

# PARENT-STUDENT HANDBOOK

## 2018-2019

*“Let it be known to all who enter here that Jesus Christ is the reason for this school, the unseen but ever-present teacher in all its classes, the model of its faculty, and the inspiration for its students.”*



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

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



# SAINT CECELIA

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## INTERPAROCHIAL CATHOLIC SCHOOL

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

August 2018

Dear St. Cecelia School Parents and Students,

Welcome to the 2018 – 2019 school year! We are looking forward to partnering with all of our families to make this another great school year for our students.

The 2018-2019 Parent- Student Handbook and Handbook Form can be found on the school's website at [www.st-cecelia.org](http://www.st-cecelia.org). This handbook is intended to serve as a manual for the parents and students of St. Cecelia Interparochial Catholic School. The policies and procedures outlined in this handbook contribute to a positive and safe school climate for all students. This information has been furnished to assist you in understanding the operation of St. Cecelia Interparochial Catholic School. The development and implementation of rules and policies are the responsibility of the administrative team. All rules not covered in this handbook are delegated to the administrative team for definition and enforcement.

St. Cecelia Interparochial Catholic School is bound by the policies in the Diocesan Policy Handbook.

Please read the St. Cecelia Parent-Student Handbook with your child and help him/her understand the basic concepts. In order to complete your registration process, please sign and return the Handbook Form by July 27<sup>th</sup> indicating your compliance with our school policies. Admit Slips will be mailed out on August 1st. Parents will be informed as new school policies are adopted.

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

Peace,

A handwritten signature in black ink that reads 'Ms. Wostbrock'.

Valerie Wostbrock  
Principal

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## ***FACULTY & STAFF***

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Pastor in Charge: Father Mike Carruthers  
Rev. Father Bob Schneider, Pastor, St. Cecelia  
Rev. Msgr. Robert Morris Pastor, St. Catherine  
Rev. Bill Wilson, Pastor, Light of Christ  
Rev. Eric Hunter Pastor, St. Brendan  
Ms. Valerie Wostbrock, Principal  
Mrs. Elizabeth Agresta, Assistant Principal  
Mrs. Sheila Dale, Administrative Assistant  
Mrs. Angela Peterson, Business Manager  
Mrs. Maryanne Del Monte, Development Director  
Mrs. Robin Lenhardt, Administrative Assistant, Development  
Mrs. Valerie Ryan, Receptionist/Clinic Aide  
Mrs. Jodi Cliffel, School Counselor  
Mrs. Kim Seidl, Pre-K3 Teacher  
Mrs. Laurie Kerekes, Pre-K3 Assistant  
Mrs. Becky Bell, Pre-K4 Teacher  
Mrs. Lena Stipanicev, Pre-K4 Assistant  
Mrs. Barbara Barko, Pre-K4 Teacher  
Mrs. Joan Maxwell, Pre-K4 Assistant  
Mrs. Jill Cerrato, KA  
Mrs. Dede Golden, KA Assistant / Pre-K Extended Day  
Mrs. Margie Shatto, KB  
Mrs. Barbara Hilpl, KB Assistant / Before Care /Pre-K Extended Day  
Ms. Rachel Noto, 1A  
Ms. Samantha Vogt, 1B  
Mrs. Patricia Hughes, 2A  
Mrs. Wendy Patterson, 2B  
Mrs. Alex Manfred, 3A  
Mrs. Jenifer Kunnen, 3B  
Mrs. Andrea Guidi, Teacher Assistant  
Mrs. Katie Jewett, 4A  
Mrs. Nan Hong, 4B  
Mrs. Erin Gally, 5A  
Mr. Andy Mink, 5B  
Ms. Jessica Fennell, 6A / MS Language & Literature  
Mrs. Colleen Hilander, 6B / MS Language & Literature  
Mrs. Erin Spence, 7A / MS Mathematics/Academic Support  
Mrs. Jackie Ferraro, 7B / MS Mathematics  
Mrs. Mary Russell 7C / 6<sup>th</sup> & 7<sup>th</sup> Grade Religion / Religious Education Coordinator  
Mrs. Leah Steele, / International Baccalaureate (IB) Coordinator  
Ms. Heather Manter, 8A / MS Sciences  
Mrs. Staci Benson, 8B / MS Individuals & Societies (Social Studies)  
Mrs. Beth Lusnia, Academic Support and Enhanced Learning  
Ms. Sarah Mazoochi, Academic Support and Enhanced Learning  
Mrs. Elaine Deja, Media-Integration Specialist & Technology Team Member  
Mrs. Suzanne Green, Design-Technology Teacher and Technology Team Member  
Ms. Kathy Olson, Technology Team Member and Accounts Payable  
Mr. Joseph Zemchak, Language Acquisitions-Spanish  
Mrs. Carmen Follis, 8<sup>th</sup> Grade Religion/Intermediate Language Acquisitions-Spanish  
Ms. Debra Fabrizio, Performing Arts  
Mrs. Andrea Wilkinson, Visual Arts  
Mr. Reno Eguia, Physical Education Teacher  
Mrs. Marreen Majer, Physical Education Assistant /Athletic Program Director  
Ms. Kristy Safy, Athletic Program Assistant  
Mr. Fred Casale, Safety Director  
Ms. Jayne Surdyka, Extended Day Director / Mrs. Fran Schoonmaker, Extended Day Teacher  
Mr. Todd Buhnerkemper, Mr. Pat Lovell, & Mr. Roy Kesseler, - Maintenance

## **ST. CECELIA CATHOLIC SCHOOL MISSION STATEMENT**

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

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

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

## **INTERNATIONAL BACCALAUREATE MISSION STATEMENT**

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

## **CATHOLIC PHILOSOPHY OF EDUCATION**

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

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

(To Teach as Jesus Did)

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

## **SCHOOL IMPROVEMENT PLAN**

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

St. Cecelia Catholic School implements a variety of strategies to measure the needs of our school to ensure student success. All current fifth and eighth graders participate in the Province's ACRE assessment tool which helps us diagnose and analyze their Catholic faith formation on subject matter. Our students demonstrate cognitive knowledge ratings much above the Province's standards in almost all areas. We are very proud of their successes on this assessment tool. All students in grades 2-8 participate in a nationally standardize test called Terra Nova. Another Florida Catholic Conference assessment tool is the ARCA. In reviewing the last two years of ARCA objectives from the areas of Catholic Identity to Administration and Professional growth, we have either accomplished or have made

great strides in accomplishing our objectives. In our current ARCA plan we have created specific goals to continue improving in the areas of student responsibility, curriculum mapping, technology, and the physical plant. Student responsibility is observed by teachers through daily observations and is measured through our discipline policy, as well as, student involvement in service commitments. We have accumulated historical data to use as baselines for the improvement in student behavior and acceptance of responsibility. This continues to be documented and monitored to assess the strategies and their effectiveness.

Curriculum mapping develops a baseline of our Pre-K – 8<sup>th</sup> grade curriculum offerings in the core subjects. The desired result will be for students to demonstrate contiguous growth in subject areas. Grade level core curriculum committees are established. These committees create subject mastery indicators by grade level and measure student growth. Yearly summative reports are prepared for review and are submitted to the Office of Catholic Schools and Centers and the Florida Catholic Conference. The Administration has made a statement about the physical plant and how a safe, healthy, and clean environment positively impacts student learning. The Administration closely monitors the school environment to encourage these desired results.

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

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

## ***HISTORY OF ST. CECELIA CATHOLIC SCHOOL***

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

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

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

A cafeteria was added during the early part of 1961.

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

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

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

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

In 1972 the school was fully accredited by the Florida Catholic Conference (FCC), a licensed accreditation agency in the State of Florida.

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

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

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

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

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

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

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

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

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

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

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

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

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

The NCEA also selected St. Cecelia Catholic School Board as one of the outstanding school boards in the country in 1990. An improved and more complex computer system was implemented in the administrative office in the spring of 1990. The new computer system allowed for more efficient handling of the increased student population, which numbered 685 students in 1990.

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

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

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

In the spring of 1995, the computer room was renovated. Thirty new Mac's were purchased and networked, and a variety of new software was added. Intensive in-service of the staff was undertaken. During the summer of 1996, laser disc players and computers were purchased for the science classrooms in grades 5-8 to enhance the science curriculum. During the 1997/98, school year Spanish was added to all grade levels. A new Discovery Works, hands-on science program was added to grades 3, 4, and 5. The entire building was wired for the Internet and the Mac computers were moved to primary classrooms and the computer room upgraded with PCs. This was done in the summer of 1998. During the summer of 1999, plans were well underway for a three-phase building program. An architect was hired in the spring of 2000 and final authorization was given to begin Phase I and Phase II. During the summer of 2001, ground was broken for Phase I (nine classrooms, computer room and science lab) and Phase II (Administrative/Student Services). These phases were completed in April of 2002. Phase III, a new gymnasium, is still planned.

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

St. Cecelia Catholic School received FCC Accreditation during 2004/2005. The report on St. Cecelia Catholic School was very favorable.

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

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

In the 2005/2006, school year a comprehensive safety plan was created. All areas of the campus were reviewed. Repairs, changes and refurbishing of the primary playground were implemented. A Raptor system was put in place. The K - 5 computer lab was refurbished with brand new computers and LCD screens. Parents and students are able to access academic information and grades through My Students Progress, which is our main source of communication. Years '06-'07 had us preparing for our third year of our School Improvement Plan, the faculty has immersed themselves in curricular mapping in Language Arts and Mathematics. The school community has participated in character development programs to further our progress toward our SIP goal of respect for ourselves and others. As part of our efforts to be good stewards of the environment, the SCS community has made a commitment to become a designated "Green School". All faculty have completed the basic modules of Catechist studies of faith enrichment. Progress continues on Phase II of our Garden of Peace and Prayer.

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

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

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

In 2011-2012, a number of major projects were completed. Green space next to the blacktop was created complete with trees, flowering plants, benches, and statuary. Most of the bathrooms were remodeled and covered walkways were erected. IB training for middle school teachers continued; teachers collaborated on unit plans. Common Core was introduced and meetings were held to obtain a greater understanding of the new standards and benchmarks. Many long hours of collaboration, curriculum mapping, participation in character building activities and research were rewarded with a very favorable recommendation for FCC Accreditation.

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

In 2013-2014 a new School Advisory Council (SAC) Technology Committee was formed. This committee is made up of parents, faculty, and local consultants who spent numerous hours investigating other schools' technology programs, meeting with specialists, and creating a new Technology Plan. The Technology Plan includes the following for the 2014-2015 school year: creation of a Technology Department; a 1:1 iPad Initiative for Fourth through Eighth Grade students; a 3:1 iPad Initiative for Third Grade students; a 3:1 Net Book Initiative for Pre-K4 through Second Grade students; smart projectors or Smart Boards installed in every Pre-K4 through Eighth Grade classroom; and additional electrical outlets installed in the Hillcrest Wing classrooms. The Olweus Bullying Prevention Program was initiated school wide to empower students to speak up against bullies, bullying behaviors, and to learn more positive ways to interact with each other. Off the blacktop area a new playground and swings were installed for the kindergarten through middle school students. A large covered outdoor learning space with ten picnic tables was created behind the media center. In May 2014 the IB Visiting Team met with teachers, parents, and students and made recommendations for our school's IB authorization. The Visiting Team's recommendations will be addressed by October 2014, so the final recommendation on authorization can be made to the Director General for IB authorization which should be awarded thereafter.

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

The beginning of the 2015-2016 school year opened with a dedication of the newly remodeled Primary Playground by our School Pastor, Fr. Dermot Dunne. The students and families love this beautiful space and it is used not only during the school day, but many families stay after school to play in this space. Academically our IA and ACRES scores increased and we are once again performing above both the Diocesan and Province scores. Our students participated in a wide variety of academic and sports competitions and received 1<sup>st</sup> – 5<sup>th</sup> Place distinctions and/or trophies. This year we were accepted as an International Baccalaureate Candidate School for the Primary Years Programme (IB PYP). Once we complete the candidacy phase we will be the only private school in all of Pinellas County with the distinction of being IB from Pre-K3 through eighth grade. The tradition of St. Cecelia's being a strong Catholic school with a reputation of high academics continues. Over the summer five more classrooms on the Hillcrest wing were completely renovated and new roofs installed on the cafeteria and media center.

The 2016-2017 school year was another busy year. In August all of our elementary teachers, classroom assistants, and specialists attended mandatory PYP training to begin the implementation process. Our school's Iowa Assessment scores were again higher than both the Diocesan and Province of Florida's scores. Our students were shining as they competed in numerous academic, athletic, and drama competitions. In the summer of 2017, new air conditioning units were installed in the cafeteria, the middle school classrooms and the teachers' lounge were painted, new carpeting was installed, and two large shade structures were installed on the elementary playground. The middle school computer lab was renovated with computer tables donated by World Wide Technology. Thank you for this very generous donation! We said goodbye to Father Dermot Dunne who served as our School Pastor for five years. He has been such a strong supporter of Catholic education and our SCS programs.

At the beginning of the 2017 – 2018 We welcomed Monsignor Michael Carruthers as our new School Pastor. We are very grateful for his continued presence and support on our campus. We began planning for the summer renovation of the Pre-K3 classroom and new STREAM Center. The STREAM Center provides our students with multiple opportunities to dream, learn, and create. In this space there are seating areas which encourage collaboration, exploration, and problem solving. There are also areas with a wide variety of books for both study and recreational reading.

## **REGISTRATION INFORMATION**

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### **Admissions**

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

The application of new students includes a processing fee. St. Cecelia Catholic School's programs may not meet the needs of every student and therefore every new student is evaluated on the basis of prior academic performance, behavior performance, and standardized tests.

### **Probationary Period**

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

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

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

### **Applications**

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

### **Registration**

One registration fee per family will be paid for all current students or new students approved in advance for admission, for reservation of their space for the following year. This payment is due no later than February 19<sup>th</sup>; or, for newly accepted students, upon acceptance to SCS. Failure to make this payment when due will make the space(s) available to the first children on the waiting list for that grade. **THIS FEE IS NON-REFUNDABLE**.

### **Age Requirements**

- A child must be three (3) years of age to be admitted to the Pre-K3 program.
- A child must be four (4) years of age on or before September 1<sup>st</sup> to be admitted to the Pre-K4.
- A child must be five (5) years of age on or before September 1<sup>st</sup> to be admitted to kindergarten.
- In order to enter first grade, a child must have satisfactorily completed kindergarten and be six (6) years of age on or before September 1<sup>st</sup> of the school year. Exceptions – out of state transfers.

### **Florida Health Certificate**

#### **Health Requirements Pre-K**

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

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

The State of Florida requires each student to have a current record of immunization on file in the school office. Each student entering Pre-K must have a current Student Health Examination and a Florida Certificate of Immunization on file. Parents are asked to help us comply with this regulation by providing this information each year. A health exam by a Florida physician is also required to be in each student's folder. This is a requirement upon entering school in Florida; this is not required to be repeated each year. Children attending kindergarten through eighth grade are required to have a second dose of measles vaccine, preferably MMR. Students attending kindergarten are required to have the

Chicken Pox vaccine. Students attending kindergarten through first grade and seventh through ninth grade are required to have the hepatitis B vaccine series. Students attending seventh through ninth grade are required to have a tetanus diphtheria, or Td booster. Students are not permitted to start school until these health requirements are completed and the school has received the immunization forms. Meningitis inoculations are considered for 7<sup>th</sup> and 8<sup>th</sup> grade students. Please discuss this with your pediatrician.

**Immunization Exceptions**

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

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

## ***FINANCES***

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### **Tuition Payment Policy**

There are two options for tuition payment:

- 1) FACTS Tuition Management System
- 2) Tuition may be paid in full directly to SCS. Any tuition paid in full must be received by August 1<sup>st</sup>.

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

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

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

### **Finance Policies:**

1. **In order for eighth grade students to sit for final exams and participate in graduation activities all tuition, fees, and Mandatory Hours of Service/fees must be paid in full by May 4<sup>th</sup>.** Any eighth grade student whose is not current with tuition payments, including siblings, and any other financial obligations including Mandatory Hours of Service/fees will not sit for final exams nor will they be allowed to participate in the graduation activities.
2. Parents of students in grades Pre-K-5 who are not current with tuition payments and other financial obligations including Mandatory Hours of Service/fees will not be allowed to re-register their child for the following year.
3. Parents of sixth and seventh grade students who are not current with tuition payments, including siblings, and any other financial obligations including Mandatory Hours of Service/fees will not be allowed to re-register their child for the following school year nor will these students be allowed to sit for final exams.
4. Report cards are mailed once all financial obligations are met including Mandatory Hours of Service/fees.

**Tuition Rates for 2018 - 2019**

Pre-K3	Times	Tuition	10 Month Payment Plan	12 Month Payment Plan Current Families Only
Full Day	7:50 – 3:00	\$6,879	\$688	\$573
Half Day	7:50 – 12:00	\$5,297	\$530	\$441

Pre-K4	Times	Tuition	VPK Funding	Parent Resp.	10 Month Payment Aug. - May
Full Day	7:50 – 3:00	\$6,879	\$2,446	\$4,433	\$443*

\* VPK funding applied.

**Tuition Rates for 2018 – 2019**

<b>2018-2019</b>	<b>Yearly</b>	<b>Monthly-Payable over 12 months</b>
<b>Actual Cost Per Year</b>		<b>First payment due July 1<sup>st</sup></b>
<b>Parish Supported Student</b>		
1 Student	\$6,879	\$573
2 Students	\$13,164	\$1,097
3 Students	\$18,792	\$1,566
<b>Catholic Student</b>		
1 Student	\$7650	\$638
2 Students	\$14,712	\$1,226
3 Students	\$21,120	\$1,760
<b>Non-Catholic Student</b>		
1 Student	\$8,813	\$734
2 Student	\$17,626	\$1,468

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

It is important to realize if you are paying the Parish Supported Student tuition rate, your parish is contributing \$771 per child to the school on your behalf as an active parish member. Please check with your own parish to determine what is expected to receive monetary parish support and bring a completed Parish Verification Form to the school office.

**Non-feeder parishes**

If you are not a registered member of one of the four feeder parishes, please be advised you are only eligible for the Catholic Student tuition rate. Exceptions to this policy are up to the individual pastors of non-feeder parishes. Please check with your pastor to see if they are willing to pay \$771 per child to the school on your behalf as an active parish member to receive the Parish Supported Student tuition rate.

**Parish Verification Form**

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

**Tuition Assistance / Scholarships for K-8 Students:**

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

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

5. McKay Scholarship - This scholarship is available through the State of Florida and is intended for students with IEP's and those with other learning accommodations. More information is available on the following website: [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org)
6. Gardiner Scholarship – (PLSA) This program helps parents individualize the educational plans for their children with certain special needs. The program, previously called the Personal Learning Scholarship Account, was named the Gardiner Scholarship in January 2016.

For Pre-K 4 students: The State of Florida participates in the Voluntary Pre-K (VPK) program. All four year old students regardless of income are eligible to receive VPK funding. More information is available on the following website: [elcpinellas.net](http://elcpinellas.net)

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

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

#### **Delinquent Accounts**

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

**In order for sixth and seventh grade students to sit for final exams tuition, fees, and Mandatory Hours of Service /fees must be current to date.** Financial obligations **MUST** be completed for all students before report cards are sent and transcripts released to other schools. Financial obligations include tuition, fees, Mandatory Hours of Service, all books returned, and any other fees owed to the school. **Without exception, no student will be re-registered until all financial obligations from the previous school year have been met.**

#### **Late Registration**

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

#### **Withdrawal**

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

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

## ***REGULAR and AFTER SCHOOL HOURS***

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### **Office Hours**

The school office is open Monday through Friday from 7:30am - 6:00 pm.

### **Student Instructional Hours 7:50 am - 3:00 pm**

The student's school day begins when the first bell rings at 7:50am with announcements, the pledge of allegiance, and prayer. Students should arrive no later than 7:45 am and no earlier than 7:30am. Any student on campus before 7:30am is unsupervised and should be enrolled in the SCS Before Care Program.

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

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

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

### **Before Care & Extended Day Programs**

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

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

### **Summer Camp**

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

## **ATTENDANCE**

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

### **IMPORTANT NOTE:**

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

### **Attendance Procedures**

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

### **Homeroom**

All students are assigned to a homeroom. Students travel throughout the day as this homeroom group with the exception of the middle school mathematics and language and literature classes. Student placement is determined by the school. Students report to homeroom at the beginning and end of each day for a variety of activities such as whole school announcements, attendance, news/paperwork to take home, collections, and prayer. In the morning students are expected to be in their homeroom no later than 7:45am.

### **Tardiness**

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

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

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

### **Dismissal/Early Dismissal**

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

All arrangements for transportation should be made prior to the student coming to school. It is extremely difficult to give a last minute message to a child about a change of plans. Messages **must** be communicated to the office no later

than 2:15pm in order to give sufficient time for the message to be relayed to the child. In an emergency, we will always do what is reasonably possible, for a child to receive a message.

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

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

#### **Doctor Appointments**

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

Signing your child out early is done in the office lobby at the computer station. Only adults may legally sign a student in or out. Sign in as a guest and pick up your child in his/her classroom. If you know in advance your child has an appointment, please send the teacher a note one day ahead of time. Students must make up all work missed due to appointments.

## **CURRICULUM**

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SCS provides an excellent academic education within the context of a faith-filled environment. Students receive strong academic and spiritual formation throughout their years with us. The Catholic faith is consistently infused into all subject areas, while the instructional practices and assessments are aligned to standards and high achieving outcomes. In addition, Middle School learning takes place within an International Baccalaureate Programme to help students become faith-filled young adults with a genuine understanding of how their learning applies to their lives as Christians and to the rest of the world.

### **Faith Formation and Instruction**

Our schools are at the very heart of the evangelizing mission of the Catholic Church because they are called to proclaim the “Good News” of the Gospel to all — to the children who attend, and to the parents of those children, as well as their surrounding communities. We need strong Catholic schools ready for the Holy Spirit to strengthen the lives and faith of children and families, especially in our world today with its secularism and many difficulties. As articulated at a recent Synod of Bishops, *“If evangelization is to be true to itself, it cannot take place apart from education; it is directly related to it.”*

Students receive religious instruction each day and attend weekly school wide Masses. They learn the foundations of our faith, such as prayer, the Eucharist, and the sacraments. They learn about the Old Testament, the New Testament, Church history, and how to live their lives as Catholic Christians. Each school day begins and ends in prayer.

Faith formation is a partnership between parents and the school. Priests visit classrooms occasionally to speak on age-appropriate topics and/or give students an opportunity to ask questions. Parents are strongly encouraged to attend Sunday Mass, reception of the sacraments, and prayer a regular part of their family’s life. In addition, school Masses are scheduled for 8:00 am every Thursday, except when a Holy Day of Obligation falls on another day of the week. Students have the opportunity to participate by planning the Liturgy or becoming lectors, cantors, altar servers, or singing in the choir. Our students also participate in school wide Rosaries and Adoration of the Blessed Sacrament. Parents are encouraged to join us whenever possible.

**Reconciliation:** Catholic students in second grade receive instruction during the school year, as support to the parishes, in preparation for their first reception of the Sacrament of Reconciliation. Initial reception of the sacrament is in the parish. Please be sure to contact your parish about the reception of this sacrament. Reconciliation is offered to our students twice a year with our school pastors and priests.

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

**Confirmation:** This sacrament is offered to most 8<sup>th</sup> grade Catholic students through the family’s parish.

### **International Baccalaureate World School (IB)**

St. Cecelia Catholic School was authorized as an IB World School in December 2014. IB World Schools commit to an educational philosophy aimed at developing inquiring, knowledgeable, and caring young people who understand the responsibility of caring for others and the world around them. As a Catholic school community with similar goals, the International Baccalaureate Programme is a perfect fit.

In an effort to offer the best education for the students of SCS the school administration, faculty, and board ensure our teachers receive IB training on a regular basis and stay up to date with the latest research influencing the process of learning. Our teachers are the intellectual leaders who empower our students to develop confidence and emphasize the aspect of “learning how to learn”. This along with community and parent participation makes the spiritual and academic education of our children our most important focus.

Learning with IB is inquiry-based, meaning the focus is on how students learn rather than what they learn. Research suggests most of the content we teach students now will become irrelevant over time, but the process by which they learn won't.

At the center of the IB education is the student, with their own learning styles, strengths, and limitations. The IB learner is exhibited in the IB learner profile. These ten attributes are what we require our SCS IB learners to strive to become. Through the IB framework students become inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective. The school community with the help of our parents looks for these attributes in our students and encourage any opportunity to help students grow in these areas. These ten attributes will stay with our students throughout their lifetime.

### **Safe Environment Curriculum**

The Safe Environment Curriculum for Students at St. Cecelia Catholic School is delivered in a comprehensive, integrated approach. The main components of the program consist of Guidance and religion/family life classes and the resources of outside agencies. Students learn how to maintain a healthy mind, body, and spirit through the lens of the Catholic Church. Lessons are introduced as early as Early Childhood with topics such as hand washing. As students move into the higher grades, they discuss caring for God's creation, healthy relationships, and making good choices. The Administration and School Counselor oversee the Safe Environment Curriculum. For questions regarding the Safe Environment Program or Curriculum, please contact the School Counselor.

### **Eighth Grade Student Service Hours**

- As an integral part of their spiritual and moral development, eighth grade students are required to complete a community project. Each project requires a minimum of 15 hours of community service for an approved organization and a formal digital presentation.
- National Junior Honor Society: Students may apply to be a member of the NJHS. Members are required to complete an additional 20 hours of service - 10 hours as a group and 10 hours individually.

### **Subjects:**

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

Religious Studies	Mathematics	Sciences
Reading	Pre-Algebra 7	Physical Education
Writing	Algebra I Honors 8	Language Acquisition-Spanish
Language Arts	Individuals & Societies	Visual Arts
LA & Literature 6-8	Social Studies	Performing Arts
Handwriting K-2	Florida History 4	Digital Media

\*Honors classes are offered in Middle School for Mathematics and Language & Literature.

### **Middle School Mathematics Classes**

Sixth grade: Grade level or Advanced

Seventh grade: Grade level/Advanced or Pre-Algebra

Eighth grade: Pre-Algebra or Algebra 1 Honors

### **Criteria for Middle School Mathematics Honors Placement**

One of the criteria used for honors placement is a Placement Test. All students are given the Placement Test in May. These test results are used to ensure proper student placement. There are three criteria that must be met in order to qualify for honors math.

1. Passing Score on the Placement Test
2. Iowa Assessment Stanine Score of a 7, 8, or 9 in math for two out of the last three years.
3. Final math grade of an "A" for current year

Students who do not pass the Placement Test in May, but have met the other two criteria, may be eligible to retake the placement test during the first week of school in August. To be eligible for a retake the student must complete a portfolio over the summer. The summer portfolio will be provided by the teacher and designed to include work on the specific concepts and skills each individual student missed on the Placement Test. The portfolio must show

evidence the student has mastered these specific concepts and skills. A completed portfolio with evidence of mastery will qualify students to retake the placement test in August. Initial placement in the on-level course does not prevent a student from moving to honors in future years should they meet the above criteria at the end of the year.

Once placed in the Honors math class students are required to:

- Receive a final grade of 85% or higher each grading period.
- Maintain 3s and 4s in all math class ATLs.

Honors class students who do not meet the above requirements will be placed on probation for the following trimester. Parents will receive a letter which outlines the conditions of probation.

#### **Middle School Language & Literature Classes**

Sixth Grade: Grade Level/Advanced or Honors

Seventh Grade: Grade Level/Advanced or Honors

Eighth Grade: Grade Level/Advanced or Honors

#### **Criteria for Middle School Language & Literature Honors Placement**

One of the criteria used for honors placement is a Placement Test. All students are given the Placement Test in May. These test results are used to ensure proper student placement. The Language Arts Placement Test is a timed writing that requires a student to creatively write a story about a visual prompt. There are three criteria that must be met in order to qualify for honors language arts.

4. Passing Score on the Placement Test (A rubric is used to score the writing.)
5. Iowa Assessment Stanine Score of a 7, 8, or 9 for two out of the last three years.
6. Final language arts grade of an “A” for current year

Students who do not pass the Placement Test in May, but have met the other two criteria, may be eligible to retake the placement test during the first week of school in August. In order to be eligible for a retake, the student must complete a portfolio over the summer. The summer portfolio will be provided by the teacher and designed to include work on the specific concepts and skills each individual student missed on the Placement Test. The portfolio must show evidence the student has mastered these specific concepts and skills. A completed portfolio with evidence of mastery will qualify students to retake the placement test in August. Initial placement in the on-level course does not prevent a student from moving to honors in future years should they meet the above criteria at the end of the year.

Once placed in the Honors language arts class students are required to:

- Receive a final grade of 85% or higher each grading period.
- Maintain 3s and 4s in all language arts class ATLs.

Honors class students who do not meet the above requirements will be placed on probation for the following trimester. Parents will receive a letter which outlines the conditions of probation.

#### **Diocesan and Florida Standards:**

St. Cecelia's instruction and assessments are aligned to the Diocesan and Florida Standards. As a Catholic school our learning expectations exceed the Florida Standards, so these standards are considered to be the minimum expectations students must meet at each grade level. Detailed information about the standards can be found at the links below and at cpalms.org.

These documents from the Florida Department of Education show the revised Florida Standards and indicate which standards have been added, deleted or amended.

- [Language Arts Florida Standards](#)
- [Mathematics Florida Standards](#)

These road maps help inform parents what their children will be learning from Kindergarten through 12<sup>th</sup> grade.

- Parent Road Maps for English Language Arts
- Parent Road Maps for Mathematics

**Textbooks**

Textbooks are the property of the school and distributed to students for their academic use. Students may receive other school owned trade books and/or consumable materials for their classes. Students are expected to have a protective cover on their textbooks at all times. Textbooks and school owned trade books must be returned at the end of the school year in good condition or an additional 25% fee will be charged. The replacement cost of a textbook is based on the current year's cost for the book. It is the responsibility of the student to purchase other supplies as the need arises during the year and according to teachers' instructions.

**Planners**

To encourage and develop organizational skills, students in second through fourth grade use a daily planner provided by the school and students in fifth through eighth grade use an iPad app as their planner.

## ***STUDENT SUPPORT AND CAMPUS RESOURCES***

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### **Guidance**

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

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

### **Academic Support Services**

#### **Student Intervention Team**

The Student Intervention Team (SIT) is a team of SCS school personnel who meet regularly to discuss ways to assist students who are experiencing learning or behavior difficulties. The SIT is comprised of SCS school staff. Students are typically referred to the SIT when classroom accommodations have been unsuccessful and additional support is needed. Parents are invited to attend these meetings. Additional testing may be recommended or required.

Parents who suspect their child may have a specific learning disability should know Federal Law requires public school districts to evaluate any student who is suspected of having a learning disability. Parents are the only ones who can request an evaluation through the public school system. After a request for testing, the school district contacts the private school to learn more about the student and determine if he/she meets the criteria for being evaluated. A specific process must be completed prior to a student being evaluated. This process is called Response to Intervention (RTI). RTI is implemented by the private school classroom teacher. The teacher implements research-based strategies and tracks the student's progress for a predetermined amount of time. If a student goes through RTI without making adequate progress then a district evaluation is typically the next step. The results of this evaluation are discussed at a meeting with the parent, the classroom teacher, and a district representative. When a student is eligible for Exceptional Student Education (ESE) Services, through the public school system, a Service Plan is written for the student. The Service Plan includes the type and amount of special education services the local school district personnel will provide the student throughout the school year. The district ESE teacher provides these services either before or after the private school hours for no more than 60 minutes per week.

ADD/ADHD students may also receive accommodations if there is a doctor's letter stating the student has been diagnosed with ADD/ADHD on file with the school.

#### **Resource Teachers**

St Cecelia Catholic School has two full-time certified resource teachers to assist our students with diagnosed learning disabilities. Students have a Student Support Plan listing specific accommodations to be implemented in order to ensure a student's success. The Student Support Plan is reviewed annually with the resource teacher, classroom teacher, and the student's parent. The Resource teachers work closely with the classroom teachers and parents to provide a unified team of support for each student. Depending on the needs of the individual student these teachers may meet with them individually or in small groups in the Resource Room or in the regular classroom setting.

#### **Enhanced Learning**

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

### **Tutoring & Extra Help**

All teachers are expected to provide extra help to students who may be struggling or who just need a little extra time to master a skill or understand a concept. Requests for extra help may be initiated by a parent or a student. There is no cost for these extra help sessions and they are never more than 15 minutes. They occur on campus, either before or after school, and are available for any student a teacher currently has in class. Employees of the Catholic schools in the Diocese of St. Petersburg *may not* tutor students for money (\$) if those students are in their current classes or if they are students they may presumably teach in the future.

### **STREAM (Science, Technology, Religion, Engineering, Arts, Math) Center**

The Media Center has undergone a summer renovation and is now the STREAM Center. As a Catholic school we take STEM two steps further by incorporating religion and the arts to prepare our students to be responsible, faith-filled members of the world community. *STREAM...changing the world one innovation at a time.*

The STREAM Center provides our students with multiple opportunities to dream, learn, and create. There are seating areas which encourage collaboration, exploration, and problem solving. There are also areas with a wide variety of books for both study and recreational reading. The STREAM Center is open every day from 7:30am - 3:30 pm. Pre-K through fifth grade classes are assigned specific STREAM Center times. Middle school students may utilize the STREAM Center during their language & literature or guidance classes.

#### **STREAM Center Hours:**

- Passes are available from the STREAM Center during recess and lunch.
- During the entire school day individuals and small groups are always welcome.
- Please check the posted STREAM Center schedule. Classes will be scheduled jointly by teachers and the Media-Integration Specialist.

#### **Borrowing books rules:**

- Two week loan: All fiction and nonfiction books except reference books.
- Overnight loan: All reference books including encyclopedias.
- Books may be renewed if there is no hold on the book.
- Damaged and/or lost books will have a fine.

St. Cecelia uses a complete library management system called Destiny. Students and parents may access the school catalog by going to the school website and selecting the student tab at the top, then click Destiny on the left. There you will find the inventory of books available. Third through eighth grade students have login Id numbers they use to sign in to place a particular book on hold. Students may also use the One Search option when completing research.

## ***STUDENT PERFORMANCE***

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### **Standardized Testing**

**TerraNova:** Beginning in 2019, The Catholic Schools in the Diocese of St. Petersburg will use the TerraNova standardized achievement test for students in grades 2-8. The TerraNova is a series of standardized achievement tests published by CTB/McGraw-Hill and administered each spring.

**ACRE:** The Assessment of Catechetical Religious Educations (ACRE) is administered in the spring to the fifth and eighth grade classes. A copy of the testing report is included in the student's file and a report is sent to the parent/guardian.

### **Assessments**

- **Purpose of Assessments**

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

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

- **Types of Assessments:** While assessments will take many forms and types, they will be grouped under two broad categories.
  - **Formative**

Whenever a student learns new material, he or she needs time to practice and gain familiarity with the material. It is expected that the student will make mistakes during this learning process. Any work done during this learning period is considered *formative*. The purpose of a *formative* assessment is to evaluate where a student is in the learning process, diagnose any problems, and motivate and help the student learn the material. Formative assessments also inform the teacher of learning areas that may need reinforcement or re-teaching.

- **Summative**

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

- **School Wide Assessments**

Students throughout the school use STAR and I-Ready assessments. These are very short tests that students take on the computer. The tests adapt to the students answers and response pattern as the student is taking the test. Teachers are able to use assessment results to learn what students already know, what they are ready to learn next, and monitor student growth.

### **C. Purpose of Grades**

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

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

### **D. The Grade Composition**

In order to represent an accurate measure of student performance, the academic trimester grade needs to be based on work that is evaluated for an appropriate level of mastery of the standards. Summative assessments will therefore be the primary constituent of the trimester grade. They will account for no less than 70% of the trimester grade. Formative assessments will account for no more than 30% of the trimester grade.

- All grading is done using the 100-point scale.

- The lowest “earned” grade is 50.
  - An “earned” grade is derived from any assessment that is attempted and handed in.
  - An attempted assessment is one where the student has made a diligent attempt to follow the instructions and complete the assessment.
- Assessments not attempted or not handed in will receive zero points.

Completed student work will be assessed and is a direct measure of student learning.

## **E. Academic Grades**

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

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

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

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

### **Approaches to Learning (ATL) – Middle School**

- Self-management - Mindfulness, emotional management, self-motivation, perseverance, resilience, reflection, organization time management, safety, healthy lifestyle, codes of behavior, informed choices
- Social - Accepting responsibility, respecting others, cooperating, resolving conflict, group decision making, adopting a variety of group roles
- Communication - Speaking, listening, reading, writing viewing, presenting, non-verbal communication
- Thinking - Acquisition of knowledge, comprehension, application, analysis, synthesis, evaluation, dialectical thought, metacognition, critical thinking, creative thinking, transfer
- Research - Information and media literacy, academic honesty, formulating questions, observing, planning, collecting data, recording data, organizing data, interpreting data, presenting research findings

### **Approaches to Learning (ATL) – Primary & Intermediate**

- Self-management - Gross motor skills, fine motor skills, spatial awareness, organization, time management, safety, healthy lifestyle, codes of behavior, informed choices
- Social - Accepting responsibility, respecting others, cooperating, resolving conflict, group decision making, adopting a variety of group roles
- Communication - Speaking, Listening, reading, writing, viewing, presenting, non-verbal communication
- Thinking - Acquisition of knowledge, comprehension, application, analysis, synthesis, evaluation, dialectical thought, metacognition
- Research - Formulating questions, observing, planning, collecting data, recording data, organizing data, interpreting data, presenting research findings

### **Homework**

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

- At the discretion of the teacher, a child may be asked to remain after school to complete any missing assignment
- *If a student is absent, the school requires the parent to give the school office a 24 hour notice to prepare and gather all missed assignments for that student.*

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

**Make-Up Work** - Students must make-up all work missed due to absence. The student should contact the teacher for information as soon as possible. If a student is absent for two days or less, work should be made up as soon as possible.

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

## 1. Retakes

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

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

### Criteria for Retakes

#### Grades K-5

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

#### Grades 6-8

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

### Limitations and Deadlines

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

### Teacher Facilitations

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

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

### **Progress Reports**

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

### **Report Cards**

Report cards are issued at the end of each trimester and are sent home with the student. The final report card is mailed the week after the school year ends.

## **AWARDS AND RECOGNITION**

### **Middle School Honor Roll Qualifications**

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

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

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

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

### **Christian Spirit Award**

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

### **IB Learner Profile Award**

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

### **Service Recognition**

Students participating in SCS service groups are recognized for the gift of time and talent in service to the school community.

### **Graduation**

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

### **Promotion/Retention/Remediation Policy**

#### **Grades K-2**

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

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

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

Promotion/Retention Policy: Grades 3-8:

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

Remediation Guidelines

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

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

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

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

Graduation

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

## **Behavior Expectations**

### **Expectations for Parents and Guardians:**

Enrollment in St. Cecelia Catholic School implies the willingness of parents to comply with the policies and regulations of the school. Parents are expected to be respectful of the school rules and disciplinary actions. The school reserves the right to dismiss a student based on a parent's lack of support for the staff or administration.

We believe early intervention and positive working relationships are the key to helping students succeed. For this reason, the school administration often gets involved early in the process of working with children who need to improve their behavior. When early partnerships of respect, support, and trust are created, there is a much higher opportunity for the outcomes to be positive for everyone involved.

We believe all students have the right to learn, pray, and play in a safe and healthy environment. Behavior that negatively impacts the environment for students or staff members will not be permitted. The following is a list of behavior infractions that have a negative impact on the school environment and will not be tolerated at St. Cecelia Catholic School. Any of the following behaviors may result in disciplinary action.

**The following expectations must be observed at all times; in all classrooms, field trips, cafeteria, gymnasium, playground, sporting events, general assemblies and after-care.**

Students will be respectful to other students at all times.

- Verbal or physical harassment of other students; Name calling, verbal intimidation, threats, continual teasing, etc. through personal interaction, media, or the use of an electronic device. (Students may be disciplined for harassment of other students outside of the school day, if there is reason to believe that the harassment has created an impaired learning opportunity for any student.)
- Physical aggression or physical harm, fighting and/or physical violence
- Bullying or harassment as defined in the Diocese of St. Petersburg Harassment Policy, page 28.
- Vulgar language or gestures, physically or through the use of media or an electronic device.
- Property damage or vandalizing students' possessions
- Stealing, or using property without permission.

Students will be respectful to teachers at all times.

- Interrupting classroom instruction
- Not following the classroom rules for direct instruction, collaboration, or independent work time
- Not following the class rules in the cafeteria, at recess, assemblies, or field trips.
- Not responding appropriately to redirected behavior from a teacher, such as arguing, disregarding, or disrespectful gestures/attitude.
- Displaying a poor attitude, including disrespectful gestures.
- Arriving late for class
- Cheating - copying - plagiarism - forgery

Students will be respectful of the school rules at all times.

- Possession and/or use of cigarettes, matches, vaping, alcohol, illegal drugs, over the counter medications, or prescription drugs (pages 44-45), knives, weapons (real or facsimile), laser pointers, or inappropriate pictures/media
- Possessing cell phones, smartwatches, I-Pods or any other non-approved electronic devices on school grounds.
- Possession of potentially hazardous items such as, but not limited to aerosol sprays, skateboards, toys, etc.
- Disregard for uniform policy or dress code.
- Leaving any activity or learning environment, inside or outside, without permission
- Violation of the Internet Use Agreement
- Violation of the Technology Use Agreement
- Damage or vandalism to school property.
- Running, yelling, throwing objects/food, or any such disruptive or potentially harmful behavior
- Public display of affection
- Chewing gum
- Eating or drinking in the classroom, other than bottled water, without teacher permission.

- Repeated violations of any rules of the School

**Because it is impossible to foresee all situations that may arise the principal reserves the right, as deemed necessary, to take action for any behavior which violates the spirit and philosophy of our school, *even though not specified in this handbook.***

### **Discipline Policy**

One of our primary roles as a Catholic school is to partner with parents to teach children the importance of making good choices and treating others with respect. We understand that childhood is a time of learning and development, and during this time, children are going to make mistakes. When this happens, our job is to help children learn from their mistakes and make positive changes to their behavior. Therefore, in most situations, the first step is to work in partnership with parents to help children change their behavior. This often involves, but is not limited to, the following behavior interventions or disciplinary actions:

**The following behavior interventions are not steps and are not necessarily issued in the order they appear.**

#### **Teacher Intervention**

Any student not following behavior expectations will be given a verbal warning by the teacher. After the first verbal warning, the teacher will follow his or her own classroom procedures for minor infractions. After repeated disruptions, at the teacher's discretion, the teacher will call or email the parents to inform them of their student's disruptive behavior and to enlist their help and support. The teacher may also administer disciplinary action such as, but not limited to;

- Lunch detentions
- Recess detentions
- Loss of privileges, such as attending field trips or special events
- Meeting with the School Counselor
- Referral to the administration

#### **Meeting with the School Counselor:**

Students of all ages may meet with the school counselor for support, not discipline. The role of the counselor is to provide an additional level of support by helping students to achieve in the areas of social, emotional, or academic growth. This support often gives students the tools they need to improve behavior. Students in EC 3 – Grade 2 often benefit from an opportunity to meet with the counselor to learn new skills for improving behaviors. For this reason, students in EC3 – grade 2 will usually be referred to the school counselor if the teacher's interventions are unsuccessful. Like the teacher, the school counselor will continue to communicate with parents.

#### **Administered by teacher after consultation with administration.**

- Overnight Assignment
  - Overnight assignments are given by the teacher, with support from the administration. These assignments take precedence over all other assignments and must be turned in upon entering the classroom on the next school day.
  - The teacher and the administration work together to create a developmentally appropriate assignment that will allow the student time to reflect on his/her behavior, and understand the importance of making changes. Students are often required to read a short story that teaches a lesson, followed by reflective questions that relate specifically to their situation.
  - Students who fail to complete an overnight assignment to the satisfaction of the teacher will be prohibited from attending class the following day and receive an immediate referral to the administration.

#### **Administered by Administration:**

- **In-School Suspension**
  - In-school suspensions are given after a student exhibits behavior that results in the loss of the privilege to return to class.
  - Students are assigned an area where they will be supervised by a staff member and work alone to complete their assignments.

- **Out-of-School Suspension:**
  - Students may be given an out-of-school suspension at any time their behavior is unacceptable. Out-of-school suspensions are typically issued for 1, 2, or 3 days. All out-of-school suspensions are accompanied by a project that must be completed by the child during their time out of school. Students are provided with a project that has been intentionally developed to align to their developmental level and specific needs. The goal of each project is to give students an opportunity to reflect on their choices and understand the importance of making positive changes upon their return to school. Suspension projects are designed to be an opportunity for students to view their behavior from a different perspective and provide the time that is needed outside of school to stop, think, and refocus on positive changes. With parent support, the results can be positive and successful.
  - Each project includes a specific list of criteria that must be met. Failure to meet all of the criteria will result in the child not being permitted to return to class until all the criteria has met the satisfaction of the administration. Students are prohibited from taking part in any school activity/function while on suspension.
  - Removal from the National Junior Honor Society and extra-curricular activities, such as sports, performing arts, Student Council, ambassadors, etc.

- **Expulsion:**

Expulsion usually occurs when the above behavior interventions have not resulted in a positive and continual change in a student's behavior. However, expulsion may also be the first punishment issued, if the serious nature of the behavior, in the sole judgment of the school administration, warrants expulsion. The decision made by the Pastor and Principal shall be final.

**The above behavior interventions are not steps and not necessarily issued in the order they are listed.** Each child and each situation is completely different. We believe, as a Catholic school, we are called to see the uniqueness of each child, each situation, and the details of the circumstances surrounding each event. It is only after all of these important components are given thoughtful consideration that a disciplinary decision is made.

### **Formal Appeal Process**

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

1. This policy pertains only to serious disciplinary matters (more than five-day's suspension or expulsion) and is not for academic or other disciplinary sanctions.
2. This appeal process must be initiated by the student or parent(s)/legal guardian as a written request to the school administrator. It must be made within 5 business days from the date of official communication by the school administrator of the disciplinary decision. Failure to request a hearing before the school's panel within these 5 business days forfeits the right to a hearing.
3. The panel shall consist of five members comprised from any of the following selected by the principal in consultation with the pastor:
  - A member of St. Cecelia School Advisory Commission designated by the principal and pastor. (one)
  - A priest/priests designated by the pastor. (one or two)
  - Teacher/teachers or professional staff member/members designated by the principal and pastor. (one to four)
4. The panel will convene within five business days after a request for a hearing.
5. The panel may review written material and hear oral testimony, including that from the student and his/her parent(s)/legal guardian.
6. The deliberation of the panel is limited to determining the following:
  - An act has taken place in clear violation of the code of conduct, the mission of the school or the parameters indicated in the Parent/Student Handbook.
  - The student(s) is/are known to have committed the violation.
  - The sanction was issued based on the parameters in the Parent/Student Handbook. If the sanction is found not to be within the parameters of the Parent/Student Handbook, the issue will be returned to the principal and the disciplinary committee for reconsideration.
7. The decision of the panel and the action taken should be documented and placed in the student's file with copies mailed to the parent(s) or legal guardian and to the Diocesan Office of Catholic Schools within 3 business days of the completion of the local appeal panel's hearing.

8. If the student or parent(s)/legal guardian wish to appeal the local panel's decision, a written request to do so must be made by the student/parent(s)/legal guardian within 10 business days from the date of the official communication by the local appeal panel. This next written request is to be directed to the Office of Catholic Schools and Centers with a copy to the local school administrator.
9. The Office of Catholic Schools and Centers may not be involved in any local panel's decision until such time as all the aspects of Item 7 have been fulfilled.
10. The Office of Catholic Schools and Centers will conduct an internal, administrative review only of the local appeal panel's decision to determine if the process was followed. There is no hearing at this level.
11. The Office of Catholic Schools and Centers will render a decision within 10 business days from the receipt of request for a diocesan level appeal. Copies of the Superintendent's decision will be mailed to the student and his/her parent(s)/legal guardian as well as to the local school administrator.
12. The decision of the Superintendent in the appeal process is final. If the process was not followed, the matter is returned to the school for re-evaluation using proper procedures.

### **Harassment and Anti-Bulling**

#### **Harassment Policy**

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

#### **Anti-Bullying Policy**

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

#### **Anti-Bullying Education**

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

#### **Crusader Pledge:**

#### **Crusaders against Bullying**

We are respectful. We will not bully others.

We are caring. We will try to help students who are bullied.

We are cooperative. We will try to include students who are left out.

We are responsible. If we know that somebody is being bullied,

We will tell an adult at school and an adult at home.

It takes COURAGE!

## ***COMMUNICATIONS***

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### **Contact Information**

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

### **Communication**

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

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

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

### **Messages**

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

### **Conferences**

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

### **Newsletter**

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

### **School Notices**

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

### **Web Site**

The St. Cecelia Catholic School website may be accessed online. Type in [www.st-cecelia.org](http://www.st-cecelia.org) to find the weekly calendar, Parent/Student Handbook, and other items of interest.

## **STUDENT INTERNET USE POLICY**

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### **Student Internet Account Agreement**

#### **I. Student Section**

By signing the Parent Student Handbook Form, I state that, I have read the Diocesan Student Internet Use Policy and the Wireless Network Internet Access Policy which is made a part of this Agreement, by reference. I agree to follow the rules contained in this policy. I understand if I violate the rules, my account can be terminated and I may face other disciplinary measures.

#### **II. Parent or Guardian Section**

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

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

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

### **Wireless Network Internet Access Policy**

Students are expected to abide by both aforementioned policies.

#### **1. Purpose**

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

#### **2. Policy**

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

#### ***Background***

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

#### **3. Procedure**

##### **3.1. Definitions:**

**3.1.1. Acceptable Use:** Students are not permitted to use any type of WMLD during class time, passing periods or breaks without the permission of the teacher or school administration. All WMLDs must remain turned off and out of sight while on campus. Some teachers may allow students to use these

devices in class, but such use should not disrupt the learning environment and must conform to the policies set forth.

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

**3.2. Prohibited Uses:**

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

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

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

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

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

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

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

**3.3. Privileges and Discipline:**

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

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

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

**4. Non-Employee Use**

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

**Terms**

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

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

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

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

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

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

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

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

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

## **6. Monitoring**

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

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

## **7. Enforcement**

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

## ***EXTRA-CURRICULAR ACTIVITIES***

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

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

### **Philosophy**

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

### **Participation**

In order to promote the student's growth and development, St. Cecelia Catholic School offers a variety of extracurricular activities. These activities are made possible through the cooperation of parents, responsible staff or volunteers, and the students.

### **Extra-Curricular Eligibility (K-8)**

Participation in a school sponsored extracurricular, i.e. sports, junior varsity, varsity, drama, robotics, etc. is a privilege that requires a student to balance participation times, games and their academic responsibilities. Students must maintain a 70 percent or above in all subject areas and an S in all specials. Students with a Student Support Plan may have alternative criteria and will be assessed by teachers for consistent academic effort. Grades will be checked on Fridays for the next week of extracurricular eligibility. It is the responsibility of the student to let the athletic director or advisor know they brought the grade up to eligibility. If a student does not meet these requirements, they will be ineligible for the first game that week and/or meeting of the week. Ineligible students may not attend games or meetings.

The student must have a 3 or above in both conduct and Approaches to Learning (ATL) for all subject areas. If a student is serving a detention the day of an extracurricular activity, he/she will not be able to participate in the event until after the detention is served. Students may not participate in an extra-curricular activity on the day he/she serves an in/out of school suspension.

Students must be present for a minimum of 4 hours of the school day in order to be considered eligible to participate in an extracurricular activity. If a student is absent from school or leaves school early due to illness (even if they meet the 4 hour minimum), the student cannot participate. If the activity is on a Saturday, the student must be at school on the Friday before.

If a student is shadowing at a high school, it is the student's responsibility to get a shadowing form signed by the high school office, at the end of the day, to ensure they are present. The shadowing form needs to be turned in to the school office to ensure eligibility for the SCS extra-curricular activity.

The athletic director, adviser, or coach, in consultation with the principal, reserves the right to suspend or remove any student from the school sponsored activity. The principal maintains the discretion to adjust consequences as needed.

## **Extra-Curricular Activities**

### **The Performing Arts Drama Club**

Students gain valuable life skills through their participation in our performing arts productions. Drama Club is offered to students in grades K-8 and performs a winter and spring production each year. A Participation Fee and a Volunteer Commitment Form is required from all families.

A drama production requires many hours of hard work not only from the student, but from the parent(s) as well. Students typically rehearse 3-4 days a week for approximately 1 ½ to 2 hours.

It is important for students to commit to attending all rehearsals. Drama performances are a team effort and multiple absences create a need for more rehearsals and longer rehearsal times. Cast members who are in the main cast roles must be in attendance at rehearsals they are called to attend or they will be replaced by an understudy. If any student must miss a rehearsal due to an illness or an appointment, they must contact the director before the rehearsal time.

Unacceptable behavior during the school day or during any school sponsored activity can result in suspension from sports for a determined amount of time by the director. Suspension decisions are made in consultation with administration. When such a suspension occurs the parent will be notified by the director and the student will not participate in the sport. In addition, other appropriate disciplinary sanctions may be imposed as indicated in the Discipline Policy.

There are many volunteer positions that need to be filled in order to have a successful performance. For this reason, each family is required to complete a Volunteer Commitment Form

Any student who is not picked up within ten minutes of the rehearsal dismissal time will be sent to the Extended Day Program. Any charges assessed will be the responsibility of the parent.

### **Cantors**

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

### **Altar Servers**

Catholics students in third grade and above who have completed a parish-based training program are invited to Altar serve at school Masses. Altar servers must be reverent, polite, and a positive role model for their peers in every aspect of school life.

### **Liturgical Leaders**

Liturgical Leaders are senior altar servers chosen from among the 8th grade class who assist the school DRE and priests with the organization of school liturgies.

### **Choir**

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

### **Guardian Angels**

Students in grade 5-6 assist primary students with getting out of their cars and walk them to their classrooms. Four students will be on duty for a given morning. A rotating schedule will be used to ensure that every member has a chance to participate.

### **Scouting**

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

**Middle School:** The following extra-curricular activities are available for Middle School students only.

### **Student Council**

The Student Council is an elected organization through which students express their opinions, assist the administration and school staff, and participate in the management of school enterprises. The Student Council tries to promote leadership, initiative, and self-control. Each year, a president, vice president, recording secretary, and corresponding secretary are elected from the eighth grade and a vice president and treasurer are elected from the seventh grade. Two

representatives are elected by each middle school homeroom in the fall. One At-Large representative will be chosen by each homeroom teacher. Middle school students vote in the annual elections. Members of Student Council must not receive a final grade of less than 80% in any subject

#### **National Junior Honor Society (8<sup>th</sup> Grade Students) - Guidelines**

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

To be considered for induction to the SCS NJHS:

- Student must be enrolled in the 8<sup>th</sup> grade at St. Cecelia Catholic School.
- No trimester grade lower than a 93% in any subjects.
- Student has no after-school detentions, in-school or out-of-school suspensions or a behavior plan in 6<sup>th</sup> and 7<sup>th</sup> grade.
- Student has no lunch detentions in 6<sup>th</sup> or 7<sup>th</sup> grade
- Student has scores of 3 or 4 in ATL skills in 6<sup>th</sup> and 7<sup>th</sup> grade.

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

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

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

#### **Thespians**

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

#### **Ambassadors (7<sup>th</sup> Grade Students)**

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

#### **Eighth Grade Officers**

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

#### **Athletics**

**Junior Varsity: Grades 5-6. Varsity: Grades 7-8**

##### **JV and Varsity Girls Sports:**

- Basketball
- Cheerleading (3-8)
- Soccer
- Softball
- Volleyball

##### **JV and Varsity Boys Sports:**

- Baseball
- Basketball
- Flag Football
- Soccer
- Volleyball

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

All student athletes are required to maintain a 70% in each subject area and an S in specials. Students averaging below a 70% will be notified and given time to improve. Students who do not improve the grade before each game could be ineligible to participate until the grade improves. Ineligible athletes may not attend games.

Unacceptable behavior during the school day or during any school sponsored activity can result in suspension from sports for a determined amount of time by the athletic director. Suspension decisions are made in consultation with administration. When such a suspension occurs the parent will be notified by the athletic director and the student will not participate in the sport. In addition, other appropriate disciplinary sanctions may be imposed as indicated in the Discipline Policy.

St. Cecelia Catholic School participates with other Catholic and private schools in the Pinellas Youth Conference (PYC). Tryouts for team sports are open to all eligible students in grades five through eight. The PYC is a competitive league. Students are chosen for teams based on skill level, talent, sportsmanship, and effort. Making a team does not guarantee play time in every game. The athletic director and coaches determine playing time based on individual game situations and individual athlete's playing ability.

### **Supervision at Athletic Events**

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

### **ATHLETIC'S CODE OF CONDUCT**

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

### **PLAYERS' CODE OF CONDUCT**

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

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

### **SPECTATORS' CODE OF CONDUCT**

*I understand, as a spectator, the St. Cecelia Athletic Program is designed to teach the principles of good sportsmanship, fellowship, and youth development. Recognizing these principles, I understand profanity, yelling at the referees, coaches, Athletic Director, spectators, players, and any other unsportsmanlike conduct is not acceptable. I, as a parent, understand that failure to adhere to these principles may result in my being asked to leave the athletic event in question and may result in absence from any remaining games in the season.*

### **COACHES' CODE OF CONDUCT**

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

The Catholic school is unique because of its total commitment to the three-fold purpose of Christian education: message, community, and service. It creates an atmosphere where Catholic faith is integrated with life and learning.

All those involved in a Catholic school – parents, pastors, faculty and staff, administrators, and students—must strive to make it a community of faith which indeed is living, conscious, and active. Recognizing athletics plays an integral role in the overall development of the whole person, the Catholic schools in the Diocese of St. Petersburg support such programs as part of their ministry.

In carrying out this ministry, the coach will:

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

## **SCHOOL UNIFORMS**

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**Students must be in full uniform at all times while on school grounds All uniforms must be purchased from Risse Brothers or the used uniform room on our campus.**

**Length of all jumpers, skorts, and shorts must be no more than 4 inches above the top of the knee cap.**

**Parents of students who do not meet the uniform requirements will receive a written notice via email. Students have one week from receipt of written notice to make corrections. If corrections are not made within one week, the student will complete classwork in the office until the proper uniform can be worn to class.**

Risse Brothers School Uniforms  
1603 Sunshine Drive  
Clearwater, Florida  
727-448-0357  
[www.rissebrothers.com](http://www.rissebrothers.com).

### **Pre-K3 GIRLS**

Red T-Shirt with SCS logo  
Red Polo with SCS logo  
Navy Pull-on shorts & pants with SCS logo  
Navy or Red polo dress with SCS logo  
Shorts required under polo dress  
Sneakers, preferably Velcro-laced  
No Light-Up Shoes  
Uniform white or light blue long sleeve shirt

### **Pre-K3 BOYS**

Red T-Shirt with SCS logo  
Red Polo with SCS logo  
Navy Pull-on shorts & pants with SCS logo  
Sneakers, preferably Velcro-laced  
No Light-Up Shoes  
Uniform white or light blue long sleeve shirt

### **Pre-K4 GIRLS**

Red T-Shirt with SCS logo  
Red Polo with SCS logo  
Navy Pull-on shorts & pants with SCS logo  
Navy or Red polo dress with SCS logo  
Sneakers, preferably Velcro-laced  
No Light-Up Shoes  
Uniform white or light blue long sleeve shirt

### **Pre-K4 BOYS**

Red T-Shirt with SCS logo  
Red Polo with SCS logo  
Navy Pull-on shorts & pants with SCS logo  
Sneakers, preferably Velcro-laced  
No Light-Up Shoes  
Uniform white or light blue long sleeve shirt

### **K – 5<sup>TH</sup> GRADE GIRLS**

Uniform Navy Shorts or Navy Pants w/ SCS logo  
K-1: Navy Pull-on shorts & pants with SCS logo  
Black or Navy Belt  
White or Carolina Blue Uniform Polo  
White Peter Pan Collar Uniform Shirt worn w/ jumper only  
Plaid Skort or Jumper  
\*Black Shoes  
Solid White or Black Socks  
Uniform sweater, jacket, or sweatshirt  
Uniform white or light blue long sleeve shirt  
Belts are not necessary for Kindergarten Students

### **K – 5<sup>TH</sup> GRADE BOYS**

Uniform Navy Shorts or Navy Pants w/ SCS logo  
K-1: Navy Pull-on shorts & pants with SCS logo  
Black or Navy Belt  
White or Carolina Blue Uniform Polo  
\*Black Shoes  
Solid White or Black Socks  
Uniform sweater, jacket, or sweatshirt  
Uniform white or light blue long sleeve shirt  
Belts are not necessary for Kindergarten Students

### **6<sup>TH</sup> – 7<sup>TH</sup> GRADE GIRLS**

Uniform Navy Skort with SCS logo  
Uniform Navy Shorts or Pants with SCS logo  
Black or Navy Belt  
White or Carolina Blue ¾ Sleeve Blouse with SCS logo  
White or Carolina Blue V-neck Polo with SCS logo  
\*Black Shoes  
Solid White or Black Socks  
PE Uniform  
Uniform sweater, jacket, or sweatshirt  
Uniform white or light blue long sleeve shirt

### **6<sup>TH</sup> – 7<sup>TH</sup> GRADE BOYS**

Uniform Navy Shorts or Pants with SCS logo  
White or Carolina Blue Polo with SCS logo  
Black or Navy Belt  
White, short or long sleeve Oxford w/SCS logo  
Carolina Blue short or long sleeve Oxford w/logo  
\*Black Shoes  
PE Uniform  
Solid White or Black Socks  
Uniform sweater, jacket, or sweatshirt  
Uniform white or light blue long sleeve shirt

### **8<sup>TH</sup> GRADE GIRLS**

Uniform Navy Skort with SCS logo  
Uniform Navy Shorts or Pants with SCS logo  
Black or Navy Belt  
White or Carolina Blue 3/4 Sleeve Blouse with SCS logo  
Red, White or Carolina Blue V-neck Polo with SCS logo  
\*Black Shoes  
Solid White or Solid Black Socks  
PE Uniform  
Uniform sweater, jacket, or sweatshirt  
Uniform white or light blue long sleeve shirt

### **8<sup>TH</sup> GRADE BOYS**

Uniform Navy Shorts or Pants with SCS logo  
Red, White or Carolina Blue Polo with SCS logo  
Black or Navy Belt  
White, short or long sleeve Oxford w/ SCS logo  
Carolina Blue short or long sleeve Oxford w/logo  
\*Black Shoes  
Solid White or Solid Black Socks  
PE Uniform  
Uniform sweater, jacket, or sweatshirt  
Uniform white or light blue long sleeve shirt

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

### **Physical Education**

Middle School: Regulation P.E. uniforms are worn for grades 6, 7, & 8. These uniforms should be neat and clean, and marked clearly with complete name on the inside label. P.E. uniforms are purchased from [Risse Brothers](#), along with a P.E. bag which is also required. Appropriate athletic-type shoes are required on PE days. Any form of slip on shoes are not considered safe or appropriate for physical activity on PE days. Students in Pre-K through fifth grade do not dress out for P.E.

If a student cannot participate in PE because of an illness or injury, an email or written note from a parent or guardian will excuse the student.

### **Dress Out Day Requirements**

Dress out days are either privileges or fundraisers for specific charities and student participation is optional. Students who choose to participate must follow the dress out day requirements, which are announced ahead of time and sent home via email. The following clothing is not permitted.

- Ripped/torn Jeans
- Leggings (Except K-3) \*
- Spandex
- Shorts more than 4" above the top of the knee cap
- Message Shirts (Christian Only)
- Tank Tops, see through or spaghetti straps, midriffs showing, underwear showing, flip flops, dyed hair and hats.
- \*Pre-K3 through grade 3 students may wear leggings on dress out days.

Students who are not in compliance will be given a uniform from the school used uniform store, to wear for the day.

**Crusader Spirit Dress-Out Days (CSD):** Once a month (usually the last Friday) as a school spirit day, students may wear a Christian T-shirt, School Spirit Wear T-shirt, Blue Ribbon T-shirt, SCS fundraiser T-shirts, SCS sports team shirts, or drama production T-shirts with uniform bottoms (Shorts, pants, or skorts). Any student not dressing out for CSD should wear the regular school uniform.

**Colors:** Red, White, and Powder Blue

**Mascot:** Crusader

### **Dates for Crusader Spirit Days:**

August 31	January 25
September 28	February 22
October 26	March 29
November 30	April 12
December 14	May 24

## **Personal Property**

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

## **PERSONAL APPEARANCE**

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**Parents have the primary responsibility of ensuring that student's personal appearance is according to school policy. Please follow school guidelines so these issues do not need to be addressed by the staff. Parents of students out of compliance will receive a written notice via email.**

### **Shirts**

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

### **Shoes**

Leather or sneaker style shoes must be all black, black with white soles, or mostly black with white accents, i.e., white Nike swoosh or white Adidas stripes. No high tops, or shoes that light up or roll. All laced shoes should be tied. Leather all black shoes may be worn for grades K-8, however, sneakers must be worn for PE. No backless shoes are permitted.

### **Socks**

Socks must be all solid white or solid black.

### **Belts (Grades 1-8)**

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

### **Outerwear**

A uniform jacket or sweatshirt is required when a jacket is needed. In very cold weather a heavy coat may be worn **OVER** a school sweater or sweatshirt. Uniform jackets, uniform sweaters, and uniform sweatshirts may be worn in the classroom. **Non-uniform outer jackets may be worn when passing to and from classes in other buildings but must be removed while in class.** On cold days a uniform white or light blue long sleeve shirt may be worn under the uniform shirt.

### **Head Wear**

Hats or bandanas of any kind are not to be worn on campus at any time. This includes dress out days and when passing to and from classes in other buildings. Bows and head bands that are not too large or distracting and complement the uniform may be worn. For example, bows that are 6 inches wide, pompom head bands, or neon colored headbands would not be acceptable. Students wearing such items will be required to remove them immediately.

### **Underwear**

NO undergarments of any kind may be showing. Nothing other than a white undershirt or a white camisole may be worn under the uniform shirt, with the exception of cold weather days. Students may wear a uniform solid white or light blue long sleeve shirt, under their uniform shirt, during cold weather. Risse Brothers does sell the long sleeve shirts in white and light blue.

### **Hairstyles**

Hairstyles should not be extreme, attention getting, or distracting to others in length, style, or artificial color (artificial means any color not natural as green, purple, ombre, etc.). Hair should be combed. Students are not permitted to shave their heads or have extreme differences in length of hair. **Boys' hair length should not cover their ears nor be below the top of the uniform shirt collar.** Boys are expected to be clean shaven; sideburns below the ear are not permitted, nor are mustaches.

### **Jewelry**

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

### **Makeup**

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

## ***SAFETY INFORMATION***

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### **Safety Director**

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

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

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

### **Department of Children and Families**

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

### **Emergency Closing of School**

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

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

#### **Immediate evacuation sites: Glen Oaks Park**

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

#### **Secondary Locations**

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

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

- **Inclement Weather**—The school possesses a NOAA system, which is an early warning system connected to the National Weather Service and Instalert which is connected to Pinellas County. When a tornado watch is issued, students will return to their homerooms and shades will be drawn. If an alert is sounded (a tornado sighted in the area) students will be instructed to duck and cover at specified sites.
- **Medical Emergencies**—See accidents and illness. The office staff and many other personnel in the buildings are trained in first aid and CPR.

- Other Emergencies—If it is necessary to notify parents during the day of an emergency, the Emergency Notification System will be used. An emergency procedure handbook, covering many possible scenarios, is given to and reviewed by each staff person.
- Trespassers—The school has procedures in place to alert staff about potentially dangerous trespassers. The Safety Director, maintenance and other key personnel possess walkie-talkies. Personnel are instructed to notify the office immediately regarding suspicious activity. The entire facility is fenced. St. Cecelia Catholic School has a gate system. Gates will be opened at 7:30am. They will be locked at 7:50 am. Entrance to the building will be through the office facing Court Street. Gates will be reopened after 3:00pm. All visitors are required to sign in at the office. Students travel in pairs when going from place to place on campus. Kindergarten students always travel with an adult. The campus is monitored by video cameras.

### **Locks**

Locks for all middle school lockers must be purchased through the school office. Only school issued locks may be used. Students are required to memorize the combination and keep it confidential. Parents who need to get into their child's locker (ex. due to absence) should get the combination from their child. The lock will be the students to keep and reuse in future years at St. Cecelia Catholic School. If a lock is lost, a new school issued lock must be purchased. If a non-school lock is used, it will be removed and replaced by a school issued lock. Repeated non-use of the locker lock will result in a referral to the administration.

### **Accidents/Illness**

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

A Medical Alert form must to be filled out on every child who has an exceptional medical situation. This is obtained from the Clinic and kept on file in the clinic. If a student becomes ill during school hours, he/she should notify the teacher before going to the school clinic. A clinic pass is issued and is to be hand-carried by the student or his/her partner to the clinic.

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

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

### **Student Insurance**

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

### **When to Keep Children Home**

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

1. **VOMITING OR DIARRHEA WITHIN PAST 24 HOURS**
2. **FEVER WITHIN PAST 24 HOURS**
3. Sore/red throat
4. Persistent coughing or sneezing
5. Red watery eyes
6. Rash
7. Earache, drainage from the ears
8. Excessive mucus from the nose, particularly green/yellow mucus.

Your child should return to school **24-hours after** the signs or symptoms are gone without medication, or when your physician provides a written statement indicating your child is ready to return. **NO STUDENT IS PERMITTED TO CARRY MEDICATION OF ANY KIND.** If it is necessary for a student to receive a medication, prescription or over the counter, written permission must be provided by the parent. All medication must be kept in the clinic and be in its original container. Failure to do so will result in disciplinary action.

Florida Statute 1006.062 clearly states: For each prescribed medication, the student's parent shall provide to the school principal a written statement which grants to the school principal or the principal's designee permission to assist in the administration of such medication and which explains the necessity for the medication to be provided during the school day, including any occasion when the student is away from school property on official school business. The school principal or the principal's trained designee shall assist the student in the administration of the medication.

The office/clinic does not keep aspirin, Tylenol, Advil, etc. in the office for general use. . The medication permission form may be obtained from the office. Please do not send in aspirin, Tylenol, or any over the counter medicine unless it is absolutely necessary. This should be for a limited time. If the child has been absent due to an illness considered to be contagious, please call and tell us the nature of the illness and when he/she may return. A medical release may be required.

### **Wellness Plan**

The Wellness Plan has been created as the result of the school's Strategic Plan. The plan called for an increased awareness to students' physical health including areas such as healthy eating and habits, movement, sun protection, and spiritual well- being. The Wellness Committee developed the following plan [Wellness Plan](#).

### **Lunch/Cafeteria**

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

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

Parents are welcome to eat lunch with their child and are required to observe the following guidelines:

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

### **Lost and Found**

Lost and Found is located in the cafeteria. However, items of value such as money or jewelry should be turned in to the school office. Unclaimed lost articles are eventually given away. All articles should be labeled with a student's full name.

### **Asbestos**

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

## ***SPECIAL EVENTS***

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### **Birthdays and Class Parties**

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

### **Field Trips**

The St. Cecelia behavior expectations and discipline policy applies to all off campus school sponsored activities.

- No student may attend without a signed field trip permission form received by the date requested.
- Buses are used for transportation on all field trips.
- Elementary students wear Blue Ribbon t-shirts.
- Middle School students wear IB t-shirts.
- Siblings are not permitted to attend field trips.
- Students are not permitted to bring toys or backpacks on a field trip.
- Students should not bring money on field trips. They will not be allowed to make purchases at gift shops.
- A medical alert list by homeroom is carried by the teacher in charge. All medicines kept in the clinic for particular students will be brought on the field trip.
- The student teacher/adult ratio on field trip depends on the age of the students and the nature of the activity. A 10:1 ratio is the minimum.
- Parent picking up a child while on a field trip, must sign-out the child in the presence of the classroom teacher. A parent is not permitted to sign-out any other child.

All homerooms in grades one through five may have two field trips each year. The cost of the bus will be divided equally per number of students attending the field trip. Students are not allowed to visit gift shops during field trips. Students who exhibit a pattern of inappropriate behavior may be prohibited from participating in field trips at the teacher's discretion.

### **Gift Giving**

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

### **Use of Facility/Community Resources**

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

## ***FAMILY INVOLVEMENT***

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All families are required to complete mandatory hours of service. Family involvement adds a great dimension and enrichment to the life of the school. It is vital to both the financial stability and community spirit. Therefore, all families are expected to be equal and active partners.

### **Volunteer Requirements**

In 2002 the US Council of Catholic Bishops issued the Charter for the Protection of Children and Young People. This charter mandates training for individuals who come into contact with children and youth to help them recognize, report and prevent child abuse, including sexual abuse.

A Diocesan Level II Background Check and Safe Environment On-line Training Certificate is mandatory for ALL volunteers. This documentation must be up to date and on file in the school office before volunteering in any capacity. St. Cecelia cannot accept a background screening from any other agency other than the Diocese of St. Petersburg.

### **Guidelines for 24 Mandatory Hours of Service: (MHS)**

- **Each Pre-K3 through 8<sup>th</sup> grade family, single or dual parent, is responsible for 24 MHS.** Parent MHS are not transferable from family to family nor from year to year. Each school year, the Home & School Association hosts a fall and a spring meeting. Each family is expected to be in attendance at each of these mandatory meetings. The dates of these meetings are posted on the school calendar.
- Each family is responsible for submitting their MHS on the parent portal in order to receive credit.
- The 24 MHS are divided among the following categories; raffle, mandatory fall and spring Home and School Meetings, field trips, and other; fundraisers, Grandparent's Day, Welcome Back Dinner, class parties, field day, at home projects, etc. Certain categories, listed below, have a limit on the number of VHS that will be credited towards each family's 24 hour requirement.
  - Raffle: **Twelve** hours must be earned by selling 30 raffle tickets.
  - H&S Mandatory Meetings: **Two** hours must be earned by attending the fall and spring Meeting. (One hour for the fall and one hour for the spring meeting.)
  - Field Trips: If more than one adult in the same family chaperones on a field trip, volunteer hours will only be credited to one adult.
  - Additional MHS may be earned by volunteering at a fundraiser, Grandparent's Day, Welcome Back Dinner, class parties, at home projects, etc.
  - **Options for Meeting MHS Requirement**
    - **MHS Buy-Out:** Buy out all 24 hours at \$40.00 each for a total of \$960.00.
    - **Earn Some/Buy Some:** Pay for only un-served MHS at a rate of \$40.00 per hour.
    - **Materials Purchase:** Purchases made at the request of a teacher for various class activities are credited toward MHS at the rate of \$40.00 per hour. Purchases being made at the request of a teacher for MHS must be submitted on a Home & School Green Form with all receipts attached to receive credit.
- Any families who have not fulfilled their MHS by Friday, May 10<sup>th</sup> (Field Day) are required to pay the rate of \$40.00 per hour for all remaining hours owed in order for their children to sit for exams, participate in graduation activities, or to be re-registered for the following school year.
- Major fundraisers are vital to the economics of our school and need the support of all family and school community members. Donations to the school for fundraising events and other needed and/or enhancement projects are tax deductible and separate from MHS.

### **Visitors**

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

### **Non-Smoking Campus**

The school is a smoke-free campus.

**Supervision of Volunteers** - The Administrator supervises all who serve in any capacity in the school and in official school-related activities. The Administrator may delegate the supervisory role to a designated member of the school staff for specific activities. Volunteers are expected to review and adhere to Policies and Procedures contained in the Parent/Student Handbook.

**Scheduling and Duties** – Teachers and the Family Involvement Coordinator are responsible for sharing specific requirements and routines with the volunteers who have been scheduled, according to the needs of the school and the skill set of the volunteer.

**Confidentiality** - In the course of volunteer work, information, confidential or otherwise about students or teachers may be learned. Respecting others' privacy and our Christian values, please keep this and any information private and share only with the supervising teacher if necessary, avoiding unnecessary gossip.

**This information must remain confidential in any setting inside or outside the school/center, just as one would wish his/her own child's privacy rights to be respected.** At times, the volunteer may come into possession of information about students that may need to be conveyed to the volunteer's supervisor (teacher or administrator). If information is appropriate in the judgment of the administrator, other persons on a "need to know" basis may be advised by the administrator to include, but not be limited to, parents/guardians, and pastor.

**Management of Student Behavior** – Student behavior is managed by faculty and staff. Volunteers are asked to provide praise for positive behavior observed and to use positive interactions when volunteering with students. If a volunteer notices a student acting inappropriately they should immediately bring it to the attention of the teacher in charge. Volunteers are prohibited from using verbal or physical punishments, including but not limited to isolation, use of sarcasm, yelling, or any physical contact in directing and/or disciplining a child, e.g. pulling, grabbing, etc. Classroom teachers are prepared to act in accordance to the school behavior expectations and discipline policy.

**Health Emergency and Safety Procedures** - All situations should be dealt with individually with prudent, adult judgment as the primary response to any illness or injury. Simple scrapes, small cuts, bruises, etc., will be taken care of in the classroom or clinic. If the injury is of a more serious nature, the parent will be notified and the office may call 911. Serious injury such as a possible broken bone, severe bleeding or allergic reaction should be dealt with immediately and with caution. DO NOT MOVE THE CHILD. DO NOT LEAVE THE CHILD. Send to the office for assistance. Remove other students from the proximity of the situation as soon as possible. Keep the affected child as still and comfortable as possible until help comes. Never dispense any medication (not even aspirin), to any child. All volunteers are encouraged to undergo first aid and CPR training

**Mandatory Reporting** - Chapter 415.504, Florida Statutes protects children from abuse and/or neglect. Abuse is defined as including any non-accidental injury, sexual battery, financial or sexual exploitation or injury to the intellectual or psychological capacity of a person by the parents or other persons responsible for the child's welfare. Neglect is failure to provide adequate food, clothing, shelter, and health care or needed supervision. Under Florida Law, anyone who suspects child abuse is legally obligated to report that abuse. It is the volunteer's responsibility to inform the school/center administrator of any suspicions of abuse. If, for some reason, the administrator declines to make a report based on a volunteer's suspicions, the volunteer still has a legal obligation to report. The child abuse hotline number is 1-800-962-2873

### **Field Trip Chaperone**

- All volunteers must complete the Diocesan Level II background screening and complete the Safe Environment Training. This documentation must be on file in the school office before chaperoning.
- Being a chaperone is a serious responsibility. It requires the chaperone's complete attention at all times.
- Smoking is not permitted at any time during a field trip.
- Cell phones should be muted and used at a minimum.
- Modest and appropriate dress is expected.
- If a child goes on a field trip with a parent in a car, he/she must be signed out of school in the office.
- Siblings and/or friends are not permitted to attend field trips.
- Any problems or concerns should be reported immediately to the supervising teacher.

- The chaperone must know where every student in their group is at all times.
- All students must return to school for dismissal unless they have been signed out by a parent.
- Cell phone numbers need to be given to the supervising teacher.

### **The Home and School Association**

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

### **Home & School Association Executive Committee**

President – Karen Crotty  
 Co-Vice Presidents – Melissa Dalhoff, Christina Flynn  
 Secretary – Brandy Peckham  
 Treasurer – Taylour Shimkus  
 Family Involvement Coordinator – Alisha Lannon  
 Website – [www.st-cecelia.org](http://www.st-cecelia.org)

### **School Advisory Commission (SAC)**

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

### **SAC Members 2018-2019**

Mr. Joe DeRing – St. Cecelia, Chairperson	Fr. Michael Carruthers – St. Cecelia, Pastor in Charge
Mrs. Angela Piazza – At Large, Secretary	Ms. Valerie Wostbrock - Principal
Mr. Frank Bonsack – St. Cecelia	Mrs. Elizabeth Agresta – Assistant Principal
Mr. Jason Trieloff – St. Cecelia	Mrs. Maryanne Del Monte – Development Director
Mr. Bill Dalhoff – St. Cecelia	
Mr. Ken Crotty – St. Cecelia	
Mr. Nathan Freeby – St. Catherine	
Mrs. Bridget Keenan – St. Catherine	
Mrs. Andrea Villanustre – St. Brendan	
Mrs. Crystal Christian – Light of Christ	
Mrs. Frances Siracusa – At Large	
Mrs. Blythe Epperson – Past Home & School President	
Mrs. Karen Crotty - Home & School President	

# Diocesan Policies

- **A Code of Conduct for Parents, Guardians, Caregivers, Volunteers, & Visitors**
- **The Diocese of St. Petersburg Anti-Bullying Policy**
- **Grading Policy**
- **Extracurricular Eligibility**
- **Computer and Internet Use Policies**
- **Attendance Policy and Recommended Procedures**



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

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

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

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

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

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

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

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

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

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

- Support in words and actions the philosophy of Catholic Education
- Respect the decisions made by the administration, even if you disagree with them.
- Work in trust with the school for the common goal of achieving what is best for all

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

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

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

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

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

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

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

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

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

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



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

**The Diocese of St. Petersburg Anti-Bullying Policy**

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

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

**I. Definitions**

- a. **Bullying** is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying results in physical hurt or psychological distress of an individual. Bullying is unwanted purposeful written, verbal, nonverbal, or physical behavior and/or actions, including, but not limited to, teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, threatening, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, public humiliation, theft, destruction of personal property, physical violence, cyber-bullying and cyber-stalking.
- b. **Harassment** means to engage in a course of conduct directed at a specific student, which causes emotional distress to that student and serves no legitimate purpose.
- c. **Cyber-stalking** means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific student, causing emotional distress to that student and serving no legitimate purpose.
- d. **Cyber-bullying** is the willful and repeated harassment and intimidation of a student through the use of digital technologies, including, but not limited to, email, blogs, texting on cell phones, social websites (e.g. Facebook, Instagram, SnapChat, MySpace, Twitter, etc.) chat rooms and instant messaging. Cyber-bullying includes the following misuses of digital and/or electronic technology: teasing, intimidating, or making false accusations about another student by way of any technological tool.
- e. **Course of conduct** means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose.
- f. The definitions hereunder apply to any student who either directly engage in an act of bullying and/or harassment, or who, by their behavior, actions and/or conduct, support another student's act of bullying and/or harassment.

## **II. Scope/Expectations:**

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

- i. that occurs on school premises at any time;
- ii. during any educational program or activity conducted by the DOSP or the School;
- iii. during any school-related or school-sponsored program or activity;
- iv. that occurs on any bus or vehicle as part of any school activity; or
- v. through threats and/or other communications made outside of school hours, which are intended to be carried out during any school related or school sponsored activity or program; though an incident of alleged bullying and/or harassment may occur off of the School's campus and may not entail threats of acts to occur during school hours, if a student's ability to receive an education or a School's ability to provide an education is significantly impaired, as determined by the School and/or the DOSP, disciplinary sanctions may be issued.

## **III. Reporting Complaints**

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

## **IV. Disciplinary Action**

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



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

**Grading Policy with Best Grading Practices**

**A. Philosophy**

We believe ...

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

**B. Purpose of Assessment**

Assessments are critical to the teaching and learning process. An assessment is defined as any instrument that is able to indicate or provide feedback on student achievement or performance. The purpose of an assessment may be summarized as follows:

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

**C. Types of Assessments**

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

**Formative**

Whenever a student learns new material, he or she needs time to practice and gain familiarity with the material. It is expected that the student will make mistakes during this learning process. Any work done during this learning period is considered *formative*. The purpose of a *formative* assessment is to evaluate where a student is in the learning process, diagnose any problems, and motivate and help the student learn the material. Formative assessments also inform the teacher of learning areas that may need reinforcement or re-teaching.

**Summative**

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

**D. Purpose of Grades**

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

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

## **E. The Grade Composition**

In order to represent an accurate measure of student performance, the academic trimester grade needs to be based on work that is evaluated for an appropriate level of mastery of the standards. Summative assessments will therefore be the primary constituent of the trimester grade. They will account for no less than 70% of the trimester grade. Formative assessments will account for no more than 30% of the trimester grade.

- All grading is done using the 100-point scale.
- The lowest “earned” grade is 50.
  - An “earned” grade is derived from any assessment that is attempted and handed in.
  - An attempted assessment is one where the student has made a diligent attempt to follow the instructions and complete the assessment.
- Assessments not attempted or not handed in will receive zero points.

Completed student work will be assessed and is a direct measure of student learning. Non-academic attributes will be reported separately. Please see *Section G: Reporting Conduct and Approaches to Learning*.

## **F. Grading Scale**

<b>Letter Grade</b>	<b>% Score</b>
<b>A</b>	90-100
<b>B</b>	80-89
<b>C</b>	70-79
<b>D</b>	60-69
<b>F</b>	50-59

### **• Make-Up of Academic Work during Absence**

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

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

Homework assignments for extended absences should be arranged with the teacher. Parents may pick up textbooks, if necessary, at the end of the school day but should email the teacher by 9:00 a.m. to arrange this. Requests for homework should be made by contacting the classroom/subject teacher. Due to teaching schedules requests may take up to twenty-four hours to be completed.

### **• Make-Up of a Scheduled Summative Assessment during Absence**

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

- **Retakes**

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

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

### **Criteria for Retakes**

#### Grades K-5

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

#### Grades 6-8

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

### **Limitations and Deadlines**

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

### **Teacher Facilitations**

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

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



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

**Extracurricular Eligibility (K-8)**

Participation in a school sponsored extracurricular, i.e. sports, junior varsity, varsity, drama, robotics, etc. is a privilege that requires a student to balance participation times, games and their academic responsibilities. Students must maintain a 70 percent or above in all subject areas. Students with a Student Support Plan may have alternative criteria and will be assessed by teachers for consistent academic effort. Grades will be checked on Fridays for the next week of extracurricular eligibility. It is the responsibility of the student to let the athletic director or advisor know that they brought the grade up to eligibility. If a student does not meet these requirements, they will be ineligible for the first game that week and/or meeting of the week.

The student must have a 3 or above in both conduct and Approaches to Learning (ATL) for all subject areas. If a student is serving a detention the day of an extracurricular activity, he/she will not be able to participate in the event until after the detention is served. Students may not participate in an extra-curricular activity on the day he/she serves an in/out of school suspension.

Students must be present for a minimum of 4 hours of the school day in order to be considered eligible for an extracurricular activity. If a student is absent from school or leaves school early due to illness (even if they meet the 4 hour minimum), the student cannot participate. If the activity is on a Saturday, the student must be at school on the Friday before.

If a student is shadowing at a high school, it is the student's responsibility to get a shadowing form signed by the high school office, at the end of the day, to ensure they are present. The shadowing form needs to be turned in to the athletic director or school office to ensure eligibility for their game.

The athletic director, adviser, or coach, in consultation with the principal, reserves the right to suspend or remove any student from the school sponsored activity. The principal does have the discretion to adjust the consequences as needed.



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

**Computer and Internet Use Policies**

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

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

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

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

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

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

**A. EDUCATIONAL PURPOSE:**

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

**B. ACCESS TO ONLINE MATERIALS:**

1. The material you access through the School Internet system should be for class assignments or for personal research on subjects you study in a class or would otherwise research in the school media center. Use for entertainment purposes is not allowed.
2. You are not allowed to use the School Internet system to access inappropriate information, which includes, but is not limited to, the following: obscene material, child pornography, material which depicts or describes in an offensive way violence, nudity, sex, death, or bodily functions, material designated as for adults only, material which promotes or advocates illegal activities, material which

promotes the use of alcohol or tobacco, school cheating, or weapons, or material advocating participation in hate groups or other potentially dangerous groups.

3. If you mistakenly access inappropriate information through the School Internet system, you are required to immediately report this access in the manner specified by your school. This will protect you against a claim you have intentionally violated this policy.
4. The school has installed filtering software to attempt to prevent access to inappropriate material.
  - a. If you feel filtering software is blocking your access to an appropriate site, report this to your teacher.
  - b. You are not allowed to seek to bypass the filtering software by using a proxy site or some other technology.

**C. PRIVACY AND COMMUNICATION SAFETY REQUIREMENTS:**

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

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

1. Unlawful activities:
  - a. You are not allowed to attempt to gain unauthorized access to the School Internet system or to any other computer system through the School Internet system or go beyond your authorized access. This prohibition includes attempting to log-in through another person's account or to access another person's files.
  - b. You are not allowed to disrupt or attempt to disrupt the School Internet system or any other computer system or destroy data by spreading computer viruses, or by any other means, using the School Internet system.
  - c. You are not allowed to use the School Internet system to engage in any unlawful act, including but not limited to arranging the sale or purchase of drugs or alcohol, engaging in criminal gang activity, or threatening the safety of any person.
2. Inappropriate language:
  - a. Restrictions against inappropriate language apply to all speech communicated through the School Internet system, including public messages, private messages, and material posted on Webpages.
  - b. You are not allowed to use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language on the School Internet system.
  - c. You are not allowed to post information which could cause damage or a danger of disruption to your school or any other organization or person on the School Internet system.
  - d. You are not allowed to engage in personal attacks, including prejudicial or discriminatory attacks on the School Internet system.

- e. You are not allowed to harass or bully another person on the School Internet system.
- f. You are not allowed to post false or defamatory information about a person or organization on the School Internet system.
- g. You are required to promptly disclose to your teacher or another school employee any message you receive on the School Internet system in violation of the restrictions on inappropriate language.

3. Plagiarism and copyright infringement:

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

4. Specific Activities prohibited:

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

5. Limited Privacy:

- a. You are notified by reading and signing this document that you have only a limited expectation of privacy in your files on the School Internet system and in the records of your online activity. All student use of the School Internet system may be supervised and is subject to being closely monitored at all times. You are notified that the school's monitoring of Internet usage can reveal all activities you engage in using the School Internet system.
- b. Routine maintenance and random monitoring of the School Internet system may disclose information indicating you have violated this policy, the student disciplinary code, or the law. A detailed search of your individual School Internet system account, and its historical activity, may be conducted if there is reasonable suspicion you have violated this policy, the student disciplinary code, or the law.

**E. SYSTEM SECURITY AND RESOURCE LIMITS:**

1. System security:

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

2. Resource limits:

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

**F. DISCIPLINE**

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

**G. LIMITATION OF LIABILITY:**

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



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

**Attendance Policy and Recommended Procedures**

**Attendance (K-8)**

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

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

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

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

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

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

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

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

Students who are absent are required to make up work missed in each class. If a student is out for only one or two days, upon return to school, the student should meet with the teacher about the work missed. The student will be given

a deadline by the teacher to complete and turn in these assignments. It is the responsibility of the student to see that the work is completed. The student may log on to the portal to check the homework missed. If work is not made up by the deadline specified by the teacher, the grade for work missed will be recorded as a 50.

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

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