

St. Cecilia School

An Archdiocesan Parochial School Since 1913

Fully Accredited by the Western Catholic Educational Association

Parent / Student Handbook 2017 - 2018

Our Schoolwide Theme for 2017-2018:

Reach for the Stars!

12250 S.W. 5th Street Beaverton, Oregon 97005 503-644-2619

www.stceciliaschool.us

Celebrating More Than a Century of Faith-Filled Learning

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The following information and forms can be found in the back section of this Handbook:

*Family Obligation Description and Timeline (p. 45)

*Classroom Parent Responsibilities (p. 46)

*Process of Communication Guidelines: Question, Problem, Concern or Suggestion (p. 47)

*St. Cecilia School Parent Concern Form (p. 48)

*Planned Absence Form (p. 49)

I. GENERAL INFORMATION

A. Principal's Letter of Welcome

Welcome to St. Cecilia School! This Parent/Student Handbook has been prepared to help you become better acquainted with our school. It contains specific information regarding academics, student services and school organizations and is intended to be a practical expression of our Catholic-Christian philosophy of education; its focus, therefore, is the formation and welfare of the whole child. Adherence to its directives can assure parents and staff that the spiritual, academic and personal development of each student is being addressed by all who are part of a child's school life.

St. Cecilia School is guided by the policies of the Department of Catholic Schools in the Archdiocese of Portland. It is the responsibility of the parents to become familiar with the contents of this handbook and to communicate its contents to their children at an age-appropriate level. Your cooperation in conscientiously following the established policies outlined herein will do much to contribute to a happy and productive learning atmosphere—one based on equality, discipline and fairness.

I urge you to keep this booklet at hand for ready reference. In the course of the school year, questions may arise needing a clearer answer. Never hesitate to call and speak personally with us regarding questions or suggestions.

Sincerely,

Sue Harris, Principal
503.644.2619, x111 / sharris@stceciliaschool.us

B. History of the School

The establishment of St. Anthony Catholic Church at Cedar Mill in 1878 marked the beginning of St. Cecilia Parish. In September of 1888, St. Anthony Parochial School opened with an enrollment of seventy-five students. The Dominican Sisters directed the operation of the school from its opening until 1899 when the Sisters of Mercy replaced them.

In 1908, the site of the original parish was changed from Cedar Mill to Beaverton. On June 18, 1913, the two-story combination chapel and school, built on the northeast corner of the intersection of Hall Blvd. and Canyon Road, was dedicated as St. Cecilia Church and School. Classes began in the new school in September of 1913, under the direction of the Sisters of St. Mary of Oregon—a community that served in the school until 1995. In 1990, a Sister of St. Francis of Philadelphia joined the staff.

In 1948, a new St. Cecilia Church was built on the corner of Franklin and Fifth Streets. Four years later, in 1952, a new school was added to the parish complex. There have been many changes during the past years. A classroom, library, audiovisual room and school offices were added in 1979. In 1998, a computer lab was established to enrich the curriculum. Using special “funded item” donations from the annual auctions, the computer lab was

completely remodeled and updated in the summer of 2004, the library in the summer of 2006 and an interactive SmartBoard™ was added to each classroom in 2007. In 2009, major construction began on the school as Phase I of the parish building program began. A new activity center (gym), science lab and classroom were added on the south side of the school; concurrently, the previous gym was renovated to accommodate a new preschool classroom, music & band facility, and multi-use cafeteria. The kindergarten was expanded, the faculty room was relocated and a new staff workroom was created.

In 1991, St. Cecilia School received the prestigious Associated Oregon Industries “Educational Excellence Award” for exceptional commitment to the education of Oregon’s youth. In 1997, 2002 and 2008, St. Cecilia was fully accredited through the Northwest Association of Accredited Schools (NAAS) and Western Catholic Education Association (WCEA). Accreditation is a process whereby a school conducts a Self-Study that serves as the basis for a review by a team of outside educators. The team members assist the school in appraising their instructional program and evaluate the school on (1) the degree to which there is clarity of the school’s philosophy and mission that is reflected through the its Catholicity, leadership, instructional program, policies and use of time and resources; and (2) how adequately the accreditation criteria are being met. Beginning in 2012, the WCEA became the sole accrediting body for all schools in the Archdiocese of Portland. During 2013-2014, the parish-school community participated in an extensive Self-Study process, culminating with a three-day, on-site evaluation by the Accreditation Visiting Team. In June 2015, St. Cecilia School received WCEA’s highest ranking—“Full Accreditation Status”—with a six year term through the year 2021.

C. Patroness of St. Cecilia School

St. Cecilia was the daughter of one of the wealthiest, most influential families of ancient Rome. Raised a Christian, Cecilia took a vow of chastity, but due to her rank in society, was expected to marry well. When she was fifteen, a marriage was arranged with a pagan nobleman named Valerian. After the ceremony, Cecilia was able to convert Valerian and his brother, Tiburtius, to Christianity. Turcius Almachius, in charge of the persecution of the Christians in 178, sentenced Valerian and Tiburtius to death. On September 12 of the same year, Cecilia was summoned and interrogated by Almachius. Since she would neither sacrifice to the gods nor deny she was a Christian, she was ordered executed. On September 16, 178, Cecilia died lying on her side and was carefully buried in that position. Twice exhumed, once in 821 and again in 1599, her body was found to be perfectly preserved and in this same position. She now lies in a crypt below the Basilica of Saint Cecilia in the Trastevere section of Rome. The life of St. Cecilia portrays for us a striking example of deep faith and love as lived by early Christians. We celebrate her feast on November 22nd.

D. Mission Statement

The mission of St. Cecilia School is to partner with parents to prepare students to be responsible citizens and life-long learners with strong Catholic values.

E. Philosophy Statement

St. Cecilia School has as its optimal goal the education of the whole person. As Jesus is the foundation of the educational endeavor, so Catholic principles are a part of the school community.

Students are taught to assimilate academic and life skills, as well as social attitudes that will assist them to internalize Catholic values in their discovery of truth. They are guided toward excellence as contributing and effective members of society.

The school is a living encounter with cultural and Catholic heritage. While honoring parents as the primary educators of their children, St. Cecilia School seeks to nurture the formation of the individual student. As facilitators of learning, teachers encourage the development of critically thinking students who are responsible and self-disciplined and take pride in being part of St. Cecilia and the global community.

F. Schoolwide Learning Expectations

St. Cecilia students live the teachings of Jesus as active Catholics who:

- Celebrate liturgy and sacraments
- Pray with meaning and reverence
- Serve the needs of others
- Embody their faith through words and actions

St. Cecilia students are life-long learners who:

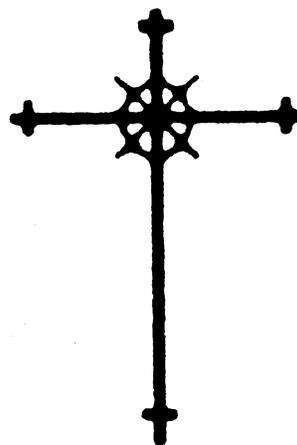
- Communicate effectively
- Solve problems using critical and creative thinking skills
- Listen and read with understanding
- Use technology competently and ethically
- Apply academic learning to real life

St. Cecilia students are responsible citizens who:

- Respect self, others, and surrounding world
- Accept responsibility for their words and actions
- Resolve conflict peacefully
- Work cooperatively and independently

St. Cecilia students are self-aware individuals who:

- Recognize and share unique gifts and talents
- Value all experiences as opportunities for growth
- Respect mind, spirit, body and life
- Believe they can make a difference



G. Personnel

1. Archbishop

The Archbishop, as chief pastor of the Archdiocese, has the responsibility for the spiritual formation of the people and for all factors that contribute to the development of the Catholic community. As authentic teacher in the Archdiocese, he articulates faith for the people of God and calls them to the imitation of Christ. As chief administrator of the Archdiocese, he oversees the good order of the teaching mission. The Archbishop is the enactor of all Archdiocesan policy and the ultimate decision-maker assisted and represented by the Department of Catholic Schools.

2. Department of Catholic Schools

The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to the Department of Catholic Schools. The Superintendent of Catholic Schools heads the department.

The Department of Catholic Schools provides information, guidelines, assistance and services to schools within the Archdiocesan system. Although governance of schools is at the local level, pastors and principals are expected to follow policies and guidelines approved by the Archbishop. Schools also are expected to follow curricula guidelines. In special circumstances, decisions may need to be made by the Department of Catholic Schools that ordinarily would be made at the local level.

3. Pastor

The pastor, by direction of the Archbishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The pastor can render service and leadership to the parish or area school by acting as a religious leader, community builder and administrator, working together with the principal, faculty, parents and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the principal and the renewal or non-renewal of the principal's employment agreement.

4. Principal

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic-Christian values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. He or she understands the Catholic school as part of larger communities, both religious and secular. The principal collaborates with parish, area, and, as needed, Archdiocesan personnel, in planning and implementing policies, programs and use of facilities and grounds.

The principal is responsible for implementing school policies and may amend the handbook as needed.

5. Faculty

The faculty (and students) of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student, as well as his or her intellectual, moral and physical capacities, may be developed and strengthened.

6. Office Manager & Registrar

The school office manager and registrar is responsible to the principal for the efficient operation of the school office, including all secretarial, clerical, registration-related and other duties associated with the principal's office, in addition to the medical and health needs of the students.

7. Business Manager

The business manager maintains financial data for all school and parish programs. Accounts payable and receivable are maintained and reported monthly to the principal, School Advisory Council and Administrative Council of the parish.

8. Other Support Staff

Support staff members, such as instructional assistants and lunch program personnel, are responsible to the principal for the efficient operation of the school and for the performance of duties according to their job descriptions.

H. Accreditation

Accreditation identifies a school as having its own unique and appropriate purposes and goals. The process of accreditation provides a form of recognition by an external agency (see **p. 2**), that assures that a school community is committed to quality and ongoing school improvement based on self-assessment and planning. Once accredited, a school must complete and submit an annual report citing progress on its goals. Accredited schools must complete a full-scale self-evaluation every six years.

II. ACADEMIC INFORMATION

A. Academic Honesty

Honesty is expected of students in the performance of all academic work. Forms of academic dishonesty include such actions as cheating, doing another person's homework assignments, providing said assignments for a classmate to copy, or plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own, including online/internet sources and translation services). Anyone who violates the policy of academic honesty may immediately receive a failing grade on the specific exam or assignment. Academic dishonesty may lead to other disciplinary procedures including detention, suspension or possible expulsion.

B. Conferences

1. Scheduled by School

The school year is divided into three trimesters. A formal Parent-Teacher conference time is scheduled midway through the first trimester; these conferences are “student-led” in Gr. 3-8. (Students are not present for K-2 conferences.) There is an additional conference day that is optional and available near the end of the second and third trimesters. However, a parent, teacher or the principal may request a conference at any time during the school year. Teachers and parents should communicate regularly whenever there is any cause for concern regarding a student’s progress. Parents of Middle School students may be asked to attend a “staffing” that would involve all of the necessary teachers, as well as the student.

2. Requested by Parent

Parents desiring longer conferences than those scheduled by the school or parents who wish to meet with the teacher at times throughout the year are encouraged to call or email the teacher to arrange for an appointment in advance. Regarding optional conference days, either the parent or teacher may request an appointment, as desired. **Note: “Open Wednesdays” (see p. 33) are intended as an open forum for “touching base” with a teacher, rather than a private conference time regarding individual student issues or concerns.**

3. Guidelines for Conferences

- Please be as courteous to the teacher as you would expect him or her to be to you. Questioning the teacher’s authority is not helpful in front of the child. If you have such a disagreement, request a private meeting with the teacher.
- Try to be open to both sides of the story if a problem arises. Inaccuracies and differences in perception can lead to unnecessary confrontations.
- Always discuss first with the child’s teacher any classroom or instructional concerns or issues before bringing them to the principal.

C. Curriculum

Local curriculum development is the responsibility of the principal and faculty, in accordance with the approved Archdiocesan guidelines.

D. Daily Schedule

1. Arrival

Some students participate in authorized activities and classes that begin at 7:30 a.m. each morning. For safety reasons, no other student may be dropped off or left unaccompanied by an adult on campus until 8:00, at which time the main doors open and teachers are present in classrooms and able to supervise students appropriately. The first bell rings at 8:10 and school begins at 8:15 each day—the time at which every student needs to be in his or her desk and “ready to learn.”

2. Dismissal

School dismisses at 2:15 on Mondays (for faculty meetings/in-services) and at 3:00 the rest of the week. At dismissal time, teachers accompany all students to the pick-up area in front of the playground and supervise them as they enter their family vehicles in the drive-up line. (See p. 36-37 for procedural guidelines.) *Note: Any family who is late three times or more in picking up their child within 15 minutes of dismissal will be required to enroll in and pay the required fees for the on-site Vermont Hills program.*

Main entry and classroom doors are locked 30 minutes after dismissal each day. Students who wish to re-enter the school prior to that time must be accompanied by a parent. With the intent of promoting personal responsibility, admission after that time is not allowed for any reason, including retrieval of textbooks/other materials or bathroom use. From 7:30 a.m. until 3:30 p.m. daily, teachers are available for appointments made in advance.

3. Before and After School Care

For the convenience of our families, St. Cecilia contracts with Vermont Hills Family Life Center in order to provide an on-site, fee-based before and after school care program each morning and afternoon on school days. This program is available from 7:00-8:00 a.m. and from 3:00-6:00 p.m. (2:15-6:00 p.m./Mondays). Families must be pre-registered in order to participate. Registration information is available online at www.vhflc.com.

E. Grading and Related Topics

1. Grade and Rating Equivalents

Primary Level (K-1-2):

Academics

I = Independent

D = Developing

G = Guidance Necessary

N = Not Demonstrated at This Time

Behavior

U = Usually

S = Sometimes

R = Rarely

N/A = Not Applicable at This Time

Intermediate/Middle School Levels (3-4-5/6-7-8):

A (95-100) C (75-78)

A- (92-94) C- (72-74)

B+ (89-91) D+ (69-71)

B (85-88) D (65-68)

B- (82-84) D- (62-64)

C+ (79-81) F (0-61)

SLE / Elective Grading Scale

E = Exemplary

M = Meets Expectations

N = Needs Improvement

The majority of St. Cecilia graduates enroll in local Catholic high schools that have high standards and specific academic requirements. All students are encouraged to do their best academically. Exceptions to the standard grading protocol may be made for students with learning disabilities that are professionally documented through a recognized testing program. When these students are identified, the Learning Specialist may consult with various role players in order to create an Individualized Learning Plan (ILP); notations of

any grading variations for students with an ILP will be noted on academic records. If teachers are able to make accommodations, they do so according to the learning need, student effort and attitude, parent support, teacher training and adequate staffing.

a) Academic Probation

All students in Gr. 5-8 are expected to maintain an acceptable grade point average. The minimum GPA is 2.0. Should a student's average fall below this level or should the student receive an "F" in any core subject (Language Arts, Social Studies, Math, Science or Religion), he or she will be placed on academic probation for the following trimester. (Note: In special circumstances, a student in Gr. 3 or 4 may also be placed on academic probation.)

Once a student is placed on academic probation, the student, parent(s), teacher(s) and principal will have an evaluative meeting. An Academic Action Plan will be designed to help ensure student success and may include any or all of the following:

1. Student-developed goals and organizational plans for school and home
2. Required assessment/testing by school learning specialist
3. Weekly progress reports/communication between teacher and parent(s)
4. Timely notification to parent(s) when work is not completed on time
5. Loss of participation in school-related, extra-curricular activities
6. Mandatory enrollment in Homework Hall (T/Th, 3:10-3:50)

If any student is placed on academic probation a second time within a two-year period, the student may be asked not to return to St. Cecilia School. An exception may be made for a student with identified special learning needs.

b) Citizenship

Middle School citizenship grades reflect our Schoolwide Learning Expectations and are based on the following criteria:

Excellent

- ⇒ Follows classroom procedures
- ⇒ Contributes to an inclusive classroom environment where all can learn
- ⇒ Offers assistance to peers and teachers
- ⇒ Behavior reflects Christian values

Satisfactory

- ⇒ Follows classroom procedures
- ⇒ Contributes to a positive classroom environment
- ⇒ Behavior reflects Christian values

Needs Improvement

- ⇒ Must be reminded about rules and acceptable behaviors
- ⇒ Behavior disrupts the learning environment
- ⇒ Behavior towards peers is argumentative and/or exclusive

c) Honor Roll

Middle School students who are on Honor Roll receive a Certificate of Achievement at the end of the first and second trimesters and are acknowledged at assemblies and via other forms of communication. Individuals with a grade point average (GPA) of 3.30 - 3.74 receive an Honors certificate; those students earning a GPA of 3.75 - 4.0 receive a High Honors certificate. Classes are weighted academically according to factors such as core curriculum, specialist classes and the amount of instructional time for each class. (Note: Specialist class weights for PE, Health and Spanish are 75% of the full weight for core curriculum classes.)

2. Homework

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Assignments vary with the age of the students and are assigned with consideration for family lifestyles. If a student uses classroom time constructively, a general guideline for homework assignments is:

*Kindergarten: 15-20 minutes *Grade 3: 30-45 minutes *Grades 6-7-8: Varies
*Grades 1-2: 30-35 minutes *Grades 4-5: 45-60 minutes per daily schedule

The minutes indicated above may not reflect time needed to study for tests or work on long-term projects. It is the responsibility of the student to contact his or her teachers for assignments missed during an absence and to complete and hand them in within the time indicated by the teachers. Assignments given prior to a student's unplanned absence are due the day the student returns. **For pre-approved, planned absences, a Planned Absence Form must be submitted to the teacher at least one week prior to the scheduled absence; due dates for assignments are at the discretion of the teacher. (See p.13.)** Extra credit assignments are not offered to offset a low grade. Students are expected to complete assignments on time and in an acceptable manner. **(See below.)**

a) Homework Hall

With parental and teacher permission, students in Gr. 6-8 have the option of participating in Homework Hall, scheduled from 3:00-3:50 on Tuesdays/Thursdays. All participants must either be signed up for the Vermont Hills after school program or have formal parental permission to walk across the street to the Beaverton Library, as they will be sent to one or the other if not picked up between 3:50-4:00.

3. Missing Assignment/Missed Opportunity Forms

A late homework policy applies to Gr. 4-8, with Gr. 3 following a modified approach. Teachers communicate specific guidelines each September. Students who do not complete all or part of an assignment may receive a Missing Assignment (MA) sheet or similar form; those who have neither returned nor redone certain assignments to ensure that they have learned the material and/or to raise their grade, may receive a Missed Opportunity (MO) notice or similar form. These forms must be signed by a parent and returned to the teacher on the next academic day; they are not permission-seeking tools but rather a type of communication used by some teachers to keep parents informed.

4. Grading Reports

At the end of each trimester, grading reports are posted privately via the school's online communication system (RenWeb) for students in grades K-8; progress reports are posted at the midway point each trimester. Parents should communicate all concerns directly to their child's teacher(s). Final reports for the academic year are posted by the Monday following the last week of school each June.

5. Supplies

Students are responsible for bringing and maintaining their own school supplies, which may need to be replenished during the year. Due to safety and limited space issues, a student may not use a rolling backpack unless a doctor's note prescribes its use for health reasons.

6. Textbooks

The Archdiocesan Department of Catholic Schools and the Oregon State Department of Education determine the list of approved textbooks from which the school may select for each subject of the curriculum. Textbooks should be covered at all times with a protective covering. Lost or damaged books or materials will be replaced at the parent's expense at any time during or at the end of each school year.

F. Graduation

1. Graduation Ceremony

Graduation from St. Cecilia School is marked by a simple, dignified celebration that gives recognition to the unique value of the Catholic education just completed. Commencement exercises take place in June and are highlighted by an evening Mass that includes the distribution of diplomas.

2. Graduation Attire

Appropriate attire should be worn for the graduation Mass, a ceremony that takes place in St. Cecilia Church. Expectations include dress shirts/pants for boys and, for girls, skirts/dresses that are modest, include sleeves and are of proper length.

G. Promotion and Retention

1. Promotion

A student who satisfactorily completes the work and expectations of each grade level and does not have excessive absences or tardies will be promoted to the next grade.

2. Guidelines for Retention of Students

Recommendation for retention of a student is made by the teacher(s) in consultation with the principal, parent(s) and, if appropriate, other advisory staff. Such a decision is based on the total evaluation of a student's growth in all areas of development. In all cases, the final decision for retention rests with the principal.

H. Standardized Testing Program

K-8 students in Archdiocesan schools participate in an online standardized testing program (Renaissance Learning) that includes multiple formative assessments throughout the year. Parents may request additional assessments in the areas of academic and/or psychological testing from their local public school district or from professional testing services.

III. ADMISSIONS AND WITHDRAWAL

Catholic schools are a primary means of Catholic education. The Catholic school is to assist families in the formation and education of their children in the Catholic faith, gospel values and traditions. Registration means that the family is willing to comply with the programs, policies and practices of the school and actively participate in the activities that support the school in its programs and philosophy. Several factors are considered when accepting applications for enrollment, including class size, previous academic and behavioral records, parish or non-parish status and whether or not a student is transferring from another Catholic school. All families are expected to give full cooperation to the administration and staff of the school and follow the proper communication protocol at all times.

A. Application Process

A formal registration period begins each January; applications are accepted with a non-refundable fee. For all families new to the school, parishioner verification forms are sent immediately to the parish office; for current families, these forms are sent to the parish in January each year. If all other requirements for registration are met, admission is based on longevity as an active, contributing parish member. Parishioners who do not maintain status as an active, contributing parish member will be considered non-active and ineligible for subsidy from the parish; evidence of non-support to the parish during the previous calendar year may result in revocation of the parish-subsidized tuition rate at any time. The parish subsidy applies only to students in grades K-8. Catholic families from parishes with a school, non-active Catholic families and families of other faiths pay the full cost per pupil.

Enrollment priorities for St. Cecilia School:

1. Active parish families with children presently attending St. Cecilia School
2. All other families currently attending St. Cecilia School
3. Active parishioners' first entrance into St. Cecilia School
4. Active Catholic families outside of St. Cecilia Parish (Verification forms are sent to home parish.)
5. Non-active Catholic families and families of other faiths (These families pay full cost per pupil.)

Active parish families who receive the parish-subsidized rate of tuition must:

- *Recognize the importance and accept the responsibility of providing for your child/ren's active witness in living the Catholic faith. Make your home a haven of family prayer.*
- *Attend Holy Mass (Saturday or Sunday) with your child/ren regularly.*
- *Be actively involved in at least one of our many parish activities or ministries.*
- *Regularly and faithfully support St. Cecilia Parish financially by using parish offertory envelopes, check, debit or credit card. A weekly offering of \$10 or more is suggested; an annual minimum contribution of \$250 per calendar year is expected.*
- *Complete the annual parish contribution pledge form prior to January 1st.*

B. Entrance Requirements

Kindergarten students must be five years old on or before September 1st of the year that they enter school; a readiness assessment is held each spring prior to final acceptance into the class for the following year. Students must be six years old by September 1st of their first grade year.

Preschool families are encouraged to apply to our Kindergarten program, although not guaranteed a spot in the class; active parish families and siblings of current K-8 students are given priority. (Note: All preschool applicants must be completely toilet trained.)

1. Records at Entrance

Students entering school for the first time are required to submit copies of a birth certificate, a baptismal record (if applicable) and a record of state-required immunizations. Transfer students in grades 1-8 also are required to provide previous report cards and any standardized test scores.

2. Special Needs Policy

With each student's success as our optimal goal, we ask all families to recognize that we cannot offer psychological services as part of our program. Students who demonstrate significant grade level deficiencies and/or behavioral issues will be considered special needs students. Students with special needs will be placed on probation on a term-by-term basis with regular evaluations, as needed. Despite an ongoing accommodations plan, in the case of inappropriate or unsafe behavior by a student with special needs, an isolated incident or incidents may result in a request for immediate withdrawal from the school, as determined by the principal in consultation with the teacher(s).

Cooperation between family and school is imperative to accommodate any special needs student at St. Cecilia School. We recommend specialized testing when academic and/or behavioral deficiencies caused by specific learning disabilities are an issue, and we assist in referrals for alternate school placement. It will be at the principal's discretion to decide when reasonable avenues have been exhausted and the student's attendance will no longer be permitted.

St. Cecilia School may not be able to meet the vast number of identified needs of all students, be they academic, behavioral or physical in nature, and reserves the right to refuse admission to those students with needs beyond the capability of the staff, program or facility, as determined by the principal.

3. Transfer Student Process and Requirements

All transfer students, grades K-8, regardless of the time of year admitted, enter the school on a probationary status in terms of academics and behavior for a period of twelve weeks. These students must follow all Transfer Student Guidelines, included in the registration information, and may be required to attend one or more review conferences with their parents and the principal, as needed.

a. New Family Enrollment Incentive

St. Cecilia School offers a special incentive to school families who recruit a new family into grades K-8. A one-time \$500 payment will be given in the spring to the referring family for each new family enrolled through the month of February. Complete guidelines are available in the school office and must be followed in their entirety by the referring family in order to be eligible to receive payment.

b. Non-Discrimination Policy

The Catholic schools of the Archdiocese of Portland admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available at all schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational or admissions policies, scholarship programs, athletics and other school programs.

C. Withdrawal Process

Families withdrawing from St. Cecilia School should notify the school office as soon as possible to ensure a smooth transfer of student records. The parent(s) will be provided with a form to submit prior to withdrawal and will need to make arrangements with the Registrar regarding cancellation of the family's EFT agreement for tuition. If a family chooses to withdraw a student once a month is in progress, there is no refund for pro-rated tuition for the remainder of the month following withdrawal.

IV. ATTENDANCE

Parents are responsible for ensuring regular attendance of all students, as required by the State of Oregon. The benefits of on-site learning, development and socialization cannot be made up once they are missed. Prompt attendance on a daily basis is expected and only serious circumstances should be cause for absence. The principal will review excessive absenteeism and/or tardiness.

A. Reporting Process

Parents must notify the school by phone or email by 8:15 a.m. if their child will be tardy or absent from school that day. (Extension 110/tmcintyre@stceciliaschool.us)

B. Excused Absences and Planned Absences

The following reasons are considered excused absences: 1) illness; 2) family emergency; 3) medical need; 4) funeral; 5) special circumstances. Students who are ill more than five days must present a written doctor's excuse. **Parents are strongly urged to schedule vacations at times when school is not in session; it is very difficult for students to catch up after being gone from school for extended times.** When absences are due to vacation or out-of-town events, teachers cannot be expected to provide homework or projects in advance and are unable to spend additional time helping a student with his/her assignments or test preparation. Both the parents and students should be aware that planned absences, unless for medical or emergency reasons, may adversely affect a student's grade, due to loss of instructional time, classroom discussion and hands-on participation in specific subjects.

1. Doctor or Dental Appointments

Please schedule doctor or dental appointments outside of regular school hours.

2. Homework During Absence

It is the responsibility of the student to contact his or her teachers for assignments missed during an absence and to complete and submit them by the due date indicated by the teachers. When a student is absent, his or her homework will be available for pick-up in the main office at the end of the school day; for after hours pick-up, parents can request that homework be placed in the outside mailbox adjacent to the front doors of the school.

Assignments given prior to a student being absent are due the day the student returns. For pre-planned absences, a Planned Absence form must be completed and submitted to the main office **one week in advance** of the first date of a child's scheduled absence from school. (An exception to this advance notice requirement will only be made in matters of urgency or extenuating circumstances.) A separate form for each child must be submitted to the office, either electronically or in hard copy (located in the back of the Handbook).

C. Tardiness

Upon arriving late at school, the student must report to the office for an "excused" tardy slip before going to the classroom. Tardies cause a disruption in classroom routines and interfere with the learning process. The principal will contact parents whose students are excessively tardy. Six or more tardies within a trimester are deemed excessive.

D. Truancy

A student who is absent from school without a valid excuse for a period deemed unreasonable may be considered truant and parents will be contacted.

V. DISCIPLINE

At St. Cecilia School, we believe that everything we achieve is accomplished as a team effort involving God, home and school. We expect families to truly lend their full support to that team effort by actively reinforcing the school policies and expectations outlined within these pages.

The purpose of discipline is to provide an atmosphere conducive to learning and to help build character and values in our students. Discipline is an aspect of moral guidance. Teachers want all students to learn; their efforts to do so can be hindered by a disruptive and/or disrespectful student. When a student does not conduct himself or herself appropriately in school, the school has the responsibility to take action in the interest of the pupil and other students.

School families are expected to honor and support the privacy and confidentiality of all individuals, including students, staff and parents, in regard to matters relating to student disciplinary issues and actions.

A. Discipline Policies

Students are expected to conduct themselves in a Christian manner and to:

- treat everyone with respect and consideration.
- study the prescribed course of academics and strive to do their best work.
- not interfere with the learning opportunities of others.
- use the equipment in and around the building in a manner that is safe for all.
- dress appropriately in regard to the codes for regular uniform and free dress.

We want everyone at St. Cecilia School to feel respected, accepted and safe. Relationships here are based on Jesus' principle to "love your neighbor as yourself." We do not expect anyone to be treated inappropriately, whether in the classroom, playground or other area, because of any of the following: gender, skin or hair color, cultural background, religion, sexual orientation, body size or shape, physical disability, academic ability/performance, physical skills, special talents, personality—or anything else that makes them the wonderfully unique individuals that God created.

1. Consequences for Behaviors

Rules and consequences are published in each classroom and should be followed accordingly. A Notice of Concern will be earned when there is a concern regarding violation of school or classroom guidelines; a Detention will be issued for more serious violations or for a specified accumulation of Notice of Concern referrals. Both forms are sent home for parent signatures as a means of communication, not as permission-seeking tools. Consistent support and polite inquiry by the parents regarding discipline matters are essential. The St. Cecilia discipline policy is as follows:

- Step 1** If a K-2 student receives three Notice of Concern referrals **within a calendar month**, a parent-student-teacher conference is required. For Gr. 3-8 students, three Notice of Concern referrals earned **within a trimester** will result in an automatic detention, to be served on the following Friday afternoon (3:10-3:40).
- Step 2** A second set of (three) Notice of Concern referrals, or second detention, **within a trimester**, will result in a conference with the parent, student, teacher and principal for any student, K-8. In addition to this conference, students in grades 3-8 will serve a second half-hour detention.
- Step 3** A third set of (three) Notice of Concern referrals, or third detention, **within a trimester**, will result in a one-day suspension for any student, K-8. He or she will be responsible for completing all assignments given on the suspension day, but will not receive credit for them; these assignments will be due on the day of "re-entry" following a meeting with the principal, parent and student. A behavioral contract may be established for a probationary period, after which evaluation regarding favorable change will take place to determine if the student will continue at school.

NOTE: More serious misbehaviors or violations will result in an automatic detention, suspension and/or expulsion.

2. Bullying

Bullying, unlike normal peer conflict (**See p. 19**), is defined as any physically, verbally or non-verbally abusive behavior, directed from one individual to another, that is *intentional, malicious and repeated over time*. Per our code of conduct, this type of behavior is not tolerated at St. Cecilia School. We require and rely on our students to report immediately to an adult staff member if such behavior is occurring, either to them or to someone else. Teachers take time on a regular basis to educate students about the appropriate ways in which to deal with bullying behavior and the importance of reporting it to an adult immediately.

Cyber bullying involves the same type of behaviors but within the framework of technology. (**See p. 20-24 for complete guidelines regarding cyber bullying.**)

3. Illegal Items

To protect the health and safety of persons and property in the school, students shall not keep any of the following on their person or in their desks or lockers:

- Firearms, knives of any kind or other weapons
- Explosives
- Poisons
- Intoxicants and drugs, including prescription and non-prescription
- Materials or devices which endanger safety of students, staff or school property
- Paraphernalia used in the transporting, sale or use of illegal drugs
- Stolen property
- Materials, devices, identifying markings or paraphernalia which are racially, religiously or sexually offensive
- Other materials prohibited by school policy, regulations or school rules. These include matches, lighters, razor blades and other potentially dangerous tools.

The use or possession of said items on school premises or at school-sponsored events is prohibited and is grounds for disciplinary action up to and including expulsion.

4. Illegal Substances

The use or possession of illegal substances on school premises or at school events, including but not limited to tobacco, drugs, alcohol and some inhalants, is prohibited and is grounds for disciplinary action up to and including expulsion.

5. Leaving School Grounds After School Hours

Upon dismissal, all students must be under adult supervision while on the school grounds. Any family who is late three times or more in picking up their child within 15 minutes of dismissal will be required to enroll in and pay the required fees for the on-site Vermont Hills after school program, where students will be sent until their parents arrive; this expectation also exists for students who attend Homework Hall upon dismissal at 3:50 on Tuesdays/Thursdays. (Formal parental permission to walk to the Beaverton Library is also an option.) Students may not change clothes, eat snacks, chew gum or use cell phones after school while still on the parish-school campus.

6. Leaving School Grounds During the School Day

No student may leave the school grounds during school hours without handwritten or emailed authorization by parent or guardian to the main office. If a student should leave without permission, he or she will be considered truant. **The school accepts no responsibility for any child who leaves the premises without written permission.**

7. Littering and Gum Chewing

We take pride in our school. Neither littering nor gum chewing is permitted in the building and/or on school or parish grounds. Adults also are asked to refrain from gum chewing at all school and church functions.

8. Personal Items

Students are not to bring electronic personal items during school hours (beginning at 7:30 a.m.) unless pre-approved as part of a school program, as these items can be disruptive to the educational process and present a liability issue. An exception is if items are related to an approved school activity/program or are with teacher permission. Cell phones may not be used during school hours and must remain turned off, secured and out of sight until students have been picked up by an adult and/or have physically left the parish-school campus. Students may use school phones only with permission from a staff member and may communicate with parents only through this means while at school.

Students who bring or use an item not in compliance with the above policy may have it confiscated and sent to the principal. Only a parent may retrieve a confiscated item. The school assumes no responsibility for confiscated items. A single or repeated offense of this nature may be subject to disciplinary action.

9. Physical Restraint

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order in the school or classroom, or at a school activity or event, whether on- or off-campus. Such restraint may be used to prevent a student from harming him or herself, other students and/or school and staff property.

Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee or school volunteer to use reasonable physical force with a student when and to the extent that the individual reasonably believes it is necessary for such purposes.

10. Search and Seizure

The school/parish is co-tenant of lockers, desks and on-site backpacks and reserves the right to search them, along with any personal items on the premises, at any time without notice. This policy is for the protection of students and school employees. Lockers, desks and any other storage areas at the school remain in the possession and control of the school/parish even though they are made available or assigned for student use.

11. Valuables

Valuables and/or large amounts of money are not to be brought to school. The school is not responsible for loss of personal property or money.

12. Vandalism and Property Damage

Students and their parent/guardian are liable for all damage to equipment on school or parish property caused by the student.

B. Discipline Stages

The school will act accordingly when students misbehave. Possible actions for dealing with behavioral issues include, but are not limited to: written notices home, discussions with parents, required counseling for the student, suspension and/or expulsion. With input from the involved faculty and staff members, it is within the principal's sole discretion to determine which of these responses is appropriate, based on the circumstances.

1. Detention

Detention after school hours is an acceptable disciplinary measure. Parents will be notified if a student is to be detained. The detention period typically is served on Friday afternoons from 3:10-3:40, following dismissal.

2. Suspension

Suspension, the temporary prohibition of a student's attendance at school and school-related activities, is within the jurisdiction of the principal. Suspension ordinarily will be limited to a maximum of five school days, with parents responsible for the care of their children during the suspension period. To ensure the continuation of student learning, suspended students are expected to complete schoolwork during the time of suspension but will receive no credit. **(See p. 15 for further details.)** Teachers will not spend additional time in helping a student with homework or tests because of his or her misconduct. Any of the following behaviors may be deemed unacceptable by the principal and are sufficient cause for suspension or expulsion:

- willful disobedience or open defiance of any school staff member's authority
- bullying **(See p. 16)**
- fighting or violent behavior
- vandalism
- theft
- the use of profane or obscene language
- not abiding by the Student Acceptable Use Policy/Technology **(See p. 20-24)**
- academic dishonesty
- parent interference or lack of cooperation **(See p. 33)**

Because not all types of infractions can be anticipated, this list is not all-inclusive. Additional unacceptable behaviors may be added at the principal's discretion.

3. Expulsion

Expulsion is the permanent exclusion of a student from school. Full credit will be given for all work accomplished by the student up to the date of expulsion. Various situations may lead to expulsion, including but not limited to the following offenses:

- Failure to comply with any step of an individual behavior plan that has been put in place by the principal;
- Acts which, in the judgment of the school, endanger the moral, academic or physical well-being of the student body;
- Prolonged and open disregard for school authority;
- Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

Any of the reasons listed for suspension, with mitigating circumstances, is adequate cause for expulsion of a student. The decision to expel a student rests exclusively with the principal. The principal may decide to expel a student without first imposing a suspension if, in the judgment of the principal, expulsion is warranted under the circumstances.

C. Peaceful Procedures

At St. Cecilia School, we believe that everyone should be treated with respect. However, we acknowledge that conflict is natural and likely to happen at times. When problems arise between students, all forms of fighting or intimidation (whether physical or verbal) are prohibited. We expect students to talk about their problems and find respectful ways to solve them, with adult guidance as needed. We want our students to become independent problem solvers who learn how to develop solutions to problems that respect the needs and feelings of all involved.

Faculty and staff help our students understand and practice *Peaceful Procedures*, an education-based, effective conflict resolution process:

STEP ONE

STOP AND COOL OFF.

- Students involve a teacher or staff person, if needed.

STEP TWO

TALK AND LISTEN TO EACH OTHER.

- Each student gets uninterrupted time.
- Each student speaks respectfully at all times.
- The teacher or staff person may restate the problem.

STEP THREE

FIND OUT WHAT YOU BOTH NEED.

STEP FOUR

BRAINSTORM SOLUTIONS.

- Find out what can be done to avoid it happening again.
- Attack the problem, not the person.

STEP FIVE

CHOOSE A SOLUTION AND GO FOR IT!

VI. STUDENT ACCEPTABLE USE POLICY FOR TECHNOLOGY

STATEMENT OF EDUCATIONAL PURPOSE

The St. Cecilia School network has been established for a limited educational purpose. The term educational purpose is used in the context of instruction-related activities, including but not limited to classroom-based projects and student works, college and career explorations and high quality, academically enriching research. Recognizing the value of the Internet, the District supports teachers and students being engaged in an online environment that allows them to discuss, collaborate, communicate, create and share in a safe, ethical and responsible manner.

With that educational purpose in mind, we want to emphasize that St. Cecilia School's network has not been established as a public access service or a public forum. The District has the right to place reasonable restrictions on the material you access or post through the system. You may not use the School's network system for commercial purposes. This means that you may not offer, provide or purchase products or services through the School's network system.

You are expected to follow the rules set forth in this policy, the student disciplinary code and the law in your use of St. Cecilia School's network system. Teachers and/or other staff members will provide instruction and guidance to students regarding the appropriate use of and access to the School's network system.

Access To Online Materials

The material you access through St. Cecilia School's network should be for class assignments or for research on subjects similar to what you might study in a class or in the school library. You are not to post non-academic messages to others within the network system.

Use of the School's network for entertainment purposes (e.g., accessing social networking sites, such as Facebook, Twitter and YouTube) is not allowed.

If you mistakenly access inappropriate information, you should immediately report this access to a teacher or an administrator. This will protect you against a claim that you intentionally have violated this policy.

St. Cecilia School has taken reasonable steps to restrict access to materials it considers harmful and to materials that do not support or conform to accepted educational objectives. These steps include the District installing filtering software to protect against access to inappropriate material in accordance with the Children's Internet Protection Act (CIPA) of 2000.

You will not use St. Cecilia School's network to access the following: material that is obscene; child pornography; material that depicts, or describes in an offensive way, violence, nudity, sex, death or bodily functions; material that has been designated as for adults only; material that promotes or advocates illegal activities; material that

promotes the use of alcohol or tobacco, weapons or academic dishonesty; or material that advocates participation in hate groups or other potentially dangerous groups.

If you feel that the filtering software is blocking your access to an appropriate site, report this to your school librarian, computer lab coordinator, teacher or an administrator. You will not seek to bypass the filtering software by using a proxy site or some other technology, such as USB flash drives or discs.

The use of St. Cecilia School's network is a revocable privilege for all users.

Communication Safety Expectations

“Personal contact information” includes your full name, together with other information that would allow an individual to locate you, including your family name, home address or location, work address or location or your phone number.

You may disclose personal contact information to educational institutions, companies or other entities for college/career exploration purposes or with specific staff approval. You will not disclose names, personal contact information or any other private or personal information about other students. You will not forward a message that was sent to you privately without permission of the person who sent you the message.

You will promptly disclose to your teacher or other school staff any message you receive that is inappropriate or makes you feel uncomfortable. You should not delete such messages until instructed to do so by a staff member.

UNLAWFUL, UNETHICAL, UNAUTHORIZED AND INAPPROPRIATE USES AND ACTIVITIES

Unlawful Activities

You will not attempt to gain unauthorized access to the School's network or other computer system, or go beyond your authorized access. This includes attempting to log in through another person's account or to access another person's files.

You will not make deliberate attempts to disrupt St. Cecilia School's network or any other computer system or destroy data by spreading computer viruses or by any other means. You will not vandalize school computer equipment by disassembling or disconnecting any computer components or peripherals.

You will not engage in any conduct that modifies, harms or destroys any computer or network hardware, such as mice, keyboards and components that reboot computers. You will not use St. Cecilia School's Internet system to engage in any other unlawful hacking activities such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity or threatening the safety of any person (including public officials).

Inappropriate Language and Unauthorized/Unethical Activities

Restrictions against inappropriate language apply to all speech communicated through the School's network system, including public messages, private messages, and material posted on Web pages.

You will not use obscene, profane, lewd, sexually oriented, rude, inflammatory, threatening or disrespectful language. You will not use, access, transmit or download information that is hate motivated, fraudulent, abusive or racially offensive.

You will not knowingly or recklessly post false or defamatory info that could cause damage or disruption to your school, other organization or person. You will not use a camera phone/tablet/smart watch or other device to record or take pictures of students or staff on campus without prior teacher permission related directly to curriculum and/or post on the Internet (e.g., YouTube) without the School's permission. You are not allowed to send text/email messages to parents or other parties, or receive text/email messages from parents or other parties, during school hours.

Mobile phones, tablets and smart watches will be the sole responsibility of the student; the school will accept no responsibility for any damage or loss. Mobile phones should be powered off during the school day. Use of smart watches through the school day will be limited to timekeeping and schedule capabilities and purposes. All alert and reminder tones will be off or silenced. Students using smart watches for messaging or other communication purposes will be in violation of school device use policies. Smart watches and devices used inappropriately will be taken and held to be retrieved by parents. Repeated misuse will result in further consequences.

You will not engage in personal, prejudicial or discriminatory attacks, or harass or bully another person. You will not use, access, transmit or download information that relates to or encourages the illegal use of controlled substances or other criminal conduct. You will promptly disclose to your teacher or another school employee any message you receive from any other student that is in violation of the restrictions on inappropriate language and unauthorized activities.

Plagiarism and Copyright Infringement

You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas, graphics or writings of others and presenting them as if they were yours without adequate and accurate citation.

You will respect the rights of copyright owners in your use of materials found on, disseminated through or posted to the Internet. Infringement occurs when you reproduce a work protected by a copyright without explicit permission from the copyright holder or outside the limitations of copyright law. You will not use any peer-to-peer file-sharing programs, such as "BitTorrent" or "Limewire," to download or share copyrighted movies, music or games.

SYSTEM SECURITY AND RESOURCE LIMITS

System Security

You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. Protect your files and account by logging out and regularly backing up your personal files.

You will immediately notify a teacher or an administrator if you have identified a possible security problem. However, do not search for security problems as this may be construed as an unlawful attempt to gain access.

You will avoid the inadvertent spread of computer viruses by following the School's virus protection procedures. You will not engage in any conduct or activities that could disrupt the use of the system for others, including installing programs or files, deleting programs or files, modifying settings, changing passwords or reconfiguring the system.

Resource Limits

You will use the system only for educational and college/career exploration activities and limited, high-quality research. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer. You will not misuse school or personal distribution lists or discussion groups for sending irrelevant messages.

RIGHTS AND PRIVACY LIMITS

Free Speech

Your right to free speech and access to information applies to your use of the Internet. For educational reasons, your speech and access may be restricted.

Copyright

You own the copyright to works that you create in school or for class. If a group creates the work, each student shares joint ownership of the copyright. You and your parent must agree before your work will be posted on the School's web site. Your work should be posted with your copyright notice.

Privacy Limits

The District computer system, equipment and associated user accounts are the property of St. Cecilia School. Students do not have any right of privacy as to their usage or any information/files maintained in or on St. Cecilia's network system or equipment and should understand that there is no expectation that any communication or materials they send, access, view or receive will be private. All student use of the Internet will be supervised and monitored.

The School's monitoring of Internet usage can reveal all activities you engage in using the School's network. For purposes of inspecting or investigating a student's use of the School's network system or the student's files or documents maintained on the system, the School may override any applicable passwords, codes, etc. Student accounts are erased (expunged) annually.

Routine maintenance and monitoring of the School's network system may lead to discovery that you have violated this policy, the disciplinary code or the law. **Your parents have the right to request to see the contents of your computer files at any time.**

CONSEQUENCES FOR VIOLATIONS

Inappropriate, unauthorized, unethical and unlawful use of St. Cecilia School's network system can result in termination of the student's user privileges, liability for damages, disciplinary action (suspension/expulsion) and/or legal action in accordance with the law and school policy.

Depending on the circumstances, criminal charges against a violator may be filed by the District Attorney. If you are 18 years old, these charges become part of your permanent record. Consequences are applied to student misconduct on-campus, in school vehicles and at school-sponsored activities.

Consequences are applied to student misconduct off-campus when it is determined that such misconduct creates a hostile environment or threatens substantial disruption at school or interference with the rights of students to be secure. Consequences are applied to student misconduct that involves the use of such technologies as: cell/camera/smart phones, Bluetooth devices, iPods, computers/notebooks/tablets, e-readers or other devices. These personal technologies used inappropriately in and out of classrooms without permission will be confiscated and held until picked up by a parent/guardian.

The School's officials will comply with applicable law and will cooperate with local, state or federal officials (FBI, DEA, ATF) in an investigation related to any unlawful activities conducted through the School's network system.

LIMITATION OF SCHOOL LIABILITY

The school will not guarantee that the functions or services provided through St. Cecilia's network service will be without error. The School will not be responsible for any damage you may suffer, including but not limited to loss of data, interruptions of service or exposure to inappropriate material or people. The School will not be responsible for the accuracy or quality of the info obtained through the system, nor for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm that may result from your intentional misuse of the system. You may use the system only if your parents have signed a disclaimer of claims for damages against St. Cecilia School (**See "Acceptable Use of Technology Agreement"**).

VII. DRESS CODE & UNIFORMS

A. General Appearance

Students and parents share the responsibility for proper dress and grooming. The school has the duty of presenting and maintaining a serious and respectful educational environment. Clothing is to be in good condition, not ragged, without holes or patches. Clothing cannot be see-through or tight, nor can it mock the dress code. Nothing students wear may convey an inappropriate message or suggest drugs, tobacco, alcohol, sex, gangs, racism, violence or weapons.

Students dressed in attire deemed inappropriate by the administration or teaching staff will remain in the school office until arrangements can be made for a change of clothes. Repeated violations of this code will be subject to disciplinary action by the teacher or principal.

Other general guidelines include, but are not limited to:

- No make-up of any kind
- No earrings for boys and only one small earring per (lower) ear for girls
- No facial hair, body piercing or any type of tattoos
- No studded accessories or pocket chains
- Skirts/dresses/shorts/skorts must be three inches above the knee or longer; the only Approved Land's End skort length is the "long" version, not the "mid" length.
- All shirts, tops and dresses must have sleeves and modest necklines.
- No stomach or back skin can show when both arms are raised above shoulder height or when the student sits down.
- The only leather clothing allowed is outdoor jackets.
- No sagging below the waist; clothing should fit properly.
- Socks must be worn at all times and reflect acceptable uniform guidelines (p. 26).
- Leggings may be worn on free dress days only and must be worn with a skirt/dress/shorts/skorts that are three inches above the knee or longer.
- All shoes should have, at a minimum, a strap across the heel and toe. This is for safety when running and playing. Boots are not acceptable except on free dress days. Shoes with high or clunky heels should never be worn in the school building both for safety and to preserve our floors.
- No hats or headwear of any type (including sweatbands, bandanas, visors, etc.) are allowed in the school building. **(See also "Hair and Grooming" on p. 27.)**
- Students may not wear sunglasses in the school building.

Teachers will determine if a student has violated dress code guidelines and may involve the principal, as needed.

Please label all student clothing clearly on the inside of the garment.

B. School Uniforms

Students in Gr. K-8 wear uniforms daily, including to and from school, except on free dress days; students in Preschool do so on Monday, Wednesday and Friday. Uniforms must be clean, in good repair and appropriately sized. Socks must be worn at all times and be a “plain” red, white, navy blue or dark green to match uniform colors; “plain” means a solid color with no patterns or designs. **(A small, non-distracting logo on socks is acceptable; “elite” style sports socks are not allowed.)** “St. Cecilia School” logo socks, sold by the PA, are also approved for uniform wear. Tights should be a solid color and match uniform colors. Shirts and blouses must be tucked into skirt, pants or shorts at all times. No logos (except the St. Cecilia logo) can be visible on shirts.

If you choose to purchase these items, they **MUST** be purchased at Dennis Uniform (school code #58625) and /or through Lands’ End: (school code #9001-2013-0):

- ◆ Red polo shirts
- ◆ Navy crew sweatshirts embroidered with St. Cecilia logo
- ◆ Navy pants, shorts, and skorts (PK-MWF + K-5)
- ◆ Khaki skirts (Gr. 6-8 only)
- ◆ Khaki (NOT Desert khaki or Stone) pants, shorts and skorts (Gr. 6-8 only)
—Skorts from Land’s End must be “long” version NOT “mid” length.

If you choose to purchase these items, they **MUST** be purchased at Dennis Uniform or, if available as specific to St. Cecilia School, through Lands’ End:

- ◆ **ALL PLAID jumpers, skirts and skorts**
- ◆ Navy fleece vests and jackets embroidered with St. Cecilia logo

The following items can be purchased through Dennis Uniform, Lands’ End or other retailers as long as they are in compliance with fabric, color, style, etc., outlined herein:

- ◆ White shirts: polo, turtleneck, mock turtleneck, Peter Pan collar
- ◆ Socks, belts and other accessories

Both Dennis Uniform and Lands’ End have a variety of shirts and uniform options. These are itemized on both our website and theirs. Only specific items listed are authorized as part of our uniform. All white shirts must be cotton or knit fabric, long or short sleeves, polo-type with a collar or turtleneck. In addition, girl’s blouses must be plain white with long or short sleeves, cotton or cotton blend, with a plain, Peter Pan type collar (no additional lace, bows, etc.). Auction sweatshirts with the current year’s theme may also be worn as part of the uniform. The auction and navy uniform sweatshirts are the only sweatshirts allowed at school; the navy hoodie with the St. Cecilia logo from Lands’ End is also acceptable. Belts should be a plain black, blue or brown.

Our school preferred number for Lands’ End is 9001-2013-0; please use this number when ordering and our school will receive 3% of qualifying purchases. The St. Cecilia logo can be embroidered on shirts and other merchandise; our logo number at Lands’ End is 0738213K. If purchasing Dennis apparel online, our school code is 58625@www.dennisuniform.com.

C. Free Dress Guidelines

Free dress days will occur at the discretion of the principal and noted on the calendar. Students with “Free Dress Passes” distributed during the current school year may use them on non-free dress days with the following exception: **Students, K-8 (+ PK-MWF), are not allowed to wear free dress on Wednesdays during the school year, due to weekly all-student Mass attendance.** All general appearance guidelines should be followed on free dress days.

On the fourth Friday of each month, the school celebrates “Fourth Friday Free Sock Day” (Crazy Sock Day) during which any style, color and pattern of socks may be worn; this is also the day each month on which Auction sweatshirts from previous years may be worn.

D. Hair and Grooming

Students’ hair and appearance should be neat and clean. Hair should be of the student’s natural color, above the eyebrows and out of the eyes. **(No highlights or chemical hair dye is allowed.)** Boys should have hair cut short: it should be above the shirt collar and the middle of the ears. Students may not wear hairstyles such as punk, spiked, Mohawk or Undercut. Feathers in the hair are not allowed. Boys may not wear ponytails or top knots. Hairstyles must not be distracting or disruptive to the learning environment. If there is a question, please contact the teacher first, then the principal, if needed.

E. PE Guidelines

All students in grades 2-8 are required to “dress down” for PE classes. The PE uniform consists of a white or blue tee shirt with sleeves, white or blue shorts, socks, tennis shoes and a bag with the student’s name on it. (No spandex/lycra shorts permitted unless PE shorts are covering them.) Uniform shorts are not allowed for PE. Recreational apparel with the “Cyclone” logo is also acceptable for PE classes and is available for purchase.

F. Scouting and Similar Dress

Students may wear regulation uniforms for Scout-related organizations on appropriate occasions. Shirts or blouses should be tucked into shorts, pants, skirts and skorts.

VIII. EMERGENCIES

A. Emergency Information

In emergencies, information (such as emergency form information) may be released to appropriate persons if it is necessary in the judgment of the principal (or designee) to protect the health and/or safety of the student or other persons.

B. Emergency Information Form

The school has a file containing current emergency care information for each student. The parent is responsible for updating the following on the school’s information system (RenWeb), as needed:

1. The name of the student, his or her home address, telephone and birth date
2. The business addresses and telephone numbers of the parent(s) or legal guardian
3. The cell phone numbers and email addresses of parent(s) or legal guardian
4. Name of medical insurance company and identification number
5. Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied and any current medication
6. The parents' approval to send the student to a medical facility for emergency treatment should this be necessary
7. The names of the persons to whom the student may be released
8. The signature of responsible parent(s) or legal guardian.

C. School Lockdown

In some situations it may be necessary to have a school lockdown. Per police recommendations, the following procedures will be implemented for a lockdown:

1. Doors will be locked and lights turned off.
2. All blinds will be closed.
3. No one will be permitted to enter or leave the building.

Lockdown will continue until the school receives an “all clear” signal from the principal or emergency personnel. Parents should not call the school at this time so that the phone will be available to emergency personnel.

IX. EXTENDED CARE PROGRAM

Our Extended Care program is offered through Vermont Hills Family Life Center from 7:00-8:00 a.m. and 3:00-6:00 p.m. (2:15-6:00 on Mondays). All school rules and policies concerning discipline, illness, etc., apply. Contact information for on-site personnel is provided to you when you register your child with the program. The primary office number for VHFLC is 503-452-8633 and their website is www.vhflc.com.

IX. FINANCIAL

A. Endowment Fund

St. Cecilia Parish established an Endowment fund in 1984 in order to provide support for the operation, maintenance, capital requirements and continuing existence of St. Cecilia School. A Board of Directors, comprised of the pastor, School Advisory chairperson and parishioners, manages the fund. Currently, 100% of the Endowment fund is invested in the Archdiocesan Loan and Investment Program Long-term Investment Account, which invests in equities and bonds. The continued growth of this fund will allow St. Cecilia School to continue to offer affordable tuition rates for parish families. All individual or corporate contributions to the St. Cecilia Endowment Fund are 100% tax-deductible.

B. Insurance

Students are covered under the Student Accident Insurance coverage of Myers-Stevens & Toohey. An explanation of this plan is provided to parents each fall.

C. Family Obligations

Family obligations include SHARE hours (School and Auction), Coffee & Donut Sunday, Prefecting and Scrip. The description for each, along with a timeline, is included on p. 45. Families may choose to “buy out” of any of these obligations by the deadlines indicated.

D. Tuition

St. Cecilia School has three essential funding sources each year: 1) tuition; 2) the parish subsidy; and, 3) fundraising. Because tuition covers only part of the total cost of education, parents must be actively involved in terms of fundraising and personal commitment in order to benefit their children and the school. One way in which those who receive the subsidized rate of tuition show their appreciation for the parish subsidy is by participating in the Coffee & Donuts Program (p. 32), as well as other parish ministries.

1. STAR Program (Student Tuition Assistance Resources)

- a) Applications are made through the FACTS Tuition Assistance Program, due each March. This online program determines eligibility based on need and provides a report to St. Cecilia.
- b) Assistance will be granted to **K-8 St. Cecilia Parish families** based upon eligibility and need, per available funds. **(PK students are ineligible.)** Active parish status is required in order to apply for and receive assistance. Families will be notified by June of allotted assistance for the following year.
- c) STAR funding is available for tuition only, not for application, registration or FACTS fees.
- d) Any family needing more assistance than was granted may write a letter of appeal to the principal/pastor and submit it by the due date indicated when allotments are communicated.
- e) STAR families are expected to exceed the usual number of volunteer hours.
- f) All requests for emergency assistance must be submitted in writing prior to the delinquency.

2. Tuition Payment Schedule

Tuition must be paid according to the schedule below:

- *June 30: EFT Form Due (Authorizing automatic bank account deductions each month)
- *July 31: Revised EFT Form Due (if Bank Info Changes During Summer)
- ***August 18: (Option 1)** 1st Monthly Payment Due (via EFT)
 - Ten Equal EFT Payments on the 18th of Each Month (August-May)
 - First Month's Payment is Non-Refundable if Family Withdraws Prior to Sept. 18.
- ***August 18: (Option 2)** Full Year Payment of Tuition Due
 - By Check or Credit Card (Visa, Mastercard, Discover)

By enrolling their child/ren, the parent(s) or guardian agrees to be bound by and to abide by these policies.

XI. MEDICAL

A. Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Students who have “restrictable” diseases or conditions such as head lice, chicken pox, strep, mumps and measles, must be excluded from school. The Washington County Department of Health dictates those conditions for which a child should be excluded until either cleared by a health care provider or fully recovered. **They include: Fever greater than 100.5 degrees Fahrenheit (may return to school when the temperature decreases to below 100.5 for 24 hours, without the use of fever-reducing medication); vomiting (may return when symptom-free for 24 hours); cough with fever or deep congested, barking sound (may return when symptom-free for 24 hours); stiff neck or headache with fever; or, new onset of rash with concurrent or preceding fever.**

B. Immunizations

Per state law, students must provide a signed Certificate of Immunization Status (CIS) form documenting either evidence of immunization or a non-medical exemption.

C. Medication

Students may be permitted to bring non-injectable prescription/non-prescription medication to school, on a temporary or regular basis, under school supervision. All such medications will be kept in the main office. Parents must complete a medication form, accessible through the main office, for any medications needed at school, prescription or non-prescription. **Only medication that is required for the student to remain in school will be administered.**

The school reserves the right to reject a request to administer prescription or non-prescription medication when, in the judgment of the school, the administration of such medication is not feasible or is not needed during school hours. This policy shall not prohibit, in any way, the administration of recognized first aid to students by school personnel in accordance with established state law.

1. Medication Dispensing Guidelines

Prescription Medication

The following is required for “...any non-injectable drugs, chemical compounds, suspensions or preparations that are taken either internally or externally by a student under the instruction of a physician.”

- a. Written instructions from the doctor which include:
 - i. Name of student
 - ii. Name of medication
 - iii. Dosage
 - iv. Time and/or frequency of administration
 - v. Method of administration (e.g., mouth, nose, ear, etc.)

- b. It is recommended that the physician note any possible adverse reactions and action required. These instructions may be included on a prescription label or in separate written directions from the physician. “Take as directed” or “as needed” cannot be taken as specific direction.
- c. The authorization form attached must be signed and filled out completely by the parent or guardian.
- d. All medication must be in the original container and clearly labeled. (If the student is also taking the medication at home, a pharmacist can issue the medication in two separate bottles.)
- e. Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

Prescription Medication (Injectables)

The following is required for “...any injectables for students who have severe allergic responses to insect sting, to other specific allergens, and to those experiencing severe hypoglycemia when other treatment has failed or cannot be initiated.”

- a. Written instructions from the doctor which include:
 - i. Name of student
 - ii. Name of medication
 - iii. Dosage
 - iv. Time and/or frequency of administration
 - v. Method of administration (e.g., mouth, nose, ear, etc.)
- b. The parent shall make the request in writing for the school to administer, as necessary, injectable medication (*medication administered by the intramuscular route*) to the student.
- c. The request must include written instructions of the doctor for the administration of an injectable medication to the student. (A prescription label on the original container of the injectable medication is deemed sufficient to meet the requirements for written physician instruction).
- d. Since the training of staff members to be authorized to administer injectable medication must be conducted under the supervision of a licensed physician or a nurse practitioner, parents/guardians cannot train designated school personnel in the use of injectables.

Non-Prescription Medication

The following is required for “...only commercially prepared, non-alcohol based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics (pain relievers), decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids.”

- a. Written instructions from the parent which include:
 1. Name of student
 2. Name of medication
 3. Dosage
 4. Time and/or frequency of administration
 5. Method of administration (e.g., mouth, nose, ear, etc.)
- b. All medication must be in original container or packaging.
- c. Unused medications must be picked up by the parent when treatment is complete or at the end of the school year. Medication left past that time will be destroyed.

2. Medication Dispensation Authorization Form

Parents may find this form on RenWeb under “Resource Documents” or obtain one from the main office.

3. Parent to School Notification

Parents should notify the school immediately if their child has come into contact with or has any contagious disease/condition such as, but not limited to, pink eye, head lice or chicken pox. A student who is so ill that he or she cannot participate in normal school activities, including recess and P.E., or who may pass on the illness to others, may not be sent to school under any circumstances. Requesting that students be kept inside during recess is not an option, except with a doctor’s note.

If a student becomes ill during school hours, parents will be contacted to provide transportation home. Emergency forms are filled out with registration, and these are to be updated by parents throughout the year when any changes are made regarding doctors, phone numbers, whom to contact if the parent is not accessible.

XII. PARENTS

A. Complaint/Issue Resolution

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved after meeting personally with the faculty or staff member, the parent may then bring the concerns to the principal. Finally, if a serious concern is still unresolved, the pastor may be contacted by submitting a completed School Parent Concern Form (provided on p. 47 of this Handbook) to request a meeting with him.

B. Coffee & Donuts Obligation

The Coffee & Donuts Program after Sunday Masses is one way in which school families contribute to the greater parish community, thus showing appreciation for the generous parish subsidy provided to the school. The requirement for parish families with one student in the school and single-parent families is that one adult work one shift per year; two-parent parish families with more than one child in the school are required to work two shifts each year. Families need to sign up or pay \$50 per shift to buy out of this obligation by October 31st. After that date, families are charged \$75 per shift.

C. Family Cooperation/Removal of Students Due to Parental Attitude or Actions

Under normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitude or actions of the parents. Nevertheless, a situation may arise in which the uncooperative, disrespectful or destructive attitude or actions of parents so seek to undermine the effectiveness of the school that the family may be asked to withdraw from the school (**Archdiocesan policy #3550**). There is an expectation that parents follow the proper process for communicating a concern (**See School Parent Concern Form on p. 47**) and not use social media (emails, blogs, Facebook, Twitter, etc.) as a public forum or a means by which to negatively address or criticize school personnel, policies or programs.

D. Messages to Students

It is required to STOP in the main office first if one needs to contact anyone in a classroom. Messages will be sent from there. Items left for students should be labeled and placed in the office. All visitors must report to the main office, sign in and wear a visitor ID name tag.

E. Open Wednesday

Time is set aside each Wednesday (3:10-3:40, October - May) for parents to talk with teachers. It is intended as an open forum for clarification, family support and active questioning—all on a positive note. Some topics might include: policies, homework, methods of correcting homework or tests, assignment turn-around times, curriculum, playground/classroom rules or grade-level expectations. **For individual student concerns that require privacy, confidentiality and/or an extensive conference, we ask that the parent make a personal appointment with the teacher for another day and time.**

F. Parent Association (PA)

The Parent Association promotes community-building and interest in activities that benefit the students, with the goal of positive collaboration among all role-players. PA Activities are promoted by the PA Team and supported in part by the PA Coordinator, with approval by the principal. The PA sponsors parent education evenings, as well as parent and family socials throughout the year; it also oversees fundraising events and the Prefecting, Coffee & Donuts and Room Parent programs. **All parents are members of the Parent Association.** Key fundraisers include the Auction, Golf Tournament, Jogathon and ongoing Scrip sales.

G. Parties

1. In School

Celebrations are arranged with individual teachers. In Washington County, the health department regulates that all treats consumed by students be purchased, in unopened original packaging and not home-baked.

2. Out of School Party Invitations

Unless everyone in a class is invited to a party, invitations are not to be brought to, distributed and/or discussed at school, out of respect and sensitivity toward all classmates. The school encourages parents and their children to always be inclusive regarding parties.

3. Eighth Grade Graduation Party

A school-sponsored reception for all graduates is held in the parish center following the graduation Mass each June. The school is not responsible for graduation parties outside of school nor does it endorse or allow fundraising for non-school sponsored celebrations.

H. Prefecting

All families are required to sign up for five days of lunchroom prefecting (supervision) each year. (Single parent families, or families with extenuating circumstances, may contact the Head Prefect to discuss options.) Parents are asked to arrive by 11 a.m. and work until 12:40 p.m. when the last group of students finishes recess. The Head Prefect will explain all duties upon the parent's prompt arrival. (Note: No two members of the same family can prefect on the same day.) **Prefects may not use their cell phones in any way during their shifts.**

If parents arrive between 11:05-11:30, they must pay \$15.00 and continue to stay and prefect the rest of their shift; if parents arrive at 11:30 or later, they must reschedule a new day ASAP. All families not signed up (or bought out at \$150) by October 31st will be required to pay \$200 immediately. Families not completing the full five-day obligation by the last day of school will be required to pay \$200; any unpaid balance thereafter will be included in the required payment obligation for the following school year.

I. Releasing Students During the School Day

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian and must be signed out at the office; this request should be submitted the night before or on the morning of the early release. Parent authorization to release a student to a non-parent/guardian must be in writing. An ill student will be released only to a parent or authorized person as listed on the Emergency form.

J. School Advisory Council (SAC)

In the Archdiocese of Portland, all school councils are advisory in nature. The School Advisory Council participates in decision-making by formulating and recommending, but never enacting, policy. The SAC is comprised of nine to eleven members, including the pastor and the principal (both ex-officio), a St. Cecilia Parent Association representative and up to six appointed members from the school and parish. Each appointed member shall serve a term of three years and may not serve more than six consecutive years. Committees include Finance, Technology, Facilities, Development and Mission Effectiveness.

K. Scrip

Scrip is a term that means "substitute money." Scrip, in the form of gift certificates or gift cards, is tendered just like cash at local businesses. These businesses offer their scrip to St. Cecilia at a discount; supporters of the program purchase the scrip at face value resulting in a profit for our school. **Each family is required to purchase a minimum of \$1,000 of scrip each year or pay a \$150 fee to "opt out" of this fundraiser.** An incentive, newly established in 2017-2018, will reward families with a specific number of SHARE hours for

the school year, per the following guidelines: (1) If a family purchases \$2,500 or more of Scrip by May 31st, it can be counted as 5 SHARE hours; (2) If a family signs up for a monthly EFT for a regular Scrip order by September 1st, it can count as 2 additional SHARE hours. ***(Note: In order to be eligible for the additional hours, the EFT must include September through May and cannot be cancelled.)*** Families not completing their obligation by May 31st will be required to pay a \$150 fee at that time; any unpaid balance thereafter will be included in the required fees for the following school year. Scrip order forms/updates are in the office and weekly newsletter, and orders may be placed electronically or by hard copy.

L. SHARE Program

SHARE is a volunteer program that provides an opportunity for families to get involved. There are two major areas in which we ask for involvement: **SHARE** and Auction. By participating, families are able to provide the supplemental support that is needed for a successful school environment. All families (parish/non-parish) must complete these required hours:

- All families should complete 20 Auction hours. (\$25 per hour)
- Two-parent families should complete 30 School **SHARE** hours. (\$10 per hour)
- Single-parent families should complete 15 School **SHARE** hours. (\$10 per hour)

It is a parent's responsibility to submit a form recording the hours worked and/or the donations made. Forms are available in the office or on RenWeb. Auction and School SHARE hours/payments should be submitted by the end of May each year. Any unpaid balance thereafter will be included in the required payment obligation for the following school year. ***(See p. 45 for a Family Obligation Description & Timeline and p. 46 for a complete list of Classroom Parent Responsibilities by Grade Level.)***

M. Classroom Parent Responsibilities

It is the expectation of the school that each parent will read in its entirety the contents of the St. Cecilia School Parent/Student Handbook upon receipt of the document, as well as review relevant sections with his or her child/ren at an age-appropriate level.

XIII. SAFETY

A. Asbestos Notification

In compliance with AHERA regulations, St. Cecilia School was inspected by an EPA accredited building inspector and samples were taken of building materials suspected of containing asbestos. The results of the inspection/laboratory analysis confirmed the presence of Asbestos Containing Materials (ACM) in portions of the facilities. These materials are in a form and condition that do not pose an imminent health threat to students or staff.

An Asbestos Management Plan was developed for the school by an EPA accredited management planner and includes inspection/physical assessment reports, the training program for maintenance personnel, plans and procedures to be followed to minimize disturbance of asbestos-containing materials and a program for regular surveillance of the ACM. Every three years, a re-inspection by an accredited inspector is conducted on all friable and non-friable known or assumed asbestos-containing building materials (ACBM) to determine whether the condition of the ACBM has changed and to make recommendations on managing or removing the ACBM. A periodic inspection occurs every 6 months to check the condition of remaining asbestos and to determine if any action is needed. For further details on the locations of the remaining ACBM, parents are welcome to review a copy of the Asbestos Management Plan in the principal's office during regular office hours. Mr. David Hodgin, Environmental & Property Management Coordinator of the Archdiocese, is the designated asbestos program coordinator. Inquiries may be directed to him at 503-233-8313.

B. Bicycles

Bicyclists must walk their bicycles in the parking lot at all times. Bicycles must be kept in the bicycle racks and should be locked. Students may not ride bikes on the field or among cars in the parking lot. Helmets must be worn as per state law.

C. Biological or Chemical Incident

In the rare event of a biological or chemical incident, the school would be locked in order to shelter the students and staff, and there would be no evacuation. Parents would not be permitted to pick up children because opening the building would jeopardize the safety of all students. Pick-up would follow when local authorities determine the area to be safe.

D. Car Seat/Booster Seat Policy

Oregon state law requires that all children must ride in a federally approved car seat until they weigh at least 40 pounds, and requires that children use a booster seat until they are 4'9" tall or are at least 8 years old. Oregon recommends that children under age 12 ride in the back seat. All field trip vehicles must have a functioning seat belt for each child and adult as the law dictates that all passengers/drivers must wear a seat belt.

E. Drop-Off & Pick-Up of Students

Parents should drop off and pick up students according to the map and guidelines distributed each September. For drop-off, drivers should enter the parking lot from Franklin Street in the inside lane directly adjacent to the parish offices, travel SLOWLY towards the sidewalk area in front of the school, have their child/ren step out on the right side of their vehicles, then CAUTIOUSLY move towards exiting south onto 8th Street. **(Note: The lane closest to the east field is NOT an entry lane during drop-off or pick-up; only staff members and the family who purchased the Auction "reserved parking" space are allowed to enter the lane adjacent to the east field.)** If parking and walking into the school building, parents should escort their child/ren across the traffic area using the yellow-striped crosswalk area(s). **Preschool students may be escorted directly to their classroom by a sibling in Gr. 4-8; otherwise, an adult must park and accompany him/her.**

NOTE: Please drive slowly at all times and pay attention to surroundings. Cell phones must not be used when driving through the lot. Drivers should put their vehicles in “park” while loading and unloading students. If drivers park their cars and escort students into the school building, they should do so with great caution, avoid walking adjacent to moving cars and should always use the crosswalk areas.

During drop-off, there are four main areas for parent and guest parking: (1) In parking spaces striped on both sides of the middle lane of the main parking lot; (2) in the spaces on both sides of the blacktop directly adjacent to the playground; (3) in the parish parking lot across the street on Franklin Street; and, (4) on the street surrounding the school and parish property. If using Option #1 and finding no available parking space in the middle lane area, the driver must YIELD to the vehicles in motion within the inside drop-off lane before CAUTIOUSLY turning left and entering the playground blacktop area to park. If using Option #2, the driver may turn left from the middle lane area if a parking space is not available or may choose to enter the inside drop-off lane from Franklin and wait patiently until reaching the playground blacktop area. If using Option #3, the adult should help their child/ren cross the street safely from the parish parking lot and escort them to the school via the pathway between the Church and parish offices rather than walking in the inside drop-off lane alongside moving vehicles. **NOTE: During school hours, NO PARKING is allowed adjacent to the playground area (between the two fields) in order to ensure the safety and security of our students.**

For safety purposes, at no time before, during or after school hours should a child be left in a car unattended in order for an adult to bring in or pick up another child. Also for safety reasons and in order to aid teachers in supervising students as they load them into their vehicles during afternoon pick-up, everyone is asked to stay off of the playground equipment and field each day until after the pick-up process is complete. Drivers should display in their car windows the laminated name card provided to them so that teachers can more easily prepare individual students to be ready to enter the next cars in the pick-up line.

F. Earthquake Drills

During an earthquake, students and staff should follow the “duck, cover and hold” process and follow directions as needed. Earthquake drills are practiced for preparation purposes.

G. Fire Drills

Fire drills are held once a month and a record of these drills is maintained in the school office. Evacuation plans are displayed in every classroom and throughout the building.

H. Pets

For safety, please keep all pets in cars; they are not allowed on parish-school property when students are present, including before and after school. Arrangements must be made in advance with individual teachers to bring pets to share in the classrooms. In such cases, dogs should be on a short leash and not come in contact with students or staff; all other pets must be in a container or cage with glass sides for the safety of students and staff.

I. Playground Rules and Usage

Playground supervisors are in charge of the activities and use of the equipment. Students must follow the directions and requests of the supervisors. Printed rules are posted in each classroom and are reviewed thoroughly at regular times during the school year. For safety reasons, eating outside is not allowed unless under the supervision of a staff person. Students are to use the restrooms before going to recess. If it is necessary to go back into the building during recess, a student must obtain permission from an adult playground supervisor.

J. School Closure

When the weather is severe, schools may close for the safety of students. Information regarding school closures are broadcast over local radio/TV stations and are available online (including via RenWeb and St. Cecilia parent email). **St. Cecilia School follows the directives of the Beaverton School District (BSD).** If the BSD is closed, St. Cecilia is closed. If the BSD has a late opening, St. Cecilia has a late opening—i.e., if a two-hour late opening, St. Cecilia students would be permitted in the school building at 10:00 with classes beginning at 10:15. **(On “late opening” days, there will be no Preschool, Band/Choir classes and no hot lunches will be served that day.)** Every effort will be made to have the latest information regarding school closures, late openings or early “emergency” dismissals, available on RenWeb, via email and/or on the office phone at Extension 110. Check Vermont Hills Extended Care information for their policies. **Note: Early “emergency” dismissals are at the discretion of the school and may not necessarily follow the BSD.**

K. Skates and Skateboards

For safety reasons, skates, skateboards or scooters are never allowed on campus.

L. To and from School

Students walking to and from school should have a permission note from parents. **Students are not allowed unsupervised on school property before 8:00 a.m. unless attending Band/Choir class, Tech Lab or for a pre-arranged meeting with a teacher.** At the end of the school day, students should leave immediately unless other arrangements have been made with a staff member. **Those students walking to the Beaverton Library must have formal permission from parents on file (via RenWeb) and sign out in the office each time they leave the school building at dismissal.** Students enrolled in Homework Hall (T/Th, 3:00-3:50) must either be registered with Vermont Hills for “as needed” after school care or have a Beaverton Library permission verification on file, should parents arrive late to pick them up.

M. Visitors

1. All visitors must report to the office, sign in and receive a visitor sticker or badge.
2. Students are not allowed to bring student guests from other schools, as this practice has shown itself to be disruptive of the learning environment. Any exception would need to be pre-approved by the homeroom teacher and the principal.
3. Parents are most welcome to visit the school at any time; however, if a parent wishes to visit a classroom, the visit must be preceded by a request to the teacher.

N. Weapons Policy

Any student in possession of a weapon will face disciplinary consequences up to and including expulsion from school. Under Oregon law, the principal who has reasonable cause to believe that a person while at school or on grounds adjacent to the school is, or within the previous 120 days, has been in the possession of a firearm or destructive device, must report the person to a law enforcement agency. For the purposes of reporting, a weapon is defined as, but not limited to, a firearm, a knife or similar instrument (including an ordinary pocket knife, which school rules forbid), mace/tear gas/pepper spray, a club bludgeon or similar instrument, or a deadly or dangerous weapon. Some examples of the latter include chains, brass knuckles, etc. Objects that simulate weapons in appearance are forbidden.

O. Interpretation of Threat of Violence Rule

Students that speak or write of committing acts of violence, whether on a single occasion or over a period of time, will be subject to disciplinary action, up to and including expulsion. All threats that are overheard by staff or students, even those that could be taken as casual or joking, are to be reported in writing to the principal on the day of the incident. The principal will respond as the situation warrants.

XIV. STUDENT ACTIVITIES

A. Academic Tournaments

St. Cecilia students have the opportunity to participate in various academic and co-curricular tournaments and competitions, including those sponsored by local Catholic high schools, as well as regional and national competitions. Areas of focus include math, science, speech, spelling, technology and performing arts.

B. Altar Servers

All 3rd through 8th grade Catholic students may be trained as Altar Servers under the direction of the pastor and/or parochial vicar. Communication regarding Altar Servers will be coordinated through the parish office.

C. Assemblies

Assemblies for students are held as part of our school's positive incentive program. On-site educational and curriculum enrichment assemblies are scheduled throughout the school year. Parents are always welcomed and encouraged to attend school assemblies.

D. Athletics and Eligibility

Students in grades 3-8 who receive a suspension or more than one detention in a week may be recommended for athletic probation. Probation can be lifted when the student completes one week without earning a Notice of Concern or detention. Parents, the CYO Athletic Director and CYO coaches will be notified if the school requests that a student's eligibility to participate in practices or sporting events be reviewed.

E. Catholic Youth Organization (CYO)

CYO intramural sports, including football, basketball, volleyball and track, are organized under the direction of volunteer coaches at each Archdiocesan parish-school. Players compete with others their own age and are taught basic fundamentals of the sports, fair play, good sportsmanship, leadership and teamwork skills. Students in Gr. 3-8 are eligible and given an equal opportunity to play at their own level. *Note: Although participation in CYO is open to St. Cecilia students and parishioners, CYO is an organization that functions separately from the parish or school in terms of governance, policy, fees or finances.*

F. Dances

An annual, on-site middle school dance is typically scheduled as part of an Auction buy-in, chaperoned by parent volunteers. Only students attending Archdiocesan Catholic schools may attend, with any exception approved in advance by the principal. Modestly appropriate dress guidelines apply. In addition, parish youth groups and CYO may host middle school dances throughout the year; the school office will provide this information, if available.

G. Field Trips

Field trips are for the purpose of introducing and supplementing classroom learning experiences. When a field trip is planned, a description of the trip with requested permission will be sent home. For each field trip, the following information should be available:

1. Signed parental permission is necessary for the student to leave the school grounds. Phone calls giving permission for field trips are not acceptable. An email to the main office or signed fax will, however, allow a student to attend a specific field trip.
2. Drivers for field trips are expected to drive directly to and from the field trip—and not stop for food or for any other non-emergency reason. Drivers should dress appropriately and not use alcohol at any time. Driver cell phone use should be limited to emergencies only.
3. Proof of Driver Insurance forms, Background Checks and Called to Protect training must be on file in the school office before any adult is allowed to participate in a field trip. (Called to Protect training is required for those volunteers working with minors four or more times a year.)

H. Sacramental Preparation

These programs are coordinated by the Director of Sacramental Preparation, who can be reached at the St. Cecilia parish office at 503-644-2619, Extension 172.

I. Service Projects

As part of the mission and philosophy of St. Cecilia School, all students and staff are involved in an expansive school-wide Service Outreach program, determined and coordinated by the teachers and principal. All students in Gr. 7 and 8 are required to complete a minimum number of service hours each year that directly benefit the members and ministries of the St. Cecilia parish-school community (Gr. 7 = 5 hours; Gr. 8 = 8 hours). These students keep and submit a log and reflective journal regarding their experiences.

XV. STUDENT AWARDS

A. Archbishop's Christian Leadership and Service Award

This award is given to a graduating eighth grade student who exhibits outstanding leadership and generous service on behalf of his or her Catholic school community. A \$200 scholarship is sent directly to the Catholic high school that the student will attend. Names of recipients are displayed in perpetuity on a special plaque in the main hallway of the school.

B. Honor Roll

Middle School students whose GPA is 3.30-3.74 will be awarded an Honors certificate; those whose GPA is 3.75-4.0 will receive a High Honors certificate. The achievement of all Honor Roll students is celebrated at a school assembly following the first and second trimesters, communicated through the Weekly Announcements and posted in the main hallway.

C. Class of the Month Award

Throughout the school year, each grade level has the opportunity to participate in a focused activity, service project or "friendly competition" in order to earn the status of "Class of the Month" award recipient. The winning class is announced at a monthly assembly, with students receiving a special banner to display outside of their classroom and a celebration reward of their choice.

D. Knights of Columbus Most Improved Student Award

This award is presented to a graduating eighth grade student who has demonstrated the most improvement throughout the school year and includes a \$100 gift certificate for Scrip. Names of recipients are displayed in perpetuity on a special plaque in the main hallway of the school.

E. President's Education Awards Program

These awards are presented to graduating eighth grade students who meet the eligibility criteria. They come from the United States Department of Education and are signed by the President of the United States and the Secretary of Education. Two types of awards are given and both are noted at the eighth grade Graduation Mass and ceremony each year:

The first is the *President's Award for Educational Excellence*. To be eligible, the student must maintain a 3.5 GPA in grades 6-7-8 and achieve in the 85th percentile or higher on the Math or Language Arts portion of standardized testing.

The second award is the *President's Award for Educational Achievement*. To be eligible, the student must show outstanding educational growth and achievement, commitment to studies and/or intellectual development in academic subjects. This award is meant to encourage and reward students who work hard and give their best effort in school.

F. Presidential Physical Fitness Awards

All students in grades 4-8 participate in the Presidential Physical Fitness Awards program each year. Awards for individual student successes are presented and acknowledged at the end-of-year awards assembly each June.

G. Principal's Award

All students, PK-8, are eligible for this award throughout the year. Any staff member may nominate a St. Cecilia student for this award. The Principal's Award certificate recognizes the student for his or her "*kindness, reverence, citizenship or love of learning*" and for meeting a specific Schoolwide Learning Expectation (SLE). The principal reads aloud the names of each student award recipient at monthly assemblies and chooses three students at random to receive a special gift card of his or her choice.

XVI. STUDENT INFORMATION DISCLOSURE

A. Review of Student Education Records

Parents of students currently in attendance at St. Cecilia School may review the student's education records. Parents wishing to review student records should make written request to the principal to do so. An amendment to the student's education records may be requested, if the student's parents believe the contents are inaccurate. If the School concludes that the request is valid, the record(s) will be amended. If the school concludes that the record(s) need not be amended, the parent may place a statement with the record commenting on the disputed information.

B. Directory Information

St. Cecilia School publishes a family directory each fall that contains parent and student information as designated on the Family Information form completed and submitted at registration. (Online access is also available via RenWeb.)

C. Emergency Disclosure of Information

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health or safety emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

XVII. STUDENT SERVICES

A. Lunch Services

A daily hot lunch program is available for those wishing to purchase a meal. The school cafeteria serves balanced meals conforming to USDA Guidelines, as well as a nutritious salad bar option. Menus are posted online and can be ordered in advance. A same-day lunch will cost \$5.00 and must be purchased by 9:00 each morning in the main office. A snack will be provided for students without a lunch but lunches may not be charged.

- If a student misses a purchased hot lunch due to absence, a reimbursement may be requested, if desired. Any “credits” received for this purpose will expire on the last school day of the following month.
- On days that school is unexpectedly closed or opens late due to weather or other reasons, lunches will not be served. Children need to bring a sack lunch. A reimbursement may be requested, if desired.
- Hot lunches are served during lunch periods in the cafeteria only. They cannot be packaged “to go.”
- Ice cream is sold separately on Fridays. A student may purchase ice cream either for him/herself or for the entire class. Parents or students buying ice cream for a class on a birthday or other occasion should notify kitchen staff one week prior (Extension 116) so that they can place the order.
- Field trips are typically noted on the lunch menu so that parents will not select and pay for lunches on a day that their child is out of the building during lunchtime. Parents should also check individual class newsletters and other information regarding lunch and field trip conflicts.
- Families who qualify for tuition assistance may qualify for a reduced lunch fee. Contact the principal for more information.

B. Milk Program

The school participates in the Federal-State school milk program. The price of milk is indicated on RenWeb (under Family Information/Family Billing) that is accessible to each family online and is an optional beverage purchase for the entire school year. Milk also may be purchased on a daily basis. (Water is always made available to students during lunch.)

C. Student Store

The eighth grade class, in collaboration with the Student Council Treasurer, operates a student store that is available to provide snacks for purchase during Middle School break times. Proceeds help to offset the costs of eighth grade graduation and the purchase of a class gift to the school.

D. Telephone

Student permission to use telephones in the main office or a classroom must be obtained from and supervised by a staff person. Cell phones may not be used during school hours and must remain turned off, secured and out of sight until students have been picked up by an adult and/or have physically left the campus. **Students using electronic devices such as tablets are not allowed to send text/email messages to parents or other parties, or receive text/email messages from parents or other parties, during school hours.**

XVIII. VOLUNTEERS

Volunteers assist the school in providing for the development and education of the students and to benefit the general operation of the school. **It is an essential role for each school parent.** Involvement and support by additional adult family members, parishioners and others whose presence might benefit our students and parish-school community are encouraged to volunteer their time, treasure and/or talents.

A. Volunteer Background Checks

All volunteers in any school program or activity are required to undergo a Background Check, as mandated by the Archdiocese of Portland; in addition, Called to Protect training is required for those volunteers working with minors four or more times a year. The school will pay the required Background Check fee for parents or guardians only. Others (grandparents, aunts, uncles, etc.) who wish to volunteer in the school must submit the proper paperwork and pay this fee. Ordinarily, any person with an adult criminal conviction is not eligible to volunteer in our school. The school further reserves the right to decline the services of a volunteer when, in the judgment of the principal or pastor, it is in the best interest of the school to do so.

B. Volunteer Code of Conduct

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, including but not limited to: School Advisory Council (SAC) and related ad hoc committees, Parent Association (PA) Team and associated committees, Auction committees, Room Parents, Art Literacy program, the parish-school IMPACT program, classroom assistance to teachers, cafeteria/hot lunch program, field trip chaperones and other activities relating to the talents and gifts of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish and Archdiocese with proper respect for those serving in ministries. Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work, observe and come into contact. Volunteers are asked to dress modestly and appropriately when working in our school. **No cell phone use is allowed while a volunteer is on campus while in a supervisory capacity or fulfilling a specific duty; in addition, all adults must wear a name tag or badge obtained at the main office whenever on campus during school hours, including while in the area of the playground or fields.**

Volunteers accept responsibility to use contacts made through the school in such a way as to not disrupt the peace, order and tranquility of the school community. Should volunteers come into conflict on school/parish-related issues, it is the responsibility of the parties involved to resolve the dispute through personal diplomacy and/or an executive decision made by the school principal and/or the pastor of the parish.

Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.

We appreciate the time, energy and dedication that our parent, grandparent and parish volunteers provide to our St. Cecilia family. Involvement by our volunteers makes a wonderful difference for our students and the entire school community. We are grateful!

Family Obligation Description and Timeline

Obligation	Description	Deadline
SHARE - School	30 hours or \$10 per hour fee for two-parent families 15 hours or \$10 per hour fee for single-parent family.	May 31 st
SHARE - Auction	20 hours or \$25 per hour fee	May 31 st
Coffee & Donuts	One shift if you have one student or are a single-parent family Two shifts if you have more than one student \$50 per shift buy-out fee	October 31 st - Sign-up or buy out at \$50 per shift. After Oct. 31 st - Buy-out fee of \$75 per shift is charged.
Prefecting	All families sign up for 5 days or pay \$150 fee. All five days must be completed or a \$200 fee is assessed.	October 31 st - Sign-up or buy-out. After Oct. 31 st , a \$200 buy-out fee is due immediately.
SCRIP	Each family purchases \$1,000 throughout the school year or pays \$150 fee.	After May 31 st , a \$150 buy-out fee is due.
Social Events	Each class is assigned a specific event (or events) to coordinate or assist with during the school year.	To be announced by the Parent Association (PA) on an annual basis
Parishioners	Fill out the yearly parish pledge card and contribute a minimum of \$250 annually in order to be eligible to receive the parish subsidized tuition rate.	December 31 st

In order for a family to return to St. Cecilia School the following year, all of the above obligations must be met in full. **NOTE: Any balances for SCRIP, SHARE Hours or Coffee & Donuts that remain unpaid as of the last day of the school year will be included in the required payment obligation for the following school year.** For extenuating circumstances, please first contact the coordinator of the program/event and, if needed, the principal.

Classroom Parent Responsibilities

Every year, St. Cecilia School hosts many social activities. Working together helps make these events successful. To that end, each classroom has designated lead organizers or assistants for a specific event (or events). Parents assisting with these events earn **SHARE** hours and/or **AUCTION** volunteer hours. Parents should record their volunteer hours on the designated forms in the office and turn them in by May 31st each year. (See p. 45 for details.)

Classroom Parent Responsibilities for this school year include the following:

<i>GRADE</i>	<i>SCHOOL EVENT</i>	<i>DATE/ TIMEFRAME</i>
Preschool	No assigned responsibility but involvement is always welcomed!	N/A
Kindergarten	Assist 7th Grade Class with Staff Appreciation Week	May
1st	Assist 3rd Grade with the Golf Tournament	End of September
2nd	Responsible for Welcome Back BBQ (6th Grade to Assist with Games)	First Friday after school begins
3rd	Responsible for Golf Tournament (1st Grade to Assist)	End of September
4th	Responsible for Auction (5 th Grade to Assist/Mentor)	Through March
5th	Responsible for Christmas Program (in partnership w/Music Director) Assist/serve as mentors for the Auction	December Through March
6th	Responsible for Games at Welcome Back BBQ	First Friday after school begins
7th	Responsible for Staff Appreciation Week Responsible for 8th Grade Graduation Evening Reception	May June
8th	Responsible for Arranging and Hosting 8th Grade Luncheon	June

THE PROCESS TO FOLLOW WHEN YOU HAVE A QUESTION, PROBLEM, CONCERN OR SUGGESTION

The staff of St. Cecilia School is committed to working closely with parents in order to best meet the needs of each individual child. During the course of a child's years here, it is likely that each family at some point will have a question, concern, problem or suggestion. We welcome and encourage your close communication; our common goal is to help your child. By identifying the problem and analyzing possible solutions together, we can meet any challenge and move forward in a positive manner. The best approach is to go directly to the person who has responsibility for the situation.

To communicate a question, concern, problem or suggestion regarding:	Contact:
Your child's attitude, progress, treatments or medications, field trips, specific curriculum, homework, grades, discipline issues	#1—The Teacher #2—The Principal and Teacher
An office procedure, first aid, attendance, a school event, forms due, registration/enrollment, calendar	School Office Manager, x110
Scheduling space in the school facility for an event	Parish Office Manager, x160
A general school policy, school expenditures, general admissions policies, facility improvements, alumni, strategic planning for the school	A School Advisory Council (SAC) Member
Auction, Welcome Back BBQ, uniforms, fundraising expectations, Coffee & Donut Sunday obligations, SHARE points, prefecting, SCRIP	PA Coordinator, x132 or PA Team Member
School improvement issues, field trip ideas, suggestions for new activities, assemblies, dress code, service projects	Teachers The Principal School Advisory Council (SAC) Members
Setting up diagnostic testing, tutoring, arranging for school coordination with a specialist/doctor	Learning Specialist, x128
Problems unresolved by any of the above groups, accreditation information, general curriculum, Archdiocesan policies, concerns or suggestions regarding implementation of school policies	The Principal, x111
If you are in need of assistance beyond that which is available through the principal, you may contact:	#1—The Pastor of St. Cecilia Church* <i>(See Below)</i> #2—The Department of Catholic Schools

***NOTE:** *The Pastor requests that a **St. Cecilia School Parent Concern Form** be filled out and sent to him prior to contacting him for a phone conference or meeting. (See form on p. 47.)*

“Healthy communication is talking directly and ONLY to the person with whom you have an issue. Talking to someone else is complaining... This is triangulation and it perpetuates rather than solves the problem.” (From *A Complaint Free World* by Will Bowen)

ST. CECILIA SCHOOL PARENT CONCERN FORM*

****To be filled out and sent to the pastor prior to contacting him for a conference.***

Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the education program and to assist the school to perform its task more effectively. (Archdiocesan Policy #4030)

Concerns involving the school should first be addressed with the teacher (if applicable), then the principal and, finally, the pastor (if needed).

Your Name: _____ Date: _____

Please state your concern or problem:

Have you met with the appropriate teacher? _____

Name of teacher: _____ Date(s) you met: _____

What did the teacher recommend?

Have you met to discuss your concerns with the principal? _____ Date(s): _____

What did the principal recommend?

What is your solution to your concern or problem that, in your opinion, would assist the school to perform its task more effectively?

What would you like the pastor to do?

Note: Pastor's Response to be filled out by the pastor on additional sheet

Thank you for your interest in making St. Cecilia the best school possible for its students.

PLANNED ABSENCE FORM
St. Cecilia School

Parents: This form must be completed and submitted directly to the main office ONE WEEK IN ADVANCE of the first date of your child's planned absence from school. (An exception to this advance notice requirement will only be made in matters of urgency or extenuating circumstances.) Please submit a separate form for each child, either electronically or in hard copy.

Name of Student: _____ Grade: _____

First Day/Date that student will be absent from school: _____

Day/Date that student will return to school: _____

Reason for Absence: _____

Parent Signature: _____ Date: _____

NOTE: When absences are due to vacation or out-of-town events, teachers cannot be expected to provide homework or projects in advance and are unable to spend additional time helping a student with his/her assignments or test preparation. Both the parents and student should be aware that planned absences, unless for medical or emergency reasons, may adversely affect a student's grade, due to loss of instructional time, classroom discussion and hands-on participation in specific subjects.

*****OFFICE/TEACHER USE ONLY*****

Tests, quizzes and/or projects that are to be taken or turned in before the planned absence:

Teacher Comments (including due dates upon return for missed homework, if applicable):

Distribution of Form: Homeroom Teacher _____
Other Teachers _____

Parents: Once you submit this form to the office, the office staff will distribute it to your child's teacher(s). The teachers will complete the form in a timely fashion and return it to the main office. In turn, the office staff will email to you any Planned Absence forms completed by your child's teacher(s) prior to the absence.

NOTES

*The mission of St. Cecilia School
is to partner with parents to prepare
students
to be responsible citizens and
life-long learners with strong Catholic values.*

St. Cecilia Schoolwide Learning Expectations

St. Cecilia students live the teachings of Jesus as active Catholics who:

- Celebrate liturgy and sacraments
- Pray with meaning and reverence
- Serve the needs of others
- Embody their faith through words and actions

St. Cecilia students are life-long learners who:

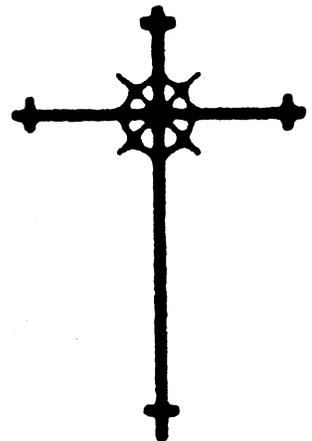
- Communicate effectively
- Solve problems using critical and creative thinking skills
- Listen and read with understanding
- Use technology competently and ethically
- Apply academic learning to real life

St. Cecilia students are responsible citizens who:

- Respect self, others and surrounding world
- Accept responsibility for their words and actions
- Resolve conflict peacefully
- Work cooperatively and independently

St. Cecilia students are self-aware individuals who:

- Recognize and share unique gifts and talents
- Value all experiences as opportunities for growth
- Respect mind, spirit, body and life
- Believe they can make a difference



St. Cecilia Parish & School ~ Established 1913