

# St. Cecilia School

O A K L E Y

## Parent/Student Handbook 2025-2026

4115 Taylor Ave  
Cincinnati, OH 45209

Phone: 513-533-6060

Fax: 513-533-6067

[School.StCeciliaCincinnati.org](http://School.StCeciliaCincinnati.org)



# ST. CECILIA CATHOLIC SCHOOL

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# ST. CECILIA CATHOLIC SCHOOL

## **IMPORTANT SCHOOL INFORMATION**

St. Cecilia Catholic School  
4115 Taylor Ave  
Cincinnati, OH 45209

### SCHOOL COMMUNICATION

School Office Phone	513-533-6060
School Fax	513-533-6067
School Website	School.StCeciliaCincinnati.org
School Office Email	sringler@stceciacincinnati.org
Parish Office Phone	513-871-5757

### HOURS

School hours	7:40am – 3:10pm
Enrichment hours	3:10pm – 4:15pm
Latchkey hours (Grades K-8)	3:10pm – 6:00pm
School Office hours	7:00am – 3:30pm

Doors open 7:00am

*Doors will close at 7:35AM – all students must enter through the office after this time and if entering at or after 7:40, they will be marked tardy*

Breakfast served 7:00am - 7:30am

*Summer office hours are communicated through the school newsletter and posted online*

### LUNCH/RECESS SCHEDULE

Pre K	11:00am
Grades K-3	11:30am – 12:25pm (12:05pm-12:50pm on mass days)
Grades 4-8	12:25pm – 1:10pm (12:50pm-1:30pm on mass days)

Cafeteria Contact: Trina Caudill – [CaudillK@sycamoreschools.org](mailto:CaudillK@sycamoreschools.org)

Cafeteria Manager: Liz Helbright, Sycamore Schools – [helmbrightl@sycamoreschools.org](mailto:helmbrightl@sycamoreschools.org) or 513-686-1796

### TRANSPORTATION

*Bus Transportation for students in CPS district is contracted service through Cincinnati Public Schools*

CPS Transportation Department 513-363-0330

*The principal retains the right to amend this handbook for just cause.  
Parents will be given adequate notification if changes are made*

# St. Cecilia School

O A K L E Y

August 2025

Dear School Families:

St. Cecilia School has been educating children in the Oakley and surrounding neighborhoods for over 100 years. Although the times have changed and the educational landscape is much different than when you may have attended school, the need for a strong Catholic education is as vital as ever, possibly more so given that our children's lives have arguably become more complex and challenging in this digital age. The need to instill the Faith, cultivate moral character, and provide a rigorous academic curriculum is more important than ever.

St. Cecilia is a Catholic school that continues to strengthen its Catholic identity and improve the teaching of the Faith. We have not lost sight of our mission: that each child that graces the halls of St. Cecilia forms a personal and deep relationship with God. Further, our hope is that students allow their Catholic education to build within them moral character and a uniquely Catholic perspective on life and the world in which they live.

St. Cecilia is a welcoming school that accepts students from many different backgrounds. Not only are we enriched with different cultures and ethnicities, St. Cecilia accepts a wide range of learners with varying abilities, all of whom receive a rigorous education in the Catholic tradition. Our school is a reflection of our society, and one of the great testaments to our community is that many of our students and families see the school as an extension of their family.

The vibrancy of St. Cecilia continues to be one of its hallmarks. Come to the parish festival and you will see a smaller parish bring energy and vigor that other parishes envy. Look at our school improvements, and each year you will see special projects that continue to improve our building. Attend a fish fry or a special event and you will see staff and parents working side by side to make them successful. Walk the building and see the pace of a typical school day. Meet our students and staff and see their energy and dedication. It's never a boring day at St. Cecilia! Our vision continues to be driven by always improving, always getting better, and always remembering our mission as a Catholic school.

We look forward to genuinely partnering with you so that your child receives a strong education. The following guidelines and policies have been developed to ensure that the school operates utilizing core principles guided by the Catholic Church and that all students have equal access to quality instruction that helps to the foundation for future opportunities and success.



Mr. Michael Goedde  
Principal

# St. Cecilia School

## O A K L E Y

*St. Cecilia School is a Parish Catholic elementary school servicing students in grades Pre-Kindergarten through 8 and is accredited by the Ohio Catholic School Accrediting Association (OCSAA).*

### **HISTORY**

On June 3, 1908, a group of men and women met to discuss securing a Catholic church for the village of Oakley. And that is where the history of St. Cecilia Parish begins. This group of people represented most of the 65 Catholic families then residing in or near Oakley. On July 26, 1908, the pastor celebrated Holy Mass for the first time for the members of St. Cecilia Parish in the Oakley town hall.

Over the next four years, a temporary church was built, the parish continued to grow, and soon there was a need for a school for the children of the parish. In 1912, ground was broken for a new building – the future site of St. Cecilia School – on Taylor Avenue.

St. Cecilia School opened on September 8, 1913, with an enrollment of 125 students. The school was in the charge of three Sisters of Mercy: Sister Mary Bernadette, the first principal, assisted by Sister Rose and Sister de Sales. Enrollment continued to climb year after year, and throughout the 20s, more than 400 children attended the school each year.

In March 1955, four classrooms, a gymnasium, and a nurse’s room were added adjacent to the two-story school building. Today this wing serves to teach grades preschool through grade 2.

In July 2021, the Archdiocese of Cincinnati made the decision to restructure the parishes throughout the diocese. The result was the “Beacons of Light” program which took existing parishes and grouped them as “families” under the direction of one Pastor. St. Cecilia Parish was already a part of the Eastside Region of parishes with St. Anthony and St. Margaret / St. John. In July 2022, St. Mary parish, which also had a vibrant Catholic School, in Hyde Park was added to the family. Up to this point, the two schools have operated separately from each other save any parish activities like Sacramental Preparation and some of the Parish Administrative employees.

St. Cecilia School is a fully accredited school through the Ohio Catholic Schools Accrediting Association (OCSAA) and operates under the authority of the Pastor, Fr. Jamie Weber and the direction of the school principal, Mike Goedde.

### **MISSION STATEMENT**

In accordance with the teaching authority of the Roman Catholic Church, St. Cecilia School will partner with families to ensure that each student is provided an authentically Catholic education where students will grow in holiness, think critically, communicate effectively, serve others, and live lives that exemplify the truth and beauty of Catholic virtues rooted in the Gospel of Jesus Christ.

### **PHILOSOPHY OF ST. CECILIA SCHOOL**

“The educational mission of the Church is an integrated ministry embracing three interlocking dimensions; message, community, and service. Catholic schools afford the fullest and best opportunity to realize this threefold purpose of education among children and young people.” (NCCB, To Teach as Jesus Did, 101)

In light of this Church document, St. Cecilia School is committed to the education of children in partnership with parents who recognize that, for people of faith, the wisdom and culture transmitted by a school are enriched and put into perspective by the gospel message of Jesus.

## **BELIEF STATEMENTS**

- St. Cecilia School is committed to giving the children a well-rounded education rooted in Catholic faith and traditions, encouraging the development of a personal relationship with God the Father, God the Son, and God the Holy Spirit.
- St. Cecilia School is committed to providing a rigorous academic program in which students learn to think critically, use imagination to be creative, communicate effectively, and appreciate beauty in all forms through a Catholic lens.
- St. Cecilia School strives to meet the needs of students using a variety of instructional styles, engaging all students and holding them accountable for their learning.
- St. Cecilia School will use the curricula set by the Archdiocese of Cincinnati and the State of Ohio as a guide to assist teachers in devising lessons that are logical and effective and that allow students to successfully transition from one grade level to another.
- St. Cecilia School will continually assess each student's growth and understanding of content in all disciplines through standardized testing, classroom work samples, and curriculum-based assessments throughout the school year.
- St. Cecilia faculty and staff are committed to developing their craft as an educator and enhancing their methods of instruction through continuous improvement to provide quality education for all students.
- St. Cecilia School fosters a sense of community through cooperative efforts within the school, the parish, and throughout the Cincinnati community.
- St. Cecilia School identifies Christian service as a key element in Catholic education and strives to promote the Gospel and teachings of Jesus Christ through service to others
- St. Cecilia School is committed to effective leadership, competent teaching, and cooperative endeavors with parents in an atmosphere of open communication and understanding.
- St. Cecilia School provides an education that enables the students to reason independently, embrace self-discipline, accept responsibility for their learning, and appreciate their value, potential, and uniqueness.

*Revised 05/01/2025*

# ST. CECILIA CATHOLIC SCHOOL

## **Faculty and Staff Contact Information**

4115 Taylor Ave, Cincinnati, OH 45209

Ph: 513-533-6060 Fax-513-533-6068

School.StCeciliaCincinnati.org

### **Administrative Staff**

Reverend Jamie Weber, Pastor	871-5757 ext 201	jweber@eastsideregion.org
Reverend Alex Dugas, Parochial Vicar	871-5277 ext 205	adugas@eastsideregion.org
Reverend Stephen Jones, Parochial Vicar	871-5757 ext	sjones@eastsideregion.org
Mr. Michael Goedde, Principal (Gr 8 Teacher)	533-6060 ext 130	mgoedde@stceciliacincinnati.org
Mr. Ken Jackson, Dir of Operations	871-5757 ext 204	kjackson@eastsideregion.org

### **Administrative Support Staff**

Miss Julie Poux, Assistant Principal, Tech Coordinator (Grades 7 & 8 Teacher)	533-6060 ext 116	jpoux@stceciliacincinnati.org
Mrs. Stephanie Ringler, School Office Manager	533-6060 ext 102	sringler@stceciliacincinnati.org
Mrs. Bella Santamarina, Latino Parent Liaison / PK Aide	533-6060 ext 133	bsantamarina@stceciliacincinnati.org
Mrs. Joanne Thomas, Office Assistant	533-6060	jthomas@stceciliacincinnati.org
Mrs. Haley Metzger, Director of Catechesis and Evang.	321-1207 ext 413	hmetzger@stceciliacincinnati.org
Mr. Brent Richard, Regional Director of Technology	321-1207 ext 409	brichard@eastsideregion.org
Mr. Ryan Leep, Director of Music Ministry	871-5757 ext 208	rleep@stceciliacincinnati.org
Mrs. Marta Misleh, Pastoral Associate	871-5757 ext 207	mmisleh@stceciliacincinnati.org
Ms. Liz Helmbright, Cafeteria Manager	686-1796	helmbrightl@sycamoreschools.org
Mrs. Carrie Brigger, Parish Secretary	321-1207 ext 401	cbrigger@eastsideregion.org

### **Faculty**

Miss Samantha Dailey, Preschool Lead Teacher	533-6060 ext 113	sdailey@stceciliacincinnati.org
Ms. Elizabeth Baumbach, Preschool Aide	533-6060 ext 113	ebaumbach@stceciliacincinnati.org
Miss Alyssa Rupert, Kindergarten	533-6060 ext 110	arupert@stceciliacincinnati.org
Miss Catherine Dattilo, Grade 1	533-6060 ext 111	cdattilo@stceciliacincinnati.org
Miss Chanelle Centers, Grade 2	533-6060 ext 112	ccenters@stceciliacincinnati.org
Miss Amanda Schweppe, Grade 3 (HR), 4	533-6060 ext 115	aschweppe@stceciliacincinnati.org
Mr. Eric Stetzer, Grades 3, 4 (HR)	533-6060 ext 105	estetzer@stceciliacincinnati.org
Mr. Dylan Weizman, Grades 4, 5, 6	533-6060 ext 134	dweizman@stceciliacincinnati.org
Miss Shannon Costanzo, Grades 5, 6 (HR), 7	533-6060 ext 117	scostanzo@stceciliacincinnati.org
Miss Sarah May, Grades 7 (HR) & 8	533-6060 ext 114	smay@stceciliacincinnati.org
Ms. Meghan Dorato, Grades 4, 7, 8 (HR)	533-6060 ext 118	mdorato@stceciliacincinnati.org
Mr. Andrew Besong, Grades 3, 4, 5 (HR), 6	533-6060 ext 114	abesong@stceciliacincinnati.org
Mr. Tyler Smith, Grades 5, 6	533-6060 ext 126	tsmith@stceciliacincinnati.org
Ms. Betsy Jackson, Grade K, 1, 2, 3, 4	533-6060 ext 125	bjackson@stceciliacincinnati.org
Ms. Jacqueline Cowgill, PK-8 Art	533-6060 ext 128	jcowgill@stceciliacincinnati.org
Mr. David Medina Ollarzu, PK-8 Music	533-6060 ext 107	dmedina@stceciliacincinnati.org
Mrs. Suzanne Lockwood, Primary Reading Support	533-6060 ext 123	slockwood@stceciliacincinnati.org

### **Auxiliary & Intervention Staff**

Mrs. Lauren Wispé, Intervention Support	533-6060 ext 135	lwispe@stceciliacincinnati.org
Miss Sarah May, Intervention Support	533-6060 ext 114	smay@stceciliacincinnati.org
Mr. Dylan Weizman, Intervention Support	533-6060 ext 105	dweizman@stceciliacincinnati.org
Mrs. Katherine Cummins, Speech and Language	533-6060 ext 121	kcummins@stceciliacincinnati.org
Ms. Kelly Benson, Title I Math Teacher	533-6060 ext 134	benzonk@cpsboe.k12.oh.us
Ms. Jeni Henz, ELL Specialist	533-6060 ext 122	<a href="mailto:jeni.henz@hcesc.org">jeni.henz@hcesc.org</a>
Mrs. Kim McCafferty, School Nurse	533-6060	kmccafferty@stceciliacincinnati.org

# St. Cecilia Catholic School

## 2025-2026 Calendar of Events

*\*Calendar is subject to change\**

*Please check online Google calendar for the most up to date information (School website /calendars)*

August 4 – School Office Opens

August 17 – Meet the Teacher – 12:00-1:00PM (grades PK/K); 1:00-2:30PM (grades 1 -3)

August 18 - Meet the Teacher (Gr. 5-8) 6-7PM

August 20 – **First Day of School**

- Preschool Half Days 20<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup> – 7:40AM to 11:30AM

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September 1 – **Labor Day – No School**

September 8 - School Mass - Celebration of Mary's birthday

September 9 & 10 - MAP Fall Math Testing for students in grades K-8

September 12 - School Mass for 40 Hours Opening

September 17 – Fall Picture Day (In Uniform)

September 26 – **Early Dismissal – 1PM – No PM Busing or Champions**

September 27 – St. Cecilia Oktoberfest - Time TBD

September 29 - School Mass for the Feast of the Archangels

First Reconciliation Parent Meeting (Grade 2) 6:15PM @ St. Mary Church

September 30 - Sacrament of Confirmation Parent Meeting (Gr 7) - 7:00PM at St. Mary

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October 10 - Midterm for Trimester 1

October 15 – Parent/Teacher/Student Conferences – 3:30PM to 7:30PM

October 16 – Parent/Teacher/Student Conferences – 3:30PM to 7:30PM

October 17 – **No School**

October 20 & 21 – **No School**

October 28 & 29 - State Reading Test for students in Grade 3

October 30 - School Mass - All Saints Parade

October 31 - Trunk or Treat

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November 7 - End of Trimester 1

November 11 – Fall Picture Retake Day

November 22 - High School Placement Test

November 24-28 – **Thanksgiving Break – No School for Students**

November 24-25 – Teacher Work/Planning Days/Religious In-Service

November 30 – Start of Advent

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December 1 - First Reconciliation Service (Grade 2) - 6:15PM at St. Mary

December 2-5 – Candy Cane Sale

December 5 – Santa's Workshop

December 8 – Feast of the Immaculate Conception – Holy Day of Obligation: 9AM Mass

December 12 – Feast of Our Lady of Guadalupe & Las Posadas (Mass at 6PM and celebration after)

December 19 - Last Day before Christmas Break -

**Early Dismissal at 1PM - No PM Busing or Champions**

December 22 - January 2 – **Christmas Break – No School**

## 2025

January 5 – School Resumes

January 13 & 14 - MAP Winter Testing for students in grades K-8

January 19 – **Martin Luther King Day - No School**

January 23 – CSW Kickoff/ Open House – TBD

January 21 – Parent/Teacher/Student Conferences – 3:30PM to 5:30PM

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February 2-27 – Current Family Priority Registration Begins

February 2 - Mass for the Presentation of Our Lord / Feast of St. Blaise

February 6 - **Early Dismissal at 1PM - No PM Busing or Champions**

Eighth Grade DC Fundraiser Dinner

February 12 - Valentine's Day parties

February 13 – **No School**

February 16 – **Presidents Day – No School**

February 18 – Ash Wednesday Mass – 9AM

February 20 - Stations of the Cross - 2:15PM

End of Trimester 2

February 27 – Last day for Priority Registration

Stations of the Cross - 2:15PM

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March 2 – Open Registration Begins

March 6 – Stations of the Cross – 2:15PM

Tillery Explorers Fish Fry (5:00-7:00PM)

March 10 – Spring Picture Day (Out of Uniform)

March 13 – Stations of the Cross – 2:15PM

Athletics Fish Fry (5:00-7:00PM)

March 16 - First Communion Parent Meeting (Gr 2) - 6:15PM at St. Mary

March 20 - No School

March 25 - School Mass for Feast of the Annunciation

March 27 – Stations of the Cross – 2:15PM

March 28 - Confirmation Retreat and Rehearsal - 9AM-2PM at St. Mary (Robisch Hall)

March 30 – Palm Service - 10:30AM

March 31 - State ELA Test for students in grades 3-8

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April 1 - State ELA Test for students in grades 3-8

April 3 – **Good Friday – No School**

April 6-10 – **Easter Break – No School**

April 11 - First Communion Retreat (Gr 2) - 9am-12pm at St. Cecilia

April 14 & 15 - State Science test for students in grades 5 & 8

April 15 - Sacrament of Confirmation Mass - 7:00PM at Cathedral Basilica of St. Peter in Chains

April 18 - First Holy Communion at St. Cecilia Church - 3:30PM

April 20 - First Communion Photos (Gr 2) 5:30-7:30PM at St. Cecilia

April 21-24 - Eighth grade Washington DC trip

April 28 & 29 - State Math Test for students in grades 3-8

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May 5 & 6 - MAP Spring test for students in grades K-8

May 7 – May Crowning – School Mass – 9AM

May 8 – Ocho de Mayo – 5PM to 10PM

May 14 – Grade 8 Graduation & Brunch – 9AM Mass

May 22 – **Last Day of School – Recognition Ceremony**

# ADMISSION & REGISTRATION

## POLICY OF NON-DISCRIMINATION

St. Cecilia School admits students of any sex, race, color, nationality and ethnic origin to all rights, privileges, programs and any activities generally accorded or made available to students at St. Cecilia School.

## INCLUSION POLICY

Admission shall not be based solely on ability or achievement. However, students with special needs will be accepted only on a case by case basis as openings exist.

An ETR/IEP/ISP/504 Plan must be made available prior to admission and reviewed by IAT personnel. Special needs students will be reviewed on an annual basis.

Should St. Cecilia School, during the school year and while providing services, determine that the needs of the child are unable to be met with the services and resources provided, the parents of the student may be required to explore other service options.

## REGISTRATION POLICY

Priority Registration for existing school families begins on Monday, February 2, 2026 and ends Friday, February 27, 2026. Open registration for new families begins Monday, March 2, 2026. Please note admission policy guidelines for particular grade levels as outlined below.

All completed registration paperwork and necessary documentation applicable to any and all scholarships accompanied with a non-refundable Registration Fee is required at the time of registration. **Registration paperwork will not be accepted unless it is completed in its entirety (inclusive of fee)**, and no child is accepted into school unless the registration fee is paid or arrangements to pay have been made with the school principal and coordinated through the Tuition Manager. Acceptance of registration at St. Cecilia School is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school and reviewed by the administration. If a student has applied for or has received a State of Ohio Scholarship, such as the EdChoice or Jon Peterson, all forms and documentation must be submitted prior to acceptance for admission.

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

Documents required at the time of registration include the following:

- Completed Registration Form
- Proof of Address (Duke Energy, Water, or Cable Bill showing your correct address)
- Completed CPS Parochial Form
- Tuition Payment Preference Form
- Scholarship applications and forms (if applicable)
- Copy of birth certificate (new students only) and baptismal certificate (if applicable)
- Release of Records Form (new students only)
- Custodial Documentation (if applicable)

A limited amount of financial aid for tuition is available. All applicants requesting financial assistance must complete CEF/FACTS paperwork and submit it to the tuition manager in order to be considered for tuition assistance.

## REGISTRATION FEES

For the 2025-2026 school year, families will be expected to pay the following at the time of registration in order to secure a spot for the school year.

- **Single child - \$175**

- \$100 Enrollment fee
- \$50 Festival support – raffle ticket sales
- \$25 School supply fee
- **Multiple children - \$250**
  - \$125 Enrollment fee
  - \$75 Festival support – raffle ticket sales
  - \$50 School supply fee

### ADMISSION POLICY - ALL NEW STUDENTS

Every student, when accepted at St. Cecilia School is considered to be in a probationary period up until the end of trimester one at which time the following will be considered:

- 1) Full acceptance
- 2) Continuation of probationary period accompanied by an academic or behavior plan
- 3) Non acceptance

*\* A letter will be share with the family of any student who falls under category 2 or 3. Non-reception of a letter at the end of trimester I would indicate full acceptance.*

*\*\*An academic screening will be administered to all prospective students accompanied by all relevant records (this includes report cards, standardized test scores, behavior reports, etc). A measurement of student needs versus school resources to meet those needs will be evaluated in all cases.*

*\*\*\*Parents who refuse to provide requested information to the school, or provide false, incomplete, inaccurate, or misleading records may result in the denial or revocation of admission and or disciplinary action, up to and including suspension and expulsion*

*\*\*\*\*All applicable restraining, cu or court orders must be kept on file in the school office*

### ADMISSION POLICY FOR PRE-KINDERGARTEN

Children must be 4 or 5 years old to be eligible for registration. You must present a birth certificate, health records (including current immunization records) and a baptismal certificate, if applicable. The order of enrollment priority is as follows:

1. Active parishioner who has children in our school
2. Children who have siblings presently enrolled in St. Cecilia who are meeting school policies & expectations
3. Active parishioner
4. Practicing Catholic
5. Practicing Christian from other denomination
6. Those with Christian sensibilities supportive of the mission and goals of the program

### ADMISSION POLICY FOR KINDERGARTEN

Children must be five years old by August 31, to be eligible for registration. A birth certificate, health records (including current immunization records), proof of residence and baptismal certificate (if applicable) must be provided to the school office. The order of enrollment priority is as follows:

1. Child that has successfully completed pre-kindergarten program at St. Cecilia
2. Active parishioner who has children in our school
3. Active parishioner
4. Practicing Catholic
5. Practicing Christian from other denomination
6. Those with Christian sensibilities supportive of the mission and goals of the program

*An exception for students who turn 5 by September 30 may be considered only if the child is deemed ready to enter the Kindergarten program by the principal (ORC 3321.01)*

### ADMISSION POLICY FOR GRADES ONE THROUGH EIGHT

***Tuition must be current before registration is accepted, for the new school year.***

The recommended maximum class size is the following for each grade level:

- PK – 22
- K-3 – 25
- 4-5 – 28
- 6-8 – 30

The order of the enrollment priority is as follows:

1. Active parishioners who have children in our school
2. Children presently enrolled in St. Cecilia who are meeting school policies
3. Active parishioners who are new to the school
4. Practicing Catholics who are new to the school
5. Non-Parishioners who have children in our school

### **ADMISSION POLICY FOR STUDENTS WITH SPECIAL NEEDS**

St. Cecilia School is a Jon Peterson Special Needs Scholarship provider and will consider educating students with varying educational needs. Students with special needs will be considered on a case by case basis. If a student presently has an Individualized Education Plan (IEP), it, along with the Evaluation Team Report (ETR) and other pertinent documentation and records will be reviewed by St. Cecilia's Intervention Assistance Team (IAT). St. Cecilia respects the rights and privacy of our students and parents are assured that these records will be kept confidential and will only be used in determination of enrollment and services to potentially be provided. The IAT, in conjunction with the school administration and teachers, will determine whether the school has the necessary resources to provide services and meet the needs of each prospective student.

### **STATEMENT OF TUITION POLICY**

St. Cecilia School is morally and spiritually bound to provide the best possible Catholic education for the children of the parish. It is essential to financially operate the school with balanced books. Therefore, tuition must be established that will not burden the family of the student nor impose financial hardship on parish families without students in the school. Neither should any student be excluded from the school whose family desires this Catholic education, but because of financial status, cannot pay full tuition. Assistance may be granted following the completion of a FACTS application.

It is the Parish's obligation to set a fair and just tuition rate so that all parish families may enroll their children in St. Cecilia School.

### **SCHOOL TUITION**

Support for St. Cecilia School comes from two principal sources:

- a) The weekly offering of all parishioners.
- b) Tuition payments from the parents.

We want to commend our parents for the sacrifices they make to provide Catholic education for their children. We also want to thank all our parishioners who help to support the school by their generosity in their weekly contributions.

Because some parishioners may find it difficult or even impossible to pay the tuition, we hope to make some provisions for their children. An Education Fund has been established to help those with financial needs. The fund is supported through donations, memorials, and miscellaneous gifts. Donations and gifts may be made to the Education Fund.

### **TUITION / FEE PAYMENTS**

It is highly recommended that whenever possible the entire tuition/fee bill be paid in the beginning of the school year. Tuition collection will be handled through a tuition management service and/or the school's tuition manager. Each family is required to register through this service. A variety of tuition payment plans are available to meet the individual needs of our families.

**The school maintains the right to hold report cards and records of a student whose tuition or whose fines, fees or damages have not been paid.**

Registration Fee –

- Preschool - \$200 per family (Non-refundable; separate from tuition)
- K-8 (single student) \$175.00 per family (Non-refundable; separate from tuition)
- K-8 (multiple students) \$250.00 per family (Non-refundable; separate from tuition)

## **TUITION / FEES FOR 2025-2026**

<b><u>NUMBER OF CHILDREN</u></b>	<b><u>TUITION</u></b>
1	\$ 7,500
2	\$ 15,000
3	\$ 22,500

*There is a subsidized set amount to support families that are deemed **active parishioners**.*

## **ST. CECILIA PARISH QUALIFICATIONS FOR “ACTIVE PARISHIONER” STATUS**

St. Cecilia qualification for “Active Parishioner” tuition subsidy may be achieved as following:

**PARTICIPATION IN WEEKLY MASS.** This is demonstrated by attendance at a minimum of 75% of the Sunday Masses at St. Cecilia Church and the placing of offering envelopes in the collection basket or making a nominal online contribution while attending Mass. This requirement must be met during the twelve-month period prior to the date of the parent tuition contract offer.

### **EXCEPTIONS**

- a) New parishioners who have registered with the parish within the 12-month period preceding the date of the school registration will be considered “active parishioners” for the first school year. After the first school year, qualification for “active parishioner” status must be demonstrated as stated above.
- b) Current Parishioners who are enrolling their oldest child in kindergarten or first grade will also be considered “active parishioners” for purpose of tuition rates for the first school year. After the first school year, qualification for “active parishioner” status must be demonstrated as stated above.

## **CONDITIONS NECESSARY FOR CONTINUED ENROLLMENT**

St. Cecilia School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. When it becomes evident that a parent/guardian’s support for the school’s mission, rules, procedures, staff, and or administration is in question or no longer exists, the school reserves the right to terminate enrollment. St. Cecilia School may require a parent/guardian to withdraw his or her child should an effective partnership not be present. The school will come to this realization following numerous interventions, which may include conferences, the creation and implementation of behavior and or academic plans, and or recommendations for students to seek other outside resources that may be of benefit to the child and or family.

## **WITHDRAWING FROM ST. CECILIA SCHOOL**

In order for a student to be officially withdrawn from St. Cecilia School, the following must be completed.

1. School Withdrawal Letter must be completed and signed (see Appendix A).
2. Any school property, including, but not limited to, novels, non-consumable textbooks, school-owned Chromebook, etc. must be returned. Additionally, any outstanding financial obligations including, but not limited to, lunch fees and tuition must be met.
3. The withdrawal notification will then be shared with the district of residence.
4. Upon reception of Release of Records from the new school, St. Cecilia School will release records to the new school if the family is in good standing (meaning no outstanding balances exist and all school materials have been returned).
5. Any school property, including, but not limited to, library books, novels, non-consumable textbooks, school-owned Chromebook, etc. must be returned.
6. Any and all financial obligations including, but not limited to tuition, lunch fees and any additional fees/fines must be reconciled in order for release of records.
7. Upon withdrawal from St. Cecilia School, tuition will be prorated, and reconciliation of returned payments will be made by St. Cecilia Parish and or the State of Ohio working with St. Cecilia Parish tuition is covered using an Ohio Scholarship.

## ACADEMICS & CURRICULUM

St. Cecilia School meets and exceeds the state minimum requirements for academic coursework

The Archdiocese of Cincinnati's Graded Course of Study provides the framework for instruction for students Pre-Kindergarten through Grade 8. In addition to lessons in reading, writing, English, math, science, and social studies, students are required to participate in the formal Catholic religious education program, regardless of the Faith identity of the student. All students are required to participate in Catholic Faith traditions and practices as deemed appropriate. Accommodations for Non-Catholic students will not be made by the school. Parents should stay informed regarding dates of uniquely Catholic practices in which students will participate. Should a parent find the participation of their child in such practices objectionable, they should refrain from sending their child to school on such a day or during the time frame of the particular practices. Should poor attendance result for a particular objection, parents may be required to withdraw and find a learning institution that more aligns with their ideological values. Additionally, special course work in art, music, physical education, and health, may be offered. When feasible, math placement is determined by achievement and overall performance in the math content area. Should a student be deemed prepared to begin instruction in Algebra I, a program will be designed to teach Algebra I concepts.

*\*Home Based Learning - Students will be required to participate in home based learning should the need arise on a national, state, local, or school level. This model of learning will only be used in extenuating circumstances or a limited capacity, for example class-wide illnesses, an early release day, excessive calamity days, etc.*

### ACADEMIC EXPECTATIONS

Every St. Cecilia student is expected to put forth his or her best effort to learn material in all academic content areas. A good faith effort would include good attendance, class participation and engagement, completion of all work, preparation for assessments, and cooperation with teachers and classmates. Students who fail to progress in these areas may be placed on an Academic Plan. Students, once on a plan, who choose not to learn may be required to withdraw and find a different educational institution that better suits and aligns with their education.

### STUDENT EVALUATION

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student's growth toward proficiency of the standards. Grades K – 8 use the Archdiocese of Cincinnati recommended reporting structure for recording student progress. Student progress will be available to parents throughout the year utilizing OptionC. At the end of each trimester, a report card is posted for all students in grades K-8. Directions regarding access of those records can be found on the school website.

Conferences will be held at the mid-way point of the first and second trimesters. If you wish to discuss an issue with a teacher outside of the yearly scheduled days, you must first call or send a note to schedule an appointment. Unscheduled conferences with teachers are not permitted, as teachers are not always available on the spur of the moment and it does not allow them to gather the information and/or prepare for the meeting. Please do not come to school in the morning and/or afternoon and expect to meet with a teacher unless you have previously arranged to do so. Should an issue arise that needs immediate attention because of the seriousness of its nature, an administrator should be requested.

Progress is communicated to parents/legal guardians at least 3 times each year using the following guidelines

**Preschool** – Individual reports based upon Ohio Early Childhood Learning Standards

**Kindergarten through Grade 3** – Archdiocesan standards-based report card using the following grading scale:

- 4 – Consistently demonstrates or exceeds proficiency
- 3 – Frequently demonstrates proficiency
- 2 – Progressing toward proficiency
- 1 – Demonstrates limited progress toward proficiency
- N/A – Not assessed during this marking period

**Grades 4-8** – Archdiocesan report card using the following grading scale:

A – 93%-100%

B – 85%-92%

C – 77%-84%

D – 70%-76%

F – 69% and below

**Unless a court order dictates otherwise, student progress may be communicated to all parents/legal guardians (both custodial and non-custodial).** St. Cecilia School requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

### **ACADEMIC HONOR ROLL**

The 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grades have the following criteria for the Academic Honor Roll:

First Honor requirements are *an average of 93% – 100% inclusive of all subjects\**

Second Honor requirements are *an average of 85% – 92% inclusive of all subjects\**

*\*Specials subjects are weighted*

### **STANDARDIZED TESTING**

Students in grades K-8 are required to take standardized tests throughout the year to assist in determining their overall academic growth. The following tests are administered.

- K - NWEA MAP Test (fall, winter, spring)
- 1 - NWEA MAP Test (fall, winter, spring)
- 2 - NWEA MAP Test (fall, winter, spring)
- 3 - NWEA MAP Test (fall, winter, spring), Ohio State ELA Test,
- 4 - NWEA MAP Test (fall, winter, spring), Ohio State ELA and Math Tests
- 5 - NWEA MAP Test (fall, winter, spring), Ohio State ELA, Math, and Science Tests
- 6 - NWEA MAP Test (fall, winter, spring), Ohio State ELA and Math Tests
- 7 - NWEA MAP Test (fall, winter, spring), Ohio State ELA and Math Tests
- 8 - NWEA MAP Test (fall, winter, spring), Ohio State ELA, Math, and Science Tests

### **THIRD GRADE READING GUARANTEE**

To ensure that students are on track for reading success by the end of the 3<sup>rd</sup> grade, Ohio has mandated a law known as the Ohio Third Grade Reading Guarantee. The program actually begins starting with the evaluation of all kindergarten students. Continual monitoring and assessing of students will take place in K, 1, and 2 as they progress towards 3<sup>rd</sup> grade. In grade 3, numerous testing opportunities that measure whether or not each student is prepared to move to 4<sup>th</sup> grade, will take place. Throughout this process, parents at all grade levels K-3 will be informed at key intervals as to whether your child is determined to be **ON TRACK** or **NOT ON TRACK** with reading proficiency. St. Cecilia will use standardized scores from the NWEA MAP (Measure of Academic Progress) tests to determine this designation. These tests will be administered in the fall, winter, and spring with corresponding score sharing to parents during these times.

The 3<sup>rd</sup> Grade Reading Guarantee **affects all students that receive a voucher scholarship from the State of Ohio in non-public charter schools such as St. Cecilia.** Although scores of students who do not receive a voucher will not be affected by the Third Grade Reading Guarantee, all students will be administered the test.

### **PROMOTION – PLACEMENT – RETENTION GUIDELINES**

The promotion, placement or retention of a student is based upon the recommendation of the teacher(s) and IAT Members. The principal has the final responsibility for assigning students to a specific grade.

**PROMOTION** – is used to indicate that a student has satisfactorily achieved all the requirements for the year and has appropriate social, physical and emotional maturity.

**PLACEMENT** – is used to indicate that a student may move to the next grade, but the student has not achieved all the requirements for the year. Retaining the student is judged not to be beneficial to the student’s academic, social, and/or emotional growth.

**RETENTION** – In order to consider a child for retention in the same grade for the next school year, this decision is to be based on a clear knowledge and understanding of the student’s abilities and achievements. A conference will be held between the parent/guardian, teacher and principal prior to the third trimester of the school year. A student who receives a year average of “F” in at least two major subjects is in danger of being retained. Additionally, the maturity level of a child will be taken into consideration.

### **SUMMER SCHOOL**

A student who has performed below the standards set by St. Cecilia School may be required to complete a summer school program before consideration of promotion, placement or retention will be considered for the following year. The summer school/tutoring program will need to be pre-approved by the principal. Successful completion papers will need to be turned in to the school office before the start of the new school year. If the student does not complete the program or does not pass the program, the student may not be promoted to the next grade or may be asked to seek other educational opportunities at another school.

### **ACADEMIC & BEHAVIOR ELIGIBILITY POLICY**

Any student in grades four through eight who wishes to participate in **any** parish youth activity must be in good academic standing at their educational institution.

**Good academic standing means that a student is not failing any course; this includes Art, Music, and Gym.**

Academic & behavioral eligibility, for all students, will be ongoing throughout the year and will be formally reviewed three (3) times a year. This will occur at the end of the first trimester, at the end of the second trimester and at the midterm of the third trimester.

If a student is not in good academic standing at the time of review, the following procedures will take place:

Students, their parents and St. Cecilia Athletic Director(s) will be notified that they are not eligible to participate in any parish/school activity **until** further notice. A parish/school activity is defined as, but not limited to, sports (including practices), concessions, timekeeper, boy/girl scouts, youth group, choir and any other activity associated with the school or parish. In addition, the administration will notify the leader(s) of any parish/school group of any imposed suspension. The group leader will then notify the student’s coach or activity leader of any students who have been deemed ineligible status.

The student’s ineligibility begins immediately when deficiency or report cards are issued (or at the discretion of the Principal) and will continue until the student brings his/her academic standing up to the standards set by St. Cecilia School, as determined by the Principal and his designees.

**Any student who is suspended from school will not be permitted to participate in any parish/school activities until the end of the suspension period is reached. Students can be marked ineligible for just cause (i.e academic/behavioral) at the discretion of the Principal.**

### **HOMEWORK**

St. Cecilia School is a learning institution where every student can be successful. One of the values of homework is to help students acquire good study habits. Homework teaches self-discipline, as students must learn to budget time and to make an effort to meet a deadline and develop a strong work ethic.

Families should expect a reasonable amount of homework each evening. Homework is an important means of following up classroom instruction and furthering drill in necessary skills. Helping to ensure the successful completion of all work, parents must provide the student(s) with enough time and a suitable environment in which to do the assignments.

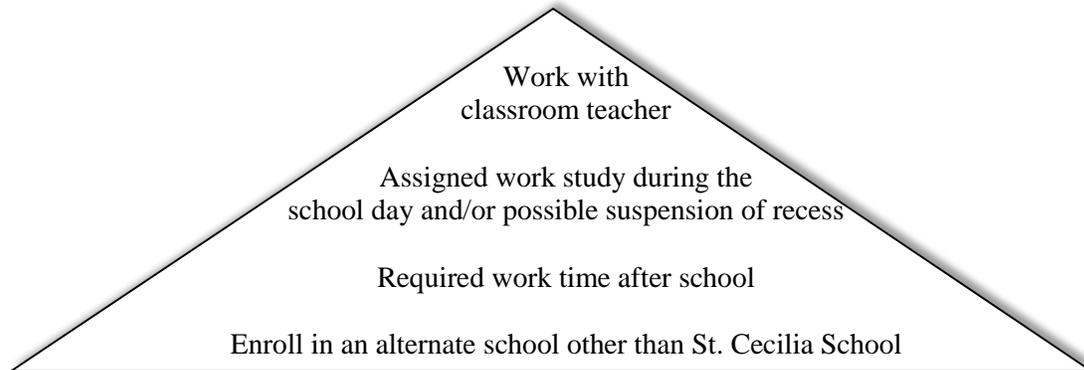
Approximate homework times are given below. Some students may require more time to complete homework assignments.

Grades K-1:	20 minutes	Grades 4, 5, & 6:	45-60 minutes
Grades 2-3:	30 minutes	Grades 7 - 8:	60-90 minutes

Each teacher will determine his/her own policy for not completing or turning in homework and how it is averaged into the class grade. Students will be held accountable for completing, and turning in **all** assignments.

Parent/Guardian should assist in the successful completion of homework by arranging for a quiet place to study and for a regular time to study. If a parent/guardian becomes concerned with regard to their child's ability to successfully complete homework assignments, the parent/guardian is strongly encouraged to contact the teacher in a timely fashion.

Assigned work is required to be completed by every student. Students who do not have homework and other assignments completed will work with their teacher to ensure that work is turned in. Failure to meet these requirements will result in the consequences as outlined below.



### **TEXTBOOKS**

St. Cecilia School uses textbooks approved by the Office for Catholic Schools. These books are on loan to the students. Students must complete a "Condition of Textbook Form" upon issuance of each textbook. All textbooks, separate normal wear and tear, are expected to be returned in similar condition as they were issued. Students are responsible for covering and caring for their books. To ensure that textbooks are properly cared for, a heavy-weight paper cover is required (brown paper grocery bags are a great resource). Stretchy fabric covers are permitted only over the heavy weight paper cover. Students will be assessed fines for any damaged or lost books.

### **EIGHTH GRADE TRANSITION TO HIGH SCHOOL**

Parents of students in grades 6, 7 & 8 should be informing themselves on the many high school educational opportunities available to them beginning in junior high. Parents should be aware of the following:

- Catholic High Schools hold open houses each year. They welcome prospective students to visit starting in grade 6.
- All prospective 8<sup>th</sup> grade Catholic High School students are required to take the Archdiocesan High School Entrance and Placement Test administered each November.
  - Parents must register their child for this test; testing sites are limited to local Catholic High Schools.
  - Parents are responsible for ensuring that the high school is aware of any specific testing accommodations their child may be eligible to receive and coordinate with personnel at St. Cecilia to complete required paperwork.
- Parents may schedule shadow days at prospective high schools for their child. Every effort should be made to schedule these on dates that would have the least impact on their performance at St. Cecilia. Any missed work must be completed
- Parents are responsible for completing all registration paperwork including any documentation for Ohio State Scholarships with the high school where their child enrolls. St. Cecilia is not responsible for filing paperwork for students enrolling in another school.
- Parents should inform St. Cecilia School as to where their child will be attending high school so that all records can be released in a timely manner.
  - No records will be released if the family has any outstanding tuition, fees, etc.

St. Cecilia School has designated the following information (student name, student address, home phone number, grade level, gender and parent email) as directory information and will release this information for students in Grades Five through Eight to the Archdiocesan School Office for distribution to Catholic high schools in the archdiocese, unless the

parent/guardian has submitted a request to the school office prior to August 1st, or at the time of registration, if registered after August 1<sup>st</sup>.

### **FAITH FORMATION**

St. Cecilia School strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accord with this message. For this reason, students attend Mass and liturgies on the assigned days and are encouraged to participate in the liturgies and to take advantage of service opportunities as permitted.

Reception of the Sacraments is coordinated through St. Cecilia Parish. Presently, Catholic students in grade 2 prepare for reception of the Sacrament of Reconciliation and First Holy Communion. Catholic students in grade 7 prepare for reception of the Sacrament of Confirmation. Most Sacramental preparation will take place in Religion classes, however additional programming and communication of requirements will be communicated by the Regional Director of Catechesis & Evangelization. The school will convey any shared information on our school calendar and in school newsletters and online.

### **COLLEGE CREDIT PLUS**

College Credit Plus is Ohio's dual enrollment program that provides students in grades 7-12 the opportunity to earn college and high school credits at the same time by taking courses from Ohio colleges or universities. The purpose of this program is to enhance students' career readiness and postsecondary success, while providing a wide variety of options to college-ready students, at no or limited costs to students and families. Links to program information can be found on our school website under "Curriculum".

### **INABILITY TO MEET A STUDENT'S EDUCATIONAL NEEDS**

Should circumstances dictate that St. Cecilia School lacks the necessary resources to adequately educate a student, parents may be required to withdraw their child and enroll them in the public school within the district that they reside.

### **STUDENT SUPPORT SERVICES**

#### **INTERVENTION ASSISTANCE TEAM**

The Intervention Assistance Team (IAT) is a school team designed to support students, parents, and teachers. The team consists of school personnel including administrators, teachers, and auxiliary personnel. Referrals for IAT meetings typically occur when a child is continuing to struggle academically despite interventions that teachers and parents put in place. The purpose of the Intervention Assistance Team is threefold:

- a) Identify issues, problems and concerns, both inside and outside school boundaries, of students who have been referred by teachers, parents or other professionals
- b) Brainstorm and identify appropriate interventions
- c) Ensure these interventions are implemented
- d) Assess and evaluate the results of interventions
- e) Review and modify interventions on an as needed basis
  - Each quarter, student progress will be reviewed and reported as required

#### **PSYCHOLOGIST**

St. Cecilia has available a psychologist through the public district to help students, parents, and teachers through the intervention identification process. Parents must sign a referral form before the psychologist may work with a student. Referrals are made through the parent, teacher or principal. A student's psychological report is filed in the main office and is not released without parental permission.

#### **SPEECH AND LANGUAGE PATHOLOGIST**

St. Cecilia has a speech and language pathologist (SLP) who provides both direct and consultative service to students for whom speech and/or language is a concern. Parent permission is required before a student may be evaluated or enrolled for services.

**ACADEMIC SUPPORT**

A federally funded remedial math and reading teacher works with small groups of children in Grades K-4 who qualify for these programs.

**INTERVENTION SPECIALISTS**

St. Cecilia has teachers who specialize in working with students who have special learning needs as identified in an IEP, ISP or 504 Plan.

**SOCIAL, EMOTIONAL AND EDUCATIONAL PARTNERSHIP**

St. Cecilia School partners with Best Point Educational & Behavioral Health, located at 5050 Madison Road, 45227. Through comprehensive education, behavioral and health services, Best Point provides fully qualified therapists and counseling services to help children who may be facing unique short term or long-term social, emotional, or behavioral issues. St. Cecilia School can guide parents through the referral process. Counseling services take place off campus, outside of school hours, and are arranged through Best Point. On site services through Waybridge Counseling Services may take place for the 2025-2026 school year should contractual agreements be made between the school and Waybridge.

## ATTENDANCE

Regular attendance at school is necessary for one to be successful. Parents should consider it a serious obligation to have their child or children attend school daily, ensuring their child is in the school building by 7:30AM.

### ABSENCES

Excused absences are defined as personal illness, death in the family, funeral of a relative or an extenuating circumstance as approved by the principal. Section 3301-69-02 of the Ohio Administrative Code states that an absence is considered excused for the following reasons. These absences require the appropriate documentation from a medical professional or a note from the parent/guardian.

- Illness or injury of the child
- Illness in the family necessitating the presence of the child
- Death of a relative
- Medical or dental appointment
- Quarantine of the home
- Emergency or other set of circumstances
- Observance of religious holidays

All other absences are considered unexcused. Unexcused absences may result in zeros for missed assignments and tests. All make-up work for excused absences must be returned to the teacher in a timely fashion as directed by individual teachers. Arrangements to pick up the child's work after 2:00 P.M. should be made before noon. Please do not send your child to school if he/she is ill as this is unfair to the child and his/her fellow students. Any children who are running a high fever (over 100.4°) should remain fever free for 72 hours before returning to school.

If a child is absent, parents/guardian must notify the school office by 8:00 AM. If leaving a voicemail before the school office opens, the message should include the student's name, grade number, homeroom teacher, the date of the absence and the reason for the absence. A doctor's note or a written acknowledgement using the school absence form (which can be found on the school website under "Current Families" and then "Forms") from the parent/guardian explaining the absence must accompany your child when he/she returns to school.

In accordance with state requirements, **failure to provide** this documentation will result in the absence being considered unexcused.

- Excessive absences will result in non-return to St. Cecilia School for the following academic school year

Upon parental request at the time of reporting an absence, ***homework will be collected and available for pick-up in the school office between 3:00 – 3:30 PM.***

### TRUANCY POLICY

St. Cecilia School follows the attendance policy of the Ohio Department of Education and Workforce. According to this policy,

- *Habitual truancy is defined as being absent 30 consecutive hours without a legitimate excuse for the consecutive absences; or 42 hours in a month, or 72 hours within an academic year.*

If a student is truant from school, the authorities will be notified. This notice will usually be followed up by a phone contact with the parent/guardian and possibly a home visit.

When a pattern of absenteeism becomes evident, parents/guardians will be notified. The school reserves the right to request written notification from a physician explaining the reason for absences. Chronic absenteeism will result in the family being placed on a school-based attendance plan. Should parents be unable to meet attendance expectations, they run the risk of losing any state scholarship and enrollment in the school.

## TARDINESS

Students are to **be in their homeroom by 7:40 AM** or they are tardy. If a student is tardy, he/she must report to the school office for a tardy slip. Excessive tardiness will be subject to disciplinary action as outlined below.

- The sixth (6<sup>th</sup>) tardy slip will result in notification of the offense in the form of a letter
- The eighth (8<sup>th</sup>) tardy slip will result in a detention
- The tenth (10<sup>th</sup>) tardy will result in a second detention
- The fifteenth (15<sup>th</sup>) tardy will result in a Saturday detention from 8:00 – 11:00 AM  
*Unexcused absence from Saturday detention will result in a one day in-school suspension and a \$25 fine.*  
The student will not be permitted back to school until the fine is paid. Tardiness is recorded on the Permanent Record Card.
- Continued tardiness will result in non-return to St. Cecilia School for the following academic school year.

*\*Excessive absenteeism/tardiness may result in retention, required withdrawal, or expulsion*

## APPOINTMENTS / EARLY RELEASE

When possible, medical and dental appointments should be scheduled outside of school hours. If a student is to be released early from school for an appointment, **a note to that effect must be turned in to the school office the morning thereof. Parents/guardians must report to the school office and sign the student out upon leaving and must sign the student back in upon return.** As a courtesy to the school, if an emergency comes up where you need to pick up your child before the end of the school day, *please call the office prior to coming to school* to give us adequate time to get your child from his/her class with his/her things. **Students who miss two hours or more of class time due to appointments, tardiness or dismissal will be counted as ½ day absent.** Habitual early pick-ups simply because of convenience on the part of the family disrupt the operation of the school day, take away from student learning, are unacceptable and put in jeopardy your child's continued attendance at St. Cecilia School.

## SCHOOL CALENDAR

Parents are provided the school calendar with as much advance notice as possible. With this in mind, vacations and pre scheduled travel should be avoided. Teachers are not required to provide work in advance should a parent request such work due to travel for vacation, sports, etc. It is the student's responsibility to complete any and all missing assignments and to prepare for missing quizzes and or tests to be administered upon his or her return. Should unforeseen circumstances, such as illness, family emergency or a death of a close one require an extended time away from schools, teachers will work with all families on a case by case basis to ensure the continuity of education and completion of all necessary school work.

## LATE PICK-UP POLICY

Teachers and Staff have required meetings and work to complete upon the end of the school day, so it is imperative for parents to pick up their children at dismissal. Habitual late pick-ups prevent staff from completing work for which they are responsible. Although on occasion, due to a wide range of reasons, a late pick up may occur, repeated violations will result in parents' mandatory registration into the Champions Latchkey Program (\$50/child or \$75/family) as well as agreement on the part of the parents to pay the daily rate for after school child care. Failure to cooperate will result in your child's non-attendance at St. Cecilia School.

## PERFECT ATTENDANCE

Perfect Attendance Awards are given to students who do not miss any days of school for any reason, with the exception of a death of an immediate family member. Students are also incentivized to strive for strong attendance with a monthly out of uniform day designated for students who have achieved perfect monthly attendance.

## LEAVING SCHOOL GROUNDS

No student may leave the school premises at any time for any reason during the school day without the written permission of the parent/guardian and the approval of the principal.

## **CODE OF CONDUCT AND DISCIPLINE POLICY**

The school environment must be conducive to teaching and learning. In order to achieve this purpose, each student is expected to observe rules of conduct as outlined by St. Cecilia School.

The Discipline Policy has been developed for the purpose of self-discipline, good order, and a unified behavior so that a Christian atmosphere can be created for the benefit of all. Though standard throughout the school, age-specific adaptations may be made by grade level.

St. Cecilia School reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for St. Cecilia School to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been or are being fully addressed. As with the method and extent of any disciplinary measures, the principal reserves the right to discipline based upon circumstances. It is our policy not to discuss disciplinary actions except with the parents or guardian of the student(s) involved. If the parent or guardian fails to accept corrective action or discipline, his/her child may be required to withdraw from St. Cecilia School. The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

### **COURTESY CODE**

A courtesy code has been put in place to guide students to proper social behaviors and interactions. These traits will be ingrained in all students.

1. Take a Christian approach in all that you do
  - Attitude
  - Speech
  - Habits
  - Actions
2. Be kind and generous to others
3. Always be honest
4. Seek help if you are being bullied
5. Be responsible
6. Respect all people
7. Take pride in yourself
8. Always be polite and use good manners
9. Be safe at all times
10. Be a good sport

### **CODE OF CONDUCT**

The St. Cecilia Code of Conduct governs student behavior in the following areas:

1. When on school grounds during, before, and after school hours
2. When on the school grounds at any time when the school is being used by a school/parish group
3. When off school grounds at a school/parish activity, function, or event
4. When off campus and conduct detrimentally impacts the school environment or the school reputation
5. When transportation to or from school related activities is being used

*St. Cecilia School reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.*

**A violation of the following school rules may result in disciplinary action including a demerit, detention, suspension, and/or expulsion/disenrollment**

1. **Disruption of School** – A student may not disrupt or obstruct the mission process or function of the school. Any disruption to the learning environment of others is prohibited.
2. **Damage, Destruction, or Theft of School and Private Property** – A student may not cause or attempt to cause damage to public or private property, including that of students, teachers, administrators, or other school employees. Students who deface or damage such property may be required to pay full restitution. Parents will be responsible for all costs incurred, such as for replacements, repairs, and/or labor. Also, a student may not steal or attempt to steal school property or the private property of another. Searches may also be initiated when instances of theft are suspected.
  - St. Cecilia School shall not be directly or indirectly liable for theft or loss of any personal property of students on school grounds or at school-sponsored functions. Should a student choose to bring personal belongings to school or to a school-sponsored function, the student, not St. Cecilia School, is personally and solely responsible for ensuring that his/her belongings are properly secured.
  - Students are discouraged from bringing valuable belongings to school or to a school-sponsored function. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing, attire, jewelry, etc. Should students choose to bring such items to school or to a school-sponsored function, they do so at their own risk. Parents/guardians should take steps to ensure that any valuable items are appropriately insured.
  - When appropriate, St. Cecilia School will report to authorities and prosecute all thefts or vandalism to property.
3. **Physical and Verbal Threats/Assaults** – A student may not inflict injury, cause another to inflict injury or behave in any way which would cause physical injury to another student, teacher, other school personnel, or other person. A student may not use words, phrases, or gestures, which are vulgar, obscene, or degrading in nature. Deliberate defamation of others is not consistent with Christian values, and students will be held accountable for harm they cause others.
4. **Weapons and Dangerous Instruments** – A student may not possess, handle, or transmit any objects that can reasonably be considered a weapon. Other dangerous objects of no reasonable use to the student at the school are prohibited.
5. **Disrespect** - A student may not willfully demonstrate disrespect through words or actions to teachers or fellow students.
6. **Possession and Use of Tobacco, Narcotics, Alcoholic Beverages, Drugs and Counterfeit or Look- Alike Drugs** – A student may not possess or use tobacco, narcotics, alcoholic beverages, drugs, counterfeit or look-alike drugs anywhere on school grounds or while attending school related functions. In addition, a student may not possess, use, receive, buy, transmit, sell, or be under the influence of any of the above stated substances, drugs, beverages, intoxicants, or inhalants of any kind. Drug paraphernalia may not be worn, carried, or brought to school or school events.

St. Cecilia School is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

St. Cecilia School maintains a policy of zero tolerance for students' use of marijuana or laced edibles. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

7. **Acts of Immorality** – A student may not perform acts of immoral nature while on school property. Possession or distribution of pornographic matter or material is prohibited.
8. **Truancy, Excessive Absenteeism, and Tardiness** – A student may not be truant from school. Students are to be in school regularly unless ill or excused by the appropriate school official. Habitual poor attendance may result in expulsion or non-acceptance for the successive school year.
9. **Cheating, Forgery and Plagiarism** – Plagiarism is the act of using the ideas or words of others as one’s own. Students are instructed regarding the nature of plagiarism. Students are expected to acknowledge the ideas and words of others appropriately through conventional standards. A student may not cheat or cause another to cheat in school in any way. A student may not plagiarize written work and present it as his or her own. Failure to honestly complete individualized assignments, quizzes, tests, etc. provides an inaccurate reflection of one’s academic growth and acts of cheating and plagiarizing will be disciplined and reflected in a student’s grades. Students may not forge another person’s signature.
10. **Dress Code** – All students must adhere to the St. Cecilia Dress Code Policy (*see Dress Code & Uniform Policy*).
11. **Electronics** – Students may not use or have visible during school functions any electronic items such as the following: cell phones, smart watches, MP3 players, Gameboys, etc. Electronic items that are used or visible during school hours will be confiscated and held by the principal as long as he deems appropriate.

Students are not permitted to use cell phones within the school building or during school hours. Students in possession of cell phones or smart watches are to turn those in to their homeroom teachers at the start of the day. They will be returned to students at the end of the day following prayer and announcements. The school understands the need for students to contact parents outside of school hours; however, any necessary communication during the school day must take place through the school office. Any student found in possession of a cell phone or smart watch will have the device confiscated and a detention will be issued. Parents will be informed and appropriate home actions that reinforce and support the school policy are expected. The device will be returned to the student at the end of the day. Further cell phone/smart watch infractions will result in suspension and possible expulsion.

12. **Chromebook Usage**

Students will be assigned 1 to 1 Chromebook to use in class starting in grade 6. The Chromebooks are the property of Cincinnati Public Schools and the State of Ohio on loan to St. Cecilia School. **The purpose of the Chromebooks is solely for completing schoolwork and assignments.** Misuse of this technology will result in disciplinary measures and may result in suspension of account/device and/or removal of device from student. St. Cecilia utilizes GoGuardian as its internet filtering and classroom technology management tool. Random checks of the manner with which the students are using the Chromebook will be made throughout the school year.

13. **Homework Policy** – All students are expected to complete and turn in homework assignments on time. All students must adhere to homework policies of their designated teachers. All students must adhere to the St. Cecilia policy regarding homework as outlined on in the homework section above.

14. **Harassment, Intimidation, & Bullying (As taken from the Archdiocesan Policy 406.05)**

1. General

- a. It is the policy of St. Cecilia School (the “School”) that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.
- b. The Parish and School’s internet and computer system and equipment may not be used to engage in harassment, intimidation, or bullying. The “Student Responsible Use of Technology” form must be signed by each student and on file with the School.
- c. The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

2. Definition of Terms

- “Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- “Harassment, intimidation, or bullying” means either of the following:
  - Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
    - Causes mental or physical harm to the other student; and
    - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
  - Violence within a dating relationship.

### 3. Types of Conduct

- a. Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:
  - Engaging in unsolicited and offensive or insulting behavior;
  - Physical violence and/or attacks;
  - Threats, taunts, and intimidation through words and/or gestures;
  - Extortion, damage, or stealing of money and/or possessions;
  - Exclusion from the peer group or spreading rumors; and
  - Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
    - Posting slurs on the Internet, websites, blogs, or social media/networks;
    - Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
    - Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
    - Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

### 4. Complaints Regarding Harassment

#### **Formal Complaints**

- Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

#### **Informal Complaints**

- Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

#### **Anonymous Complaints**

- Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

## 5. Criminal Misconduct

- Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

- 15. Cyber Bullying** – Cyber bullying is the willful and repeated harm inflicted through the use of computers, cell phones and other electronic devices. A cyber bully harasses, threatens, or humiliates peers through social media, texting, email, online gaming, messaging and/or any other form of technology. Any form of cyber bullying that occurs outside of school hours may merit consequences at school if it disrupts the school learning environment and civil authorities may be required to investigate the occurrence.

Cyber bullying would include (but is not limited to):

- Use of cell phone to make repeated prank phone calls or send unwanted or intimidating text messages including pictures to the victim
- Post cruel comments to the victim’s social networking site or send unkind or rude emails or instant messages to the victim
- Create a fake social networking profile to embarrass the victim
- Use a victim’s password to break into his account, change the settings, lock out the victim, and impersonate the victim
- Forward the victim’s private messages or photos to classmates and others
- Forward or post embarrassing or unflattering photos or videos of the victim
- Spread malicious rumors or defame the character of the victim through instant messaging, text messages, social networking sites, or other public forums
- Gang up on or humiliate the victim in online virtual worlds or online games
- Posting material (text or photos) that are a negative reflection of school or members of the school

- 16. Sexting** - Sexting can be defined as the sending or receiving of sexually-explicit or sexually-suggestive images or video via a cell phone.

Ohio law prohibits a minor, by use of a telecommunications device or other means, from knowingly creating, receiving, exchanging, sending or possessing a photograph or other material showing a minor in a state of nudity. Ohio law also prohibits a minor, by use of a telecommunications device, from knowingly sharing, exchanging, sending, or posting a photograph, video, or other material that shows a minor in a state of nudity; defines a state of nudity for purposes of this prohibition; limits the offense of illegal use of a minor in a nudity-oriented material or performance to acts committed by persons 18 years of age or older.

Any incident brought to the attention of a staff member will be investigated to determine its nature. All device(s) in question will be confiscated immediately and be held while the school resource officer or other police officer is contacted. The primary students and their families will be contacted. Appropriate discipline measures will be implemented and every attempt to address the situation in a delicate manner will be taken.

- 17. General School Regulations and Teacher Classroom Rules** – All students are required to adhere to general school rules and individual classroom teacher rules and regulations. General rules include cafeteria, playground, and field trip regulations.

### *Field Trip Bus Rules*

- General school rules apply
- Students will follow directions of the driver the first time
- Students will stay in their seats, with feet on the floor, and face the front of the bus
- Students are not to push, shove, or fight at any time
- Students are to keep all body parts inside the bus
- Students are not permitted to have any items including book bags in the aisle
- Students are not permitted to throw anything from the bus windows
- Students should keep voices at an appropriate level

### *Cafeteria Rules*

- Students may arrive for Breakfast NO EARLIER than 7:00am and no later than 7:30am
- Students should walk in the cafeteria and keep their hands and feet to themselves
- Students should remain seated and calm while they are eating and remember to keep the volume of their voices under control
- Students should bring their coats to the cafeteria on inclement days
- Students should clean up the area around their table before leaving the cafeteria
- Students should walk as they leave the building once they are dismissed
- Students should use the restroom before entering the cafeteria
- Students should never take food from the cafeteria

### *Playground Rules*

- Students are permitted to play on the blacktop and in the playground area
- Students are to ask permission to get a ball from outside the playground area
- Students are not permitted to leave the playground without permission from a teacher on duty
- Students are not permitted to play “rough” games that may cause injury or harm
- Students are not permitted to bring any food, candy, or gum, or drinks from the cafeteria
- Students will proceed into the school building in an orderly fashion from recess when so directed

### *Dismissal Rules*

- Students will be released from classes at 3:00-3:05pm
- It is of utmost importance that parents are vigilant at dismissal time; they should not rush and they should follow the prescribed exit patterns unless otherwise directed
- Students should exit the building in an orderly, deliberate way without loitering and play in the parking lot area
- Students are required to use appropriate crosswalks when crossing any street especially before and after school hours
- Students will not run and/or roughhouse

### *General School Regulations (includes but are not limited to the following)*

- Students may remain in the building after dismissal only under the supervision of a teacher or an adult moderator of an after school program
- Students may not chew gum in the school building or on the school grounds
- Students may not enter the faculty room, maintenance room, or office areas without permission
- Students may not run in the halls or exhibit loud, boisterous behavior in the hallways or restrooms
- Students may not use pagers, cell phones, radios, tape-recording devices, electronically operated games, or toys during school hours without permission
- During school hours, electronic devices must remain turned off and turned in to the homeroom teacher during homeroom
- Students must keep all books belonging to the school covered at all times. Also, these books must be carried to and from school in a book bag of some type
- Students are not permitted to leave school without written authorization from parents/guardians

**18. Daily Transportation of Students by District Provided School Bus** – St. Cecilia reserves the right to discipline students for bus behavior in addition to whatever disciplinary action the transportation company chooses to impose for improper behavior on the school bus.

**19. Miscellaneous Offenses** – Other behaviors deemed inappropriate by the principal or his designee

### **DEMERIT, DETENTION, SUSPENSION, AND EXPULSION/DISENROLLMENT PROCEDURES**

Knowing that, at times, some students are uncooperative even with several interventions, St. Cecilia School has implemented the following conduct procedures. These procedures will be cumulative for the entire school year. The administration retains the right to make modifications and exceptions to existing rules and regulations. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his discretion.

### ***Demerit Slip***

This is a formal notification to parents/guardians of a fault or an offense. This notice is a three-copy form; two copies are sent home with the student. The top sheet is signed by the parent and returned to the issuing teacher the next school day. The parent keeps the other sheet. The third copy is kept on file in the school office. If the signed form is not returned the next school day, the student will be required to call parents/guardians. Failure to return the signed form the following day will result in an additional demerit notice to be issued.

Parents are expected to discuss the demerit with their child, knowing that the child has been unresponsive to warnings or that what occurred is considered serious enough that they are being notified. Parents' failure to sign demerits/detentions, to acknowledge or support the school's effort in developing good character may result in their child's expulsion.

### ***Detention/Saturday School***

1. The accumulation of **four** demerits will result in a detention notice being issued. This notice is also a three-copy form and is labeled differently than the demerit slip. The same procedures are followed for the signing and returning of this form as with the demerit slip. If the signed form is not returned the next school day, the student will be required to call home. Failure to return the signed form the following day will result in an additional detention to be issued.

2. A detention notice may also be issued for any serious offense by a student. These types of detentions are separate from the demerit system.

3. Detentions will be served immediately following dismissal and ending at 4:00 PM. The teacher determines the date, which will be noted on the form. During detention, students will sit silently and appropriately in their assigned seat. Students may also be assigned a written punishment or other tasks that may benefit the school community. Any student not following detention procedures may be assigned another detention.

### ***Suspension***

1. Whether detention(s) or suspension is warranted is a matter of degree of seriousness and each situation will be considered individually. A suspension may be required to be carried out either as an in-school suspension or at home. The principal will make this determination.

2. After a student serves five detentions, an accumulation of another detention will result in the student's serving a suspension. Students are required to make up all work missed, not necessarily at full credit.

3. Parents will be notified of the suspension by the principal and a letter concerning the suspension will be provided. A conference involving school representatives may be scheduled before or during the suspension. A behavior contract may be written for the student. This contract will outline additional rules and/or guidelines the student must follow in order to remain in school. The contract will be signed and a copy will be given to the parent(s) as well as to any teachers that instruct the student.

- When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

4. If for any reason after their first suspension a student receives another detention or violates the behavior contract, the student may be required to serve another suspension.

5. Parents will be notified of the additional suspension by the principal and a letter concerning the suspension will be provided. A conference involving the pastor and school administrator(s) will be scheduled before or during the suspension. At this conference, the previously written behavior contract will be re-examined and discussed and the future of the student's attendance at St. Cecilia will be evaluated. Changes and/or modifications can be made and a new contract will be signed. A copy will be given to the parents.

6. During the time of any suspension the student is prohibited from participating in any school-sponsored events or activities e.g. athletics, etc. Group leaders will be notified immediately of the suspension.

### **Expulsion/Disenrollment**

1. Any student may be expelled/disenrolled for just cause, which shall include, but is not limited to, delinquency and immorality that could result in commitment to a correctional institution or would constitute a definite menace to the morale of the school. Incurable behavior, persistent irregular attendance, and actions contrary to the philosophy and objectives of St. Cecilia are also grounds for expulsion.

**\* Should a parent exhibit a clear disposition through words and actions that they are NOT supportive of the school policies and execution thereof, expulsion or disenrollment may result \***

2. Any student facing expulsion/disenrollment for the reasons outlined above will have a review scheduled between the family and the school's representatives. In cases of expulsion, St. Cecilia School will comply with the Archdiocesan guidelines (*see below*).

- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion/disenrollment.
- A conference will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion/disenrollment.
- A report detailing the reasons for the expulsion/disenrollment will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been expelled/disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that ABC School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.

### **DUE PROCESS**

Parents have the right of due process that includes a hearing with the principal in any matter that relates to the code of conduct. Request for hearing should be submitted within twenty-four hours of the notice of disciplinary action to be taken. In the instances involving suspension or expulsion, the student will not be permitted to attend school during the process procedure. The decision of the principal may be appealed to the pastor as the chief administrator officer. The decision of the pastor is final.

### **SEARCH AND SEIZURE**

In order to provide a safe environment for all concerned St. Cecilia school reserves the right to search desks, backpacks, lockers, and the personal belongings (including anything that is brought onto school property) of students for any substance that could be potentially hazardous will not be permitted on school premises. St. Cecilia School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures or (3) when instances of theft are suspected. Any item that is considered potentially hazardous, including but not limited to illegal substances such as, alcohol, tobacco, drugs of any type, weapons, real or "toy", will be confiscated. Any item containing information or photos demeaning or harmful to another student will also be confiscated. All confiscated items will be kept by the principal and released only to parent/guardian within 72 hours. The student may be subject to disciplinary action because of his/her possession of a potentially hazardous substance or item. Refusal to submit to search will be handled by the immediate removal of the student from the school.

### **CRIMINAL BEHAVIOR**

St. Cecilia School will report offenses of criminal nature to the proper authorities and use effective discipline to enforce a safe atmosphere for its students. This includes assault, use of weapons, narcotics, alcohol, tobacco, and drugs. Also included are theft, extortion, trespassing, pornography, and truancy.

## **CONDUCT DISCLAIMER**

No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

**The principal will make the final decision concerning all disciplinary action and may waive or impose a disciplinary action at his discretion.**

## COMMUNICATIONS

Parents/guardians are responsible for staying informed regarding school news, events, deadlines, etc. Those that do not accept this responsibility may be asked to withdraw. Of great importance and value to the administration and faculty of St. Cecilia School is its desire to establish frequent communications with parents/guardians and the school community. To facilitate this goal, the school uses the following methods of communication in disseminating information to the school community:

- ONE CALL NOW
  - ONE CALL NOW is a communication tool that sends communication via phone message, text message and/or email message
  - It will be used but not limited to deliver the following information
    - School closings and delays or schedule changes
    - Reminder of upcoming events and deadlines
  - Parents must “opt in” for text messaging. A message will be sent out at the start of the year which will allow parents the option to have text messages sent to their phones. Please note that standard text messaging rates may apply.
- \* *The school phone number will show up when messages are left - please check messages before calling the school office*
- \* *It is imperative that all contact information is complete and correct. If your information changes, please contact the school office immediately*
- OPTION C
  - Option C is an important tool that is used to communicate student progress and attendance as well important forms and school related notifications. All parents will be provided log-in and password to access Option C at the start of the school year or upon parent request.
- SCHOOL NEWSLETTER
  - Posted bi-weekly on the school website – parents will be sent an e-mail providing a link to the latest newsletter
  - Parents wishing a hard copy of the newsletter **must contact the school office** and make a request with the school office manager
- SCHOOL WEBSITE
  - The school website can be found at [School.StCeciliaCincinnati.org](http://School.StCeciliaCincinnati.org)
  - Information about school events, important forms and information and school publications (including the weekly newsletter) can be found on the school website
- HOMEWORK
  - Homework assignments are posted daily and can be found by using the link called “Weekly Homework” which is found on the home page of the school website.
- FACEBOOK
  - In addition to the previous methods of communication to families, school notifications are also shared through the St. Cecilia School. Families who use Facebook are encouraged to “Like” the School page so they see notifications as they are delivered.

### EMERGENCY SCHOOL DELAYS/CLOSING

On occasion, St. Cecilia School may have to cancel school because of weather or other unforeseen emergencies. In these instances, parents will be informed through the One Call Now communication system with as much advance notice as possible; notifications will also be posted on the school website and school Facebook page. **PLEASE KEEP YOUR PHONE NUMBERS AND EMAIL ADDRESS CURRENT WITH THE OFFICE SO YOU CONTINUE TO GET MESSAGES.**

## CALAMITY DAYS

A Calamity day is defined as a day when normal in-person classes are delayed or unable to be held within the school building. Information will also be on the school website and Facebook page. Calamity days may look like the following:

- 1) School delay – a 75-minute delay may result from inclement weather. The school would open at 8:15 AM with all students needing to be in the building by 8:45 AM.
- 2) School is cancelled – Inclement weather or another unforeseen circumstance necessitates school closure.
- 3) Virtual Learning – Home-based learning is required due to circumstances.

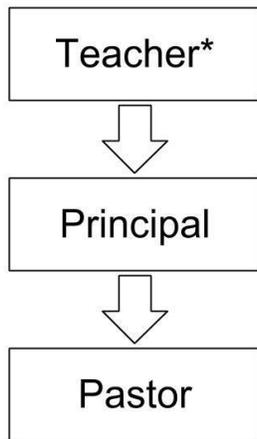
*Students who receive bus transportation may or may not receive morning service on these days.*

## PARENT/TEACHER COMMUNICATIONS

St. Cecilia School is committed to the education of children “in partnership with parents”. This is one of the fundamental beliefs upon which our mission statement and philosophy are based. In order for us to uphold and live out this commitment, there must be a strong relationship between the parents and the teachers that is built upon mutual respect and trust.

Generally, the principal will deal with contacts concerning school policy and procedures and, the appropriate teacher will respond to contacts involving student progress or classroom issues. If a concern requires an extended period of time, it is suggested that the school office be contacted to schedule an appointment convenient for all.

The following protocol should be used with all parental concerns:



*\*Most issues can be addressed at this level; parents who do not communicate first to a teacher will be redirected to do so.*

If you wish to discuss an issue with a teacher, you must first call or send a note to schedule an appointment. Walk-in conferences are not permitted, as teachers are not always available on the spur of the moment and it does not allow them to gather the information and/or prepare for the meeting. Please do not come to school in the morning and/or afternoon and expect to meet with a teacher unless you have previously arranged to do so. Should an issue arise that needs immediate attention because of the seriousness of its nature, an administrator should be requested.

Teachers are expected to respond to phone or written notes from parents in a timely manner. Usually this is within 24 hours of the time the message is received.

Any direct verbal attack towards a teacher or other staff member will result in the parent being asked to leave the premises and may necessitate the removal of your child from St. Cecilia School.

Any negative, defamatory, unfounded, or mischaracterization pertaining to St. Cecilia Parish/School or its employees thereof posted on social media is unacceptable, may result in legal action, and may necessitate the removal of your child from St. Cecilia School.

Any physical attack on a teacher will result in the immediate removal of your child from St. Cecilia School and possible legal action.

## DRESS CODE & UNIFORM POLICY 2025-2026

It is the responsibility of the parents/guardians to see that children are neat, clean, well-groomed and in complete uniform per the school uniform code. The school dress code assists in maintaining discipline and instilling a sense of personal pride in the children. The teacher or principal will inform parents of children who do not comply with the policy. A warning will be given when a student is in violation of the dress code. Repeated violation of the dress code will result in disciplinary action. Some infractions will necessitate that the parent/guardian is called to make arrangements to ensure that parents and students are compliant with school expectations.

If there is a question concerning any dress code directive, the principal will make the final decision. If it is necessary for a child to come out of uniform, the parent/guardian should send a note to the school office. Students coming out of uniform without a written excuse from the parent will not be allowed to stay in class until the proper attire is worn. All clothing worn should be clean and be the appropriate size and fit. The student's undergarments should be covered at all times and should not be overtly visible.

\*All skirts and jumpers must be ordered through the Schoolbelles Company. Ties may be purchased through Schoolbelles or in the school office.

www.schoolbelles.com - school code S1957

	Boys	Girls
<b>Mass/Special Occasion Days</b>  <b>(Dress Uniform)</b>	On Mass Days and Special Occasions throughout the year (as determined by School Administration), students will be expected to wear their dress uniform. Dress uniforms require the following standards:	
	<b>Grades PK-3:</b> Embroidered school polo shirt & slacks or shorts  <b>Grades 4-8:</b> <b>(August through October)</b> Embroidered school polo shirt & slacks or shorts <b>(November through March)</b> Button-down dress shirt, approved school tie & slacks	<b>Grades PK-8:</b> Embroidered school polo shirt & plaid jumper, plaid skirt or plaid skort
<b>Jumper/Skirt</b>	<i>None permitted</i>	<b>Grades PK-5:</b> Blue plaid jumper - Style #0194 or #1417 Blue plaid skirt - Style #1521 Blue plaid skort - Style #1533  <b>Grades 6-8:</b> Blue plaid skirt - Style #1525 *Undershorts, leggings or tights only may be worn under all skirts and jumpers
<b>Pants / Slacks</b>	Solid navy blue or tan <b>dress slacks</b> may be worn. Pants must be straight legged or boot cut in style. Acceptable materials will be primarily cotton with limited stretch, including twill and chino. <b>NO DENIM, CARGO, CORDUROY, JOGGER OR SKINNY STYLE PANTS THAT DO NOT MEET SCHOOL EXPECTATIONS ARE PERMITTED.</b> They must be comparable to those purchased through Schoolbelles. Samples of appropriate slacks can be found in the school office. <i>Please note: Pants made of high stretch materials such as Ponte, Jersey, etc. are not permitted.</i>	
<b>Leggings</b>	<i>None permitted</i>	Solid navy blue, gray, or black leggings only worn under skirts or jumpers. Leggings must extend down to the ankle.
<b>Shorts</b>	Solid navy blue or tan <b>dress shorts</b> may be worn from the start of the school year until November 1 <sup>st</sup> and then again from March 1 <sup>st</sup> until the end of the school year, unless otherwise conveyed by Principal. Shorts length should come close to the knee, and should be a long or Bermuda style. Acceptable materials will be primarily cotton with limited stretch, including twill and chino. <b>NO DENIM, CARGO OR CASUAL SHORTS THAT DO NOT MEET SCHOOL EXPECTAION ARE PERMITTED.</b>	

<b>Belts</b>	Black, brown or navy belts must be worn with pants and shorts by students in grades 4-8. Belts are recommended for students in grades K-3. Belts should be simple in nature and should not have ornamentation.	
<b>Blouses / Shirts</b>	Solid <b>navy blue, light blue, gray</b> or <b>white</b> button-down dress shirt, blouse or polo shirt with a collar. The same colored turtlenecks may be worn from November 1 <sup>st</sup> to March 1 <sup>st</sup> . Shirts, blouses and polos may be short or long sleeved. Shirts must be tucked into slacks, skirts, shorts. * <b>Only white, navy, black or gray plain undershirts with no visible logos</b> may be worn under the uniform shirt. *Please see note regarding dress uniform for Mass/Special Occasion Days.	
<b>Sweaters/Vests/ Sweatshirts/ Pullovers</b>	Solid white, gray, tan or navy blue cardigans, pullover sweaters or vests are permitted. Only St. Cecilia Spirit Wear fleece and sweatshirts (no hoodies) are permitted.	
<b>Socks</b>	Matching socks, either anklets, dressy knee socks (no sport) or tights, in solid white, navy blue, gray or black. No brightly colored or neon colored socks are permissible. Socks should not be on the outside of slacks.	
<b>Shoes</b>	Gym shoes or dress shoes may be worn. Exaggerated styles such as, platforms, clogs, sandals, or flip-flops are not permitted. Shoes must be completely enclosed, <b>no open toes or backs</b> . No boots are permitted to be worn during the school day but may be worn to school and after dismissal. Light up shoes are not permitted.	
<b>Hair</b>	Haircuts and styles are to be conservative in nature and meet the standards of good grooming. Hair should be clean, styled and cut above the eyebrows. No mohawks or other exotic hairstyles, colors or fads. No shaved designs or shaved portions of the head (including eyebrows) are permitted.	
<b>Makeup</b>	<i>None is permitted</i>	<i>Makeup (eye shadow, mascara, eye liner, blush, lipstick or gloss) is <b>NOT</b> permitted. Clear nail polish on original nails (no color, French tips or false nails) may be worn.</i>
<b>Jewelry</b>	No jewelry except a necklace (simple chain with simple pendant), one ring, one non-distracting bracelet and a watch (no smart watches are permitted) may be worn. Girls with pierced ears may wear single earrings on the ear lobe. No hoops or gauges; studs only. Boys are not permitted to wear earrings. Jewelry should be simple in appearance with no excessive ornamentation. All tattoos and piercings are not permitted.	
<b>Accessories</b>	Only Solid navy blue, gray, black and school plaid headbands, bows and scrunchies are permitted. Students are not permitted to carry a purse or shoulder bag with them to their classes. They should be kept in lockers or cubbies for the duration of the school day.	
<b>Gym Class</b>	Gym shoes must be worn for class for ALL grades (PK-8). Gym uniforms are solid navy blue, gray or black elastic/drawstring athletic shorts with a solid gold, navy, gray or spirit wear t-shirt and must be worn by all students when/if required.	
<b>Spirit Days</b>	Fridays are considered spirit wear days unless otherwise noted on the school calendar. Students must wear uniform bottoms but may wear other spirit wear t-shirts, hoodies, etc. on Fridays.	
<b>Out of Uniform Days</b>	Occasionally, St. Cecilia will have out of uniform days. Additionally, students are permitted to come out of uniform on their birthday or half birthday. If a birthday happens to fall on a Mass day, students may come out of uniform on the day before or after. Tank tops, sleeveless tops, halter tops, tee shirts with inappropriate decals or writings will not be permitted. “Short” shorts and skirts, torn jeans, leggings and yoga pants are not permitted. Open toed shoes with backs are permitted on these days - <b>no flip flops or sandals with no backs</b> . Clothing must be tasteful and age appropriate.	
<b>QUESTIONS</b>	All determinations upon what is and is not permitted will be determined by teachers and school administration.	

# **MEDICAL POLICY**

## **MEDICAL HISTORY**

At the time of enrollment, parents are required to share any relevant student medical history with the school office that might affect student learning, teacher instruction and overall classroom culture. If the school determines that it does not have the resources to effectively meet the needs as determined by the medical history, the school reserves the right not to enroll the student.

## **STUDENT ILLNESS WHILE AT SCHOOL**

In the event that a student becomes ill or has exhibited other significant signs of sickness during the school day, the parent/guardian will be notified. Any child with a temperature of 100 degrees or above **MUST** be picked up. If a child is to go home, the parent/guardian or other designee identified on the emergency medical form or who has been communicated to the school office by the parent/guardian must pick the child up and sign him/her out in the school office.

## **RESPONSIBILITIES DURING ILLNESS**

Parents are expected to call the school office to notify the office manager of their child's absence. Upon return to school, the parent must send a written note to school stating the date of the absence and the reason for the absence. For your convenience, an Absentee Note form is included in Appendix A of this handbook.

A student must complete the required assignments missed during any absence. If a parent/guardian wishes to pick up assignments and books, the parent/guardian should notify the school office in the morning (when reporting the absence) so the teacher will have ample time to gather the work.

## **EMERGENCY MEDICAL INFORMATION**

Each parent/guardian receives an Emergency Medical Authorization Form to complete for their child at the beginning of each school year. Should a serious accident occur at school, this information could be lifesaving. It is important to inform the school office of any changes of information on the Emergency Medical Form throughout the school year.

This form must be completed in its entirety and include multiple (2 or more) emergency contacts.

## **HEALTH EMERGENCIES**

Emergency health situations may require changes in routines and students' overall educational experience within a school year. When and if these circumstances occur, parents/students will need to meet modified expectations as required by national, state, and local authorities. These changes will be communicated by administration.

## **DISPENSING MEDICATION**

St. Cecilia School follows the following Archdiocese of Cincinnati mandate and [Section 3313.713](#) of the Ohio Revised Code regarding administering medication to students.

All written requests must be obtained from the physician and parent/guardian using the "Request for Administration of Medication" form (found in Appendix A of this handbook) before any medication (both prescription AND "over the counter") may be administered by school personnel. The request must include instructions as to name of medication, and possible side effects. No child is to have any medication of any kind on his or her person during school hours (cough drops are permitted with written parent note). Students may keep an inhaler with them if they have a doctor's permission as well as appropriate documentation which is to be kept on file in the office. All medication is to be kept at the office. Medication must be in original containers and have an affixed label.

## **INHALERS**

A copy of the "Administration of Medication" form in addition to the "Self-Medication for Asthma Inhalers Authorization Form" signed by both the parent and student's physician must be on file in order for students with diagnosed asthma to possess an inhaler during the school day.

## **IMMUNIZATION POLICY**

Ohio State Immunization Law requires that all children be adequately immunized against the following diseases: Diphtheria, Pertussis (Whooping Cough), Tetanus, Polio, Measles (10 Day), and Rubella (German Measles), Hepatitis B and Meningococcal (MCV4). Students entering grades K and 7 especially need to be aware of state mandates for immunization requirements. St. Cecilia School complies with the immunization requirements set forth by [Sections 3313.67](#) and [3313.671](#) of the Ohio Revised Code. Although St. Cecilia School complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a guardian's conscience or religious conviction, objection, or by revoking a previous exception.

## **REPORT OF INJURY**

Any significant injury (including any injury to the neck or head) incurred by a student on school property shall be reported immediately to the parent/legal guardian, who will decide whether or not the student should be given professional attention. In case of grave injury which cannot wait for a decision from the parent/legal guardian, the directions on the student's Emergency Medical Authorization Form shall be followed.

Minor injuries shall be treated by qualified school staff and recorded. Parents/legal guardians shall be informed that such treatment has taken place.

St. Cecilia faculty and staff regularly receive first aid, CPR and AED training.

## **LICE**

If an occurrence of lice is determined, parents will be contacted and required to pick their child up with the expectation that the condition is treated. Your child may return to school the morning following treatment, provided all nits are removed. A trained school employee will examine your child's hair and scalp at that time. Should any nits be found, you will be called to pick up your child.

## **BED BUGS**

St. Cecilia School is sprayed monthly by an exterminator. If bed bugs are discovered, a letter will be sent home with your child notifying you that a bug has been found in his/her classroom, and suggestions will be provided as to what parents can do to address the concern. The classroom will receive additional cleaning and spraying following dismissal the day of the discovery.

## **AIDS POLICY**

The Cincinnati Archdiocese policy stipulates that "Each instance of AIDS involving (a student) (an employee) shall be treated as a strictly confidential and an individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being, and individual privacy needs." St. Cecilia School endorses this policy.

## **DIABETIC CARE POLICY**

Federal law in addition to the Ohio Revised Code [Section 3313.7112](#) gives students the right to receive the diabetes care they need to be safe and participate in school activities just like any other child. St. Cecilia School is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
2. Responding to blood glucose levels that are outside of the student's target range;
3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
5. Providing oral diabetes medications;
6. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;
7. Following the treating physician's instructions regarding meals, snacks, and physical activity; and

8. Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes.

### **School Administration of Diabetes Medication**

Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code and so long as all of the following are satisfied:

1. The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
2. The school receives a statement, signed by the prescriber, that includes all of the following information:
  - a. The name and address of the student;
  - b. The school and class in which the student is enrolled;
  - c. The name of the drug and the dosage to be administered;
  - d. The times or intervals at which each dosage of the drug is to be administered;
  - e. The date the administration of the drug is to begin;
  - f. The date the administration of the drug is to cease;
  - g. Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
  - h. Any special instructions for administration of the drug, including sterile conditions and storage.
3. The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.
4. The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.
5. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
6. Any and all other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons having care or charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

### **Student Administration of Diabetes Medication**

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks.

If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

### **Non-Restriction Disclaimer**

The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

### **DRUG AND ALCOHOL POLICY**

It is the policy of St. Cecilia School's administration, faculty, and parish officials to provide a drug-free school and assure a safe, healthy and protected environment for all students. It is paramount that we (officials and parent alike) are committed to maintain this vital interest and to prevent the use of illegal drugs (or abuse of legal drugs) as outlined in the following policy. In order to maintain this goal, we expect all parents/guardians to be equally committed to helping in this endeavor. We request that any information, situation or concerns you have are reported as soon as possible to the principal. All information will be handled in complete confidence.

Any student, who buys, sells, possesses or distributes or is under the influence of alcohol and/or drugs at school, on school property, or any school function will be suspended from St. Cecilia School. Such student may be summarily expelled.

Any student who is **suspected** of buying, selling, using, possessing, distributing or being under the influence of alcohol and/or drugs at school, on school property, or at any school function will be treated as follows:

1. The student's parent/guardian will be informed of the school's concern for the student and will be presented with all the information which indicated cause for concern on the part of the school.

Parent/Guardian will be urged or required to seek an assessment and to comply with all of the recommendations of the assessment.

### **VISION AND HEARING SCREENINGS**

Vision and hearing screenings are performed during the first or second trimester on each student in grades K, 1, 3, 5, and 7. Parents are notified of any failed screenings. Referrals are sent with instructions to follow up with appropriate medical care. If your child is not in one of these grades, and you would like their vision or hearing checked, please contact the school nurse.

### **SCOLIOSIS SCREENINGS**

Screenings for scoliosis are currently performed during gym classes for the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades. A second screening (performed by a scoliosis nurse) is performed on those students with results that were questionable or failing. Parents are contacted if further medical care is advised.

## **SCHOOL SAFETY PLAN**

St. Cecilia School has a comprehensive safety plan approved by the State of Ohio. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. Parents should know the following general guidelines regarding St. Cecilia's Safety Plan

- St. Cecilia School has a retired Norwood Police officer on site throughout the school day.
- St. Cecilia School has an assigned Cincinnati Police resource officer.
- St. Cecilia School partners with ZeroEyes which enables an extra layer of monitoring on the campus.
- St. Cecilia School partners with the following ensuring Safety Plan compliance:
  - All Local First Responders
  - Madtree Brewing Company – offsite relocation center
  - Catholic Charities and Best Point Educational & Behavioral Health – mental health crisis services
- St. Cecilia School utilizes the OneCall Now system to communicate with families in the event of an emergency (for more information see “Communications” section of this handbook).
- St. Cecilia School completes mandated required drills as outlined by the state of Ohio yearly.
- St. Cecilia School reviews and updates the plan yearly.
- St. Cecilia School implements policies regarding entry and dismissal from the building for all staff, students, families and visitors.

Questions regarding the specifics of the Safety plan can be directed to administration.

## TECHNOLOGY

The use of technology at St. Cecilia School is curriculum driven. Each device will utilize software that are grade-level and student level appropriate and will be used to enhance each student's education. Each classroom teacher is responsible for assigning projects and assignments that promote classroom learning and will be evaluated as part of the grading process.

St. Cecilia School has a Technology Coordinator whose job it is to maintain the network and internet systems as well as all of the devices in the building. In addition, the parish has a regional Director of Technology to supplement technology maintenance for the school. Each classroom in grades K-5 has a computer cart with 30 Wifi-networked Chromebooks which are assigned for student use. At the start of the year we will ask parents to sign the loan agreement in case of the need for a student to shift to home based learning. All classrooms are equipped with dedicated teacher devices, Promethean interactive boards and Chromecast devices for projection to the interactive boards. Internet filtering in the school building is provided by the school and additional monitoring software will be used to monitor student use in our 1:1 Chromebook program.

Use of the internet at St. Cecilia School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for parent's/guardian's signature before a student can use the internet at school. The school utilizes the management program GoGuardian to ensure students are using technology in ways that are appropriate to their learning in compliance with Federal guidelines.

While St. Cecilia School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with St. Cecilia School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

### CHROMEBOOK CARTS

St. Cecilia School utilizes Chromebooks in Grades K-8 for student use while in the classroom. Chromebooks can be used for access to curriculum software. Chromebooks in grades K-5 are lent out when needed throughout the day and should be returned to the cart at the end of the class or the school day to be charged for the next day. Headphones will be provided for students in grades K-3 but students in grades 4-8 are required to have personal headphones or earbuds as well. Students will be responsible for any damage caused to the computer or peripherals because of misuse.

### ONE TO ONE CHROMEBOOKS – GRADES 6-8

St. Cecilia School is offering students who are studying at St. Cecilia in the 6<sup>th</sup> – 8<sup>th</sup> grades the opportunity to maximize their learning potential with the loan of a Chromebook. This Chromebook is to be used as a tool that will help the students enhance their learning and assist with organization and essential skills.

### GOALS FOR STUDENT USERS

- To increase students' productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers in the pilot project.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.

At the beginning of the school year, students in grades 6-8 will be assigned a Chromebook to use during the school day and to take home in the evenings. Parents and students are required to view a video and sign the Chromebook Policy agreement prior to receiving the Chromebook for the year. It is the responsibility of the students and families to:

- use the Chromebook and school assigned Google account for **schoolwork only**.
- use the Chromebook appropriately as outlined in the Responsible Use of Technology Policy.
- take care of the Chromebook.
- charge the Chromebook at home in the evenings so it is ready for use the next day.
- pay for the repair/replacement of any Chromebook which is damaged, lost or stolen while assigned to the student.

For a complete list of the policy, please visit our school website ([School.StCeciliaCincinnati.org](http://School.StCeciliaCincinnati.org)) or contact the Technology Coordinator, Julie Poux ([jpoux@stceciacincinnati.org](mailto:jpoux@stceciacincinnati.org)) and you will be provided an additional hard copy.

## **ARCHDIOCESE OF CINCINNATI GUIDANCE ON USE OF ARTIFICIAL INTELLIGENCE**

In the spring of 2020, the Pontifical Academy for Life signed a declaration calling for the ethical and responsible use of AI. The signers of the declaration included political leaders, Church leaders, and leaders from technology companies including Microsoft and IBM.

Endorsed by the Holy See, the declaration includes six ethical principles that should guide the development of artificial intelligence. They include: (1) Transparency: AI systems must be understandable to all; (2) Inclusion: These systems must not discriminate against anyone because every human being has equal dignity; (3) Accountability: There must always be someone who takes responsibility for what a machine does; (4) Impartiality: AI systems must not follow or create biases; (5) Reliability: AI must be reliable; and (6) Security and privacy: These systems must be secure and respect the privacy of users.

In 2024 at the World Peace Day and World Communications Day, Pope Francis focused his messages on the use of artificial intelligence pointing out that AI-powered systems “can help to overcome ignorance and facilitate the exchange of information.” He also cautioned that such a rapid digital revolution can imprison people in “echo chambers” and leave humanity “adrift in a mire of confusion, prey to the interests of the market or of the powers that be.”

It is vital to remember that human minds exercise judgment, empathy, creativity, and critical thinking, which are essential to the many facets of education, formation, and human flourishing. The present moment represents an opportunity to leverage AI for the good of humanity; however, AI tools cannot replace critical thinking, debate, and analysis. If AI is used in a school setting, as faithful leaders and as educators, we must emphasize the importance of students developing their own ability to think.

### **I. INTRODUCTION AND SCOPE**

This guidance provides a framework for the proper use of generative artificial intelligence (“AI”) technologies within the Archdiocese of Cincinnati system of schools. Generative AI refers to tools, such as ChatGPT, that can produce new content, such as text, images, or music, based on patterns learned from data.

This guidance applies to all students and educators attending or working at schools. It covers AI used for education, administration, and operations including, but not limited to, generative AI, intelligent tutoring systems, conversational agents, automation software, and analytics tools. This guidance complements and is in addition to existing Archdiocese of Cincinnati and school policies, including those pertaining to technology use, data protection, academic integrity, and student conduct.

### **II. AI PRINCIPLES**

The following principles should be used to guide the responsible and acceptable use of AI for student learning:

- **Support Education Goals**: AI will be thoughtfully used to enhance outcomes for students.
- **Privacy & Security**: AI use will align with policies and regulations protecting student data privacy, safety, and accessibility.
- **AI Literacy**: Students and educators will build skills to critically evaluate and utilize AI technologies ethically.
- **Realize Benefits & Consider Risks**: AI benefits will be cautiously explored and associated risks will be carefully considered.
- **Academic Integrity**: Students and educators will produce original work and properly credit sources.
- **Maintain Human Agency**: AI will provide support, and not replace educator and student discretion in decisions. Educators will set parameters for each class and assignments for when and how AI tools may be used.
- **Continuous Evaluation**: Schools should audit AI use, updating policies and training as needed to ensure compliance with ethical standards and to help identify and address any emerging issues or areas of improvement.

### **III. STUDENT USE OF AI**

Educators, in partnership with parents/guardians, are committed to teaching students how to use AI ethically, responsibly, and in alignment with Catholic principles. Responsible uses of AI will vary depending on the context of classroom activities and assignments. Educators will clarify if, when, and how AI tools will be used, with input from students and families when appropriate, while schools will ensure compliance with applicable laws and regulations regarding data security and privacy. Below are general guidelines for the use of AI by students. The Archdiocese encourages sections A and B to be incorporated into student handbooks.

#### **A. RESPONSIBLE USES OF AI FOR STUDENTS**

With their educator's permission, students may be permitted to utilize AI for the following purposes:

- **Aiding Creativity:** Students can harness generative AI to spark creativity across diverse subjects, including writing, visual arts, and music composition. Students should not use AI to replace their critical thinking and problem-solving skills.
- **Collaboration:** Generative AI tools can assist students in group projects by contributing concepts, supplying research support, and identifying relationships between varied information.
- **Content Creation and Enhancement:** AI can help generate personalized study materials, summaries, quizzes, and visual aids, and it can assist students with organizing their thoughts and content.
- **Tutoring:** AI-powered virtual teaching assistants may provide support, answer questions, help with homework, and supplement classroom instruction.

Students and their parents/guardians should recognize the risks and limitations associated with newly developed technologies like AI. For example, information contained in AI tools may be unreliable or inaccurate. Additionally, students should not enter personally identifiable, private, confidential, or proprietary information into AI models or tools.

#### **B. PROHIBITED USES OF AI FOR STUDENTS**

Below are the prohibited uses of AI tools:

- **Inappropriate Use:** Using AI tools to engage in bullying, harassing, intimidating, or other inappropriate behavior is strictly prohibited. Students are expected to use AI solely for educational purposes, upholding values of respect, inclusivity, and academic integrity at all times.
- **Plagiarism and Cheating:** Students are prohibited from copying any source, including generative AI, without prior approval and adequate documentation. Students are prohibited from submitting AI-generated work as their original work. Any AI-generated content used in assignments must be appropriately cited. AI tools may be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or passing off AI-generated content as one's own is considered plagiarism. School policies will continue to be enforced.
- **Unauthorized Use:** Educators will clarify if, when, and how AI tools may be used in their classrooms. Students may not use AI without advance approval from their educator. Students are expected to review AI-generated content before using it.
- **Noncompliance with Other Policies:** The use of AI technologies must comply with all Archdiocese and school policies including, but not limited to, academic integrity policies and student codes of conduct. Students and their parents/guardians are responsible for familiarizing themselves with these policies and ensuring compliance.

## OTHER OPERATIONS A TO Z

### ACCESSIBILITY OF STUDENT RECORDS

St. Cecilia School respects the rights and privacy of our students and keeps all student records confidential. Additionally, the Family Educational Rights and Privacy Act of 1974 states that parents and adult students have a right to see and challenge the contents of the student's records. Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Unless a court order provides otherwise, a copy of the official student file will be made available 24 hours after receiving a written request from a parent/legal guardian or adult student (over the age of 18). The official student file includes academic transcripts, academic testing, and health records. Upon challenging the contents of the student file, the written challenge will become a part of the official file.

### AFTER SCHOOL CHILD CARE PROGRAM

St. Cecilia offers after school care of children. After school care is managed entirely by Champions daily from 3:00pm to 6:00pm for St. Cecilia School students only. **Students must be registered in advance to attend the after school program.** Subsidies for the tuition fees are available. More information can be found online at [discoverchampions.com](http://discoverchampions.com).

 Safe, healthy, and reliable care	 Qualified teachers	 Curriculum that makes learning fun	 Homework help	 Delicious and nutritious snacks
<ul style="list-style-type: none"><li>• Laugh and play with friends—</li><li>• Strengthen STEM learning skills that kids need to succeed in the classroom and community</li><li>• Explore independent curiosities and collaborate on group projects</li><li>• Move their body indoors and outside with dance, yoga, and free play time</li><li>• Get homework help so they can focus on family (or have downtime) when they get home</li></ul>				

Contact: Emily Ford, Champions Site Director - (513) 220-2695

[emily.ford@discoverchampions.com](mailto:emily.ford@discoverchampions.com)

### ARRIVAL AND DISMISSAL

All students should arrive at school by 7:30AM. In order for arrival to run smoothly, drop off needs to be efficient. Having students ready with their backpacks will allow them to quickly get out of the car and keep traffic from backing up. Also, utilizing both lines, one that runs along the fenceline and one that circles in front of school and out to Gilmore, ensures that our arrival routines are safe and effective. Parents that need to park (PK and or business in the office) should do so near the parish house behind the rectory and church or along the school by the fence line.

Dismissal is staggered - Grades K-3 students will begin being dismissed at 2:55PM; students in grades 4-8 will be dismissed at 3:05PM. This will allow the lot to have parking spaces available for the entirety of dismissal. All parents are expected to park in designated spaces. Students will not be permitted to load in cars that are clogging the exit. Once your children are loaded safely in your car, please exit the lot safely. Loitering only makes dismissal for everyone less safe and less efficient. If you have a younger child and one in the older grades, know that older students will not be called until it is their time. Please consider this when arriving. Finally, if arriving late, please do not try to back in as it slows down the traffic flow and presents a more dangerous situation as students are loading and cars are trying to leave the lot.

### BIKES / SKATEBOARDS / SCOOTERS

Locks must be used by those who bring bikes to school. Students must walk their bike, skateboard, or scooter through the schoolyard to and from the assigned area. Usage of skateboards is strictly prohibited on school property.

## **BIRTHDAY RECOGNITION**

**Birthdays are important milestones and St. Cecilia wishes to continue this school's long standing tradition of recognizing them. However, it is important to balance recognizing the event and the structure of a school day. The school will recognize student birthdays in the morning announcements and students will be permitted to dress out of uniform following the guidelines set below.**

Birthdays are special days for students. In recognition of these days, each child's birthday will be announced during morning announcements. Additionally, students may dress out of uniform on their birthdays provided that it does not fall on a Mass Day. In this case, the student may dress out of uniform either the day prior or after. Students with weekend birthdays may dress out of uniform either on Friday or Monday. Students with summer birthdays or birthdays outside of the school calendar will have a designated special out of uniform day announced in the school newsletter.

We welcome birthday treats at the school but ask parents follow a few simple guidelines:

- Please bring only individually wrapped, store bought treats for your child's birthday.
- **It is recommended that student not bring in treats such as cupcakes, cake or donuts that are not commercially prepackaged. Distribution can be difficult and can cause a mess.**
- Because there are students in the school with food allergies, nutritional labels need to be on packaging as well to ensure that those students are safe.
- We ask that treats are dropped off in the office, and school staff will deliver the treats to the classroom. Treats may be distributed to the class either before or after lunch or at the end of the day.
- In addition, we ask that balloons, flowers, etc. are not brought to school as those types of items are best given at home.

Birthday treats not meeting the guidelines above will not be allowed in the classroom.

## **CAFETERIA SERVICES**

Sycamore Child Nutrition Services is pleased to offer both breakfast and lunch daily to students and staff at St. Cecilia. All meals are in accordance with the National School Lunch Program and a la carte items and beverages meet the USDA Smart Snacks nutrition guidelines.

All students will be assigned a 6-digit cafeteria number that they will use to ensure correct accounting for meals and snacks throughout the year. These numbers will be given out the first week of school. If you are unsure of your child's number, please contact the school office.

### **Menus and Nutritional Information**

Meals will be served in cycles and are posted on the school website. Printable menus are also posted on the school website.

Menus this year will also be able to be viewed online at <https://www.myschoolmenus.com/instance/631/district/534> or by downloading the My School Menus app in the app store or Google Play. You can find nutritional information and allergens very easily using this website/app as well.

### **Free and Reduced Meal Applications**

All enrolled students/families of St. Cecilia must fill out a free and reduced lunch application. You can fill this out online by visiting <https://www.payschoolscentral.com/>. You can also print the application and return it to the school office. You have to reapply for the free and reduced price meal program every year. Please contact the Child Nutrition office at (513) 686-1796 with any questions. A hard copy of the form will come home in the first week forms and either online or hard copy should be filled out by all families.

What this means:

- **ALL families will need to complete a free and reduced meal application, regardless of your family's financial situation.** This is now required for all households to complete. This percentage is what you will use for your Federal funding reports. This form is required state funding to be received by the school.
- **FREE OR REDUCED status will NOT BEGIN until after the form is completed.**
- Students will still need to pay for extra portions, snacks, etc.

## 2025-2026 Prices

Meal prices for families that do not qualify for the Free & Reduced-Price meal program are as follows:

- Breakfast - \$1.60
- Lunch - \$2.95
- Milk \$0.50

If you choose to pack your student's lunch - Snacks and beverages are available for purchase.

***Please note: Fast food and canned soft drinks are NOT permitted in the cafeteria during lunch***

Snacks offered - Prices range from \$0.70-\$2.25

- Options include: Whole grain reduced-fat cookies, baked chips, pretzels, whole grain graham crackers, water, juice boxes and more.

## Meal Payments

Parents are able to put money on the student's meal account over the internet 24 hours a day, 7 days a week using <https://www.payschoolscentral.com/>. We also accept cash or checks. Checks should be made out to Sycamore Child Nutrition Services. Here families can also view payment history, run reports and get communication regarding low meal account balances.

## Meal Charging Procedure

If students do not have funds on their account, they are allowed to "charge" up to -\$30. Once they reach this threshold they will be given a courtesy meal until funds are paid off.

Only meal charges will be permitted. No a la carte purchases such as snacks, ice cream, milk, etc. will be permitted when a student has a negative balance. Please note; this pertains to all students.

## Food Allergies/Religious Preferences/Meal Account Restrictions

Please contact [wellmanl@sycamoreschools.org](mailto:wellmanl@sycamoreschools.org) if you would like to place a note on your student's account regarding food allergies, religious food preferences or meal account restrictions. We can set up a daily spending limit or flag anything your student is not allowed to eat.

## CONTACT CAFETERIA STAFF:

### *Kitchen Staff*

Angel Bruner ([brunera@sycamoreschools.org](mailto:brunera@sycamoreschools.org))

### *Child Nutrition and Wellness Director*

Liz Wellman

Office: 513-686-1796

Email: [wellmanl@sycamoreschools.org](mailto:wellmanl@sycamoreschools.org) <https://www.sycamoreschools.org/Page/2291>

## **CHILD ABUSE AND NEGLECT REPORTING/ CHILD PROTECTION DECREE**

St. Cecilia School follows all Archdiocese of Cincinnati mandates and [Section 2151.421](#) of the Ohio Revised Code regarding reporting suspected child abuse or neglect. A copy of the policy can be found on our school website at [school.stceciliacincinnati.org/safe-environment](http://school.stceciliacincinnati.org/safe-environment).

Any individual in the school/parish who comes into contact with children is required to attend the Archdiocesan "SafeParish" program and receive an FBI/BCI Background check. This includes any parent wishing to volunteer at the school or attend school field trips.

## **CISE**

For more than 40 years CISE has served children in Cincinnati's underserved neighborhoods. Founded in 1980 by three city leaders of different faiths, the CISE mission is to transform the lives of urban children living in poverty by providing access to a strong Catholic education. This is done where it is needed most, in ten Cincinnati neighborhood schools funded by CISE. Research substantiates that a quality education is the most effective way to eliminate poverty. Our unique family of CISE-supported schools gives students, 94% facing poverty, access to a quality education. This caring and nurturing approach in an environment of respect, safety, and discipline will rewrite futures.



CISE started as an effort to keep vulnerable inner-city elementary schools open, but it has evolved into a comprehensive solution aimed at alleviating poverty and fighting inequality through access to quality education. CISE accomplishes this through excellent academics, the formation of values for life, and a safe, structured, and supportive environment in which all are welcome.



Through the generosity of CISE (Catholic Inner-city School Education), St. Cecilia students receive a wide range of benefits:

- Tuition support
- Specialized programming
- Experiential learning opportunities
- Eighth grade scholarships for high school
- Administrative, teacher and staff support
- Professional development opportunities
- Funding for special projects that benefit students

### **FAMILY SERVICE POLICY**

In order to build community and encourage parent participation and involvement in the school, St. Cecilia requires all parents to complete service hours each year. The Parish Council for St. Cecilia has approved the following service policy for all families:

1. 20 hours per year of service hours per school family.
  - These can be fulfilled by parents, grandparents, aunts, uncles, etc.
  - Hours will be tracked from July 1<sup>st</sup> to July 1<sup>st</sup>
2. Obtaining credit for the hours worked will be the responsibility of the person working the service hours
  - Sign-in sheets will be available at each school-sponsored event; be sure to sign in and out.
  - Additional record sheets will be located in the school office.
3. Failure to complete your 20 hours of service may result in student registration for the following school year being withheld until hours are fulfilled.
  - Letters will be sent late winter/early spring to each family providing them an update of their hours served.
4. Parents may select a cash contribution of \$200 in lieu of completion of service hours.

If you have any concerns regarding the amount of service hours credited to your family, send a note to the office and it will be assessed and the office will follow up.

Listed below are some activities that will fulfill your service hour obligations. Do not feel limited to these activities. If you have an idea about something you could do to help support the school, please contact the principal or school office.

### **School Service Hour Activities**

St. Cecilia Parish Festival (hours TBD)	Scanning “BoxTops for Education” using online app
Book Fair*	PTO Board
Lunchroom Helper*	Participation in fundraisers (3 hrs per participation)
Teacher Volunteer* - if agreed upon	Field Trips – Volunteer* <i>if needed</i>
Oktoberfest (hours TBD)	Playground Helper*
Fish Fry (hours TBD)	Register for Kroger Plus Card (5 hours)
Mayo festival (hours TBD)	End of Year School Clean-up
Las Posadas (hours TBD)	School painting
Conference Dinners	<i>Additional needs throughout the year</i>
Classroom Parties	

*\*Any school service opportunity that takes place during the school day and involves children requires each adult to be SafeParish certified*

## **GENDER IDENTITY POLICY**

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same. St. Cecilia School is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by St. Cecilia School when determining whether to admit or retain a student.

The Archdiocese of Cincinnati has specified the following policy regarding gender identity:

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine.

Catholic schools:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teaching of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

*As taken from the policy from the Catholic Conference of Ohio and adopted by the Archdiocese of Cincinnati*

## **LIBRARY**

***The Oakley Branch library is NOT a childcare facility and parents should not use it as such.***

St. Cecilia School does not have a designated school library. However, located across Gilmore Avenue is the Oakley Branch of the Public Library of Cincinnati and Hamilton County. St. Cecilia partners with librarians at the Oakley Branch. Students regularly visit the library to check out books and they can participate in special library programming and tutoring opportunities. Involvement with these programs is coordinated between the library and parents. The school plays no active role other than encouraging participation in and promoting such opportunities. Every child may apply for a library card from the Oakley Library. Students will use the library throughout the school year in partnership with the Oakley Library.

Proper conduct is required while on library property, both inside and outside of the building. Students must show respect for each other, library patrons, library employees and library property as outlined in **Standards of Library Behavior** issued by The Public Library of Cincinnati and Hamilton County. Students who use the library after school hours are reminded that they are representing our school and should conduct themselves in a respectful manner. Inappropriate behavior will result in restriction or loss of library privileges for a designated amount of time. In addition, disciplinary measures by the school may be issued as well.

## **LOST AND FOUND**

Parents are encouraged to ensure that your child's name is on as many personal items as possible, especially clothing. Placing your child's name on the inside tag assists in ensuring a misplaced item is returned. Because students often misplace and or lose personal items and no name on the item identifies to whom the item belongs. The main office maintains a Lost and Found. Assistance will be provided to students who report a missing item, and students are reminded to check Lost and Found regularly. At the midpoint and end of each trimester, all items will be displayed for students to review lost and found items and claim what may belong to them. At the end of the display date, any remaining items will be donated to Goodwill.

## **MARKETING & MEDIA**

As a part of the school's outreach efforts to sustain and grow the school ensuring its vitality, the use of marketing and communication will be utilized. St. Cecilia School reserves the right to use any student work or images taken in classrooms and at activities in both print and online marketing of the school. Parents who do not wish for their child's image to be used should submit their request in writing to the school office notifying the school you do not wish your child's image and or work being highlighted.

## **PARKING**

All day parking on church property during school hours, with the exception of those persons attending Mass and parish meetings or functions, is limited to staff members and those having official business unless permission has been given by the Pastor. Parking for visitors to the main office is available in the front and sides of the office entrance. At times during the school day (recess/end of school), parking to the immediate front may be limited.

## **PREGNANCY POLICY**

The Cincinnati Archdiocesan Policy stipulates that "Each instance of pregnancy involving a student shall be treated as a strictly confidential and an individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being, and individual privacy needs." St. Cecilia School endorses this policy.

## **RESOURCE OFFICERS**

Partnering with the Cincinnati Police Department, St. Cecilia School is assigned a school resource officer. This assigned police official assists with the coordination and execution of safety drills, informs the school of any safety related issues in the neighboring vicinity, presents to school children on school safety and law when and if applicable, and addresses in conjunction with the school, any criminal or potentially criminal behaviors. Additionally, St. Cecilia has a resource officer (retired police officer) on school grounds throughout the entirety of the school day. Both officers work in conjunction with school administration and staff.

## **SCHOOL ACTIVITIES**

There are several extracurricular activities that are available to the students in St. Cecilia School. Please see the school website.

### **Field Trips**

At times, teachers may plan for student learning opportunities that take place outside of the traditional classroom and off campus. These field trips should always have an educational purpose behind them, which will be explained to parents when determining if your child will participate. In order for any student to participate in any field trips throughout a designated school year, the Child Permission Release Form must be entirely completed. This will be kept on file at the school for the academic year. For each individual field trip, teachers will send home an additional letter outlining the nature and details of the trip, allowing the parents to grant permission for their child to participate. No student may attend a field trip unless the required field trip permission form is completed and signed by the parent/guardian. A student may be excluded from the field trip at the discretion of the school administration.

### **Extracurricular Activities**

Participating in afterschool programs and sports is a privilege not a right. A student must be in good academic and behavioral standing in order to participate.

In addition to the Child Permission Release Form, individual after school programs will outline specific details related to their program in a letter to parents and must be signed granting your child permission to participate and acknowledge requirements of the extracurricular.

## SCHOOL ORGANIZATIONS

### **PTO**

The PTO is a fund raising organization of St. Cecilia School. Working with the Principal, it provides funding for school programs, capital improvements, and special projects that enrich student learning and promote a positive school environment. For more information and/or contact information, please visit the school website (under Current Families and then PTO)

The object of this organization is to promote the welfare of our pupils; advance the interests of the school as an educational institution; create and foster a spirit of cooperation between parents, pupils and school authorities, and encourage active participation by the members in school affairs.

PTO Meetings will be held as needed, beginning in August and ending in May. Interested parties are welcome to attend. Special requests, needs, and parental involvement in the school PTO are communicated in the bi-weekly newsletter and online.

### **Athletic Boosters**

The Boosters is an organization that promotes and supports the sports program of St. Cecilia Parish. It is vital that parents/guardians become members of the Boosters, if their child(ren) participates in Booster supported activities, to show them that you support their endeavors. Persons wishing to become a member should contact one of our Co-Athletic Directors, Mr. Tyler Smith (tsmith@stceciliacincinnati.org) or Mr. Dylan Weizman (dweizman@stceciliacincinnati.org).

When a child registers to participate in a sport, their parents are considered a member of Boosters and are required to active supporters. This support will be demonstrated by abiding by participation requirements of each sport and assisting in Boosters related fundraising and or initiatives. Booster meetings may be held on an as needed basis.

### SNACKS

We recognize the importance of healthy snacks. To serve as role models for our students when making nutritional decisions and to be responsive to those children who have food allergies or other dietary restrictions, note the following guidelines with regards to snacks at school.

If your child's teacher allows snacks during the school day, students in all grades will bring their own snacks from home. This is to ensure that each child has food that is safe for him/her. Please only send snack-sized portions of dry snacks such as pretzels, granola bars, raisins, etc. Fruit cups, applesauce, yogurt and pudding cups (if it must be eaten with a spoon), punch and soda of any kind are not permitted. Popsicles are only permitted or used for special outside events.

### SOCIAL MEDIA

St. Cecilia School reserves the right to refuse admission or exclude from enrollment any parent/guardian or student who posts disparaging, inappropriate or dishonest photos or statements pertaining to the school, school events and or members of the school community. A copy of the Archdiocese of Cincinnati's policy regarding social media can be found on the school's website at [school.stceciliacincinnati.org/safe-environment](http://school.stceciliacincinnati.org/safe-environment).

### STUDENT SAFETY

By order of the Cincinnati Police Department, children may only cross the street at designated crosswalks. Those who need to cross Madison Road must do so at the light at Gilmore and Madison. Those who need to cross Taylor **must use the crosswalk at the corner by UDF and the neighboring condominium complex** unless a teacher is present.

For the safety of the children it is forbidden to drive onto church/school property utilized as playground at lunch time, at dismissal, or whenever the children are in the yard. Entrance to the drop off/pick-up area is off of Gilmore Ave. All traffic patterns, as dictated by the orange cones, must be followed when dropping off or picking up students. Driveways will be chained from 7:00AM to 8:15AM in the morning and from 2:30PM to 3:00PM in the afternoon.

## **TELEPHONE POLICY**

Students are not permitted to use any classroom or office telephone without appropriate permission from a faculty or staff member.

## **VISITORS**

All visitors to St. Cecilia School must first report to the Main Office, located on the Gilmore Avenue side of the building at the glass door marked "Main Office." Access to the building will only be granted to individuals who have signed in and are visibly wearing a visitor badge or sticker. Anyone inside the building without proper identification will be escorted out by security.

## **VOLUNTEERS**

School volunteers must abide by applicable personnel policies related to the scope of their assistance. All volunteers must be in good standing with the Child Abuse Protection decree, dress and behave professionally and appropriately, abide by all confidentiality standards, and refrain from sharing anything derogatory, inappropriate, or questionable that may harm the reputation of St. Cecilia School on their individual social media pages.

## **WEEKLY SCHOOL MASS**

Each class will attend Mass on Thursdays at 9:00AM unless changes have been made due to the Liturgical calendar. Mass dates and times are listed on the Master Google calendar online. Parents are always welcome at any school liturgy. Students must wear required mass school uniforms on Mass Days.

**ST. CECILIA CATHOLIC SCHOOL**  
**APPENDIX A – IMPORTANT DOCUMENTS & FORMS**

1. Parent/Guardian Request for the Administration of non-Prescription Medication by School Personnel (pg. 48)
2. Physician’s Request for the Administration of Medication by School Personnel (pg. 49)
3. Self-Medication for Asthma Inhalers Authorization Form (pg. 50)
4. Responsible Use of Technology Policy (pgs. 51-52)
5. Absentee Note - *to be used when needed* (pg. 53)
6. Withdrawal from St. Cecilia Form (pg. 54)
7. Copy of the Acknowledgement and Acceptance of the St. Cecilia Parent-Student Handbook (pg. 55)

**PARENT/GUARDIAN REQUEST FOR THE ADMINISTRATION OF  
NON-PRESCRIPTION MEDICATION BY SCHOOL PERSONNEL  
2025-2026 School Year**

I request and give my permission to the principal or his/her designee (school nurse or other responsible person) to administer the following medication to my child.

Student's name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name of drug: \_\_\_\_\_ dosage: \_\_\_\_\_ route: \_\_\_\_\_

At the following times: \_\_\_\_\_

Specific instructions for administration: \_\_\_\_\_

\_\_\_\_\_

Possible side effects to watch for and what steps should be taken if side effects occur:

\_\_\_\_\_

Expiration date of this request: \_\_\_\_\_

I, individually and as the parent/guardian of the student mentioned above, release, indemnify, and hold harmless the Archdiocese of Cincinnati, the Archbishop of Cincinnati, the School, the Parish, and their employees, agents, and religious from any liability, claim, damage, cost, expense, or fee that arises, directly or indirectly, out of the presence of the medication in the School or its use by the student.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Print Name

\_\_\_\_\_  
Parent/Guardian Phone Number

\_\_\_\_\_  
Parent/Guardian Emergency Phone Number

**PHYSICIAN'S REQUEST FOR THE ADMINISTRATION OF  
PRESCRIPTION MEDICATION BY SCHOOL PERSONNEL  
2025-2026 School Year**

Student's name: \_\_\_\_\_ DOB: \_\_\_\_\_

Student's address: \_\_\_\_\_

School where student is enrolled: \_\_\_\_\_

The Student is under my care and should receive the following medication(s):

\_\_\_\_\_  
*(Insert name of drug and dosage administered above)*

The times or intervals at which each dosage of the drug shall be administered:

\_\_\_\_\_

The date the administration of the drug is to begin and end:

\_\_\_\_\_

Specific instructions for administration of drug (including sterile conditions and storage):

\_\_\_\_\_

Possible side effects to watch for: \_\_\_\_\_

\_\_\_\_\_

Severe adverse reactions that must be reported to physician at emergency phone number below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician Print Name

\_\_\_\_\_  
Physician's Phone Number

\_\_\_\_\_  
Physician Emergency Phone Number

**SELF-MEDICATION FOR ASTHMA INHALERS AUTHORIZATION FORM**

2025-2026 School Year

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Medication Name: \_\_\_\_\_

Dosage: \_\_\_\_\_

Date the administration is to begin: \_\_\_\_\_

Date the administration is to cease: \_\_\_\_\_

Adverse reactions that should be reported to the physician: \_\_\_\_\_

\_\_\_\_\_

Adverse reactions for unauthorized user: \_\_\_\_\_

\_\_\_\_\_

Procedure to follow in the event that medication does not produce the expected relief from student's asthma attack:

\_\_\_\_\_

\_\_\_\_\_

Other special instructions: \_\_\_\_\_

\_\_\_\_\_

Physician's Name

\_\_\_\_\_

Phone Number

.

\_\_\_\_\_

Physician's Signature

\_\_\_\_\_

Date

\*\*\*\*\*

**Parent/Guardian**

I, individually and as the parent/guardian of the student mentioned above, release, indemnify, and hold harmless the Archdiocese of Cincinnati, the School, the Parish, and their employees, agents, and religious from any liability, claim, damage, cost, expense, or fee that arises, directly or indirectly, out of the presence of the medication/inhaler in the School or its use by the student.

\_\_\_\_\_

Parent/Guardian Name

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

# **RESPONSIBLE USE OF TECHNOLOGY**

CATHOLIC SCHOOLS OFFICE  
ARCHDIOCESE OF CINCINNATI  
*Revised July 2023*

## **INTRODUCTION**

- Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

Catholic School's Mission Statement

- The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world.."

*Aetatis Novae, #2, #3; Rose, 1992*

## **GENERAL INFORMATION FOR USERS OF TECHNOLOGY**

Catholic schools in the Archdiocese of Cincinnati are using the Internet and technological equipment/resources (i.e. computers, laptops, iPads, tablets, scanners, printers, cameras, email, software, and all other electronic devices and programs) (the Internet and all technological equipment/resources are referred to collectively in this Policy as "Technological Resources") to enhance student learning and to provide a quality educational experience for all students. Use of a school's Technological Resources is strictly limited to educational purposes.

In keeping with the mission of the Catholic schools school personnel will make reasonable efforts to ensure that the school's Technological Resources, during school hours and while on school grounds, are used appropriately by the student or adult user. Parents/guardians and students are solely responsible for use of the school's Technological Resources at home, off school property, and/or outside of school hours.

## **AGREEMENT FORM**

In order to ensure the proper use of technological resources, it is necessary that each user, his/her parent/guardian, and each adult user annually sign the User Agreement/Parent Permission Form. The signed form must be on file at the school before any Technological Resources are provided to or accessed by the student or adult user. Signing the form indicates that the student user, his/her parent/guardian, and the adult user will abide by the terms and conditions set forth by this policy.

Each school must have on file a signed Responsible Use of Technology Policy – User Agreement/Parent Permission Form for any Student\* user his/her parent/guardian and each adult user (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) who use a school's Technology Resources. All Technological Resources are strictly limited to educational purposes. Students are not allowed to access personal accounts using any of the school's Technological Resources. School personnel (administrators, faculty and staff members) are allowed to access personal accounts using the school's Technological Resources but are subject to responsible use provisions herein. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. Any Technological Resources provided to a user remain the property of the school. The school reserves the right to search and inspect school property, including any computer, laptop, iPad,

tablet, school email or other Technological Resources at any time and for any reason. When using any of the school's Technological Resources, the user shall have no expectation of privacy.

\*The term student applies to any individual enrolled in the school regardless of age.

The school shall provide access to Technological Resources for educational purposes only. The school shall also provide training for students and teachers related to appropriate online behavior, including interaction with other individuals on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to guard against student access, during school hours and while on school grounds, to objectionable material through the school's Technological Resources. Unauthorized disclosure, use or dissemination of personal information regarding minors is forbidden.

### **STUDENT USER, HIS/HER PARENT/GUARDIAN, AND ADULT USER RESPONSIBILITY**

The user shall access the school's Technological Resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of Technological Resources are prohibited. Unauthorized access, including hacking or use of another person's credentials or account, is strictly forbidden. The user agrees not to bypass or attempt to bypass the school's firewall or filters, nor to harm or alter school property including any of the school's Technological Resources. The user agrees not to change any computer settings, hardware, software, parts, or cabling. The user agrees not to pirate, nor to submit, publish, display, distribute, send or view any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, bullying racially offensive or illegal material at any time; nor shall the user encourage the use, sale, or distribution of alcohol, drugs, or controlled substances. Any use in violation of law is prohibited. Any commercial use of the school's Technological Resources is strictly forbidden. Unless authorized by the school, the user agrees not to access chat rooms, newsgroups, listserves, instant messaging, or a personal webpage. The user agrees not to download anything without permission. The user agrees he/she will not damage the school's Technological Resources, including computers, computer systems, and computer networks. Personal technology equipment brought to school is subject to the procedures outlined in this Policy. If the student user, his/her parent/guardian, or the adult user becomes aware of inappropriate, illegal, or non-educational material being used, accessed, sent received, or displayed through the school's Technological Resources, he/she agrees to immediately report the matter to the principal or supervisor. Student users and their parents/guardians agree that they are solely responsible for monitoring the student's use of the school's Technological Resources at home, off school grounds, and outside of school hours.

### **DISCIPLINARY ACTION**

The school may take disciplinary action against any user who violate the Responsible Use of Technology Policy or other school or Archdiocesan policies through use of the school's Technological Resources. Disciplinary action may include, but is not limited to, revocation of access to Technological Resources, suspension or expulsion from school, termination of employment, and/or possible legal action.

# St. Cecilia School

O A K L E Y

## ABSENTEE NOTE / NOTA DE AUSENCIAS

Student's Name/**Nombre del Estudiante:** \_\_\_\_\_

Grade/**Grado:** \_\_\_\_\_

Date(s) of absence/**Fecha(s) de Ausencia:** \_\_\_\_\_

Reason for absence (If for illness, be specific as to symptoms....fever, sore throat, strep throat, etc.)

**Razones por la ausencia (si es por enfermedad, sea específico sobre los síntomas, fiebre, dolor de garganta, etc.).**

\_\_\_\_\_  
\_\_\_\_\_

Parent's signature/**Firma del Padre:** \_\_\_\_\_

Date/**Fecha**\_\_\_\_\_

**\*Please note, a doctor's note may be required to accompany this as spelled out in the Parent-Student Handbook**

**\*Por favor note que una nota del doctor sea requerido que acompañe esta nota como descrito en el manual de**

**Padres.**

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\_\_\_\_\_

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**\*Por favor note que una nota del doctor sea requerido que acompañe esta nota como descrito en el manual de**

**Padres.**

# St. Cecilia School

O A K L E Y

## NOTICE OF WITHDRAWAL FROM ST. CECILIA SCHOOL

On this date, \_\_\_\_\_, I am officially withdrawing my child  
\_\_\_\_\_ from St. Cecilia School.

Parent Signature \_\_\_\_\_

# St. Cecilia School

O A K L E Y

**PARENT-STUDENT HANDBOOK AGREEMENT**  
**2025-2026 School Year**

To the Administration and Education Commission:

I have read the **PARENT-STUDENT HANDBOOK** for St. Cecilia School. I agree to follow the policies therein and will see my child/children will observe and keep the policies of the school.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**PARENTS/GUARDIANS SIGNATURES**

\_\_\_\_\_  
Student Signature and Date

\_\_\_\_\_  
Student Grade

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