

ST. CECILIA SCHOOL FAMILY HANDBOOK



**Be Kind
Pray Often
Work Hard
Serve Others**

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***Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.**

ST. CECILIA CATHOLIC SCHOOL

MISSION STATEMENT

The St. Cecilia School community is a source of hope and direction to our students by challenging and empowering them to achieve academically, grow in the Catholic faith, and reflect Christian holiness in their actions and words.

Belief Statements:

- Each person is uniquely made in God's image and likeness.
- Students are provided with instruction that meets their needs for optimal academic growth
- The school community shares in the responsibility to develop the whole person in relationship with Christ and others

ST. CECILIA PLEDGE

I believe that I am made in the image and likeness of God.

Therefore, it is my duty to

Teach Others by Reflecting Christian Holiness.

Each day I pledge to treat all with kindness,

Take responsibility for my actions and words,

And defend my faith with respect, confidence, and joy.

I will stand up for what is right because I am a Child of God.

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

School Services

- Preschool through 8th grade
- Before and after school Kids Care program
- Hot lunch program
- Rigorous academics using the Columbus Diocese adopted course of study
- Special Education Services including Intervention Specialists, Reading Specialists, Title One Math Specialist, ESL Teacher
- Music Program
- Distance Learning Opportunities in Spanish and Algebra
- Physical Education Program
- Art Program

STAFF ROSTER

Father Thomas Buffer

Mrs. Lori Smith

Ms. Carolyn Hughes
Mrs. Julie Weiner
Mrs. Laura Kreber
Mrs. Michele Rhodes
Mrs. Julie Cheatham
Ms. Teresa Roybal
Mrs. Aleigha Willingham
Mrs. Lilia Colin
Mrs. Jackie Keough
Mrs. Traci Mara
Mrs. Laurie Waddle
Mrs. Diana Reames
Ms. Payton Jenkins
Mrs. Carrie Kefalas
Mrs. Jackie Ogden
Mrs. Sally Hall
Mrs. Nancy Parisi
Ms. Kayla Francois
Mrs. Connie Morse
Mr. Casey Leonard
Mrs. Julie Hedrick
Dr. Theresa Thanos
Ms. Kaci Reichard
Mr. Keith Murnane
Mr. Scot Ashton
Mrs. Amy Loring
Mrs. Caitly Blacet
Ms. Ally Page
Mrs. Karen Perry
Mr. Shaun Kinser
Mrs. Theresa Daugherty
Mrs. Mary Engler Hagen

Pastor

Principal

Media and Enrichment Teacher
School Office Assistant and Auxiliary Bookkeeper
Director of Student Services
Nurse
Counselor and CGS Instructor
Technology Specialist and Campus Ministry
Cafeteria Manager
Cafeteria Worker
Kindergarten Teacher
Kindergarten Teacher
Kindergarten Aide
1st Grade Teacher
1st Grade Teacher
1st Grade Aide
2nd Grade Teacher
3rd Grade Teacher
2nd and 3rd Grade Aide
4th Grade Teacher
5th Grade Teacher
6th-8th Grade Teacher
6th-8th Grade Teacher
6th-8th Grade Teacher
Art Teacher
Gym Teacher
Music Teacher
Intervention Specialist
ESL Teacher/Assistant Principal
Speech Therapist
Reading Specialist
Intervention Specialist
Title I Reading
Title I Math

School Time Schedule:

CLASS	BEGIN/END TIME
School Day K-8	8:55 a.m. – 3:25 p.m.
Lunch K	11:05–11:35 a.m.
Lunch - 1-2	11:15–11:45 a.m.
Lunch - 3-5	11:50 a.m. – 12:15 p.m.
Lunch - 6-8	12:25–12:45 p.m.
AM Kids Care	7:00–8:30 a.m.
PM Kids Care	3:30–6:00 p.m.

School Spirit

School Song - Voices that Care

Cecilia, look down on us today
Our patron saint we pray
Teach us the Christian way.
We lift up our hearts to God in praise
With joy, sing-out, proclaim
And praise His Holy name.

With family and with all our friends
Our Love will never end
We'll always find a way
And we won't turn our back on you;
To Blue and Gold be true
Our Church, our home, our school.

Stand tall, stand proud
Voices that care are crying out loud
And when we close your eyes tonight
Still in our hearts our love burns bright (repeat)

Asbestos (Plan to Inform)

Consistent with the requirements of the Asbestos Hazard Emergency Response Act or “AHERA” (40CFR Part 763) the Columbus Diocese Schools inspect for Asbestos Containing Building Materials (ACBM) and develop an Asbestos Management Plan for each school. This is to:

“Ensure that workers and building occupants, organizations, or parent teacher organizations, are informed at least once each school year about inspections, response actions, and post response actions activities, including periodic re-inspections and surveillance activities that are planned or are in progress.”

“Ensure that short term workers (e.g. phone repair workers, utility repair workers, or exterminators) who may come in contact with asbestos in a school are provided information regarding the location of asbestos containing building material (ACBM) and suspected or assumed ACBM.”

Some Diocese of Columbus school buildings contain known or suspected asbestos containing building materials and are subject to periodic surveillances every six months.

Each of the school buildings is being re-inspected and an Asbestos Management Plan is currently being prepared. When completed they will be available for review at the school offices.

This notice is provided as the annual notification required by AHERA.

Administering of Medication

A student needing to take prescribed medication during school hours must have on file a signed medical authorization form from the parent or guardian and a properly completed physician's statement. The authorization must include the following:

- Written permission from the parent or guardian to administer the medicine.
- A physician's verification of the necessity for the medication, name of medication, dosage, times or intervals, at which it is to be taken, duration and possible side effects.
- Medication must be in original containers and have affixed label including the student's name.
- Accurate records of the medication given must be kept on the student..

A student's possession or use of non-prescription, over-the-counter medication during school hours is not permitted. A note from a parent or guardian must accompany the medication in question and dropped off in the office. The school nurse or office staff will oversee the administration of any and all medicines including cough drops.

Employees of the schools of the diocese, and public school employees (e.g., school nurses) working in schools are permitted to administer prescribed medication to a student when conditions exist, which in the judgment of the employee merit giving assistance to the student (e.g., immaturity of the student, nature of the medication). Employees of the schools of the diocese and public school employees working in schools of the diocese are NOT required to administer medication to students. A student using prescribed medication during school hours must have on file a signed medical authorization form from the parent(s)/guardian(s), and a properly completed physician's statement.

The authorization must include the following:

Written permission from the parent(s)/guardian(s)

Physician's verification of:

- a. the necessity for the medication

- b. name of medication
- c. dosage
- d. times or intervals at which it is to be taken
- e. duration
- f. possible side effects

A statement releasing and holding school personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.

Medication must be in original containers and have affixed label including student's name. Accurate records of the medication given must be kept in the student file.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datriil) should be determined on the local school level, if the school judges that adequate personnel are available, and as long as appropriate permission forms are on file.

The school will not administer aspirin to students because of its connection to Reye's Syndrome.

At the discretion of the principal, St. Cecilia School requires that medication be kept by school personnel until the student needs to use it.

Attendance

According to the law of Ohio, primary responsibility for seeing that students attend school for the full time that school is in session rests with the parent(s)/guardian(s). When a student is absent from school, the parent/guardian is to contact the school, within the time frame designated by the school, to report the absence. A representative from the school will attempt to notify the student's parent/guardian if the absence has not been reported. (Policy 5200)

If there is a day that your child cannot attend school, please call the school office before 9:15 a.m. (614-878-3555). Calls made between 7 a.m. and 8 a.m. will be answered by an answering machine. The school office workers will call parents and guardians if a phone call has not been received by then beginning at 9:15 a.m. This is in compliance with the Child Safety ACT.

When the child returns to school he/she **needs to bring a written excuse from parents or guardians**. The note needs to explain the absence, and it must be dated and signed by a parent or guardian in order to be considered an excused absence. These notes are kept on file for the school year. **Notes from parents do NOT mean that the absence is excused.** If the reason for the absence is not one set forth by ODE and the diocese, then the absence, regardless of parent note, will be unexcused. (Policy 5200)

- If a student attends an out-of-school appointment (medical) during school hours, parents must request and hand in an excuse printed from the medical office. **The student will only be excused for the time spent in transportation to and from the appointment and the time of the appointment.**
- If a student is absent from school, that student will NOT be permitted to attend/take part in any extracurricular activities including sports until he/she returns to school.
- Any student accumulating 10 absences will receive a letter from administration if proper documentation has not been acquired.
- If a student accumulates 15 or more overall absences, parents will be requested to attend an attendance AIT (Absence Intervention Team) meeting to set up a plan for improvement.

- If a student receives the EdChoice Scholarship and has 20 or more unexcused absences, that student is in jeopardy of losing the scholarship.
- “A school is justified in refusing credit to any student who misses 28 or more days in a school year.” (Policy 5201)

Habitual Truancy is defined as 30 consecutive hours without a legitimate excuse; 42 hours per school month without a legitimate excuse; or 72 hours per school year without a legitimate excuse.

Excessive Absences are defined as 38 hours a month with or without a legitimate excuse or 65 hours per the school year with or without a legitimate excuse

Chronic Absenteeism is defined as missing 10% hours per school year with or without a legitimate excuse.

Arrival time: School doors open at 8:30 a.m. Any student needing to arrive before that has the option of attending the Kids Care Program. This program begins at 7 a.m. and there is a fee for this service. Please ask the school office for an application.

Dismissal: Car riders are to be picked up promptly at 3:25 p.m. The Kids Care Program is available if the child cannot be picked up at that time. The after school Kids Care service is offered as a convenience for our parents and there is a fee. An application can be picked up in the school office.

For child safety, please observe a speed limit of 10 mph in the school parking lot and observe the restricted area where buses enter and exit the property.

Consequences of Excessive Absences Policy

A school is justified in refusing credit to any student who misses 28 or more school days in a school year. At the discretion of the principal, the number of absences and possible consequences will be discussed with the student’s parent(s)/guardian(s). An exception to the above would be the case of a student who is hospitalized or has an extended illness or injury and is able to make up the work through tutoring or some other type of instruction approved by the principal.

Diocesan Policy 5113.1

Doctor/Dentist Appointments and Sign-Out

Students will only be dismissed from the building during school hours once an adult enters the office and signs that student out. A " Sign-Out" book will be on the counter in the school office. The adult is to sign the book giving the name of the student, date, time, and reason for leaving the building. If a student is arriving late to school because of an appointment, a call to the school office is required, as well as a note from the parent or doctor upon arrival to school.

Tardiness

Any student arriving after 8:55 a.m. is considered tardy. An exact account of tardiness shall be recorded on the progress report. **Excessive tardies or early dismissal requests disrupt the academic flow of the classroom. In addition, these practices invalidate the importance of timeliness and the academic atmosphere we strive to maintain in the classroom.** All students who arrive at school after 8:55 a.m. must be signed in through the school office. If students leave early to attend appointments, they also must be signed in/out in the school office. Absences for appointments are excused only if documentation is

provided from a health care provider, social worker, attorney, etc. Absences will not be excused with notes from parents.

Birthday and Holiday Treats

Holiday treats for the children will be provided by the homeroom group of the P.T.O. for such occasions as the Feast of All Saints, Christmas, Valentine's Day, and the end of the school year. An activity fee will be collected at the beginning of the school year to cover the cost of these treats.

Considering the growing number of food allergies and the significance of good nutrition, we ask that there be no individual birthday celebrations. Birthdays will be announced through the office each day. We ask that no treats be brought in for this day, which includes balloons and flowers etc.

No individual food deliveries from outside vendors will be permitted at any time.

Behavior Off Campus

Students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct that occurs off-campus, including conduct that adversely affects the education process or the mission of the school community.

Examples of such off-campus behavior include, but are not limited to, the following: - Electronic/internet or cell phone threats and harassment; - Threats of violence; - Alcohol use; - Fighting; - Hazing; - Drug possession or sale; - Reckless driving; - Sexual assaults.

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, including the use of social media, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school.

(Diocesan Policy 5404)

Cafeteria Rules

- Enter the cafeteria quickly and quietly.
- Sit on a chair with feet in front. Roaming is dangerous and not permitted.
- Eat everything before you ask to get seconds or snacks.
- Stand, push in your chair, and then pick up items to place in the trash.
- Speak with your neighbor, not students at the next table or the table behind you.
- Drinks: Milk may be purchased. Juice may be brought from home. **Soda pop is not permitted.**
- A time limit will be enforced on the intake of food. Loitering in the cafeteria is not permitted.
- Mop up spills.
- Throwing of food and popping of bags is not permitted.
- Exchanging food with others is not permitted.
- Each student is expected to remain in one seat throughout the lunch period.
- Ask to be excused to the restrooms.

- If lunch/snack fees accumulate without being paid, the student may not order extra snacks until the balance is paid in full.

Cell Phone and Electronic Device Usage

Cell phone use is not permitted during the school day. **Cell phones are to be in the backpack and turned off during the school day or while attending a school related function.** Any cell phone observed will be confiscated. A confiscated cell phone will have its contents reviewed for inappropriate material, which may include, but is not limited to sexting, cheating, bullying, harassment, pornography, illegal downloads or messages. These acts violate the acceptable technology policy and other school policies which may be considered in the consequences. The student and any others involved will be reported to the appropriate authority based on those findings.

- 1st offense: Phone may be held in the office for two weeks
- 2nd offense: Phone will be held in the office for two months .
- 3rd offense may result in suspension.
- Repeated violation of any school policy may result in expulsion.

Child Custodial Rights

The custodial parent is required to provide the principal or the person in charge of admission with the most current certified copy of any child custody order or decree pertaining to the student through the registration process or upon acceptance.

Any child custody order or decree changes pertaining to a student's enrollment must be provided to the school, in hard copy, within two weeks of a court's decision. It is the parent's responsibility to notify the school of any change in custody status and to provide documentation promptly.

(Diocesan Policy 5106)

Closing of School Procedures

School closings will be announced on TV as early as possible. We follow the Southwestern City School District and/or the Columbus School snow day closings. Our school will also be posted independently to avoid any confusion. All parents will receive an email and a text message through FACTS SIS.

Code of Conduct

All members of St. Cecilia School are expected to respect all persons involved in the community. Should the behavior of students at any time be found unacceptable and/or disrespectful by the adult responsible for any given activity, the following sequence of actions may take place:

1. A conference between the student and teacher will occur in private.
2. If the misbehavior continues, the teacher will contact the parent by means of a Handbook Violation Notice and may arrange a conference at a mutually agreeable time.
3. If there is no apparent change in behavior, the administration will step in for discussion and/or the development of a behavior plan.

Disciplinary Violations - School Faculty will use the digital link on FACTS SIS to issue discipline violation notices in response to negative student choices. Disciplinary Violations are listed in three

categories; Serious Handbook Violations; General Handbook Violations; and Uniform Violations. Once a teacher enters a violation into the system a real-time email will be sent to parents for notification.

Missing Assignments - In order for a student to achieve academic success, school assignments must be completed on time and to the best of the student's ability level. The faculty of St. Cecilia understands that there are external factors that sometimes get in the way of successful completion.

- Students will receive a warning for 1 missing assignment
- Students will receive a handbook violation for 2 missing assignments
- Students will receive a handbook violation, phone call and a lunch detention for 3 missing assignments
- If a teacher begins to recognize a pattern, parents will be notified by a phone call to discuss and correct the issues.

General and Serious Behavior Violations - Behavior violations disrupt the academic and social flow of the classroom. A student's negative behavior not only affects that student, but all those around him/her. Students are expected to conform to the classroom rules and expectations shared by the teacher.

When a student commits a behavior violation, the teacher enters the violation in FACTS SIS with a description of the violation and consequence if applicable. The parent and the administrator receive an email of the behavior violation. Depending on the severity of the violation and/or the repeat/pattern of behavior, the administrator may assume an active part in disciplinary action.

Possible Consequences:

- Warning
- Visit with Administration
- Phone Call to Parents
- Written Letter of Apology
- Request for a Parent Conference
- Detention
- In-School Suspension
- Out-of-School Suspension
- Behavior Contract
- Expulsion

BEHAVIOR

Behavior is the manner in which one acts. Since the essence of Christian discipline is self-discipline, the student must be free to choose one form of behavior over another. In choosing to behave or to misbehave, the student takes upon himself/herself the consequences of that chosen behavior.

Teachers shall uphold the code of conduct established for the school and follow the expectations, procedures, corrective measures, and penalties regarding the school's rules. Teachers shall also be responsible for establishing a classroom environment in which students receive continuing instruction regarding acceptable behavior.

The Catholic Church respects the dignity of persons of all ages; therefore, corporal punishment in any form is not an acceptable form of punishment for student misbehavior. However, a person employed or engaged as a teacher, principal, or administrator in a school in the Diocese of Columbus may use a physical response to "obtain possession of weapons or dangerous objects upon the person or within the

control of the pupil, for the purpose of self-defense or for the protection of persons or property." (Ohio Revised Code 3319 .41)

Diocesan Policy 5402

Crisis Plan

St. Cecilia School will comply with the procedures found at the Ohio School Safety Center website (<https://ohioschoolsafetycenter.ohio.gov>) and on the School Safety App in the administrator's OH-ID account.

St. Cecilia will:

- Annually complete and submit the required safety and security documentation.
- Annually contact and communicate with local first responders.
- File current building designs.
- Maintain state and Diocesan drill schedule.
- Annually train teachers, staff, and students.

St. Cecilia will develop and implement a plan to address school safety according to these directives and requirements. The document will be updated, reviewed and approved by state officials on a three-year cycle. Additional uploaded documents include:

1. Site plan
2. Stakeholder signatures
3. Floor plans
4. Emergency Contact information

The Annual Certification of the plan must be completed by July 1st each year. St. Cecilia's Emergency Management Test must be completed and logged through the ODE app according to the 3-year rotation of:

1. table top drill
2. functional drill
3. full scale drill

The plan will be reflective of the involvement of appropriate stakeholders and in coordination with local community services. Additionally, St. Cecilia will:

1. Regularly scheduled fire drills, rapid dismissals, tornado drills, school evacuations, and lockdown drills
2. Maintain written records of all drills.
3. Post emergency procedures in all rooms within the school and make procedures available to all parents, students, and school personnel.
4. Post emergency telephone numbers next to all telephones within the building (offices and classrooms).
5. Ensure that the emergency crisis plan is accessible to all stakeholders upon request.

Directory Information

St. Cecilia School families have access to the Family Directory through FACTS. This directory is available online through your FACTS account in the left-hand column. This will provide a class listing with parent

contact information. Parents may opt out of information included in this listing during online registration or by contacting the school office.

Personally Identifiable Information Release Notice

Directory information regarding students will be released in various formats including websites unless a parent notifies the school that such information is not to be released regarding his / her child. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation.

Dress Code

Dress Code for Boys in Grades K-8

Facial Hair: All young men must be **clean shaven** each day with no sideburns or facial hair.

Hair: Hair must be neatly cut **ABOVE** the collar and not covering the eyes in any way. Hair must be natural color and over the ears. No hair accessories permitted. **No shaved designs.**

Shirts: Solid white shirts with short or long sleeves. Shirts must have a collar and buttons and must be tucked inside pants/shorts. Undergarments (white only) should not be visible beyond the sleeve or above the collar.

Pants: Solid navy blue **dress** pants purchased in the Uniform Departments at stores in the style available at Educational Apparel. Pants must have a button/snap and zipper. No elastic waist (in grades 6-8), corduroy or cargo pants.

Shorts: Solid navy blue walking shorts purchased in the Uniform Department at stores in the style available at Educational Apparel. Short length is to be at least 2 inches below fingertips when arms are extended down the length of the body. **Shorts may be worn before October 15 and after April 15.**

Belts: **Belts must be worn in grades 6 through 8.** Solid dress navy, black, or brown belts with a small dress style buckle only. Students in grades 1 through 5 who choose to wear a belt must also follow these same guidelines.

Sweater: Solid navy or white sweater. Shirt collar must be visible. The St. Cecilia logo may be added to the sweater. Educational Apparel sweatshirt or fleece with the school logo may be worn. Hoodies (sweatshirts with hoods) may **NOT** be worn in school during classes.

Shoes: Solid black dress shoes. Tennis shoes may be any combination of **black, white, or gray** only. Shoestrings must be entirely white or black and no other colors may be visible on the shoes. All black or white tennis shoes must have a white, black, or gray rubber bottom as long as they are "no skid". Boots of any kind are not to be worn in school.

Ties: Students are not required to wear ties or bow ties; however, students may choose to wear them. If a student chooses to wear a tie or a bow tie, it must be solid navy, solid black, or our school plaid colors.

Socks: Solid black, navy, or white socks. **Logos must be no more than 2 inches in size with no writing or letters of any kind.** Logos must be only white or black. **Socks must be the length of crew socks (mid-calf). Please no short athletic anklet socks, liners or no shows.**

Phys. Ed/Gym Uniforms: Grades K-8 must wear the official St. Cecilia gym uniform purchased through Educational Apparel: **blue gym bottoms and gray gym shirts only, no spirit wear.** All students in grades K-8 will wear their gym uniforms to school and remain in their gym uniform on gym days. No students will be changing into or out of their gym uniforms during the school day. Gym shorts may be worn prior to October 15 and after April 15 only.

Nails: Short nails. No polish.

Jewelry: For Safety reasons, one religious medal on a chain and a watch that does not beep will be allowed (NO smart watches are permitted). No other jewelry is allowed at school.

Dress Code for Girls in Grades K-8

Jumper: **The St. Cecilia uniform jumper is the only jumper that may be worn.** It can be purchased at Educational Apparel. Jumper length is to be at least 2 inches below fingertips when arms are extended down the length of the body. Shorts worn under the jumper cannot be visible below the hemline. Solid white shirts with short or long sleeves may be worn under the uniforms. Shirts must have a collar and buttons.

Shirts: Solid white shirts with long or short sleeves. Shirts must have a collar and buttons and must be tucked inside pants/shorts/uniform skorts. Undergarments (white or buff only) should not be visible beyond the sleeve of the shirt or above the collar.

Pants: Solid navy blue dress pants purchased in Uniform Departments in the style available at Educational Apparel stores. Pants must have a button/snap and zipper. **No elastic waist (grades 6-8), corduroy, cargo pants, skinny pants, jeggings, or leggings. Pants can not be overly stretchy nor form fitting.**

Shorts and Skorts: Navy blue shorts and skorts may be worn. Shorts and skort lengths are to be at least 2 inches below fingertips when arms are extended down the length of the body. **Shorts** may be worn before October 15 and after April 15. Skorts may be worn by girls in Grades K-8 throughout the year.

Belts: Belts must be worn in grades 6-8 if students wear pants or uniform shorts. Solid dress navy, black or brown belts with a small dress style buckle only. Students in grades 1-5 who choose to wear a belt must also follow these same guidelines.

Sweater: Solid navy or white sweater. Shirt collar must be visible. The St. Cecilia logo may be added to the sweater. Education Apparel sweatshirt with our school logo **ONLY** may be worn.

Shoes: Solid black dress shoes. Tennis shoes may be any combination of **black, white or gray** only. Shoestrings must be entirely white or black and no other colors may be on the shoes other than gray, white or black. They must have "no skid" soles. Students may not wear boots of any kind during school.

Socks/Tights: Solid navy, black, or white socks or **solid** navy blue or white tights may be worn with the uniform. **Logos must be no more than 2 inches in size with no writing or letters of any kind.** Logos must be only white or black. **Socks must be the length of crew socks (mid-calf) or knee socks. Please no short athletic ankle socks, liners or no shows.** **Leggings may NEVER be worn as pants.**

Phys. Ed/Gym Uniforms: Grades K-8 must wear the official St. Cecilia gym uniform purchased at Educational Apparel: **blue gym bottoms and gray gym shirts only, no spirit wear.** All students in grades K-8 will wear their gym uniforms to school and remain in their gym uniform on gym days. No students will be changing into or out of their gym uniforms during the school day. Gym shorts may be worn prior to October 15 and after April 15 only. Gym shorts must be at least 2 inches below fingertips when arms are extended down the length of the body.

Makeup: Only 8th grade girls who wish to wear makeup may wear concealer, light powder, light blush, light coat of brown or black mascara and/or clear lip gloss. NO eyeshadow, eyeliner, eyebrow pencil, lip liner or lipstick.

Nails: Only **CLEAR** polish may be worn in grades K-8. No artificial nails. If colored nail polish is worn, students will be asked to use nail polish remover in the office.

Hair: Hair must be trimmed and not hanging in the child's eyes. Only the St. Cecilia uniform plaid scrunchy or plain headband, which can be purchased at Educational Apparel or solid navy blue, black, or white headbands, hair ties, or barrettes may be worn. Hair must be the student's natural color.

Jewelry: For safety reasons, only small stud earrings, one chain with or without a religious medal, and a watch that does not beep will be permitted. NO Hoop earrings, dangling earrings or other jewelry is permitted. For grades K-7, only one pair of small stud earrings in the earlobe is allowed. For grades 8 only, two pairs of small stud earrings in only the earlobes are allowed.

Dress Down Days

Dress down days are typically "themed" around an occasion or event and are determined by that event/occasion. Dress down DOES NOT include: tattoos, hair or nail color, additional jewelry, inappropriate t-shirts, tank tops, strapless tops or immodest dress. Jeans/Shorts may NOT have holes or slash marks where skin shows through. **ALL GRADES – leggings and yoga pants are NOT permitted. Pajama bottoms are never to be worn. Shoes must cover the entire foot: no sandals, flip flops, or alternate styles.**

School Picture Dress Code

Fall school pictures are to be taken in the school uniform.

Dress Code Violation Consequences

The following policy is for Grades K through 8.

- Grades 6-8 will receive a \$.25 fine for each day he/she chooses to violate the dress code. Any unpaid or accumulated fees are the responsibility of the parent to be paid at the end of each month.
- 1st violation: Verbal warning and an email to parents
- 2nd violation: Handbook Violation
- 5 Handbook Violations - Student will receive an afterschool or morning detention.

*If your situation is unique and requires a conference, please call the office at 614-878-3555.

*Items are to be purchased at Educational Apparel or Uniform Department stores. All of the physical education uniforms must be purchased at Educational Apparel. Unless otherwise arranged, the school uniform on non gym days will be worn to all Masses and on field trips (NO gym clothes).

*Children look to their parents to set the example on following rules. Please accept the responsibility to abide by AND enforce the dress code with your child/children. Cleanliness and neatness are expected at all times.

This plan has been approved by the school administration. This plan is not subject to individual edits or interpretations.

Fidelity to Church Teachings

It is the duty of teachers in the Columbus Catholic Diocese to convey the message and principles of the Catholic Church to students of the School, and as a faith minister to youth. As such, the Teacher-Minister shall perform his or her duties as a minister and steward of the principles characteristic of an educator in a Roman Catholic School, including without limitation, teaching the doctrines, principles, beliefs of the Roman Catholic Church, and conducting himself or herself in accord with these Catholic standards.

Field Trips

A field-trip is defined as a school-sponsored activity which occurs off campus, supervised by school personnel and adult volunteers. In order for a student to be permitted to leave the school premises on a fieldtrip they must complete a permission slip and have an emergency card on file at the school. A school bus will be used to transport students for all field trips. No child may leave a designated field trip by any other method than the method stated on the permission slip even if parents are volunteering for the field trip. Chaperones must have their field trip intent to participate turned in a week in advance. Siblings/non-St.Cecilia students are not permitted to attend field trips.

According to Ohio's revised code No. 6153.0 and 6153.1, anyone who assists on field trips must have evidence of a BCI fingerprint check on file in the school office and must also have taken the "Protecting God's Children" workshop. See the Volunteer Policy Section under the Tuition and Grant Policy section of this handbook for related information.

Food Allergies

The Diocese of Columbus schools strive to provide a safe environment for students with life threatening food allergies. Parent(s)/guardian(s) should notify the school nurse and homeroom teacher of any life-threatening food allergy on or before the first of each school year or as soon as a food allergy is diagnosed.

Each school year, parent(s)/guardian(s) and physicians will be required to complete, sign and return a "Food Allergy Action Plan" specific to the student with life-threatening food allergies. The school nurse will review all allergy information provided by the student's parent(s)/guardian(s) and physician and share this information with the appropriate teachers and staff. Parent(s)/guardian(s) will provide the school with the medications prescribed in the "Food Allergy Action Plan".

Medications will be kept in the Clinic or with the student as specific needs dictate. Medications will also be available as part of the emergency preparedness kit in case of a lockdown/evacuation.

The parent(s)/guardian(s) of a student with a life-threatening food allergy will provide a supply of "safe" snacks for use by their child. Parent(s)/guardian(s) of children with life-threatening food allergies are responsible for notifying bus transportation providers with information regarding their child's allergy.

Diocesan Policy 5141.3

Hallway Rules

- Walk quietly respecting others in classrooms
- Respect work hanging on walls and bulletin boards
- Do not touch fire alarms or fire extinguishers

Homework

Homework is due when assigned. In grades 5-8, each missing homework assignment will be documented with a Handbook Violation Notice. After the third missing homework assignment per quarter lunch detention will be issued. For lunch detention, students will eat in the office with a faculty member and miss recess to complete any missed assignments. Failure to attend lunch detention will result in an after school/before school detention. Parents will be called for a conference for any student who requires more than one detention per grade period.

If a student misses a class or a day of school, he/she is expected to make-up the assignments missed during their absence. Students and parents may find all homework assignments on FACTS SIS or the teacher will share the missing work with the student when he/she returns to class. Students have one extra day to make up missed work for every day missed. We ask that requests for assignments only be requested for prolonged absences.

Homework/Suggested Study Time:

Homework assignments should be able to be completed independently by the students. All homework should be a direct reflection and reinforcement of the topics taught in class. The recommended time spent on homework is ten minutes per grade level, therefore a typical first grader should spend 10 minutes a night on homework. If you find your child is spending an unreasonable amount of time on homework nightly, please share with the school staff your concerns so an agreement/solution can be found.

Illness

To ensure the health and wellness of the student body and school staff, we ask that parents keep children home with a fever above 99 degrees or who have vomited within 24 hours of the start of school. Students must have a fever under 100 degrees without medication for 24 hours before returning to school.

Interim Reports and Report Cards

Progress reports will be posted on FACTS SIS for parents to review and sign. Progress reports are published approximately every nine weeks. St. Cecilia School grades are standards based and students will receive an “M” for mastery of a standard, and “W” if they are continuing to work towards meeting the standard, and an “N” if they have not met the standard with the final assessment. For information regarding Standards Based Grading, please go to the following website: <https://education.columbuscatholic.org/standards-based-grading-information-1>. If a child receives either a “W” or “N” an explanation by the teacher will be located on the comment section of the reports.

Lost Items

Please check with the school office for any lost items. At the end of the school year, all unclaimed items will be donated to charity.

Multi-Media Center

The school has an extensive collection of materials to loan students in the multi-media center. Children are encouraged to borrow books from the center. Parents will be responsible for paying for any books and/or material borrowed from the multi-media center that are either lost or damaged. All books are to be returned at the end of the school year.

Music Program

All students in grades K-8 participate in music class. An instrumental music program (**band**) is an option for 5-8 grade students and is sponsored by Bishop Ready High School. **The expenses for this program are the responsibility of the parents.**

Parent Communication System

Our school utilizes FACTS, an online billing and student information system. It is used for paying tuition and other miscellaneous fees. Report cards are published quarterly through FACTS. Grades are also posted regularly by teachers. Finally, it is used for all important school communications. New and existing families must have an up-to-date FACTS account for student enrollment.

Parent/Teacher Conferences

Organized and scheduled Parent/Teacher conferences are provided twice a year. These conferences are held at the request of the parent or teacher and specific times and durations will be announced. However, during the school year, parents are always welcome to discuss the progress of their child with his/her teacher whenever a concern or question arises. We ask that parents utilize FACTS SIS, email communication, a phone call, or arrange a conference ahead of time. An appointment is required if a parent or guardian wishes to speak one-on-one with a teacher.

Parish Sports

While Saint Cecilia does not offer sports, Saint Cecilia Parish does. All students who attend the school or are in the PSR program in grades 4 through 8 are eligible to play parish sports.

Ohio High School Athletic Association (OHSAA) Eligibility Criteria

An eighth grade student who receives all “Ns” in a curricular area during the last quarter of the school year will be classified as not passing that curricular area fourth quarter. Any student who falls into that category must have the entire fourth quarter marks evaluated to determine athletic eligibility. The number of curricular areas that qualify as a failure should be divided by the total number of curricular areas evaluated during the fourth quarter. The failure total must be less than or equal to 25% for the student to be considered eligible for fall sports in high school.

Diocesan Policy 5202

Personal Items

Expensive personal items should not be brought to school. If they are lost, broken or stolen, the school is **not** responsible for replacing them or for payment. This includes but is not limited to: iPods, iPads, Smart Watches, and phones. These personal items are not permitted to be used in the classrooms.

Phone Calls Home and Forgotten Items

To not interrupt the activities of the classroom, students will not be called from class to the office. Forgotten books, physical education clothing, lunches, or other items must be dropped off in the school office. Please have the student's name and grade visibly printed on the article you are dropping off.

Important phone messages will be delivered to the students. Students will not be permitted to call home for forgotten items. Likewise, children will be permitted to make calls only if the occasion warrants, at the discretion of the principal or designee.

Physical Education Class

Students in grades K-8 are expected to participate in physical education. If a student cannot participate in physical education, due to a health or physical impairment, a medical excuse from a doctor or parent must be brought to the school office. Please include the reason and duration of the excused exclusion from class. Parents must purchase a physical education uniform consisting of a t-shirt, shorts/sweats with the St. Cecilia logo printed on them. The gym uniforms will be worn in lieu of the regular school uniform on gym days. The gym uniforms are available through Wolf Pack Ink. No spirit wear please.

Playground Rules

The playground is supervised by the staff and parents. The adult monitor will report any issues that occur during the recess period.

- Playground precautions:
- Restrooms must be used before leaving the building
- Students are to play on the lower blacktop and field areas.
- Students may not leave the playground without the permission of the principal or designated teacher in charge.
- Each classroom is responsible for its playground equipment.
- No rock/snowball throwing or contact sports on the playground.

- Improper behaviors will result in a Handbook Violation assigned by the person on duty and consequences issued by the office may occur.
- Food, drink, and gum are not permitted on the playground.
- Teacher monitors will accompany classes into the building at the end of recess period.
- When the fields are wet or snow covered, the students are to play only on the blacktop area.
- Parents/guardians are to please dress children appropriately for cold weather.
- In case of inclement weather, the students will remain in their classrooms. Students will not go outdoors if the temperature is below 20 degrees and/or the wind chill is below freezing.

Promotions and Retentions

Promotions to the next grade at St. Cecilia School will be based on the data provided by the teacher and staff. There should always be an ongoing conversation with parents, students, and staff so that everyone knows and understands student progress. Every pupil will be placed where he /she can work and succeed. Parents will be notified **in writing by the end of the third quarter** if retention is being considered. The principal of the elementary school has direct charge of promotions. In making such decisions, the principal will take into consideration the data based recommendations of the teacher or teachers and allow parental input of the pupil under consideration.

Publishing Student Information (Photo/Video Release)

All parents signed a Photo/Video Release Form during the enrollment process. Parents have the option to either give permission or to refuse permission to use their child's photo and/or video for publication by the school.

The release form states that St. Cecilia School may use such photographs of parents and children with or without identifying information for any lawful purpose, including for example such purposes as recruitment, print publications, online publications, presentations, websites, and social media. Parents understand that no royalty, fee or other compensation shall become payable to them by reason of such use.

Registration Requirements

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

Diocesan policy holds that a student shall attend the school of the parish in which the student's parent(s) /guardian(s) are registered members.

In the acceptance of students to elementary schools, the priority shall be as follows:

1. Children from families registered in the Sponsoring Parish(es)
 - a. children with siblings currently/previously enrolled,
 - b. children now reaching school age,
 - c. children from families newly moved into the parish whose children have been in Catholic schools where such were available.
2. Children from non-participating parish families with siblings currently/previously enrolled in school.

3. Children transferring from other Catholic schools:
 - a. from parish schools that are closing
 - b. from parishes not offering full K-8 programs
 - c. schools with a waiting list
4. Children of other faith traditions.

All new students are required to provide a baptismal certificate and a birth certificate at the time of registration, a copy of which is to be filed in the school office. A one-time registration fee is required.

(Diocesan Policy 5100)

Right to a Catholic Education

Catholic schools exist to collaborate with parent(s)/guardian(s) to foster spiritual growth and the educational development of each child. Catholic schools also serve the community, particularly the Catholic community of the diocese.

Catholic schools of the Diocese of Columbus shall be open to children of parent(s)/guardian(s) who seek the religiously oriented education which Catholic schools can provide. Schools shall recruit and admit students of any race, color, gender (except those schools supporting a single gender according to their mission) or ethnicity to all its rights, privileges, programs, and activities. In addition, the school shall not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency, or disability (medical or academic) in the administration of its educational programs and extra-curricular activities.

Preference shall be given to members of Catholic parishes. Others shall be welcomed on the basis of availability of space at the discretion of the pastor and/or principal. Pastors and principals shall exercise discretion in judging admission of pupils.

Pastors and principals must refuse admittance to anyone who, in their opinion, seeks to enroll for the purpose of circumventing the law.

Catholic schools are schools of choice. Any parent who wishes to have a Catholic education for his/her child agrees that the parent and child will abide by the policies and regulations of the school.

If the policies and/or regulations are not adhered to, or if the school determines that attendance by a student will not be continued, the child may be asked by the principal and/or pastor at the elementary level and the principal and/or superintendent at the high school level to leave the school.

(Diocesan Policy 5000)

School Bus Conduct

It is a privilege to ride the school bus. This service is provided to the students through the Southwestern, Columbus, and Hilliard Public School Districts.

Students are expected to act as ladies and gentleman while riding the bus. A listing of the rules and regulations will be distributed at the beginning of each school year to the students riding the bus.

If a student is found to be in violation of these regulations, it is the responsibility of the bus driver to put in writing the conduct that was found to be unacceptable. A copy of the Bus Conduct Form is mailed to the parents of the student. After three such warnings, the student will be suspended from riding the bus for a period of ten days. Should a difficulty occur after the second suspension, the privilege of riding the school bus may be withdrawn from the remainder of the school year.

Bus Garage Telephone Numbers

Southwestern:	801-8550
Hilliard:	771-0041
Columbus:	365-5074

School Violence

Services Available to Students

The faculty and staff at St. Cecilia work very hard to meet the learning needs of all of our students. On staff we have a Title I reading and math specialist, an early literacy reading specialist, two intervention specialists to work with our students who qualify for special education services, an ESL teacher for students acquiring English as a second language, a part-time nurse and a cultural diversity specialist to help with language translations.

Social Media Policy

Social media provides wonderful opportunities for St. Cecilia families to network and develop relationships as well as to see up-to-date posts about the wonderful work of our students, faculty, and community on Facebook and Instagram. Social media, however, also has the potential to damage the partnership between the school and our community. We ask that members of our community ensure that posts about St. Cecilia School are kept positive and consistent with our Catholic mission, especially with regard to its students, parents/guardians, teachers, administration and other staff members. Parents/guardians or any member of the school community who post, whether in public or private groups, defamatory, threatening, or offensive statements will be asked to remove the offensive material immediately and/or withdraw his or her child from the school. This includes the use of social media for such purposes that may prove detrimental to the common good, threatening, harmful or offensive to other parents/guardians, student, staff, and administration or is of such a nature as to jeopardize the good name of the school. Should a parent/guardian or member of the St. Cecilia School community have a complaint or inquiry about an issue at school, please speak directly to the school administration about the matter rather than discussing it in a public forum.

Standards Based Grading

In every class, teachers of St. Cecilia follow the written course of study for each subject area. Children are expected to work diligently to demonstrate mastery of each standard. Teachers should provide ample feedback to parents.

In the Columbus Diocese and at St. Cecilia School, we have made a deliberate, and conscious commitment to incorporate standards-based teaching and learning practices in our classrooms. These practices support our essential obligation to provide our students with more than just a rigorous academic curriculum to prepare them for

high school, college and beyond. Catholic education must also prepare students to take their place in society as Disciples of Christ; instilling in them a sense of service and challenging them to live the Gospel through daily interactions with all whom they come in contact. Therefore, our focus should be placed on both the student's moral and intellectual excellence.

- It ensures consistent expectations across grade levels.
- It helps teachers and students focus on the standards in their learning activities.
- Assessments are aligned to standards and provide evidence of what a student knows and/or can do.
- It provides feedback as to a student's proficiency level allowing the teacher to better individualize instruction.
- It provides parents with valuable information on how their child is progressing on the critical concepts and skills of the grade level as well as individual standards.

More Information on Standards Based Grading can be found:

<https://education.columbuscatholic.org/standards-based-learning-1>

Student Records

A permanent record is to be kept for each student. The original of this record must be kept on file in the office of the local school for all students who have attended or are currently attending the school. The permanent record shall include directory information, attendance record, academic records, standardized test scores, health records, and continuums.

Parents have the right to review their child's school records. In the case of a domestically troubled family, a request by either parent to review the records of their children will be honored by the administration. In the absence of a court order directing the administration to perform a given act, or in the absence of direction from the proper authorities, the administration of the school will decline the involvement in matters regarding custodial rights.

Personal and Private Information

Sensitive and private student information is kept in our school office and classrooms. It is our policy that only our office staff and your child's current teacher(s) have access to this information. Because of this policy, no parent or visitor to our school may be unsupervised in our office due to the sensitive and private nature of the information kept there. No parent or visitor should have access to a teacher's desk or file cabinet.

Student Transfer

Students transferring from other Diocesan schools will be accepted once it has been determined that the tuition payment is current at the former school.

Suspension and Expulsion

Serious misconduct is cause for In-school, out-of-school suspension and/or expulsion. Serious misconduct is that which:

- disrupts the academic atmosphere of the school;

- endangers fellow students, teachers, or school officials; damages property;
- flagrantly or repeatedly violates regulations or policies of the diocese or school.

For such serious misconduct Saint Cecilia School adheres to the Diocesan directives on suspension and expulsion.

The principal or administrator in charge may immediately suspend the student from school. The student may be sent home during the school day provided that the student's parent(s)/guardian(s) has been notified.

Expulsion shall not take place **except** as a result of the suspension procedure described below:

- At the time of the suspension the principal or administrator in charge shall notify the student's parent(s)/guardian(s) of the suspension in a written format stating the reason(s) for the suspension and request that the student and the parent(s)/guardian(s) meet with the principal to review the matter.
- Within three school days of the suspension, the principal or administrator in charge shall meet with the student and parent(s)/guardian(s). The student and parent(s)/guardian(s) shall be given an opportunity to express their views.
- By the school day following the meeting, the principal or administrator in charge shall advise the student and the parent(s)/guardian(s) of the decision, either to readmit the student to school, extend the period of suspension, or expel the student.
- If the decision is to extend the period of suspension, the length of this period shall be indicated. The suspension period may not exceed 10 school days per incident. If the student has served an in-school suspension, the in-school suspension counts toward the total suspension time.

Diocesan Policy 5114.0

Technology and Acceptable Use Policies

Saint Cecilia School provides computer equipment, computer services, and internet access through the guidance of the faculty to enable all students to use electronic technologies to enhance learning. All students are expected to abide by all current copyright laws. Students may not use the equipment for any personal or illegal activity. Students may not use the school's equipment to transmit, download, or receive any materials which could be considered slanderous, sexist, racist, or otherwise inappropriate. No student may install, upload, or download software without permission. Any software having the purpose of damaging another student's accounts or the Diocesan network (i.e. computer viruses) is specifically prohibited. **During class time, students are to only work on programs assigned by the teacher.** Students are asked to use the printing facilities judiciously as unnecessary printing is an expense and shortens the life of the equipment. **Any student who misuses the internet is subject to termination of use and other action in compliance with the school's discipline code.**

Schools within the Diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes. Communication over the Diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

Terms and Conditions for Internet Access and Use:

The use of the internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Department of Education. While some material is accessible via the internet it may contain information that is inappropriate or inaccurate, the Department believes that the benefits to students exceed the disadvantages. Ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using resources.

Acceptable use of the internet:

- Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are expected to abide by the generally accepted rules of network etiquette.
- Do not view, send or access abusive, obscene or harassing materials . A good rule to follow is never view, send or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- Do not access or participate in chat rooms or multiple-user environments including but not limited to IM, MIJDs, or MOOs, download or play games, subscribe to or access list servers, download music files, or check, send or receive email unless prior permission is granted by a teacher .
- Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining or any other person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the internet must be properly cited when referenced in a student research assignment.
- Do not download or install any commercial software, shareware or freeware onto network drives or disks. Do not copy other people's work or intrude into other people's files.
- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
- Do not use the internet in any way which disrupts the service or its operation for others.

Consequences for inappropriate use of the internet:

Since internet access is a privilege and not a right, users have the responsibility to use the internet in an appropriate manner. Consequences of misuse or abuse of the internet, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of internet access for not less than 45 school days.
- Notification of parents and administrators by phone and personal conference.
- Referral to proper authorities for disciplinary and/or legal action.

Technology Acceptable Use Policy:

Do	DO NOT
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<ul style="list-style-type: none"> • Sign in • Take care of equipment • Ask for help with printer problems • Print just one copy of a document (school related only!) • Use the internet for educational pursuits • Treat teachers and fellow students with respect • Ask before you enter a site that you think might be questionable • Immediately back out of any questionable sites • Follow instructions of teachers, librarians, tech teachers, and lab assistants • Close applications by going to File and Quit and then sign off when you are finished. • Leave computers on 	<ul style="list-style-type: none"> • Have food or drink around equipment • Share any passwords • Access or download any inappropriate material • Access chat rooms, newsgroups, or list server or instant messaging. • Access or download games, game cheat codes, MIJDs, MOOs, or simulations • Harass others in any way • Submit or reveal your name, any personal information or phone numbers of yourself or others. • Change any computer settings, hardware, parts or cabling • Access or manage a personal web page on school computers • Download without permission
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Threats to Welfare and Safety

Banned Substances Policy

St. Cecilia School recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. For the purposes of this policy, “drugs” shall mean:

1. All dangerous controlled substances as so designated and prohibited by the Ohio statute (ORC §3719.011); all chemicals which release toxic vapors;
2. All alcoholic beverages;
3. Any prescription or patent drug, except those for which permission to use in school has been granted;
4. Anabolic steroids; and
5. 5. any substance that is a “look-alike” to any of the above (ORC §2925.01-O).

Diocesan schools prohibit the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law on school grounds, in school vehicles, or at any school sponsored event. The term “drug paraphernalia” shall have the meaning set forth in the Ohio Revised Code. (§2925.14-A.) St. Cecilia strives to prevent drug abuse by helping through education.

St. Cecilia’s school policy address prevention, intervention, treatment and disciplinary measures by:

1. Emphasizing the prevention of drug use;
2. Providing for a comprehensive, age appropriate, developmentally-based alcohol and other drug education and prevention program;
3. Addressing legal, social, psychological, and health consequences of drug and alcohol use;

4. Providing information about effective techniques for resisting peer pressure to use illicit drugs and alcohol.

Diocesan Policy 5414

The consequences of the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia include:

1. The first time offender is required to meet with his/her parent(s)/guardian(s) and school officials;
2. A clear statement of the disciplinary sanctions, up to and including expulsion, will be imposed on students who violate the school standards of conduct and a description of those standards;
3. Information about alcohol and other drug counseling and rehabilitation programs will be available to students and their parent(s)/guardian(s).

***There is an obligation to report distribution/sale of drugs to the police.**

Anyone who commits any act prohibited by this policy shall be brought to the attention of the building principal or the principal's designated representative. The principal or representative shall place student safety as a priority in each situation. The principal or representative shall notify the student's parent(s)/guardian(s) within 24 hours of the incident.

Bullying and Cyberbullying

St. Cecilia School shall not tolerate any bullying on school grounds or at any school activity on or off campus whether these actions are committed in person, written or electronically transmitted.

Bullying is defined as a conscious, willful, and deliberately hostile activity intended to harm, induce fear through the threat of further aggression, and create terror.

Bullying includes these three elements:

- imbalance of power,
- intent to harm,
- and threat of further aggression.

Bullying behavior may include physical intimidation or assault; extortion; oral or written threats; electronically transmitted acts; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyberbullying is bullying that takes place over digital devices such as cell phones, computers, and tablets. Cyberbullying can occur through SMS, text, and mobile applications (apps) or online in social media, forums, or gaming where people can view, participate in, or share content.

Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else, causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

The Diocese expects students and parent(s)/guardian(s) who become aware of an act of bullying on school grounds or at any school activity on or off campus to report it to the school principal for further investigation. The principal will contact parent(s)/guardian(s) of the aggressor and the

victim. This investigation may include interviews with students, parent(s)/guardian(s), teachers, school staff, and reviewing records.

Consequences for students who bully others may include but are not limited to

- counseling,
- parent conference,
- detention,
- suspension,
- and/or expulsion depending on the results of the investigation.

No retaliation shall be taken against a person who reports bullying.

(Diocesan policy 5411)

Harassment Policy

1. The Catholic schools of the Diocese of Columbus shall maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member or volunteer (male or female) should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, whether verbal, physical, or electronically transmitted. \

2. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal, physical, or electronic conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age, disability, or other protected characteristics.

3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:

- a. offensive sexual flirtations, advances, propositions; jokes;
- b. continued or repeated verbal abuse of a sexual or gender-based nature;
- c. explicit or degrading sexual or gender-based comments about another individual or his/her appearance;
- d. the display or circulation of sexually explicit or suggestive writing, pictures or objects;
- e. any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
- f. graffiti of a sexual nature;
- g. fondling oneself sexually or talking about one's sexual activity in front of others;
- h. spreading rumors about or categorizing others as to sexual activity.

Sexual harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex based term, or treating people differently because of their gender.

The same prohibitions apply with regard to inflammatory or offensive comments or conduct which is based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and peer relationships among students must be based on mutual respect.

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a minor after an accomplishment, a teacher consoling a minor with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However,

peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.

5. Any person who believes he/she is the subject of harassment or intimidation must contact either the principal, assistant principal, or pastor at the elementary level; or the principal, assistant principal or Office of Catholic Schools at the secondary level. A complaint must be filed in writing. In the case of harassment involving a student or students, the parent(s)/guardian(s) of the respective students shall be duty notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual shall file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. A student who believes he or she has been sexually harassed (or a parent/guardian who believes that his/her minor has been harassed) must contact one of the appropriate persons as listed above.

6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment or expulsion in the case of a student.

7. No retaliation against anyone who reports harassment shall be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

Diocesan Policy 5412

Reporting Sexual Abuse

St. Cecilia School is to report any allegation of sexual abuse of a person who is a minor to the public authorities and FCCS (Franklin County Children's Services) as faculty and staff are mandated reporters. We are to comply with all applicable civil laws with respect to the reporting of allegations of sexual abuse of minors to civil authorities and cooperate in their investigation in accord with the law of the jurisdiction in question.

School Violence and Weapons Policy

No student shall use, possess, handle, transmit, or conceal any object which is, or can be considered, a weapon or instrument of violence. Furthermore, no student shall make threats of any kind about the use of or intention to inflict harm by means of a weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school-related functions.

Any or all of the disciplinary actions listed below may be imposed by the administrator, depending on the severity of the offense as well as the previous disciplinary record of the student.

Consequences may include:

- counseling/family counseling; approved school/community service;
- in-school suspension;
- referral to Juvenile Court and/or other appropriate law enforcement agency;
- suspension from school; expulsion from school following suspension;

- and diversion programs.

However, expulsion without suspension is mandatory for the possession of a deadly weapon or for the threat of violence using a deadly weapon.

(Diocesan Policy 5410)

Our objective at Saint Cecilia School is to provide and maintain the safety of students, staff, and visitors. Our goal is to teach and model the Christian values of caring for others, forgiveness, and peacemaking. Therefore, any act or event that threatens safety is viewed as a serious offense.

Weapons or items used as weapons are not to be brought to, possessed, sold, or used on the property of Saint Cecilia Parish. This also applies to all students at school/parish related events or activities held off the Saint Cecilia campus .

Students accused of a weapons violation will be required to meet with their parents or guardians and the school principal and pastor. The accused student will be suspended from attending class or any other school related event or activity until facts are viewed and guilt is determined.

Based upon a thorough review of the facts, including the above-mentioned meeting with the parents, the principal will take appropriate action. This action may include counseling for the student, suspension or referral for expulsion.

Upon completion of the above steps, the principal shall inform the faculty of the event and subsequent action shall be taken. A student found in possession of a firearm on school property shall be immediately reported to the police and placed on immediate suspension, which could lead to expulsion.

Diocesan Policy 5140.11

Transportation

St. Cecilia students may be car riders, walkers, or public school bus riders. In order for a student to receive public school bus transportation, the permanent resident must fall in the prescribed school district. St. Cecilia receives busers from Columbus City Schools, Hilliard City Schools, and Southwestern City Schools. Please look at the transportation websites to determine eligibility.

Once the mode of transportation to and from school is determined and shared with the school, we expect your child to continue using the same form of transportation unless you notify us in writing of any change. If the change is only for one day, a note should be sent that morning. If the change is for a period of time such as a week or a month, one note will suffice, but a second note is required informing us of the change back to the previous form of transportation. If there is no note then the child will follow the typical method of transportation noted. **Transportation phone arrangements will only be accepted before 2:45 p.m.**

Tuition

2023-2024 TUITION RATE: \$6165 per student

Tuition Assistance is available through the following scholarships, grants and other assistance programs.

Diocesan Grant: Financial aid is available from the Catholic Diocese of Columbus based on income. To apply, parents must access the online application through FACTS. The deadline is March 15 each year.

Additional St. Cecilia Parish Assistance: There is a limited amount of additional St. Cecilia Parish assistance available. It is the responsibility of the parent to request additional assistance by appointment with the Pastor and the Principal. Requests will not be considered if the parent has not completed the Diocesan grant in FACTS.

EdChoice Scholarship Programs: St. Cecilia School is a provider of the EdChoice and EdChoice Expansion Scholarships.

The EdChoice Scholarship offers students in grades K – 12 the chance to attend a private school for little or no cost. Students from lower-rated (designated) public schools qualify for these scholarships. Currently only schools in the Columbus City School District are on the designated list. Students must be enrolled and attending a designated school when they apply for the scholarship.

The EdChoice Expansion Scholarship is an income-based program. It offers private school scholarships to students (K through 5) whose families have a lower income (250% of the federal poverty guidelines).

The application window for the EdChoice and EdChoice scholarships is set by ODE and any questions should be directed to Mrs. Laura Kreber in the school office - 614-878-3555 ext. 213.

Fee Payment Option

Tuition fee payment options include:

- One payment in advance, which will be collected on or before the first Friday of May.
- Ten monthly payments through automatic withdrawal from a checking, savings, or credit card account.
- The F.A.C.T.S. Tuition Management Company is our agent for collecting these payments.

Consequences for Nonpayment

Consequences for nonpayment of fees include :

- Written notification from F.A.C.T.S.
- The principal or designee will make contact to discuss the payment agreement.
- If compliance of agreement is not met, the student(s) may be excluded from school until payment is made.

Tuition Refund Policy

If a student leaves the school prior to finishing the year, a prorated amount of tuition will be refunded to the family. Any fees for damaged or lost books or supplies will be deducted from the refund amount. No refund will be given for any instructional fees or any other fees incurred by the family.

Tuition Assistance

Tuition assistance is available from the Diocese for any family, parishioner, or non-parishioner who qualifies for aid and attends Saint Cecilia School. Applications for tuition assistance are available from the school office in February/March. The deadline for application towards Diocesan financial aid through F.A.C.T.S is March 15.

There is also tuition assistance from Saint Cecilia Parish for any active, participating family who qualifies for aid and attends St. Cecilia School and Church. No child of any active, participating member of Saint Cecilia Parish will ever be denied admittance to our school solely for financial reasons. If the parents meet the criteria listed above and have applied for financial aid through F.A.C.T.S, their tuition as well as their minimal offertory amount, will be adjusted accordingly.

Use of Name and Branding Policy

Attaching the St. Cecilia school name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. However, involvement by individual faculty, staff, students, or parents is not, by itself, sufficient basis to title an activity, program, or event as "St. Cecilia School" sponsored. Rather the activity, program, or event must be one for which the school takes institutional responsibility.

Faculty members, staff, students, parents, and parish members may use or authorize the use of the St. Cecilia School name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the pastor and principal.

No individual, company, or organization may seek to use the school name, logo, or insignia for any commercial benefit without the written approval of the pastor and principal of St. Cecilia School. In appropriate cases determined by the pastor/principal permission for ongoing events, activities, or publications requiring approval under this policy may be given.

Visitors

All visitors to the school must report to the office **before** going to a classroom. Service volunteers are requested to sign their name and type of service in the register of the school office. Fire regulations require we keep a record of time spent in the school doing service. According to Ohio's Revised Code No. 6153.0 and 6153.1, all service persons working with children must have a BCI fingerprint background check on file in the school office and have attended a "Protecting God's Children" class through the diocese.

Parents are welcome in our school to observe our classrooms. We ask that you make these arrangements ahead of time with the classroom teacher. Visitor observations may happen for a number of reasons, some of which include medical reasons. We ask that parents schedule a meeting with the teacher and principal and present a written request for the observation along with the name and credentials of the person observing their child. We will ask for identification when the medical professional comes to observe.

Volunteer Policy

All volunteers must be 18 years or older. Volunteering may be done in any area of the school or church. All school staff and volunteers who have care, custody, and control of students must have completed the Safe Environment requirements, which includes having on file a current Bureau of Criminal Investigation criminal background check and attending the "Protecting God's Children"

sexual abuse awareness and prevention workshop. Volunteers in care, custody and control of children may not be accompanied by non-school students.

Diocesan Policy 4110.0

Fingerprinting

Any volunteer (in school and/or for field trips) must have evidence of a BCI fingerprint check on file in the school office.

Protecting God's Children

Any volunteer (in school and/or for field trips) must also have taken the "Protecting God's Children" workshop through VIRTUS.

Weapons Policy

Our objective at Saint Cecilia School is to provide and maintain the safety of students, staff, and visitors. Our goal is to teach and model the Christian values of caring for others, forgiveness, and peacemaking. Therefore, any act or event that threatens safety is viewed as a serious offense.

Weapons or items used as weapons are not to be brought to, possessed, sold, or used on the property of Saint Cecilia Parish. This also applies to all students at school/parish related events or activities held off the Saint Cecilia campus .

Students accused of a weapons violation will be required to meet with their parents or guardians and the school principal and pastor. The accused student will be suspended from attending class or any other school related event or activity until facts are viewed and guilt is determined.

Based upon a thorough review of the facts, including the above-mentioned meeting with the parents, the principal will take appropriate action. This action may include counseling for the student, suspension or referral for expulsion.

Upon completion of the above steps, the principal shall inform the faculty of the event and subsequent action shall be taken. A student found in possession of a firearm on school property shall be immediately reported to the police and placed on immediate suspension, which could lead to expulsion.

Diocesan Policy 5140.11

Wellness

St. Cecilia School recognizes that it is essential to develop the whole child, spiritually, academically, physically, socially and emotionally. Our educational approach, therefore includes nutritional and physical education intended to cultivate healthy diet and fitness habits. Well concepts are incorporated into the basic curriculum and are assimilated into school-based activities and all areas of the overall school experience. Adults can reinforce well-education through their own diet and fitness choices.

Withdrawal Procedure

Parents are to contact the office when there is a need to withdraw their child from school. Outstanding debts are to be settled, and an explanation for transfer is expected.

Student Withdrawal on Grounds of Parent Behavior

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for any of the following reasons:

1. Refusal to cooperate with school personnel or
2. Refusal to adhere to Diocesan or local policies, regulations, Parent/Student Handbook or
3. Interference in matters of school administration or discipline.
4. Public rejection of or public action contrary to the laws, norms, and teachings of the Catholic Church.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented.

The principal must verify that parents were informed to terminate the inappropriate behavior and begin cooperating with the school or this policy on Student Withdrawal on Grounds of Parental Behavior would be enforced. If such effort does not correct the situation, then, after consultation with the superintendent, and, in the case of parochial schools, the pastor, the principal may require the parents to withdraw their child.

Documentation signed by the principal and parents, as well as any other information or evidence of consultation with the parents on the matter, must be retained on file.

If the parents refuse to accept the withdrawal, the procedures for expulsion should be followed as outlined in Policy 5407.

Registration for the following school year may be denied on the basis of this policy, but is not limited to the actions specified herein.

(Diocesan Policy 548)

Acknowledgement of Risks

Updated: September 1, 2023

We, the parent(s) and student who are signing this student handbook for St. Cecilia School acknowledge and agree that, as a student at the School and as parent(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, of student and/or parent(s) acquiring a communicable diseases (such as COVID-19) and then potentially passing it on to others, including family members. Due to the inherent risk and the close proximity of students, teachers, and staff at the School, there is an elevated risk of student and parent(s) contracting the disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function.

By signing this School Handbook, we acknowledge and agree that after carefully considering the risks involved, we voluntarily and willingly accept those risks, including the risk of serious illness and death, and acknowledge that attending in-person classes and other in-person School/parish functions are the choice of each family, including ours. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the School/parish or at any School/parish function.

St. Cecilia School

Family Handbook

2023-2024 Acknowledgement Form

As a parent of St. Cecilia School, I acknowledge that I have reviewed the Family Handbook. I also acknowledge that the Family Handbook is available to me on Digital Academy. While I understand that the Family Handbook is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand the policies and procedures contained in the Family Handbook.

I have read and agree to abide by the policies contained in the St. Cecilia School Parent/Student Handbook. I acknowledge that the information contained herein is subject to modification, change, interpretation, and elimination at any time by the School in its sole discretion, without notice.

The specific diocesan policies identified in this Handbook are summaries only. For complete copies of the policies referenced, refer to the Office of Catholic Schools Administrator's Manual. In the event of any conflict between the summary and the complete policy, it is the Administrator's Manual that governs.

In the event I do not have internet access, I understand that I can obtain a hard copy of the updated Parent Handbook upon request to the St. Cecilia School Office.

Moreover, I recognize that it is my responsibility to contact the St. Cecilia School Principal or Office Staff for any questions I might have about the contents of the Parent Handbook now and in the future.

By signing this form, I acknowledge that my student(s) and I understand the policies and procedures outlined and agree to comply with them. Failure to do so may result in disciplinary action. I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with school rules, policies, and procedures.

Student(s) Name: _____

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____