

SAINT CECILIA SCHOOL
STUDENT AND PARENT HANDBOOK
2021 - 2022



“Be it known that Christ is the reason for this school. He is the unseen, but ever-present teacher in its classes. He is the model of its faculty and the inspiration of its students.”

SAINT CECILIA SCHOOL
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www.scsri.org

Accredited by the New England Association of Schools and Colleges and the
Rhode Island Department of Elementary and Secondary Education

ADMINISTRATION

Mrs. Mary E. Tetzner, Principal
Mr. Anthony DeCrescenzo, Business Manager
Mrs. Debbie Zagorski, Director of Religious Education
Mrs. Jean Ventura, Administrative Assistant

POLICY

Non-return of signed form indicating student and parental agreement to the rules and regulations of Saint Cecilia School will result in termination of services to those students until the school receives the required form. Full compliance is necessary for attendance at Saint Cecilia School.

Revised August 2021

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HISTORY OF SAINT CECILIA SCHOOL

Saint Cecilia Parish was formed by Bishop Harkins, Bishop of Providence, on August 17, 1910. On October 28 of the same year, the Reverend Hormidas Z. Sylvester became the first pastor of this newly created parish of 168 families. By the autumn of 1912, the parish had constructed its first edifice, which included a chapel and a school. On October 14, 1912, 116 students were enrolled in three classes under the direction of three Sisters of the Holy Union of the Sacred Hearts, who had arrived in the parish on August 14.

In subsequent years many new homes were built and the little country school no longer sufficed for the rapidly growing population. When the Reverend Mathias A. Hebert arrived at Saint Cecilia's as the new pastor, he remodeled two small houses and partitioned the former chapel, creating twelve separate classrooms.

On September 21, 1938, the Rhode Island area was devastated by a fierce hurricane, Saint Cecilia School was completely destroyed. The city of Pawtucket offered the use of the Central Avenue School and Goff Junior High School. Principals of both schools made required accommodations, including rescheduling school sessions, to ensure that Saint Cecilia School could continue to function. Without delay, skilled volunteer workmen in the parish began constructing a new school. The new school was completed two years later, in 1940.

In February 1970, the first school board was formed. The representative group of parents and interested persons met monthly and shared the responsibilities of the school and the administration. That same year, one of the vacant classrooms in the school was transformed into a spacious faculty/staff room. Two years later, a library and a reading center were opened in the basement of the school. In 1986, a computer room was created and dedicated in memory of the DeBlois, Ferland and Theriault families.

Throughout its history, principals, faculty and staff, both religious and lay, have dedicated themselves to the children of Saint Cecilia School. They have excelled in their mission to prepare thousands of boys and girls for their course in life, imbuing these children with love for God and service to the Church. In this spirit, Saint Cecilia School continues its labor of love in education of God's precious children.

PHILOSOPHY

We believe that learning takes place in an atmosphere where all members relate to each other with dignity and affirmation.

Our school climate is joy-filled, caring and supportive. The focus of Saint Cecilia School is to embrace a basic approach to learning that encourages all – faculty, staff, administration, and students – to develop their God-given potential. These experiences are provided to foster ideals, knowledge, and understanding in order to prepare students to be active, responsible members of a global society. Further, these experiences will help to develop the mind, cultivate a desire to learn, guide and enrich emotional growth, form character and instill good habits. Furthermore, we share, promote and encourage Catholic Christian beliefs, truths and moral values.

We rely on the grace of a loving God and the cooperative relationship among administration, faculty, staff, students and their families, together with the parish and local communities to “witness the love of God and to bring the presence of Christ to all people through loving service”.

We teach as Jesus taught; respect for human dignity, and peace and justice for each and every individual who passes through the doors of Saint Cecilia School.

GOALS AND OBJECTIVES

To be consistent with the philosophy of Saint Cecilia School, the following goals have been established:

- To enable the administration, faculty, staff and families to become committed disciples of Jesus Christ; guiding students in the path of Catholic Christian beliefs, truths and morals.
- To encourage students to grow in self-esteem and self-knowledge as they are taught Christian values through the learning of reading, speaking, writing and listening skills.
- To prepare students to participate in social, economic and civic matters in the community by respecting the dignity of each individual, regardless of race, color, creed, gender or special needs.
- To build upon the natural curiosity of children; to promote and encourage a life-long love for truth, knowledge and Christian values, thus providing a foundation for success as Christians in the 21st Century.

MISSION STATEMENT

St. Cecilia School provides a Catholic education that fosters intellectual, moral and spiritual growth. Together, we strive daily to give witness to the love of God and bring the presence of Christ to all people through loving service.

ACADEMIC INTEGRITY

Academic integrity is fundamental in any school. Saint Cecilia School expects that all students will display honesty in every part of their academic lives. Plagiarism, or claiming ownership of work from a printed or other source, including the work of another student, or attempting in any way to undermine the concepts of academic integrity and trust, are all forms of cheating.

For students who err, the first offense will result in a grade of zero for the work (class work, homework, quiz, test, project). The teacher will discuss the seriousness of the action with the student and will notify the parents/guardians. The second offense will result in a grade of zero for the work as stated above. The teacher will notify the parents/guardians and notification will be given to the principal. A third infraction will result in a grade of zero for the work as stated above. A parent conference will be held in conjunction with the student, teacher and principal, and the student will receive a failing grade for the trimester.

ACADEMIC PROBATION

If, at the close of a quarter, a student is failing a major subject, he/she will be placed on academic probation. Probation begins when a report card is issued and continues until the next quarterly report card is issued. A student who is on academic probation for more than one marking period will have his/her status reviewed by the Principal and a decision will be made at the conclusion of

the academic year as to whether the student may remain at Saint Cecilia School. Cases involving students with certified learning disabilities will be treated individually as possible exceptions to the above policy.

ACCEPTABLE USE OF TECHNOLOGY POLICY

The term “acceptable use of technology” covers a range of media and processes used for communicating information within our society. Computers form one element of this broad term but it also includes projectors, calculators, video resources, CD materials, pictures, newspaper and magazine articles and computer presentations of those materials and the like. Each student and his/her parents/guardians are required to sign an Acceptable Use of Technology Policy before students are permitted access to technology.

I-pad, laptop computers, and picture taking is strictly prohibited at school. Permission by an administrator is required to use this technology in the classroom. Students are to have express permission from their classroom teacher.

ADMISSIONS

Saint Cecilia School admits students of any race, creed, gender, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school.

A student entering Pre-K must be four years of age on or before September 1 of that year. Students who are 3 who wish to enter Pre-K must have the permission of the principal. Students who do not meet this criterion may be required to complete two years in Pre-K. A student entering Kindergarten must be five years of age on or before September 1 of that year. Proof of academic ability and promotion is required for students entering grades K-8. Certificates of Birth, Baptism, Record of Immunizations, and a non-refundable fee are required at the time of registration.

Students who meet the requirements for admission are welcome anytime during the school year when there are openings. If inquiry is made for a grade that is full, the student will be placed on a waiting list and notified when an opening occurs. Openings are filled in the order in which they are received; however, priority is given to children with siblings in the school and children whose families are participating members of Saint John Paul II Parish.

AIDS POLICY

Saint Cecilia School follows the policy in the Diocese of Providence stipulating the process for deciding about the attendance of a student with AIDS. The policy outlines a procedure in which confidentiality is maintained and decisions are made on a case-by-case basis. This policy is similar to that in use in Rhode Island public schools and in many Catholic schools in the nation. Inquires may be directed to the Principal.

ARRIVAL/ATTENDANCE

The school day begins promptly for students at 7:45 a.m. Students must enter the building and report directly to their homeroom where they will be greeted by their classroom/homeroom teacher. There is no before school supervision in the schoolyard. Any student who arrives after 7:45 a.m. must report to the Main Office for a late pass. Students who are habitually late to

school will receive one hour of detention. (*Refer to Detention*) Daily attendance is a vital factor for student success. Any absence from school must be reported to the Main Office by parents/guardians by 8:00 a.m. Upon returning to school, the student must present a written note from the parents/guardians explaining the cause of the absence to the homeroom/classroom teacher. These notes are kept on file for a period of one year. In the event a student needs to be excused from physical education class, a note from the parents/guardians is necessary. In the event of extended periods, a note from a physician is required.

*** It is essential for schools to reinforce to students, parents or caregivers, and staff **the importance of students staying home when sick** until at least 2 full days they no longer have a fever (temperature of 100.4 or higher) or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine (e.g., Tylenol). Policies that encourage and support staying home when sick will help prevent the transmission of SARS-CoV-2 (and other illnesses including [flu](#)) and help keep schools open.

Symptom screening at home can be helpful to determine if a student: (Please see daily home screening sheet on the next page)

1. currently has an infectious illness that could impair their ability to learn, or
2. is at risk of transmitting an infectious illness to other students or to school staff.

Medical, dental appointments, and the like, except for emergencies should be scheduled outside of school hours. Vacations and trips should be scheduled according to school vacations. Teachers are not required to remain after school for extra help in cases of absence due to vacation time. Tests or quizzes are to be made up at the convenience of the teacher. Normally, all work should be completed no more than five days after return to school. It is the responsibility of the student to seek work missed and to make arrangements to make up the work.

If it is determined that a student is truant, no make-up work will be allowed and the student will receive grades of “zero” for all work missed. Additionally, the student will be subject to disciplinary action by the Principal.

All absences, including tardiness, early dismissals, illness, vacation, and appointments to the doctor are counted in the absence tally. Excessive absences from school may jeopardize promotion. In conjunction with the State of Rhode Island Department of Elementary and Secondary Education; in the event a student is absent from school twenty (20) days or more, the student may be retained or required to attend a certified summer school program. (*Refer to Promotion*)

Daily Home Screening for Students

Parents: Please complete this short check each morning and report your child's information [REPORTING INSTRUCTIONS] in the morning before your child leaves for school. St. Cecilia School

SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

<input type="checkbox"/>	Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
<input type="checkbox"/>	Sore throat
<input type="checkbox"/>	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
<input type="checkbox"/>	Diarrhea, vomiting, or abdominal pain
<input type="checkbox"/>	New onset of severe headache, especially with a fever

SECTION 2: Close Contact/Potential Exposure

<input type="checkbox"/>	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
<input type="checkbox"/>	Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework
<input type="checkbox"/>	Live in areas of high community transmission (as described in the Community Mitigation Framework) while the school remains open

**** Signing this Student/Parent handbook you are acknowledge that you will screen your children daily before sending them to school.

ASBESTOS

Saint Cecilia School has removed all exposed and friable asbestos in accordance with Diocesan and State recommendations. A management plan is on file in the Principal's Office. Documentation of inspections is available for review.

ASSIGNMENTS

Assignments are intended to help students develop organizational and study skills, encourage students to be independent learners and critical thinkers, develop students' initiative, self-direction and a sense of responsibility. Through these assignments, students practice new skills, prepare to learn new information in class, and apply new learning by completing projects and other assessments. Neatness and promptness are expected when completing and handing in assignments. Parents/guardians may help their children greatly by providing a quiet atmosphere in which to work, and by supervising their study and written assignments.

ATTENDANCE AT CO-CURRICULAR ACTIVITIES AND SPECIAL EVENTS

Attendance at co-curricular activities and special events is a privilege earned by good behavior and satisfactory grades. If a student is referred to the principal for disciplinary or academic reasons this privilege may be denied. Additionally, in order to be eligible to participate in any co-curricular activity, school-sponsored activity or special event, a student must be in attendance at school on the day of the activity; this includes athletic events and all co-curricular activities.

BLOGS

Engagement in online blogs, such as, but not limited to Facebook, etc., may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

No parent should open a Facebook account under the name of the school or a particular grade or organization. The only official St. Cecilia Facebook page is the one created and monitored by St. Cecilia School. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school.

BOOKS

All books must be kept covered at all times. Contact paper is not acceptable. Students who return a borrowed book that is marked or torn will be charged for replacement. Students who lose any book will be charged for the loss.

BULLYING – CYBER-BULLYING

Any form of bullying is intolerable. The person or persons inflicting such distress will be subject to disciplinary action and will be subject to suspension or expulsion from Saint Cecilia School. While an administrative investigation of the incident is occurring, a student may be asked to remain out of school until the investigation is completed. (*Refer to Expulsion, Suspension*) The principal of the school reports the cases of bullying at St. Cecilia School to the Pastor in January and June of the current school year. The principal will use the Safe School Act Incident Summary Report.

STATE OF RHODE ISLAND Department of Elementary and Secondary Education SAFE SCHOOL ACT ~ STATEWIDE BULLYING POLICY Effective: June 30, 2012

INTRODUCTION: RHODE ISLAND STATEWIDE BULLYING POLICY

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes **that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.**

1. DEFINITIONS

BULLYING means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school. The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

CYBERBULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include but are not limited to:

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

AT SCHOOL means:

- a. On school premises,
- b. At any school-sponsored activity or event whether or not it is held on school premises,
- c. On a school-transportation vehicle,
- d. At an official school bus stop,
- e. Using property or equipment provided by the school, or
- f. Acts which create a material and substantial disruption of the education process or the orderly operation of the school.

2. SCHOOL CLIMATE

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted.

Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

3. POLICY OVERSIGHT and RESPONSIBILITY

The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy. The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

4. INFORMATION DISSEMINATION

The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- a. Distributed annually to students, staff, volunteers, and parents/legal guardians
- b. Included in student codes of conduct, disciplinary policies, and student handbooks
- c. A prominently posted link on the home page of the school /district website

5. REPORTING

The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon (See attached sample *Report Form*). The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents / Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the principal, director or head of school.

Responsibility of Staff: School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities.

Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made **anonymously**, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an **anonymous report**.

Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False Reporting/Accusations: A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

Reports in Good Faith: A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

6. INVESTIGATION/RESPONSE

The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations. The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

Protection: If a student is the victim of serious or persistent bullying:

- a. The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
- b. The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff.
- c. The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

7. DISCIPLINARY ACTION

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyber-bullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/Guardian notification and meetings
- c. Detention
- d. In-school suspension
- e. Loss of school-provided transportation or loss of student parking pass
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- i. Police contact
- j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

8. SOCIAL SERVICES/COUNSELING

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

9. SOCIAL NETWORKING

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

10. OTHER REDRESS

This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

11. ADOPTION OF POLICY

The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.

REPORT FORM (SAMPLE)

(Bullying and/or Cyberbullying)

Name: _____ Student ID: _____ Grade: _____
Date: _____ Time: _____ School: _____

Please answer the following questions about this reporting incident:

List the name of the alleged bully, and/or cyber-bully. If name is not known, provide any other identifiable information:

Relationship between you and the alleged bully, and/or cyber-bully:

Describe the incident:

When and where did it happen?

Were there any witnesses? ☐ yes ☐ no If yes, who?

Other information, including previous incidents or threats:

Student or parent declines to complete this form: Initial: _____ Date: _____

I certify that all statements made in the complaint are true and complete. Any intentional false statement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provide only as necessary in pursuing the investigation.

Signatures:

Student: _____ Date: _____

School official receiving complaint: _____ Date: _____

School official conducting follow-up: _____ Date: _____

This document shall remain confidential

St. Cecilia School
755 Central Avenue
Pawtucket, RI 02861

ANTI-BULLYING, SAFE SCHOOL POLICY AND PROCEDURES

Effective Date: June 2012

Updated: August 2021

Based on the State of Rhode Island Department of Elementary and Secondary Education
SAFE SCHOOL ACT, STATEWIDE BULLYING POLICY (Effective: June 30, 2012)

I. SCHOOL MISSION STATEMENT

Saint Cecilia School provides a Catholic education that fosters intellectual, moral and spiritual growth. Together, we strive daily to give witness to the love of God and to bring the presence of Christ to all people through loving service.

II. INTRODUCTION

From the Statewide Bullying Policy: The Safe School Act “is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.”

School Policy on Student Code of Conduct, Behavior, Bullying, Respect, Safety and Catholic Values, Including Circle of Grace:

At St. Cecilia School our goal is to provide an environment where students will become respectful and responsible people. Students are expected to act with honor, respect and kindness at all times. Student rules are in place at every extra-curricular activity/event, field trip, sporting event or off-site activity connected to St. Cecilia School. It is our desire that the school community (Staff members, parents and students) will act in a Christ-like manner which is characterized by fairness and compassion when dealing with others. Harassment or bullying can take many forms, including physical actions, verbal taunts or threats, written or electronic communications, or internet postings or communications. These actions are prohibited because they have the effect of physically or emotionally harming another individual, interfering with a student's education, threatening the overall educational environment, and or disrupting the operation of school. Every student in St. Cecilia School is instructed in the Circle of Grace. The Circle of Grace is a Christian safe environment curriculum that helps to form and educate children about the value of positive relationships with God and others.

DEFINITIONS

From the Statewide Bullying Policy: Bullying means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that: a. Causes physical or emotional harm to the student or damage to the student's property; b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property; c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student; d. Infringes on the rights of the student to participate in school activities; or e. Materially and substantially disrupts the education process or the orderly operation of a school. The expression, physical act or

gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

School's Definition of Bullying:

"Bullying and cyber bullying" means unwelcome written, electronic, verbal or physical acts or gestures that create a feeling of intimidation, or poses a threat that may cause a reasonable person to suffer physical or emotional harm, may cause damage to another person's property and/or may cause a disruptive or hostile environment. ***What is not bullying is not liking someone, not playing fair, being excluded, expressing negative thoughts and feeling, experiencing conflict, and teasing is not bullying when both kids find it funny.***

From the Statewide Bullying Policy: Cyber Bullying means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications. Forms of cyber-bullying may include but are not limited to: a. The creation of a web page or blog in which the creator assumes the identity of another person; b. The knowing impersonation of another person as the author of posted content or messages; or c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

School's Definition of Cyber Bullying:

Cyber bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, e mail, instant messages, text messages, and Internet posting.

From the Statewide Bullying Policy: At School means: a. on school premises, b. at any school-sponsored activity or event whether or not it is held on school premises, c. on a school-transportation vehicle, d. at an official school bus stop, e. using property or equipment provided by the school, or f. acts which create a material and substantial disruption of the education process or the orderly operation of the school.

School's Definition of "At School"

The school's bullying policy covers the entire school day and extends to any educational program or activity that takes place on school property, in school vehicles, on busses rented by the school, at school sponsored events/activities and through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network.

III. School Climate

From the Statewide Bullying Policy: Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

School Safe Climate Measures

Types of Measures	Previously completed measures with dates	Current measures	Planned measures with dates
Professional Development	<i>August 2021</i>	<i>Dialogue at faculty meeting regarding bullying. Reviewing bullying policy.</i>	<i>August 2021</i>
Prevention Activities	<i>School Assemblies with Student Resource Officer and Patrol Sergeant.</i>	<i>Daily announcement telling students how bullying is wrong and report it to an adult.</i>	<i>October 2021</i>
Parental Workshops	<i>Held during the school year</i>		<i>October 2021</i>
Student Assemblies	<i>Student Resource Officer and Patrol Sergeant from the Pawtucket Police Dept.</i>		<i>October 2021</i>
Other Strategies			

IV. Policy Oversight and Responsibility

From the Statewide Bullying Policy: The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy. The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

School Policy Oversight and Responsibility

Individual responsible for implementation and oversight of school bullying policy: School Principal and/or her designee

Individual or body receiving summary report: Pastor

Year	1 st Date of Summary Report	2 nd Date of Summary Report
2019	January 2020	June 2020
2020	January 2021	June 2021
2021	January 2022	June 2022

V. Information Dissemination

From the Statewide Bullying Policy: The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy. This policy shall be: a. Distributed annually to students, staff, volunteers, and parents/legal guardians, b. Included in student codes of conduct, disciplinary policies, and student handbooks, c. A prominently posted link on the home page of the school /district website.

School Information Dissemination

Distribution	Date / /	What was distributed?
To students	Date 08/31/2020	State of RI Bullying Policy
To staff	Date 08/28/2020	State of RI Bullying Policy
To volunteers	Date 08/31/2020	State of RI Bullying Policy
To parents/legal guardians	Date 08/31/2020	State of RI Bullying Policy

Is school's bullying policy posted on the homepage of the school's website? Yes X No

V. Reporting

From the Statewide Bullying Policy: The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon (See attached sample *Report Form*). The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents / Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the principal, director or head of school.

Responsibility of Staff: School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated.

Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False Reporting/Accusations: A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

School Reporting

Dates the school principal, director or head of school established and prominently publicized to students, staff, volunteers, and parents/guardians the school's reporting policy.

Reports	Date Publicized	How Publicized
To students	August 2021	Parent/Student handbook
To staff	August 2021	Faculty handbook
To volunteers	August 2021	Code of Conduct Form
To parents/guardians	August 2021	Parent/Student Handbook

VI. Investigation Response

From the Statewide Bullying Policy: The school principal, director or head of school shall promptly investigate all allegations of bullying,

harassment or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations. The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

Protection: If a student is the victim of serious or persistent bullying:

a. The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment. b. The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff. c. The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

School Investigation Response

Who is responsible to investigate allegations of bullying, harassment or intimidation? School principal and/or her designee

Does the school have a qualified staff to mediate bullying situations? Yes

Does the school have on site a school psychologist and/or social worker to assess what effect the bullying, harassment or intimidation has had on the victim? No. Students and their families will be referred to the appropriate social and/or community agency.

Does the school have a plan to develop interventions, if possible, with input from the student, his or her parent/guardian, and staff? Yes

Does the school have a process for the parents/guardians of a victim to be notified of the action taken to prevent any further acts of bullying or retaliation? Yes

VII. DISCIPLINARY ACTION

From the Statewide Bullying Policy: The disciplinary actions for violations of the bullying policy shall be determined by the school appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:

a. Admonitions and warnings, b. Parental/ Guardian notification and meetings, c. Detention, d. In-school suspension, e. Loss of school-provided transportation or loss of student parking pass, f. Loss of the opportunity to participate in extracurricular activities, g. Loss of the opportunity to participate in school social activities, h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities, i. Police contact, j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

School Disciplinary Actions

School disciplinary actions for violations of the bullying policy that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:

In compliance with the Rhode Island Safe School Act-Statewide Bullying Policy, the school will promptly and reasonably investigate allegations of harassment, including bullying. . The range of disciplinary actions that may be taken against a perpetrator for bullying, cyber-bullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/Guardian notification and meetings
- c. Detention
- d. In-school suspension
- e. Loss of school-provided transportation
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities

I. Police contact

j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

Please note: The principal is the final recourse in all disciplinary situations and may waive or impose any disciplinary rule for just cause at his/her discretion.

SOCIAL SERVICES/COUNSELING

From the Statewide Bullying Policy: Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

School Referral to Social Services/Counseling

Does the school have resources available to refer bullying victims, perpetrators and appropriate family members for social services or counseling? No

IX. SOCIAL NETWORKING

From the Statewide Bullying Policy: Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

School's Prohibition from Accessing Social Networking

Does the school have the means to prohibit access to social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration?

Yes. An internet filter is installed on every computer in the school including student, faculty, administration and staff.

X. OTHER REDRESS

From the Statewide Bullying Policy: This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

XI. ADOPTION OF POLICY

From the Statewide Bullying Policy: The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.

REPORT FORM

(Bullying and/or Cyberbullying)

Name: _____ Student ID: _____ Grade: _____

Date: _____ Time: _____ School: _____

Please answer the following questions about this reporting incident:

List the name of the alleged bully, and/or cyberbully. If name is not known, provide any other identifiable

information:

Relationship between you and the alleged bully, and/or cyberbully:

Describe the incident:

When and where did it happen?

Were there any witnesses? ☐ yes ☐ no If yes, who? _____

Other information, including previous incidents or threats:

Student or parent declines to complete this form: Initial: _____ Date: _____

I certify that all statements made in the complaint are true and complete. Any intentional false statement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provide only as necessary in pursuing the investigation.

Signatures:

Student: _____ Date: _____

School official receiving complaint: _____ Date: _____

School official conducting follow-up: _____ Date: _____

This document shall remain confidential

SAMPLE INVESTIGATION/RESPONSE FORM

Investigation start date _____

Witness Interviews:

Name	Brief Summary of Information Provided
Date	

Documentation Reviewed:

Item	Brief Summary of Information Provided
Date	

Other Facts:

Finding: Bullying* ____ did ____ did not occur. Date _____

*(Finding to be based upon all of the facts and circumstances and whether it is more likely than not that bullying occurred)

RESPONSE:

____ measures to provide the student with a safe educational environment; describe in detail here:

____ Disciplinary action against the perpetrator(s) proposed to school authorities;

____ Assessment by school psychologist and/or social worker (for both the victim and the perpetrator);

____ Referral for appropriate counseling and/or social services;

____ Notification to local law enforcement agency (when circumstances warrant criminal charges;

____ Notification to student's IEP team (when victim is a student with a disability);

____ Notification to parents/guardians of the victim and the perpetrator of finding and response, if finding is that bullying occurred (specific information about discipline imposed on the perpetrator may not be disclosed to the parents of the victim);

Investigation/Response completion Date _____

Follow up to ensure that Response(s) to bullying are adequate on _____ (date)

Signature of School official designated to conduct investigation and determine Response (if someone other than the Principal) Date _____

Signature of the Principal Date _____

***Bullying, Cyberbullying and Retaliation are prohibited under the RI Safe Schools Act**

BUSSING

The city of Pawtucket provides bus transportation for eligible children in grades K-6 as follows:

Grades K-6 bussed to and from school if a child lives beyond $\frac{3}{4}$ radial miles from the school; Grades 7-8 no bussing is available. Students who ride the bus must always exhibit good conduct; following all rules and regulations. If a student is reported three times during the school year for inappropriate behavior that occurs while riding the bus, and the parents/guardians have been notified twice, the student's riding privileges will be suspended automatically for the remainder of the school year. An official notice of suspension will be sent to the student's parents/guardians.

CAFETERIA

Lunch is available for purchase; students may bring a lunch from home. Lunches are paid one month in advance. Cash and checks must be in the envelope provided. The envelope must have the child's name and information about what the money is for.

The following rules govern the behavior during lunch:

- Food allergies are respected and there is a peanut-free table currently in the cafeteria
- Students may not leave tables without permission;
- Glass containers are forbidden;
- Throwing of food is forbidden;
- The cafeteria/room must be left clean;
- Students must seek permission to leave the cafeteria by a supervising teacher or administrator during their assigned lunch period including visits to the nurse.

CELL PHONES

St. Cecilia School permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing, unless (middle school) are being used for approved instructional purposes.

In grades K-8, students will not be permitted to display, turn on, a mobile/cellular telephone on school property during the school day. These devices must remain silenced and put away during the instructional day, including during all testing, unless they are being used for approved instructional purposes.

The use of cell phones or any device capable of capturing images is strictly prohibited restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a cell phone without authorization during the school day, the device will be confiscated. The student or parent may pick up the confiscated cell phone from the principal's office after the end of the school day.

- Cell phones and all mobile devices shall be TURNED OFF when entering school
- Cell phones and all mobile devices shall be kept in a student's backpack or pocket sleeve (in classrooms) – not in clothing pockets
- Cell phones and all mobile devices are not allowed to be used in a classroom, library, or restrooms
- Cell phones can be turned back on at the end of school bell and used to communicate directly with parents/friends who are assisting in transportation
- Cell phones are not allowed to be used during transition times or between classes
- If a student needs to make an emergency call during the day, they are to come up to the office"

CLASSROOM RULES

1. Students must be in their assigned seats when the bell rings.
2. Students will have paper, pencil (pen), notebook, completed assignments, etc., ready when the class begins.
3. Students will raise their hand and wait to be called on before speaking aloud (emphasis on: courteous responses, respectful comments, and appropriate vs. inappropriate language).
4. Students will follow the teacher's directions and cooperate at all times (emphasis on: doing their own work; refraining from copying or cheating).

5. Students will keep their hands, feet, and any other objects to themselves (emphasis on: keeping away from “just playing around” situations, hitting, slapping, pushing, shoving, and disruptive “general horseplay” activities).

Inappropriate behavior not only interferes with the learning process of the student involved, but also violates the rights of other students to an appropriate learning environment.

CO-CURRICULAR ACTIVITIES

SPORTS

Saint Cecilia School offers the following sports: boys and girls Cross Country (Grades 5-8), boys and girls Basketball, co-ed Soccer, and Volleyball (Grades 4-8), and Cheerleading. Each student regardless of experience is encouraged to play for our teams as a means of showing school pride and to develop life-long friendships.

BAND, CHORUS, DRAMA

The Drama Club is open to students in grades 4-8 and meets once a week after school. In-school activities, as well as one major production in the spring, are the goals of the Drama Club. Chorus is open to students in grades 3-8 and meets once a week after school from 2:25-3:00 p.m. Liturgical music, as well as music for enjoyment and special occasions, is performed by the chorus. Together, the Chorus and Drama become the *Center Stage Cougars* for school productions.

To be eligible to participate in any co-curricular activity, the following requirements are necessary:

1. Students must have at least 70% in every subject and demonstrate Christian Values. The eligibility form will be signed by the homeroom teacher in consultation with respective faculty and the Assistant Principal. The Assistant Principal and/or Principal reserve the right to rescind this endorsement during the season.
2. If, after report cards are issued or at the determination of the teacher, students are not achieving the required grade, students will be advised of the necessity to miss two meetings of the group (practices, games) in order to concentrate on his/her studies. After a student misses two sessions, he/she may become eligible if the teacher observes an improvement in grades and/or conduct. The teachers, coaches in charge of co-curricular activities and the Assistant Principal and/or Principal will maintain open communications throughout the academic year.
3. Students must maintain a Christian attitude and acceptable conduct at all co-curricular activities. In cases of infractions, the supervising adult will give a suspension for a minimum of one session. The following guidelines will be followed: below 70% in any academic subject means that the student misses two sessions of the activity. A (√) in Christian values means that the student misses at least one session or as many as necessary until the conduct improves. A form is then signed by the teacher allowing the student to return.
4. In the case of sports only, during the time of missed games students must attend practices, games, and be in uniform. For the benefit of the rest of the team, missed games may be staggered if there is the case of a forfeit.

5. Students must be able to attend all of the required sessions of the activity; only students are allowed to be present at practices.
6. In the case of band, chorus and/or drama, should a student be absent from class due to rehearsals or field trips, all work must be completed.
7. All students who wish to participate in these activities must have a parental/guardian permission form signed.
8. In order to help defray expenses of these activities, students involved may be asked to participate in fund raising activities.

COMMUNICATION

Effective communication is essential to positive relationships between administration, faculty, parents, and students. In an effort to ensure adequate communication between the school and the home, the Principal issues periodic updates and other notices as necessary. Teachers and/or the Principal will call and/or document in writing to the parent's/guardians' academic progress or conduct. Parents/guardians are asked to call and schedule an appointment with teachers and/or the Principal when necessary.

In the light of Gospel directives, complaints are to be resolved first of all on a one-to-one basis, i.e., student and teacher, parent and teacher. If still no resolution has been reached, then the Principal should be contacted. (*Refer to Grievance Policy*)

CONDUCT

Order and discipline must be maintained within the school so that effective learning in a safe environment may take place. At Saint Cecilia School, discipline is based on mutual respect for each other. This handbook contains general rules and regulations which exist for all student behavior and their code of conduct. When infractions occur, the penalties may range from a reprimand to a detention. In cases of gross misconduct or continued infractions, appropriate additional actions will occur.

1. Rewards and encouragement are preferred means to achieve discipline;
2. Withdrawal of privileges (recess, field trips, or special events) and removal from positions of importance (class office) are likewise acceptable methods to achieve good discipline;
3. Parents/guardians will be notified after repeated offenses, in order that positive changes can be made.

CUSTODY

Saint Cecilia School has not legal authority in the enforcement of custody agreements. If the head custodial parent has indicated to the school in writing that he/she wants no exceptions on court-ordered documents, and the non-custodial parent persists on breaking the custodial agreement, the other parent and the local law office will be contacted. As violation of the custody agreement is the civil matter, no further legal action will be taken by Saint Cecilia School officials against the offending party. Saint Cecilia School will maintain as position of neutrality in all custody issues. This includes proceedings to determine custody and the application of the custody agreement.

Administration, faculty and staff will not testify in custody hearings unless subpoenaed. Student records will be provided as requested by either parent or the court. When restraining orders are issued against a parent, school officials have a legal obligation to assist in the enforcement of such orders. Attempts to violate such orders shall be reported immediately to law enforcement officials and the school will attempt to provide a safe environment for the student in question.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's Office. The school will not be held responsible for failing to honor arrangements that have not been made known.

DETENTION

Detention may be issued to any student whose action or failure to act violates the rights of others, interferes with the educational process, puts persons or property at risk, or exhibits a lack of respect for authority. Detentions may be held Monday through Friday for one hour and begins ten minutes after dismissal. The student is given one day's notice to arrange transportation home. Reasons for detention may include, but are not limited to:

- habitual tardiness to school
- inappropriate behavior
- violation of the dress code
- loitering in the lavatory
- failure to complete assigned work in class
- failure to complete homework
- failure to return documents previously sent home for parent/guardian signature

Five detentions per quarter may result in an in-school suspension. (*Refer to Suspension*)

DISMISSAL

A student may not leave school property at any time during school hours without a written note from a parent/guardian and the approval of the Principal. When an early dismissal is necessary, a note of request is given to the homeroom/classroom teacher with the stated reason. Children released at a time earlier than regular dismissal must be signed out in the Main Office by a parent/guardian or an authorized adult. Authorized adults must have written parental/guardian permission and a valid photo-identification.

For Pre-K students who are half-day, dismissal is at 11:00 a.m. Pre-K and Kindergarten dismissal time is 2:15 p.m. Grades 1-8 dismissal time is 2:20 p.m. Students may not remain in the building after 2:20 p.m., unless they have specific business, i.e., co-curricular activities, after-school help, etc. Students may not remain in the foyer (main entrance) of the school building.

Parents must make arrangements to have their child picked up or to report to the Extended Day Program. No student will be allowed to attend extended care without proper documentation.

There is no after school supervision in the schoolyard. For the safety of all, children may not play in the schoolyard at dismissal time.

DRESS CODE

The regulation uniform must be worn at all times unless a written explanation by the parent is presented to the principal. Uniforms are purchased on a year-to-year basis through the Donnelly School Apparel Company of Providence. Order forms are available at any time in the Main Office.

Head coverings may not be worn in the building at any time. Jewelry must be simple and compliment the school uniform. Small earrings and one ring may be worn. Accessories must be in good taste. Cosmetics, faddish hairstyles or coloring, dangling earrings, bracelets, necklaces, belts with chains, body piercing, tattoos, armbands, buttons, scarves, etc., are not included in the school dress code.

Boys- Long sideburns are not allowed. Hair must be trimmed so that eyes are visible at all times.

The Administration reserves the right to determine what is appropriate or inappropriate.

GIRLS K-GRADE 5 UNIFORMS

- Plaid jumper (No shorter than 1" above the knee) or navy twill pants
- Short or long-sleeved blue blouse with rounded collar
- Light blue turtleneck
- Navy blue cardigan
- Navy or gray knee socks/tights

GIRLS MIDDLE SCHOOL (GRADE 6 – 8) UNIFORMS

- Plaid skirt (no shorter than 1" above the knee) or navy twill pants
- Short or long-sleeved light blue blouse with rounded or pointed collar
- Light blue turtleneck
- Navy blue sweater-vest with school logo
- Navy blue cardigan sweater with school logo or navy-blue fleece jacket with school logo may be worn.
- Navy or gray knee socks/tights

BOYS GRADE K – 5 UNIFORMS

- Navy blue gabardine slacks
- Short or long-sleeved light blue knit shirt with school logo or light blue turtleneck
- Navy blue long-sleeved V-neck pullover or cardigan with school logo
- Navy blue socks
- Black or brown belt

BOYS MIDDLE SCHOOL (GRADES 6-8) UNIFORMS

- Navy blue gabardine slacks
- Short or long sleeved light blue oxford shirt; button down collar with school logo
- Navy blue vest sweater with school logo
- Navy blue cardigan sweater with school logo or navy-blue fleece jacket with school logo may be worn.
- Navy blue socks
- Black or brown belt
- Standard school tie

FOOTWEAR – ALL STUDENTS

Black, brown or navy-blue shoes (dress or casual) or are the only acceptable footwear. All footwear must be presentable and in good condition. Slippers are not acceptable footwear for school. Sneakers are only to be worn on the day of Physical Education. Due to safety regulations, sandals, clogs, open-toe, and any footwear with open backs are never allowed to be worn at school.

PHYSICAL EDUCATION UNIFORMS FOR ALL BOYS AND GIRLS

Saint Cecilia School Physical Education wear: navy blue school t-shirt, navy blue school sweatpants and sweatshirt with school logo, white socks and sneakers/athletic shoes. The school t-shirt must be worn on all Physical Education days; the school sweatshirt is optional. School shorts may be worn during the months of August through October and April through June. Physical Education uniforms are purchased through the Donnelly School Apparel Company of Providence.

Physical Education uniforms are worn to school on Physical Education days. This is considered the school uniform on that day; students who are not in Physical Education uniform on these days will be issued a school detention.

NOTE:

Shirts must be tucked in at all times during the school day. Shirt sleeves may not be rolled up.

Long sleeves may not be visible under a short-sleeve shirt.

Printed colored t-shirts may not be worn underneath the school shirt.

Navy blue shorts with the short-sleeve polo shirt may be worn by boys and girls during the months of August through October and after April vacation through June.

ELECTRONIC DEVICES

All electronic entertainment devices are strictly prohibited during school hours without the specific consent of the teacher. Such items will be confiscated and may require a parent/guardian to be notified before return of the item. Cell phones must be kept locked in the student's locker (middle school) or secured in a backpack and in the off position during the entire school day (7:30 a.m. to 2:20 p.m.). If a student is found using a cell phone during school hours, the following procedure will be initiated: 1st offense: the phone is confiscated, a Report of Misconduct is sent with the phone to the Principal. The phone may be picked up by the student at the end of the school day. 2nd offense: the phone is confiscated; a Report of Misconduct is sent with the phone to the Principal. The student will be assigned one hour of detention and a parent/guardian must pick up the phone at the end of the school day. 3rd offense: the phone is confiscated; a Report of Misconduct is sent with the phone to the Principal. The student will be assigned one-day in-school suspension and will not be allowed to bring the phone to school for the remainder of the academic year. A parent/guardian must pick up the phone at the end of the school day.

During school hours, students may not use cell phones to take photos and/or videos without the express permission of a teacher or administrator. Any student in violation of this policy will have his/her phone confiscated and will result in disciplinary action.

Kindles, Nooks, etc., specific to assignments may be used with the express permission of a teacher and/or administrator.

Saint Cecilia School does not accept liability for loss or damage of any electronic items.

EMERGENCY CLOSING

In the event of a delayed opening or school closing, Saint Cecilia follows the Pawtucket School Department's decision on school cancellations. Notification is listed on WPRO (630 AM/92FM), LITE (105), WJAR-TV (10). All before or after school activities are cancelled. While in school, students who need to contact parents will be allowed to do so to the best of the school's ability.

EMERGENCY INFORMATION AND PERMISSION FOR TREATMENT

At the beginning of each academic year an *Emergency Information and Permission for Treatment* form will be distributed. This form must be signed by the parents/guardians and returned to the school within three days of distribution. Please note if your child attends after care a duplicate form should be filled out and given to the director. This form includes vital contact information for your child. Children may only be dismissed to individuals whose names are on file. Photo proof of identity is required when picking up a child and the individual must be at least eighteen years of age. (*Refer to Dismissal*)

In the event of an address, phone or e-mail address change please contact the Main Office with the updated information.

Whenever a child is ill or injured at school, the following procedure(s) will be followed:

- Scrapes or minor cuts, etc. will be cleansed with an antiseptic and bandaged, if necessary.
- Bumps, bruises and sprains will be treated with an ice pack. Parents/guardians will always be notified of a head injury and sprain so further treatment can be sought if needed.
- Fever, nausea or vomiting will be reported to the parent/guardian and the child will be sent home.
- Headaches or minor pains will be treated with *Tylenol* if permission has been granted via the *Emergency Information and Permission for Treatment* form.
- More serious or less defined pain will be reported to the parent/guardian, who will make a decision regarding the student.
- In the case of an emergency, the parents/guardians will be contacted as to the nature of the injury/illness. If it is impossible to reach a parent/guardian or other responsible person, and the child needs immediate attention, he/she will be transported to the nearest emergency facility, and the Principal or designated faculty/staff member will accompany and remain with the child until a parent/guardian arrives.

EXAMINATIONS/TESTING

In the Middle School mid-term examinations are administered in January and final examinations in May/ June. Tests are given at the elementary grade levels. Any outstanding financial obligations must be paid before examinations and tests are administered.

EXPULSION

Expulsion from the school is invoked for the most serious infractions of school policy and shall be within the jurisdiction of the Principal, in consultation with the Pastor and Diocesan Superintendent. Repeated suspensions may lead to expulsion. Expulsion from Saint Cecilia School is considered permanent. A student leaving under the terms of expulsion will not have his/her tuition payment(s) refunded.

EXTENDED DAY PROGRAM

As a service to families, Saint Cecilia School offers an after-school program from 2:15 – 5:30 p.m. Children in the program are provided a snack and are offered a variety of activities and games, as well as the opportunity to complete homework and/or play outside, weather permitting. No student will be allowed to attend Extended Care without proper documentation. All parents/guardians or designated individual who will be picking up the child, must sign their name and the time in which they pick up.

All Extended Day fees must be paid in full when invoiced. Delinquent accounts will result in termination of all services.

For further information and rates, please contact the Main Office.

FAMILY LIFE ~ CIRCLE OF GRACE

The Diocese of Providence requires that a course in Family Life and Circle of Grace Safe Environment Training Program be implemented throughout all grades as part of the religion curriculum. The goal of Circle of Grace Program is to educate and empower children and young people to actively participate in a safe environment for themselves and others.

FINANCIAL POLICY

As a Catholic parochial school, Saint Cecilia School's operating budget depends solely upon tuition and fundraising. It is imperative that parents/guardians take this responsibility seriously. Tuition rates are set annually by the Principal and the Pastor in consultation with the School Advisory Board. There is an annual non-refundable registration fee for each student.

Tuition payments may be paid in full prior the start of the academic year or may be made on a ten-month installment plan offered through the FACTS Tuition Management Systems. Using the installment plan requires an automatic deduction from a checking or savings account each month. For further information, please contact FACTS Tuition Management or the Business Office. Information is also posted on our web site.

Tuition and any other outstanding accounts which are delinquent will result in student(s) not participating in any co- curricular events and not taking midterm, final exams or tests. In cases of seriously delinquent accounts, the school reserves the right to exclude a student from classes. Note: The school will assess a \$25.00 fee for any returned check.

Upon completion of a signed contract along with items outlined, in accordance with the Parent and Student Handbook the policy on Spiritual and Withdrawal Commitment will be in effect on the date of such contract.

TUITION AND VIRTUAL LEARNING There may be times during the school year, where Saint Cecilia School transitions to virtual or distance learning. This may happen because of multiple factors that include, but are not limited to: laws, regulations and government orders. The school may also elect to transition to virtual or distance learning to ensure the health and safety of students and staff. All financial obligations, including tuition and fees, must be met whether learning is in-person, virtual or distance.

FIELD TRIPS

Field trips are planned by the teacher for specific educational or cultural goals. The school requires the written consent to the parents/guardian before a child is permitted to go with his/her class on a trip. Permission by telephone is not acceptable. Students may be denied participation in field trips if they fail to meet educational, behavioral, and/or financial requirements.

Five or more tardies in any quarter and the student will be denied permission to participate in Field Trips for that quarter.

FIRE DRILLS/EVACUATION

When the alarm signal is heard or seen or an announcement is made to evacuate the building, all students must leave the building immediately in a quick, silent and orderly fashion and report to the designated area.

GENERAL CONDUCT

Attitudes and character traits shown by students are important in their development as citizens. We endeavor to develop school citizens who will respect and abide by rules of good conduct and we earnestly solicit the cooperation of every student and parent in this regard. One of the most important aspects of a Saint Cecilia education is respect. It is the educating that develops self-control, character, orderly behavior and efficiency in following directions. It is the key to appropriate conduct and consideration of others. Students are expected to assume responsibility for their conduct and actions and assist in maintaining a school atmosphere conducive to the learning process. To this end, students of Saint Cecilia School represent the school at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined at the discretion of the Principal.

Parents are held to the same standards as students with regards to respect for school personnel. Enrollment of the child in the school implies a partnership between the school and the parent/child. If the partnership breaks down, parents may be required to withdraw their child/children from the school.

GRADING

The school year is divided into four quarters. A numerical grading scale based on 100% - 0 appears on the report card for grades 3-8. Progress Reports are sent mid-way through each grading period.

The following numerical grading scale is used for Grades 3-8.

100 – 90% – Excellent
89 – 80% – Above Average
79 – 70% – Average
69 – 65% – Below Average
64 – 0% – Failing

A rubric scale is used for Grades 1 and 2.

- 5 – Consistent Strength***
- 4 – Steady Progress***
- 3 – Some Progress***
- 2 – Limited Progress***
- 1 – Does Not Meet Minimum Objectives***

Kindergarten scale is social and skills-based.

- S – Satisfactory***
- I – Improvement Shown***
- P – Progressing Slowly***
- E – Experiencing Difficulty***

GRADUATION

A student may receive a diploma from Saint Cecilia School only if all academic (satisfactory record in scholarship effort and citizenship) and financial requirements are met. (*Refer to Promotion and Financial Policy*)

If an eighth-grade student is required to attend summer school, he/she may participate in commencement activities and will receive a blank diploma. When evidence of successful completion in summer school is received, the student's diploma will be mailed.

GRIEVANCE POLICY

It is integral to the school's philosophy that union and charity exist among parents, administration, faculty, staff, and students. Therefore, the following steps may serve as a useful tool in solving problems that may occur in the course of the academic year.

1. Student discusses the situation with the teacher involved or vice versa;
2. Student and parent meet with the teacher for clarification;
3. Student and parent meet with the Principal and the teacher.

HEALTH SERVICES

Visual and auditory examinations are given at different grade levels. A nurse maintains health records and is on duty one half-day per week to administer to the health needs of students. Refer to the *Emergency Treatment and Permission* form regarding the administration of medicine and first aid. The school also employs a part-time nurse from 11:00 a.m. to 2:00 p.m. daily.

HOMEWORK

Homework is a necessary extension of the school day and is given for reinforcement of a concept, for drill, for enrichment, but never for punishment. Therefore, the following may serve as a guideline:

Grades 1-2	20 – 25 minutes
Grades 3-4	30 – 40 minutes
Grades 5-6	50 – 60 minutes
Grades 7-8	90 – 120 minutes

Parents are urged to assist their child by providing a quiet atmosphere and to supervise the study and assignments of their child. When there is no formal assignment, children are encouraged to spend some time reading. (*Refer to Assignments*)

HONOR ROLL

Each quarter the Honor Roll recognizes students' academic successes. Students in the Middle School (Grades 6-8) may receive High Honors with Distinction: 100-95% in every core subject (no grade lower than 95%); High Honors: 94-90% in every core subject (no grade lower than 90%), or Honors: 89-85% in every core subject (no grade lower than 85%). Special subjects include: Art, Computer, Music, Physical Education and Spanish. In order to qualify for Honor Roll status, a student must have at least 80% in each of the special subject areas and demonstrate Christian values.

IMMUNIZATION

Effective July, 2005 from the Rhode Island Department of Health that upon entry to any school parents/guardian shall provide evidence of the following:

All Pre-K students must be immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella, haemophiles, influenza type B, hepatitis B, chicken pox and pneumococcal disease;
Students in Grades K-8 are required to have received vaccines for diphtheria, tetanus, pertussis (not required for ages 7 and over), measles, mumps, rubella, hepatitis B and chicken pox.

Failure to comply with state regulations (unless exempt) will be excluded from attending school until requirements are met.

LEARNING DISABILITIES

In order to receive accommodations, the student's parents/guardians must submit to the Principal a comprehensive report from a qualified learning specialist or psychologist, outlining the following information:

- The specific disability or diagnosed disorder;
- A recommendation for specific accommodations, including an explanation of why the disability requires each requested accommodation;
- Relevant educational, developmental and medical history of the student;
- Thorough documentation of the techniques or methods of evaluation;
- Test results and subtest scores;

- Professional credentials of the evaluator (licensure, certification, area of specialization).

Once the report has been submitted to the school and accepted by the Principal it will be kept on file, and the school's confidentiality procedures will be followed. To the best of our ability St. Cecilia School will accommodate the students' educational needs.

LOCKERS

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. Students in Grades 6-8 are issued a school-owned combination lock to us to protect their personal items. The school maintains a universal key and reserve the right to open student lockers at any time without probable or reasonable cause. The locks are the property of St. Cecilia School. Students will be responsible for replacement of any lost lock.

LOST AND FOUND

The best assurance against loss of personal belongings is to mark clothing and books with the student's name, especially younger students. Found clothing and articles may be claimed from a bin located outside the Cafeteria. Unclaimed items will be given away.

MAKE-UP POLICY

Teachers provide an opportunity for students to make up work missed as a result of excused absences. Make-up work includes class work, homework, quizzes and tests. Make up work is the responsibility of the student and must be completed in a timely manner. The teacher in conjunction with the student will establish a time period. Any work not completed by the established period will result in a grade(s) of "zero".

Make-up work for extended absences will be handled on a case-by-case basis with the teacher. In cases of excessive absences, the school cannot guarantee that the student will successfully complete the required curriculum and his/her promotion may be jeopardized. (*Refer to Attendance*)

Long-term assignments/projects are excluded from this policy; they must be made up in cooperation with the teacher.

MEDICATIONS

As directed by the State of Rhode Island Department of Health mandate and in accordance with the Catholic School Office, "No lay person, other than a parent, shall administer medication to a student in the school setting." An exception is made for the administration of Epinephrine in an emergency situation. Students may not self-administer nor share medications with other students. Please update the nurse and/or administrator regarding new or updated medications for your child.

NURSE'S OFFICE PASS

Prior to visiting with the nurse, middle school students must obtain a pass from their content teacher. The pass shall be signed, dated, and presented to the nurse upon arrival. Upon return, the nurse will sign the pass indicating the time the student is returning to class and the pass is then presented back to the content teacher, who may give the pass to the subsequent content teacher. Other than an emergency situation, the nurse will not see a middle school student without a signed, dated, pass from a teacher.

NON-CATHOLICS

All students take part in the religious formation at Saint Cecilia School and attend Mass or any para-liturgical service when they occur during the school day. No teacher will in any way seek to influence the religious beliefs of a non-Catholic child.

NON-UNIFORM DAYS

Sleeveless tops or blouses are not permitted; shoulders, backs, and midriffs must be covered. T-shirts may not promote alcohol, drugs or anything contrary to the ideals of Saint Cecilia School. Shorts must be mid-thigh length and skirts must be no shorter than 1" above the knee. This will be strictly enforced. Due to safety regulations, open-toe and backless footwear is never permitted in school.

The administration assumes the responsibility of declaring particular items of dress as acceptable or not acceptable. The support of parents and students alike is required in this matter to maintain the learning environment of the school.

Failure to comply with the established dress code will result in disciplinary action.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are formally scheduled once during the academic year. Parents/guardians are urged to attend this conference as a means of being actively involved in the education of their child.

Conferences may be requested at other times as necessary. Teachers are available by appointment only before or after school hours. Parents/guardians may not use school time for conferences unless arranged by the teacher in consultation with the Assistant Principal or Principal.

PHOTOS/VIDEOS

Saint Cecilia School reserves the right to use photos or videos of students in school publications, curriculum projects, news releases, promotional materials and on the school website. Any parents/guardians who do not wish to have his or her child's photo or video with the student's name must notify the Principal in writing within three days of reading this handbook.

PRIVACY RIGHTS

Family Educational Rights and Privacy Act (Section 99.4) states that both parents, whether custodial or non-custodial, or an eligible student have the right to inspect and review the student's educational records. The following procedure applies:

Call Saint Cecilia School to request an appointment with the Principal;
State the purpose of the meeting (i.e., to review educational records).

A response to the request will be made within ten days.

PROGRESS REPORTS

In Grades 1 – 8, the subject teacher may issue a progress report half way through each quarter during the academic year. Progress Reports are generally used to compliment the progress of a student or may be used as a deficiency report indicating below average performance, or a possible danger of failing a subject for the quarter. Progress Reports are required to be signed by a parent/guardian and returned to the teacher within three days. Appointment requests for teacher conferences may be made in writing or by calling the voice mail of the teacher.

PROMOTION

Promotion for students in K – Grade 2 is based on successful completion of the academic work as determined by the teacher. Promotion for students in Grades 3-8 is determined by grades of 65% or better in religion, reading/literature; language arts/English, mathematics, science, social studies and geography.

In the event of one failure in a core subject (including religion), the student is conditionally promoted; however, a certified summer school program is required or private tutoring by a state certified teacher (minimum of 15 hours per subject). In the event of two or more failures, the student is retained at the current grade level. If a student fails religion, the student is required to complete an independent program of study approved by the Principal.

In conjunction with the State of Rhode Island Department of Elementary and Secondary Education; in the event a student is absent from school twenty (20) days or more, the student may be retained or required to attend a certified summer school program.

As soon as it becomes apparent that a student is in danger of promotion, the teacher(s) shall request a conference with the parents/guardians. Before a student is denied promotion, the teacher(s) and Assistant Principal and/or Principal will request an additional conference with the parents/guardians.

REGISTRATION

The registration fee guarantees placement at Saint Cecilia School for the next academic year. In order to ensure placement, students attending Saint Cecilia School must re-register by March 1st. **Please Note: All financial obligations must be met in order to re-register for the following school year.**

During Catholic Schools Week each year, an Open House and Registration is held for prospective students and their families. In-coming or prospective students are encouraged to spend the day “shadowing” at Saint Cecilia School; this may be scheduled by calling the Main Office. The registration fee is non-refundable.

REPORT CARDS

Report Cards are issued to students in Grades Kindergarten twice during the academic year and four times for Grades 1 –8. Grades are based on various assessments given throughout the quarter. Examples of assessments include: class work, homework, quizzes, tests, projects, etc. Report card averages reflect each of these categories. Report Cards must be signed by a parent/guardian and returned to the classroom/homeroom teacher within three days.

SAFE ENVIRONMENT TRAINING

According to State and Diocesan regulations, all administrators, faculty, staff and volunteers are required to undergo a Criminal background check (BCI) and participate in a seminar on child abuse, neglect and their duty to report such behavior. Rhode Island State law states “any person who has reasonable cause to know or suspect that a child has been neglected or abused shall, within 24 hours, transfer information to DCYF (1-800-RI-CHILD) who shall cause the report to be investigated immediately.”

SCHOOLYARD

Students may not leave the schoolyard for any reason without permission from a teacher or administrator. Students are not allowed to throw, kick, or climb on snow and/or ice. All trash must be discarded in the trash bins located outside the building. All students are required to follow the expectations and regulations of appropriate behavior/conduct. (*Refer to Conduct*) For the security and safety of all children, parents/guardians are asked to remain at the gate as their child enters and leaves the schoolyard. Parents/guardians may not stand or congregate in the schoolyard before or after school. There is no supervision in the schoolyard before or after school. Pet, even on leashes, are not allowed in the school yard before school or at pick up.

STANDARDIZED TESTING

The *STAR test* is administered three times during the school year, to students in grades 3-8. These tests measure students’ progress in reading, spelling, language, mathematics, social studies and science. The test scores are carefully reviewed and serve as important criteria in grouping and scheduling students. Students in Grades 5 and 8 are administered the ACRE test (Assessment of Catechesis Religious Education) in the spring.

STEALING AND VANDALISM

Stealing and vandalism are serious matters. Restitution for any offenses; theft or damage to property must be made by the parents/guardians of the student. A letter from the Principal will be sent to the parents/guardians and the student may be placed on disciplinary probation. In addition, the student is subject to disciplinary action ranging from multiple hours of detention, suspension or expulsion from the school. For a second offense, expulsion from the school is considered the normal sanction.

SUBSTANCE ABUSE

Drugs consist of anything considered illegal by the State of Rhode Island (alcohol and tobacco are included) and therefore are not permitted at Saint Cecilia School. Any student in possession of or under the influence of any drug will have the drug confiscated and his/her parents/guardians and the proper authorities will be notified immediately. Suspension from school will occur followed by counseling and/or possible expulsion from the school.

SUSPENSION

Suspension is invoked for serious infractions of school policy and shall be within the jurisdiction of the Principal. Parents/guardians are notified and a conference with the Principal, Assistant Principal and all parties involved may be required. For an in-school suspension, the student must report to the Principal at 7:40 a.m., on the day of the suspension and remain in an assigned area for the school day. Class work will be given to the student to complete. An out-of-school suspension prohibits the student's involvement in any school activities, whether they occur at school or away from the premises, for a specified period of time and until certain conditions are met.

Five detentions within a trimester warrant an in-school suspension. The following infractions may result in suspension or expulsion at the discretion of the Principal:

1. continued, willful disobedience, insubordination, or serious disruption of the learning process;
2. any disrespectful, profane or vulgar verbal, written or physical sign, gesture, threat or act toward any person in authority, or toward a fellow student;
3. willful destruction of school property;
4. bullying, cyber-bullying or harassing another individual;
5. leaving school property without permission;
6. threatening or non-threatening lists of students/individuals and or materials will warrant a severe disciplinary action.
7. smoking on school property;
8. possession or use of drugs, alcohol, firearms (including matches, lighters), knives, weapons, or any other dangerous instruments (Police to be notified);
9. repeated truancy and/or tardiness;
10. repeated defiance of the dress code;
11. any form of physical fighting or verbal abuse;
12. any form of conduct deemed inappropriate by administration, faculty/staff.

N.B. Should a student at Saint Cecilia School be implicated in a serious crime, the student shall be placed on home suspension pending a final decision by the Principal in consultation with the Pastor and Diocesan superintendent.

TARDINESS

All students are expected to be in their homeroom/classroom by the start of school. *Refer to Arrival/Attendance.* A student who arrives after the start of school must report to the Main Office for a late pass. Parents/guardians are urged to be sure that their child is not late for school as tardiness disrupts the classroom and learning environment. **Five tardies in any quarter and the student will not be given permission to participate in field trips during that quarter.** Repeated tardiness to school will result in further disciplinary action. (*Refer to Detention*)

TEACHER EASE

TeacherEase is an electronic web-based program used to communicate with Grades 1-8 parents/guardians with respect to student assessment and grades. Parents receive access to their child's record and are strongly encouraged to use *TeacherEase* to monitor their child's progress.

TRANSCRIPTS

According to the Privacy Rights Act of 1976, parents have the right of access to their child's records (*Refer to Privacy Right*). It is no longer necessary to obtain written consent to release records between schools. The Buckley Amendment states that school officials may receive a student's record without a written consent for such release.

TUITION ASSISTANCE

The Frances Ward Fund was established in 1986 by Bishop Louis E. Gelineau in memory of Frances Ward a Sister of Mercy who was the first religious foundress of a Catholic School in the State of Rhode Island. The fund provides tuition assistance to students with financial needs living in Rhode Island and attending a Catholic elementary school. FACTS application for this assistance must be made by February 14th of each year, for the next academic year. The Diocese of Providence determines the financial need in awarding tuition assistance, based on the FACTS report. Applications are available in the Main Office. For families enrolled in the parish forms are available in the office for Parish Assisted Rate and must be filled out by Feb. 14th. In addition to the Frances Ward Fund, parents who are in need of tuition assistance may also contact the pastor of their parish.

VIOLENCE

Any action that disrupts the peace of Saint Cecilia School is unacceptable. Bullying, harassment, threats of violence, and actual violence of any kind, including the use of e-mail and electronic social networking, subjects an individual to sanctions by the school, including but not limited to, suspension or expulsion. Please note: threatening or non-threatening lists of individuals or materials will warrant severe disciplinary action.

VISITORS

For the safety of all, the doors to the school building are secured. Anyone who enters the building, including parents/guardians, must report directly to the Main Office. No one is allowed to enter a classroom without signing-in and receiving a visitor's badge at the Main Office.

WEAPONS

Any student found in possession of any potential lethal weapon will have the weapon confiscated and the parents/guardians and the proper authorities will be notified immediately. Furthermore, if it has been brought to the attention of Administration, Faculty and Staff that any form of written/drawing (implying any possible reference to weapons) will be confiscated and grounds for possible suspension. Suspension from school will occur followed by counseling and/or possible expulsion from the school.

WITHDRAWAL

During or upon the completion of each academic year the faculty and Principal evaluate all students. The Principal reserves the right to ask any student to withdraw from Saint Cecilia School if he/she does not appear to be profiting from attendance at the school.

Parents/guardians must understand that their failure to meet obligations as outlined in this handbook may result in their son/daughter being required to withdraw at any point during the academic year.

Saint Cecilia School reserves the right to change policies and procedures as outlined in this handbook. Parents/guardians will be notified of any such changes.

Saint Cecilia School Spiritual Commitment 2021-2022

Every school has instruction as its fundamental purpose. St. Cecilia School, as a Catholic institution, has a purpose that is unique. It exists to bring our children closer to Jesus and His Church. It nurtures their intellectual lives while instilling in them a sense of values and moral actions that are in conformity with the teachings of Christ.

Our goal of developing the spiritual and intellectual life of the student can never be attained without the cooperation of our parents. In a very real sense, the school and the home are working at cross-purposes if parents are not close to Christ and to His Church. It is absolutely essential, therefore, that our parents give evidence of agreement with our goals by attending weekly Mass, frequenting the Sacraments, and living their Catholic Faith in the circumstances of their lives.

Withdrawal Policy 2021 - 2022

For families electing to pay tuition in full, payment is due June 1st. For families electing to use the FACTS Management plan, there will be 10 withdrawals beginning on June 1st through March 1st. **All students enrolled as of May 1, 2021 will be considered enrolled for the entire 2021-2022 school year.** Please advise the school office in writing, before May 1, 2020 if you intend on withdrawing your child or children from the School. As of May 1, 2020 the following early withdrawal policy will go into effect and money will be withheld on the following basis:

Withdraw Before	Amount Withheld for Early Withdrawal
May 1 st	Registration Fee per student
June 1 st	Registration Fee plus 10% per student's tuition
July 1 st	Registration Fee plus 20% per student's tuition
August 1 st	Registration Fee plus 30% per student's tuition
September 1 st	Registration Fee plus 40% per student's tuition
October 1 st	Registration Fee plus 50% per student's tuition
November 1 st	Registration Fee plus 60% per student's tuition
December 1 st	Registration Fee plus 70% per student's tuition
January 1 st	Registration Fee plus 80% per student's tuition
February 1 st	Registration Fee plus 90% per student's tuition
March 1 st	Registration Fee plus 100% per student's tuition