community among parents/guardians, teachers, and students, parents/guardians are invited to complete 20 hours of service. Opportunities to serve the community include: working at school fundraisers such as the Fish Fries, helping in the kitchen during breakfast or lunch, attending educational evening events, and more. Hours of service will be tracked by the Office Manager. **All families are expected to volunteer for at least one Fish Fry in the Spring. (Parent volunteers may call you to assist in signing up)**

### **Inclement Weather Notifications**

When it is necessary to close school because of inclement weather conditions, it will be announced on the following radio/TV stations:

KSDK-CHANNEL 5 TV  
KMOV- CHANNEL 4 TV

### **Phone Blasts**

Parents/guardians will be reminded and notified of important dates and information via an automated calling system. On inclement weather days, families will receive a phone call. Please keep updated contact information in the office so you can receive these important messages.

### **Parent/Guardian-Teacher Conferences**

Parent/Guardian -Teacher conferences occur once each semester. These are valuable check-in times for families and allow an opportunity to discuss your child's progress. These meetings are mandatory for all families. Conferences will take place October 24/25 and February 13/14

### **Mailing Lists**

Names, addresses, and e-mail addresses of students and their parents/guardians should not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises.

Elementary schools should not provide lists of names, addresses, and e-mail addresses of students and/or their parents/guardians to other schools, including Catholic high schools.

Schools should not make available on the school web site any information that enables students to be identified individually by names or photograph. This includes information about students that appears in school newsletters which are posted on the school's web site.

## **Student Progress**

### **Grade Classification**

The normal progression through elementary school is nine years; with a student being classified in grades kindergarten through grade eight in successive years.

### **Grades Kindergarten through 5**

These grade levels have self-contained classes with the exception of Art, Music, and Physical Education.



### **Grades 6 through 8: St. Cecilia Academy**

Middle school students participate in an extended school day and school year. On Mondays-Thursdays for the majority of the year, students are in session from 7:30 AM -4:30 PM. During this time they receive an intense high school prep curriculum that readies them for the rigors of secondary education. Their school year includes a summer program during the month of June. St. Cecilia's goal is for all students to gain acceptance to the best high schools in St. Louis, graduate, and pursue a college education.

In addition, graduates of St. Cecilia Academy receive academic and financial support throughout high school. Students are expected to maintain a 2.50 grade point average, attend mandatory meetings, and perform hours of service for St. Cecilia each year. In return, students and their families receive guidance and financial aid during their high school years. This includes scholarship money, ACT preparation classes, regular visits, homework help, college visits, and more.

Grades will emphasize what students know and can do:

- 10% Homework
- 20% Participation or Classwork
- 70% Quizzes, Tests, Projects

### **Assessment**

Assessments provide an evaluation of the progress of individual students in learning the curriculum. The results of assessment provide valuable information that should be used in the evaluation and redesign of the curriculum and in making adjustments to instructional planning in order to achieve the school's educational mission and to enable students to learn to the maximum extent possible.

### **Grade Reports**

Grade reports are issued at the end of each grading period to inform students and parents/guardians of progress. Ordinarily the academic year is divided into four grading periods. Report cards are distributed quarterly. The report is a teacher tool for communicating to parents how the child is performing in different subject areas. Progress reports are sent home during the middle of each quarter. These will be sent home for all students. These reports are not intended to be an additional report card.

## Grading

A uniform system of grading is used throughout the school.

A =	94 - 100
A - =	90 - 93
B+ =	87 - 89
B =	83 - 86
B- =	80 - 82
C+ =	77 - 79
C =	73 - 76
C- =	70 - 72
D+ =	67 - 69
D =	63 - 66
D - =	60 - 62
F =	0 - 59

## Honor Roll

Students in grades 6-8 can be recognized with the following grades every quarter:

- High Honors: 3.50+ grade point average with no grade below a B-
- Honors: 3.0-3.49 grade point average with no grade below a C-

## Reporting Student Conduct

Teachers communicate regularly with parents/guardians regarding student conduct. In addition, conduct grades are included with report cards.

## Withholding Report of Student Progress

The school may withhold reports of student progress if obligations (financial or otherwise) of the parents/guardians have not been fulfilled. This includes payment of tuition or completion of service hours.

## Promotion

Students are promoted to the next grade upon satisfactory completion of the required academic work for the current grade level.

Students must pass all classes during the full academic year in order to be promoted. Occasionally, students will be promoted who have not passed for the year if they have shown progress in a given subject over time. Decisions of promotion and retention are made by the Principal in collaboration with appropriate teaching staff.

Students who fail one or two classes have the opportunity to make up these classes over the summer through programs approved by the principal.

### **Retention**

Students may be retained in the current grade level if they have not mastered the concepts and skills sufficiently to be successful at the next grade level.

### **Graduation**

To graduate from a Catholic elementary school in the Archdiocese of St. Louis, a student must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record as defined by the school; demonstrated satisfactory conduct; and completed all financial obligations.

In order to graduate, students in 8<sup>th</sup> grade must pass all core academic classes for the school year. If they do not, students will be allowed to participate in graduation activities, but must make up the failed courses through a program approved by the principal in order to receive their diploma.

### **Financial Requirements**

Payment in full must be made for all financial obligations to the school before the day of graduation. Within the 10 days prior to graduation, the local administration has the right to require a specific method of payment.

If a student at the time of graduation has a balance due to his/her account, the certificate of graduation, report cards, and cumulative record will not be issued until the account has been settled.

St. Cecilia will not release student records to other schools, institutions, agencies, or individuals if there is an unpaid tuition balance.

### **Student Records**

The school administration shall maintain and supervise the active and inactive files of the students ensuring that all records are accurate, complete, and available.

### **Access by Parents**

Parents/guardians have the right to inspect and review the official active file of their children. A copy of report cards is available to all parents/guardians at any time. In order to view the permanent record, the parent /guardian must make an appointment with appropriate school personnel.

### **Access by Others**

The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the record contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and special education personnel.

### **Transfer of Records**

There is no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen years or older.

Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.

### **Guidance Information**

School guidance counselors have the need to obtain information and record anecdotal notes about individual students with whom they meet, and to maintain that information during the period of the student's enrollment at the school. These are kept in a professional manner, and in a format which allows the information and the date obtained to be readily identified and understood.

### **Release of Student Discipline Information**

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents/guardians authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older and still enrolled in the school. This applies to providing both written and/or oral information.

### **Instruction**

The curriculum of the Catholic schools of the Archdiocese of St. Louis consists of what the schools intend for the students to learn and the teachers to teach. Curriculum documents describe what students should know, be able to do, believe, and value. The curriculum engages students in acquiring the key concepts and skills of the major domains of human knowledge appropriate to the age-levels of the students. The curriculum of the Catholic schools gives prominence to the six fundamental tasks presented in the General Directory for Catechesis (1997): promoting knowledge of the faith, liturgical education, moral formation, teaching to pray, education for community life, and missionary initiation.

### **Curriculum**

#### **Subject Areas**

1. Religion
2. Language Arts (English, Reading & Writing)
3. Math
4. Social Studies

5. Science
6. Music
7. Physical Education
8. Art

Human sexuality and drug education are incorporated in the Religion and Science curriculums.

### **Extracurricular Activities**

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents/guardians permission must be obtained for a student to participate in extracurricular activities.

### **Extracurricular Activities: Student Publications**

Student publications must be the work of students under the leadership and careful supervision of faculty. These publications (print and electronic) should meet the requirements of good journalism and should reflect the Catholic philosophy and mission of the school.

### **Extracurricular Activities: Sportsmanship**

Catholic schools should strive to be exemplary models of Christian behavior and sportsmanship in all athletic events. Administrators, coaches, and moderators should consistently model and emphasize the importance of Christian behavior and sportsmanship and should frequently emphasize its importance to participants and spectators, including parents and other fans.

Interscholastic activities should foster good relationships between schools. Students represent their school when participating in or attending interscholastic events. Breaches of Christian behavior and sportsmanship should be addressed promptly and appropriately.

### **Field Trips**

Field trips are planned by the faculty and are of an educational nature. They are privileges afforded to the students and can be denied if the student fails to meet academic or behavioral requirements. Prior to a field trip a form will be sent home for the signature of the parent/guardian. Parental/guardian permission is required before a student may participate in a field trip. We must have the physical form on file at least 24 hours before the field trip. A phone call from the parent may not be substituted.

### **Homework**

On a normal night, students have homework, either involving studying or written work. If your child NEVER has homework or works more than 2 hours each night, please talk this over with the child's teacher. The suggested time that should be devoted each night to homework is:

Primary (K-2)	15 to 20 minutes
Intermediate (3-5)	30 to 50 minutes
Academy (6-8)	60 to 80 minutes

On the first day of school, students in grades 1-8 are given an assignment book to list daily assignments. ***This must be checked by the parents/guardians and signed each night.***

Academy students are given approximately 45 minutes three days a week to complete homework while at school. This gives them an opportunity to speak to teachers and receive tutoring. On a normal night, Academy students should have 30-60 minutes of homework to complete at home.

### **Religious Activities**

In carrying out the philosophy of St. Cecilia School as stated earlier in this handbook, "... St. Cecilia School is a Catholic Elementary School helping to prepare its students to proclaim the Good News which Jesus taught and to translate it into action..." the faculty and students participate in the following religious activities:

- Attendance at Mass twice a week
- Daily religious instruction and daily prayer (required of non-Catholics also)
- Opportunities for the Sacrament of Reconciliation
- Preparation for reception of the Sacraments of Penance and Holy Eucharist in Grade 2
- Stations of the Cross and Benediction during Lent
- All-school prayer services
- Special sacrifices and prayers for the Missions
- Preparation for the Sacrament of Confirmation in 8<sup>th</sup> grade
- Teaching of designated prayers at each grade level
- Devotions to the Blessed Mother

### **Testing Program**

#### **Kindergarten Screening**

Kindergarten eligible students participate in a screening program (1/2 hour) prior to their entering kindergarten. This measurement (usually administered in May) enables the teacher to identify each child's strengths and weaknesses before school begins, thus being able to better meet individual needs.

Students in grades 1-8 take the Iowa Test of Basic Skills in the Fall. Students in grades 4, 6, and 8 also take the Cognitive Abilities Test in the fall of each year. Please check the school calendar for dates.

This test helps identify the strengths and weaknesses of the child. Again, this helps the teacher to meet the student's needs better. Parents are encouraged to keep the test results they receive. This will enable them to chart their child's progress from year to year and/or identify trends and needs.

During fifth grade and eighth grade, students in select grades also take the ACRE test which is related to the religious education portion of the curriculum.

### **Counseling, Remedial Services, and Other Tests**

Title One remedial services for Math and Reading are available. Students qualify for these services through test scores or teacher recommendation. Admittance to this program is based on space.

Testing for special needs is also available. Emotional Disorders, Learning Disabilities (LD) and Attention Deficit Hyperactivity Disorder (ADHD) testing is available through agencies outside of St. Cecilia.

A counselor is available to the students and their families.

Extended counseling services are available to students and their families through Catholic Family Services as well as other agencies.

### **Students with Special Needs**

Catholic schools attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. It is important that schools fairly evaluate both students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting.

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments\*, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

### **Transportation of Students**

St. Cecilia will take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off- campus school activities.

Whenever possible, St. Cecilia will use bus transportation by an insured carrier for off campus school sanctioned events. There are circumstances for which a school administrator may determine that transportation in private passenger vehicles is appropriate. These could include the small number of students involved in an activity and the cost of commercial transportation. If a private passenger vehicle must be used, the following criteria are recommended:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
2. The vehicle should have a valid registration and meet state safety requirements;
3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence;
4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;
5. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system;
6. Adults are not permitted to smoke in the vehicle.

### **Use of Copyrighted Materials**

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources.

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

Students and teachers should be made aware of the seriousness of the ethical and legal issues relating to unauthorized copying and software piracy. Individuals or schools that knowingly violate copyright laws are liable to prosecution and fines up to \$150,000.00. Insurance protection of the Archdiocese of St. Louis will not be extended to staff, students, and others who violate copyright laws.

The primary purpose of copyright is to protect the right of authors or artists to benefit and profit from their work and to control how their work is used. Literary works, musical works and lyrics, dramatic works and music, pantomimes and choreographic works, pictorial, graphic, and sculptural works, motion pictures and other audiovisual works, sound recordings, and architectural works are protected by copyright. Under current law, almost everything created privately and originally after April 1, 1989 is considered copyrighted. Copyright protection extends to both published and unpublished works in any print, audio, electronic, or digital format, including material on the Internet.

Use of copyright materials, known as "fair use", is allowed for educators. It permits a limited amount of copyrighted material to be used for a specific educational purpose without obtaining the prior permission of the copyright holder. It is considered "fair use" when:

1. The copyright material is used by a teacher for research or class preparation;
2. To achieve a specific educational purpose;
3. With direct instruction of students in the school setting;



4. Only portions of the work relevant to the educational objectives are used.

The law requires educators to obtain permission of the copyright owner, if there is repeated use of the same copyrighted material.

When using copyrighted material of any nature, students and teachers should credit the sources and include the copyright ownership information that is shown in the original work.

Making copies of copyrighted material can never be used to:

1. Substitute for the purchase of books or materials, or to create anthologies;
2. Replace consumable materials, such as worksheets, standardized tests, or answer sheets.

### **Operation of the Physical Plant**

The health, safety, and security of students, faculty and staff, and others visiting or using the school facilities are given the highest priority. The school makes every effort to maintain the physical plant and grounds, keep them secure, and in compliance with safety standards. The school engages in both long term and short term planning to ensure that maintenance, security, and safety needs are addressed effectively.

### **Weapons Prohibition**

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of St. Cecilia School & Academy is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

### **Buildings and the Political Process**

The following concepts should be adhered to in making decisions related to the use of school buildings in the political process:

1. School facilities, assets, materials, equipment, mailing lists, or personnel should not be made available for partisan political activity.
2. Schools should not distribute or post materials that support or oppose or exhibit bias for or against any candidate or party on school property, in school organization publications or activities, or on school websites.
3. Schools should not allow school representatives or employees to endorse or oppose candidates during official school duties, activities, or functions.
4. Schools should not allow school representatives, employees, or others to endorse or oppose political candidates by using school or parish equipment or services such as telephones, copiers, fax machines, computers, Internet access, and e-mail.

5. School facilities should not be made available to candidates seeking election except for participation by a panel of all legally qualified candidates for a particular office. Further, the program must include discussion of a broad range of issues; must allow each candidate to present his/her views; must insure that questions are posed in a non-partisan manner; and must not allow the moderator to comment in a way that implies approval or disapproval of any candidate's response.

Note: "Town Hall" meetings requested by already elected officials may be held on school/parish property as a service to the community. Further guidance regarding the involvement of schools with the political process in light of the church's tax-exempt status is available through the Catholic Education Office.

## Parent Agreement

In signing this agreement, the parents acknowledge they have received and reviewed the handbook. They agree to follow the rules outlined in this handbook. Parents agree to support and follow the rules of St. Cecilia School and Academy and respect the school's right to amend the handbook at any time.

In signing this agreement, parents also take responsibility for their children's adherence to the handbook guidelines. It is the parents' responsibility to share the contents of this handbook with their children.

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Family Name

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Child(ren)'s name(s)

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Parent/Guardian Signature

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Date