



SAINT CECILIA CATHOLIC SCHOOL FAMILY HANDBOOK 2021 – 2022

WHERE CHILDREN GROW IN MIND, BODY AND SPIRIT

1310 MADISON AVE. N
BAINBRIDGE ISLAND, WA 98110
206-842-2017
WWW.SAINTCECILIASCHOOL.ORG

Susan Kilbane, Principal
skilbane@saintceciliaschool.org

Kiri Jones, Office Manager
secretary@saintceciliaschool.org

Jeannette Borges
paa@saintcparish.org

www.saintceciliaschool.org



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MESSAGE FROM THE PRINCIPAL

Dear Parents and Students,

Welcome to Saint Cecilia Catholic School! In choosing Saint Cecilia Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education. The Family Handbook reflects the policies of Saint Cecilia Catholic School for the 2021-2022 school year.

The Saint Cecilia Catholic School Handbook is available online and hard copies are available in the school's main office. All school families must read this document carefully and have a signed handbook agreement form on file. By signing this agreement form, you and your student(s) agree to abide by the policies of Saint Cecilia Catholic School during the 2021-2022 school year.

The faculty and staff of Saint Cecilia Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Thank you for reading and reviewing the Saint Cecilia Catholic School Family Handbook. We look forward to a year marked by excellent communication, ample collaboration, continuous learning and abundant joy.

Respectfully,

Susan Kilbane
Principal

DIRECTORIES

2021-2022 SCHOOL FACULTY AND STAFF

Main Phone Number	(206) 842 2017	
Ms. Susan Kilbane	Principal	skilbane@saintceciliashool.org
Ms. Kiri Jones	Office Manager	secretary@saintceciliashool.org
Mrs. Ashley Bomke	Marketing Director	marketing@saintceciliashool.org
Ms. Sheelagh Carleton	Explorers / Pre-K	scarleton@saintceciliashool.org
Mrs. Kari Riley	Pre-K Assistant	kriley@saintceciliashool.org
Ms. Shelby Dunlap	Kindergarten	sdunlap@saintceciliashool.org
Ms. Kerry Carson	Grade 1	kcarson@saintceciliashool.org
Ms. Marina Giameos	Grade 2	mgimeos@saintceciliashool.org
Ms. Lexi Bayley	Grade 3	lbayley@saintceciliashool.org
Ms. Kirsten Lauer Karahan	Grade 4	klauerkarahan@saintceciliashool.org
Ms. Sarah Taylor	Grade 5/6	staylor@saintceciliashool.org
Mrs. Amy Lee-Despard	Grade 7/8	aleedespard@saintceciliashool.org
Ms. Mary Van Eaton	Grade 3-8 Science	mvaneaton@saintceciliashool.org
Mrs. Jennifer Cunningham	Music K-8	jcunningham@saintceciliashool.org
Mrs. Gina Stecher	Dance	gstecher@saintceciliashool.org
Ms. Emily Neer	Music K-4	
Mr. Henry Guterson	PE	PE@saintceciliashool.org
Mr. Terry Shields	Math/Robotics	tshields@saintceciliashool.org
Mr. Randy Collard	Technology	IT@saintceciliashool.org
Mrs. Cathy Chadwick	Bus	
Attendance	Please email absences	secretary@saintceciliashool.org

PARISH ADMINISTRATION

Main Phone Number	(206) 842 3594	
Father Mark Kiszewski	Pastor	pastor@saintcparish.org
Mrs. Jeannette Borges	Pastoral Assistant for Administration	paa@saintcparish.org
Ms. Emily Neer	Admin Parish	secretary@saintcparish.org
Ms. Barbara Shields	Pastoral Assistant for Faith Formation	faithformation@saintcparish.org
Mr. Jonathan Bayley	Facilities Manager	Maintenance@saintcparish.org

SCHOOL COMMISSION MEMBERS

Mr. Jake Gillanders	Chair	jakegillanders@gmail.com
Mrs. Mary Mullaney	Parent	mary@marisgrp.com
Mr. John Christopher	Parent	jchristopher1031@gmail.com
Ms. Brenda Bannon	Parishioner, alumni parent	brendabannon@live.com
Father Mark Kiszelewski	Pastor	pastor@saintcparish.org
Ms. Susan Kilbane	Principal	skilbane@saintceciliaschool.org

SCHOOL PARENTS CLUB/EVENT CHAIRS

Snapshot	Ashley Bomke
Saint Olaf Parent Liaison	Danielle Quitslund
Open House	Donna Ortiz
Jog-A-Thon	Shannon Zahumensky
Graduation	7 th Grade Parents

SAINT CECILIA CATHOLIC SCHOOL INFORMATION

SCHOOL LOCATION

Saint Cecilia Catholic School is a Preschool through 8th grade Catholic elementary school located at 1310 Madison Ave NE, Bainbridge Island, WA 98110

HISTORY OF SAINT CECILIA SCHOOL

Saint Cecilia Catholic School was founded in 2001 to serve the Catholic Community in North Kitsap County. *The Mustard Seed* as it was originally called, began with 14 Preschool and Kindergarten students. Today, Saint Cecilia Catholic School has grown to serve a broader community, providing quality education for over 125 students.

In July 2010, the school moved into a beautiful new facility where students now thrive in our program which is rich in academics rooted in faith.

SAINT CECILIA CATHOLIC SCHOOL

WHERE CHILDREN GROW IN MIND, BODY AND SPIRIT

OUR PHILOSOPHY

Along with parents, who are the primary educators of their children, the staff and Saint Cecilia community are committed to providing and promoting:

- Faith-based instruction and formation in Catholic doctrines, liturgy, traditions and social justice teachings.
- A student-centered learning environment that encourages reverence, respect, responsibility and appreciation for diversity.
- An affordable and accessible education that strives to develop the whole child including mind, body and spirit.
- A research-based academic program with age-appropriate instruction that encourages life-long learning.
- Opportunities to serve the community through stewardship.

SAINT CECILIA SCHOOL IS COMMITTED TO:

- Modeling ethical, compassionate actions to lead the way for children as they gain self-confidence, a positive attitude, flexibility, self-regulation, and mutual respect.
- Creating joyful classroom experiences to nourish each child's imagination, creativity, intrinsic curiosity, discernment, and motivation to pursue life-long learning, leadership and service.
- Pursuing comprehensive, challenging student programs with a strong commitment to help empower each student to set appropriate educational and career goals.
- Establishing a learning community where dynamic teaching and learning teams exist for academic, physical, and social growth.
- Providing time and opportunities for experiential education and social interaction to encourage a set of universal values that include flexibility, cooperation, courage, goalsetting, honesty, integrity, open-mindedness, optimism, perseverance, and a sense of social justice.
- Continuing to support programs that honor cultural diversity and outreach in our community.

SCHOOL-WIDE LEARNING EXPECTATIONS

WE KNOW AND LIVE OUR FAITH

1. Know the teachings of the Catholic Church;
2. Participate actively in liturgy and faith traditions; and
3. Pray with intention.

WE SERVE THE COMMUNITY

1. Identify and respond to the needs of others;
2. Appreciate everyone's diverse personal gifts; and
3. Engage actively in community service.

WE DEMONSTRATE A GROWTH MINDSET

1. Solve problems by thinking critically and creatively;
2. Listen actively and communicate effectively; and
3. View challenges as opportunities.

WE VALUE:

Academic Excellence, which nurtures life-long learning through inspiring classroom teaching, rich cultural and arts programs, and opportunities to celebrate each student's strengths and development.

Catholic Identity and Perspective, which enriches all aspects of our School Life and is rooted in Church teaching, religious expression and social responsibility.

Community, which is student-centered and draws on the rich and diverse backgrounds of our students, staff, parents, and parishioners as collaborators in the educational and spiritual growth of our children.

SAINT CECILIA CATHOLIC SCHOOL VALUES AND EXPECTATIONS:

We believe the following best practices provide optimal learning conditions for our students:

- Academic, social, and spiritual development is enhanced by learning experiences and daily interactions among and between students in Pre-K - 8th grade.
- Small class sizes allow for individual and small group instruction and formative assessment.
- A rigorous curriculum based on well-researched best practices and is guided by the Archdiocese of Seattle and the Common Core.
- Rich exposure to language, arts and music deepen cultural understanding, spiritual development and creative habits.
- Students and teachers interact with one another in a variety of formats, drawing on multiple teaching methods.
- Movement is critical to learning and is incorporated into the daily life of the classroom.
- Collaboration among staff, families, and students ensures consistency, continuity and common goals.
- Students benefit from the integration of religious values, expression, and perspective.

WE SEEK TO DEMONSTRATE:

- **Courage** – our students strive to reach the full potential of their God-given gifts, and to demonstrate honesty, integrity, and justice.
- **Perseverance** – our students become equipped to manage challenges, viewing them as opportunities for growth and understanding.
- **Acceptance** – our students are expected to treat all people fairly; they value diversity of opinions, cultures, economic resources, physical abilities, and faiths.
- **Spirituality** – our students learn to recognize the dignity of the human person and the Gospel's call for compassion and generosity to others, and that stewardship and service are important requirements to building a better community.

- **Curiosity** – our students are nourished with a sense of wonderment and excitement, continually seeking to step beyond what is known in order to challenge themselves to never stop learning.
- **Confidence** – our students are self-assured in their own abilities and secure in their faith; they recognize their behavior influences events in their lives as well as those around them.

WE EXPECT:

Students and Graduates to become life-long learners who:

- **Communicate** in a clear, concise, and persuasive manner in written and spoken word.
- Are **Thoughtful** readers, attentive listeners, and **Critical** and **Creative** thinkers.
- Are **Prepared** for educational opportunities by setting appropriate goals, incorporating proper study habits, practicing time management, and organizing assignments.
- Demonstrate a strong **Work Ethic**, continually challenge themselves and are motivated to reach their maximum potential.
- Work **Collaboratively** in diverse groups and appreciate the gifts of others as well as individual differences and perspectives.
- Demonstrate a solid **Moral & Emotional Foundation** that will guide them in their personal choices at school and throughout their lives.
- Are **Servant Leaders** who gratefully answer the call to serve others less fortunate and demonstrate respect, responsibility, and reverence for all of God’s creation.

WE EXPECT:

Staff, Families and Parishioners to:

- Provide an emotionally, spiritually and physically **safe environment** founded on mutual respect and the value of human dignity.
- Foster a respectful learning atmosphere in which students are held to rigorous standards and given the tools and resources to succeed.
- Model good **stewardship & service** in the classroom, the home, and the broader community to exemplify the gospel and Catholic social teaching.
- Actively **participate** in worship and prayer.
- Offer a powerful **student-centered** environment that nurtures the academic and personal growth of every student.

MISSION STATEMENTS

ARCHDIOCESE OF SEATTLE

The ministries of the Archdiocese of Seattle continue the work of evangelization to encounter Christ, who calls and sends missionary disciples, and who himself provides lifelong formation and nourishment in the Church.

OFFICE FOR CATHOLIC SCHOOLS

In the spirit of communion, solidarity, and subsidiarity, the Office for Catholic Schools provides high quality professional development, resources, and best practices to expand the evangelizing mission of our Church as we help one another form the school leaders God has designed for our time.

SAINT CECILIA CATHOLIC PARISH

Our parish community is part of the mystical body of Jesus Christ – united with Christ by the powerful bonds of a shared unity in faith, hope and love – whose visible head on earth is Pope Francis I. As a community of believers we strive to grow in that fidelity, hope and love, daily strengthened by the Sacraments given by Christ to the Church for that purpose – particularly at the Holy Mass. We try to encourage each other in this life – which is a journey with eternal happiness with God in Heaven as its true goal – by prayer, including Eucharist adoration, kindness, good mutual example and also practical assistance.

SAINT CECILIA CATHOLIC SCHOOL

Saint Cecilia Catholic School is a faith-based community following the teachings of Jesus that inspires an inquisitive mind and a lifelong commitment to learning, service and stewardship.

NOTICE OF NON-DISCRIMINATORY POLICY

Saint Cecilia Catholic School admits students of any race, sex, sexual orientation, faith traditions, color, national and ethnic origin, and disability to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, sexual orientation, color, national and ethnic origin, age or disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Although we do not discriminate on the basis of race, sex, sexual orientation, color, national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of the parish. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life-threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students is decided on a case-by-case basis by the principal or his or her designee.

ACCREDITATION

WESTERN CATHOLIC EDUCATION ASSOCIATION

Saint Cecilia Catholic School was first accredited in May 2013 by the Western Catholic Education Association. Accreditation is just one way of ensuring that the school meets acceptable environmental standards, has a valid school improvement plan, and is engaged in an on-going self-study and on-site peer evaluation process. Saint Cecilia Catholic School is fully accredited by the Western Catholic Educational Association through 2025. Most recently, in May of 2019, our school earned a status of six years with a required Annual Report of Progress to the WCEA Elementary Commissioner. In compliance with the Administrative Code for Schools in the State of Washington, Saint Cecilia Catholic School meets approval standards regarding calendar days, program hours, health and safety codes, and administrative practices.

COVENANTS

COMMUNITY COVENANT

Saint Cecilia Catholic School Community strives to be a covenant community. The teachers and staff at Saint Cecilia Catholic School are committed to work in partnership with all families to live out the parent/student/teacher covenant to build a respectful and loving faith community.

Covenant implies a **sacred relationship**. The parent-student-teacher covenants help us all remember that through good times and tough times we have a commitment to each other to walk a journey of faith, trust, respect, and hope, guided by the Lord.

CATHOLIC SCHOOL TEACHER'S COVENANT

Each teacher at Saint Cecilia Catholic School accepts the responsibility of cooperating with parents in the spiritual, emotional, and intellectual education of their children. Each teacher further commits that his/her mission is to educate children and to form Disciples of Christ consistent with the mission and teachings of the Church. Therefore, teachers at Saint Cecilia Catholic School Catholic School agree to:

- be a Christian role model and maintain an atmosphere which ensures each student's right to an education and personal growth.
 - be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship;
 - provide appropriate and challenging academic instruction;
 - embrace the diversity of their students and build bridges between all cultures; and
 - set clear standards for behavior and be fair and consistent in discipline.
-

CATHOLIC SCHOOL STUDENT'S COVENANT

As a student at Saint Cecilia Catholic School, Each student is blessed with the opportunity to be educated spiritually and academically. Each student understands his or her parents have made this choice out of their love and concern for them. Therefore, students will:

- behave in a respectful manner toward all school and parish personnel, volunteers, and visitors.
- respect all students and treat each one with care regardless of race, gender, or other differences.
- respect school property and the personal property of other students.
- be on time, ready to learn, and give their best effort.

CATHOLIC SCHOOL PARENT’S COVENANT

As the primary educator of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents choose Saint Cecilia Catholic School to assist them in forming their child as a disciple of Jesus Christ, and understand and acknowledge that their own conduct and the example they set for their child can impact whether their child is allowed to remain enrolled in Saint Cecilia Catholic School. Parents understand that their child’s teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents will:

- be a Christian role model by regularly attending Sunday Mass with their children, if they are Catholic.
- promote respectful behavior in their child by setting a good example in their own speech and behavior.
- show respect for the school personnel, volunteers and visitors and teach their child to do the same.
- practice confidentiality and use appropriate communication to solve differences in a peaceful manner.
- follow the policies and procedures of the Saint Cecilia Catholic School Family Handbook.
- accept and embrace the diversity at Saint Cecilia Catholic School.
- respect the privacy of the faculty, staff, students, and their families.
- not consume, smoke or vape cannabis products on school grounds, during school transportation and/or at school activities and events.

GENERAL INFORMATION

All parents and legal guardians are expected to respect and support the Church's teachings and moral authority as administered through the pastoral leader of their Catholic parish.

All parents and guardians must also be aware of their obligation to model Christ and the Church's teachings, and that their own conduct can impact whether a student is admitted or remains enrolled, at the discretion of Saint Cecilia Catholic School. Saint Cecilia Catholic School reserves the right to dismiss any student, or to deny reenrollment to any student who, in the sole judgment of the principal, is not making satisfactory progress, has engaged in conduct which is detrimental to the school, or whose parent has engaged in conduct which is detrimental to the school.

Prior to entry, attendance or transfer to a Level 1 Catholic Preschool through High School in the Archdiocese of Seattle, students must present proof of immunization records as required by Washington State law.

Every student enrolled in a Level 1 Catholic School in the Archdiocese of Seattle shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA) authorized to practice in the State of Washington, including the physician's license number. Failure to obtain required immunizations prior to admission or to maintain required immunizations during enrollment may result in a denial of attendance.

1. Applications and registrations will be considered on the following priority basis:
 - a. Current students presently enrolled at Saint Cecilia Catholic School.
 - b. Students of families who have children presently enrolled in the school.
 - c. Students of families who are registered, supporting and active in Saint Cecilia Catholic School Parish. The family must be in good standing with the parish to receive consideration for in-parish tuition, if offered. Good standing means the family must regularly participate in and financially support the parish.
 - d. Students of families who are registered in and supporting other Catholic parishes; first priority given to parish-subsidized families.
 - e. Baptized Catholics who are not covered by the above qualifications.
 - f. Non-Catholic students.
 - g. When the applicants are equal, the following will be taken into consideration:
 - i. Longevity in the Saint Cecilia Catholic School Parish;
 - ii. Children/siblings of alumni of Saint Cecilia Catholic School;
 - iii. Grandchildren of long-time parishioners; and
 - iv. Results of any interviews deemed necessary by the Principal.
 - h. As in all school policies, the final decision is made by the Principal and Pastoral leader of Saint Cecilia Catholic School.
2. As openings occur for each grade level, students will be admitted and/or placed on a waiting list. A waiting list will be established when a class reaches:
 - a. 12 Explorers / 16 in Pre-K
 - b. 12 in Kindergarten

- c. 17 in 1st through 4th grade and 18 in 5th through 8th grade
3. Saint Cecilia Catholic School admits qualified students of any race, sex, sexual orientation, color, national and ethnic origin, and disability and makes no distinction among such students in the administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability.
 4. Final admission of students is dependent upon the results of an interview with the principal and review of current school records and entrance exam results.
 5. The completion of application forms, the approval of a tuition contract, a determination of available space, and a finding that the school has the ability to meet the needs of the individual student are also required.
 6. Final acceptance will be submitted in writing to all new families admitted for the following school year.
 7. A child must be 5 years of age for kindergarten and 4 years of age for pre-kindergarten by August 31st immediately preceding the school year for which the student seeks to enroll. There are no exceptions made to this requirement.
 8. A copy of a Baptismal certificate (if Roman Catholic), birth certificate, and immunization form MUST be submitted by all new students before school begins.
 9. All new students are accepted on a probationary basis. (Please refer to policy on Academic Trial Period). Students must meet and maintain academic standards and expectations.
 10. Registration will begin each year during Catholic Schools' Week at the end of January.

INTERNATIONAL STUDENTS

International students who are not permanent residents of the United States will be admitted in accordance with the requirements of the United States Department of State and/or the United States Department of Homeland Security. Any foreign student who is not a permanent resident of the United States who desires to enroll in Saint Cecilia Catholic School must have complete legal documentation required by the United States government in order to do so.

STUDENTS WITH LEARNING DIFFERENCES

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, Saint Cecilia Catholic School shall make a determination as to whether it can provide an appropriate education for that child in light of the school's resources and staff/support capacity. Each child will be considered on an individual basis. Saint Cecilia Catholic School will consider:

1. the severity and degree of the disability;
2. the level of support needed from special services and any special equipment or related services the student may require;
3. the school's resources, such as available support personnel, class size, and accessibility of school facilities;
4. the accommodations, if any are necessary, and the school's ability to provide those accommodations;
5. the child's Student Support Plan (SSP) if one exists, and/or the school's ability to meet a current IEP or behavioral plan; and
6. Any other considerations that may apply to the particular situation.

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

Saint Cecilia Catholic School will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs. Saint Cecilia Catholic School determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, Saint Cecilia Catholic School will not discriminate against otherwise qualified individuals on the basis of disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program.

Saint Cecilia Catholic School honors the following procedures in trying to serve students with special needs:

Phase 1: Identification – Identification of the specific area of concern(s), documentation of concern, and consultation with the student's family.

Phase 2: Assessment – Comprehensive assessment through the local public school or through private, professional consultants.

Phase 3: Planning and Placement – Determining the most appropriate and affirming long-term educational plan for the student. A modified plan would be created to match the needs of each individual student with on-going communication and assessment.

**For the complete procedural plans for serving students with special needs, please contact the school office.

ADMISSION FOR RE-REGISTRATION

Students who are enrolled for the current year may be re-registered for the next school year through the following process:

1. Parents must reregister between January 31st and February 25th of the year prior to the upcoming school year.
2. After review of the family's current tuition contract/covenant compliance, a contract/covenant for the next school year will be offered provided that all current contract/covenant obligations have been met. This review will include current tuition payments, fundraising obligations, current active parish status (including but not limited to financial responsibility, participation in parish life, and current service hours recorded) and health/medical compliance. The contract fee is non-refundable and due with the tuition contract.
3. Non-compliance could result in a change of tuition contract status.

WITHDRAWAL OF STUDENTS

In the event students are withdrawn from school, parents are asked to follow this procedure:

1. Notify Saint Cecilia Catholic School of the withdrawal via a note to the school office with a copy sent to the principal;
2. All financial obligations must be met before a student's education records will be released; and
3. Student's records will be sent at the request of the student's new school.

WITHDRAWAL REGARDING FINANCIAL MATTERS

Saint Cecilia Catholic School enters into covenants or contracts with faculty and staff and incurs financial obligations for the entire school year. In order for Saint Cecilia Catholic School to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees in full.

In order to receive a full refund of tuition paid, the parent/guardian must advise the principal by July 31st, if the student will be withdrawing from the school. The registration fee is non-refundable under any circumstances.

- If a student is withdrawn by the first day of school, 95% of the tuition is refundable.
- If a student is withdrawn between the first day of school and the end of the first trimester, 50% of the tuition is refundable.
- If a student is withdrawn after the end of the first trimester, 100% of the tuition is owed.

Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis.

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school.

RIGHTS OF THE SCHOOL AND RELATIONSHIPS

PRINCIPAL PRIVILEGE

The Principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the pastoral leader. Parents will be notified of any changes in the handbook through the school newsletter.

RESPECT OF SCHOOL PROPERTY

Care of school property portrays a sense of pride and also strong school spirit. For this reason, all students will treat school property with care and respect. This includes being respectful of restrooms and classrooms and all that they contain.

SEARCH AND SEIZURE

The principal and/or his/her designee may search student desks, lockers, and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession. The local police, using drug-detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

USE OF STUDENT INFORMATION AND PICTURES

The School reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or video. A parent who does not wish his/her child's picture used must notify the principal in writing prior to the beginning of the school year.

USE OF SCHOOL/PARISH GROUNDS

Saint Cecilia Catholic School grounds are not supervised outside of school hours or school events. Please respect the dedicated space and usage of the covered play area, field, and play zones during active school hours.

SCHOOL/HOME RELATIONSHIPS

Saint Cecilia Catholic School believes that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process and the Christian community, Saint Cecilia Catholic School may require parents to withdraw their children and sever their relationship with the school.

Saint Cecilia Catholic School follows the Archdiocese of Seattle’s policy regarding communicable diseases. Students or parents/guardians may obtain a copy of the policy from the school office.

ACKNOWLEDGMENT OF RISK OF COVID-19 AND OTHER COMMUNICABLE DISEASES

Saint Cecilia Catholic School is committed to the health and well-being of our students, faculty/staff, volunteers, and others who are part of the Saint Cecilia Catholic School Community. We acknowledge that the novel coronavirus (“COVID-19”), which has been declared a pandemic by the World Health Organization, poses significant health risks and has affected many aspects of life. It is possible that other communicable diseases could pose risks to Saint Cecilia Catholic School students and others in the Saint Cecilia Catholic Community. To confront the unprecedented challenges and risks presented by COVID-19 and other communicable diseases, Saint Cecilia Catholic School is following recommendations and guidance issued by county, state, and federal authorities and agencies, including the Kitsap County Department of Health, OSPI, and the Centers for Disease Control and Prevention.

Students and parents/guardians are expected to understand and acknowledge the dangers presented by COVID-19 and other communicable diseases. In particular, COVID-19 is contagious and believed to spread mainly from person-to-person contact. The risks associated with COVID-19 may include, but are not limited to, illness and, in some cases, death. Students and parents/guardians are expected to stay informed of COVID-19, as well as other communicable diseases, and understand their associated risks.

To prevent and to reduce the spread of communicable diseases like COVID-19, students and parents/guardians are expected to:

1. Comply with all recommendations and guidance for reducing the spread of communicable diseases published by county, state, and federal authorities and agencies, including the Kitsap County Department of Health, and the Centers for Disease Control and Prevention and the Washington Department of Health. Such recommendations include, but are not limited to, maintaining physical distancing guidelines, wearing a face covering, and washing hands with soap and water for a minimum of 20 seconds regularly.
2. Comply with all rules, guidelines and protocols adopted by Saint Cecilia Catholic School for reducing the spread of COVID-19 and other communicable diseases.
3. Notify Saint Cecilia Catholic School within twenty-four (24) hours if the student:
 - a. has been in contact with someone known or suspected to be infected by COVID-19 or any other communicable disease;
 - b. has been diagnosed as being infected by COVID-19 or any other communicable disease; or
 - c. has been running a fever or exhibiting other symptoms as outlined by Kitsap County Department of Health.

Students must stay home if they feel ill, exhibit symptoms of COVID-19 or any other communicable disease, or have tested positive for COVID-19 or any other communicable disease.

Students who are at school must report to the front office staff if he/she becomes ill during the day. In those circumstances, Saint Cecilia Catholic School will contact the student's parent/guardian and send the student home. Students are expected to stay home until they are no longer contagious as determined by a licensed medical professional.

Saint Cecilia Catholic school will close its campus if Saint Cecilia Catholic school deems it necessary to protect students, faculty/staff, volunteers, and others who are part of the Saint Cecilia Catholic community from exposure to COVID-19 or any other communicable disease, including at the advice, guidance, or direction of local and state authorities.

All parents will complete the Attestation Form by September 1st (or the first day of school). No student may attend school unless the Attestation Form is on file in the Saint Cecilia Catholic School office.

TUITION GENERAL INFORMATION

1. The School Commission, in consultation with the principal and pastoral leader, is responsible for setting the non-refundable registration fees as well as tuition rates.
2. All tuition contract/covenant obligations for the prior year must be paid in full to ensure a student's registration for the following school year. Tuition contract obligations for eighth graders must be paid before graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please contact the principal.

TUITION GOALS

1. To try our best to make Catholic School education affordable to all who truly desire and value it for their children.
2. To foster a trusting, community relationship between the parish, the school, and the Catholic family.
3. To generate funds so the school has a solid financial base that can more effectively improve programs and services.

SAINT CECILIA CATHOLIC SCHOOL TUITION RATES

1. In-Parish Tuition Rate:
 - a. A Saint Cecilia Catholic School In-Parish family is one who is registered in the parish prior to school registration.
 - i. If relocating to this area from another Catholic school, a letter from the former parish expressing active parish family status is acceptable.
 - ii. If coming from another parish that does not have a school, a letter from the pastoral leader expressing active parish status is acceptable.
 - b. A Saint Cecilia Catholic School In-Parish family is one who has a **Stewardship Commitment Card** on file in the parish office.
 - c. A Saint Cecilia Catholic School In-Parish family is one who is participating in the sacramental life of the parish by regularly attending Mass, supporting parish activities, financial support and contributing at on average of 4 hours per month in school/parish service hours.
2. Monitoring of the Saint Cecilia Catholic School In-Parish Tuition Rate Privilege:
 - a. A Catholic family receives the gift of the “In-Parish” rate provided the criteria of being parishioners as stated in the Saint Cecilia Catholic School Admissions and Enrollment policies and included in the registration materials is met. These criteria do not in any way stand in judgment of a person’s depth or quality of faith, but rather as objective ways of establishing a person’s commitment to Saint Cecilia Catholic School and Parish. So that each parent/guardian might be treated equally and fairly, the most objective means of monitoring parishioner status is through the financial giving records kept by the parish.

- b. Each year, the School Commission in coordination with the Principal, will establish the actual cost of educating a student at Saint Cecilia Catholic School and apply the gift of the parish subsidy to determine the “In-Parish” rates for Catholic students.
 - c. Each school family has access to SMART Tuition Online where all tuition obligations are reported for each school family. At any of these reporting periods, report cards or mid-term reports may be held until families become current with their school financial obligations. The parish bookkeeper will mail stewardship statements regarding parish contributions annually. This data is kept confidential with only the pastoral leader, principal, and bookkeeper involved in maintaining and honoring the parish financial records.
 - d. If there is a financial challenge being incurred by a parish family, the family should notify the school directly. There is a process for applying and receiving Saint Cecilia Catholic School scholarships and there is a deep commitment to make sure all our Catholic families have the financial support they need. Any Catholic families challenged by their stewardship commitment may make an appointment to discuss this matter privately with the principal and the pastoral leader.
 - e. For returning students, family financial obligations will be assessed each spring. Catholic families receiving the “In Parish” rate may be moved to “Catholic Out-of-Parish” rate for failure to live up to the requirements of the tuition contract and the Family Handbook. This decision is made by the pastoral leader and with the principal.
3. Out of Parish Tuition Rate
- a. A student is one who does not receive in-parish tuition.

TUITION PAYMENT OPTIONS

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to a well-managed school, the following policy applies to tuition payments:

1. Tuition is due on or before the fifth (5th) or the twentieth (20th) day of every month. Should a situation arise that a payment will be late, the parent is responsible for notifying the school principal as soon as possible. In the event that a family fails to pay tuition on time, the school principal will initiate the following procedures:
 - a. If at the end of thirty (30) days the tuition account is not current, the parent will be notified by the principal of the past due amount. A late fee of \$50 will be added to the total tuition balance, and additional late fees of \$50 each month will continue to be added until the account is current.
 - b. If at the end of **sixty (60) days** the past due condition continues to exist, the parent will be notified in writing by the principal that the account must be brought current.
 - c. If at the end of **ninety (90) days** the account has not been brought current, school services to the family will be immediately discontinued and the account will be referred to a collection agency.
2. If any tuition payment is past due, Saint Cecilia Catholic School reserves the right to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year, until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The school will withhold all report cards,

mid-term reports, and school records, including eighth grade diplomas, until all financial obligations are met. Additionally, families who have past due tuition are not eligible for tuition assistance.

3. Saint Cecilia Catholic School offers two tuition options to school families:
 - a. Tuition paid in full by June 1st
 - b. 12 equal payments (July 1st through June 30th)
4. Families that are experiencing financial difficulties should contact the principal immediately.
5. **Electronic banking** is an option for all school families. Please contact the school office if you would like to set up automatic payments through SMART Tuition. No charitable (goods or services) contribution shall be accepted in consideration of a student's enrollment at Saint Cecilia Catholic School.

TUITION CONTRACTS OR COVENANTS

1. Each family signs a tuition covenant/contract, agreeing to the rights and responsibilities each has to promote the common good of the Christian community in accord with Catholic teachings, traditions and tenets as directed by the principal and pastoral leader at Saint Cecilia Catholic School. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and each family. Questions or concerns about the tuition contract should be addressed to the principal or school bookkeeper.
2. The person who signs the tuition covenant/contract is the person who will be held financially responsible for all obligations. Any modifications occurring with the tuition contract/covenant must occur in writing and have the approval of the principal.
3. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office at the time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.

TUITION ASSISTANCE

FULCRUM FOUNDATION TUITION ASSISTANCE

The Fulcrum Tuition Assistance Grant program is designed for families and students currently enrolled or applying for the next school year in any Catholic school in the Archdiocese of Seattle. A family must apply each year through FACTS Grant and Aid Assessment to qualify for a grant. All awards are made based on financial need.

SAINT CECILIA CATHOLIC SCHOOL FINANCIAL AID

Local financial assistance can be requested by any current school family. However, families must first apply for the annual Archdiocese of Seattle Tuition Assistance Grant funded by the Fulcrum Foundation (See above). Once a family has submitted the application by the designated deadline, the family can then request an application form for the Saint Cecilia Catholic School Financial Aid. The confidential form is processed by the school administration and awardees are based on financial need only. Each new school year, the applicant must reapply for the Fulcrum Tuition Assistance Grant and Saint Cecilia Catholic School financial aid. Any special circumstances will be handled confidentially by the principal and pastoral leader.

The principal will determine the process and amount of tuition assistance based on specific criteria. Saint Cecilia Catholic School families who belong to Saint Cecilia Parish receive first consideration for assistance. Families will receive notification from the principal regarding their tuition assistance award.

Some neighboring parishes give financial assistance to their registered families. Families are expected to complete the "Tuition Assistance Application" and submit it to their pastoral leader for his signature. When it is signed, it should be returned to the school along with the completed contract/covenant.

EMERGENCY FINANCIAL AID

Life status changes occur and Saint Cecilia Catholic School tries to respond to the situation. If a current school family has experienced a life status change, the family may submit in writing an emergency scholarship request. If any funds are available, the principal will work with the pastoral leader to assess the need and respond accordingly.

REGISTRATION AND FEES

New Student Registration Fees:

1. For families of new students there is a one-time non-refundable application fee of \$50-
2. Families of new students must pay a \$200 registration fee per family to secure the student's placement at Saint Cecilia Catholic School. All registration fees are non-refundable. This registration fee is due at the same time the Saint Cecilia Catholic School New Student Registration Application is submitted.
3. Registration begins the first Monday of February for new families.
4. All new students are required to take an assessment interview with the principal or a principal lead team to determine if they will be adequately served by attending Saint Cecilia Catholic School. There is no fee for this interview

RE-REGISTRATION FEES:

Re-registration is held each year in January on the first Monday of Catholic Schools Week for families currently enrolled at Saint Cecilia Catholic School. The registration process is complete when the school has received:

1. Saint Cecilia Catholic School Student Tuition and Volunteer Agreement along with the student re-registration fee. All registration fees are non-refundable. This Re-Registration fee is due at the same time the Saint Cecilia Catholic School Student Re-Registration Application is submitted.
2. Emergency information forms, have been completed in full.
3. Applications for parish assistance and scholarship applications, if applying.
4. Records: Baptismal and birth certificates, immunization, health records, and transcripts from any previous school.

BUILDING FEES:

Beyond registration and tuition, there are several additional fees that may be charged:

1. Book fees; the cost of textbooks and consumable workbooks;
2. Technology fees; the cost of updating hardware and/or licensing fees;
3. 5th/6th Grade Outdoor Environmental Learning Experience Fee; for full details please refer to 5th/6th Grade Outdoor Environmental Learning Experience Policy; and
4. Field Trips; Prices vary depending upon the field trip destinations and costs.

FUNDRAISING

Each school family will be required to participate in fund raising.

AUCTION

1. The *We are Saint Cecilia Auction* is Saint Cecilia Catholic School's largest fundraiser. It is an annual dinner gala with a silent and live auction held each year, dedicated to support ministries of the Parish, the largest of which is the school. A team of volunteers work throughout the year to create a special evening celebrating and financing the gift of Catholic education. Per the tuition contract, families donate, "procure" items for the auction, (Please see Saint Cecilia Catholic School Financial Policies for additional information).
2. Saint Cecilia Catholic School REVENUE ALLOCATIONS
 - a. The proceeds allocated to Saint Cecilia Catholic School from We are Saint Cecilia Parish Auction shall be used for:
 - i. School Operating Account;
 - ii. Saint Cecilia Catholic School Tuition Assistance; and
 - iii. Long-term Development.
 - b. Any deviation from the above allocations needs approval by the pastoral leader, principal, and School Commission.

SAINT CECILIA PATRON ENDOWMENT

Every family is asked to financially support the Saint Cecilia Catholic School's Patron Endowment, which helps with the current and future viability of the school.

SERVICE HOURS

As part of the tuition contract or covenant, each family is responsible for finding, recording, and tracking their service hours during the school year. The annual commitment hour requirement is 40 hours for each K through Grade 8 family. Failure to fulfill the annual commitment hour requirement will result in an assessment charge of \$40 per hour, due on May 31st. PreK and Explorer only families have an annual commitment of 20 hours.

It is the parent's responsibility to find opportunities to serve the school or parish. Families are encouraged to document their hours on the monthly school calendar and submit the calendar at the end of the month for recording purposes. A periodic update of recorded hours is sent to all families throughout the school year.

How can I fulfill my service hour commitment? Get involved at the school and parish level. Any service supporting the good works of the school and parish are counted as volunteer hours. Ideas include, but are not limited to: room parents, working in the classroom, working at the volunteer project table, take home projects, *We are Saint Cecilia Auction*, recycle drive, gardening around the grounds, ministers for the masses, serving on a commission, driving and chaperoning on fieldtrips, Jog-A-Thon, Open House, 20th Anniversary Celebration, Grandparents Day and School Play.

ACADEMIC POLICIES

The curriculum taught at Saint Cecilia Catholic School meets Archdiocesan requirements for textbooks, materials, and time allotments for subject areas. Saint Cecilia Catholic School's curriculum is cross-referenced with Common Core Standards, Next Generation Science Standards, and Washington State's Essential Learning Requirements, so that it meets or exceeds current national and state standards. Saint Cecilia Catholic School is fully accredited through the **Western Catholic Educational Association** (WCEA). A copy of the accreditation study and report is available upon email request to the Saint Cecilia Catholic School administrator.

CURRICULUM

The Archdiocesan curriculum guidelines are consistent with the Archdiocese of Seattle Religion Standards, State of Washington learning requirements, and the National Common Core Curriculum State Standards subject areas. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas. Textbooks are approved by the Archdiocese of Seattle.

INSTRUCTION

The instructional program at Saint Cecilia Catholic School continually strives toward implementing the best and most appropriate teaching practices. These practices include: circulating, direct instruction, coaching, guided practice, presenting, modeling, problem-based learning, hands-on experience, use of technology, incorporating learning centers, writing process/workshops, text and evidence questions and answers, teacher directed questions and answers, high level questioning, discussion, and observing.

RELIGION

The school is committed to promoting Gospel values in every aspect of school life. Besides daily instruction in the Catholic faith, Saint Cecilia Catholic School emphasizes daily prayer, frequent and regular worship, service projects and outreach, training and preparation for the sacraments, and Catholic Social Justice teaching. This is inclusive of the mutual respect of teachers, staff, students, and parents, and the implementation of school policies and programs.

Parents are the primary educators for the faith of their children. The school's role is to support families in this critical aspect of parenting. Families are encouraged to be active participants in their respective faith communities by regular attendance at Mass and by sharing their time, talent, and treasure. Sunday or Saturday Vigil Mass attendance is expected of all Catholic school families. Friday or daily Mass is not a substitute for Sunday or Saturday Vigil Mass attendance.

Non-Catholic Students are expected to participate in school religious experiences and to attend religion classes which are assessed as academic subjects. Non-Catholic students shall be considered an integral member of the student body, expected and required to participate in all aspects of the school program.

1. Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student's ability to understand and be respectful of his/her personal religious convictions.

2. Non-Catholic students shall be required to be present for Mass and other religious services. They are not required to actively participate in such services, but are invited and encouraged to do so to the extent they desire. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive communion or other sacraments.
3. Non-Catholic students, like other students, are required to participate in service learning projects and student service hours sponsored by the school.

Religion Class; Religion is taught regularly as part of the school curriculum, using the Standards approved by the Office of Catholic Schools of the Archdiocese of Seattle, and the United States Conference of Catholic Bishops (USCCB).

Sacrament of Penance; Opportunities to receive the Sacrament of Penance are made available to the students throughout the school year. This is not meant to take the place of the students receiving this Sacrament on their own or with their families.

Community Service; Each student and class takes part in Christian service activities throughout the year.

ACRE Test; The elementary religion curriculum will be evaluated by a uniform means of assessment, including national assessments, with oversight by the Office for Catholic Schools. Students in grades 5 (level 1) and 8 (level 2) will take the ACRE (Assessment of Children/Youth Religious Education) assessment offered by the **National Catholic Educational Association** (NCEA) in the month of April. The school will receive a group report for each ACRE leveled assessment used in the school.

Mass; Saint Cecilia Catholic School is foremost a Catholic School. We are committed to the spiritual development of our students. In pursuit of this goal, the school community gathers weekly for the celebration of the Eucharist.

Prayer; In order to foster the habit of daily prayer in our lives, the school day begins and ends with prayer. Students are each encouraged to use these and other opportunities to ask forgiveness, give thanks, and praise and recall God's blessings.

ACADEMIC SUBJECTS

English Language Arts; The English Language Arts curriculum is aligned with the Common Core State Standards for all grade levels. Students are taught a variety of skills and strategies in learning to read, including decoding, comprehension, fluency, and vocabulary development. Writing classes are developmental and focus on the fundamentals of grammar, usage, spelling, and mechanics, as well as writing a variety of forms for different audiences and different purposes, including argument writing, informative/explanatory writing, and narrative writing.

Mathematics; The Math curriculum is aligned with the Common Core State Standards for all grade levels. *The Math In Focus: Singapore Math* curriculum is taught in Kindergarten through grade 6. Pre-Algebra and Algebra are taught in grade 7 and grade 8. Advanced students participate in Geometry class through Bainbridge Island School District.

Social Studies/History; In Social Studies, Pre-K through 3rd grade students learn about communities, geography, and map skills. In 4th and 7th grade the focus is Washington State history. In 5th and 8th

grade the focus is United States history and geography. In 6th grade the focus is world history. A story path unit is part of the Social Studies curriculum in Kindergarten – 8th grade.

Science; Science is taught at all grade levels incorporating the Next Generation Science Standards and the content domains of physical, life and earth/space sciences. STEM (Science, Technology, Engineering & Math) activities that include engineering design are also infused into the curriculum.

Music; The music curriculum includes vocal exercises, matching pitch, keeping a steady rhythm, note names in the treble and bass clefs, note values, time signatures/meter, translating theory to keyboards and bucket drums, and the major and minor keys.

Physical Education; Physical Education is aligned with the Washington State standards. Students work on coordination, movement, and physical activities. The 5th through 8th grade curriculum also includes team-based activities.

Technology; Students are introduced to major operating systems that may include Windows, IOS/Apple, and Google. Technology components include keyboarding, documentation, visual presentations, and other curriculum-aligned projects.

Students are preparing for a world in which technology literacy is an important part of their future educational and vocational careers. Technology allows students to develop their learning styles and explore more creative ways to demonstrate their mastery of skills, concepts, and information. Technology is a tool by which teachers can reach each student at his or her own level, pace, and interest to enhance their lifelong learning process.

Students accept the responsibilities and guidelines outlined in the agreements they sign each year for the use of all Saint Cecilia Catholic School electronic devices. Any damage to any electronic device through improper use will be the responsibility of the student and their parent. Internet access is available to students for educational purposes only. Saint Cecilia Catholic School staff has taken precautions to restrict access to inappropriate information and students are not to use the Internet without a teacher present.

Library Skills; All students visit the Bainbridge Island public library twice per month and Kindergarten through 8th grade students are given the opportunity to check out books to read for growth in reading and academic skills, as well as for enjoyment. Students are taught strategies for locating information, selecting and evaluating both paper and electronic resources, and extracting information from those resources. Use of the Library helps develop reading skills; encourages recreational reading; familiarizes students with the world around them, both present and past; enhances the curriculum taught in the classrooms; and promotes a life-long love of reading.

Art; Art instruction is integrated across the curriculum, and is connected to subject areas, liturgical seasons and holidays, and is facilitated by the classroom teacher.

Personal Safety; Saint Cecilia Catholic School uses an Archdiocesan-required safety program in Pre-K through 8th grade. Current program is *Protecting God's Children by Virtus*.

Honors Choir; Physical and Vocal exercises strengthen singing muscles and expand vocal range for 3rd – 8th grade students. Our music teacher explores sacred and secular music, encourages student to perform in unison and also with solo and partner work to build confidence and poise.

ADVANCED MATH PLACEMENT

In the 7th and 8th grades, students may be placed in an advanced math group based on the following criteria. **A student must:**

1. Have a teacher recommendation as being an independent worker and an advanced learner in math;
2. Have an A- average with no trimester grade lower than B+ in order to enter advance placement status;
3. Have a score in the high range on Math MAP test;
4. Be quick to recognize numerical and geometric patterns;
5. Apply thinking skills and mathematical reasoning;
6. Have homework scores consistent with test scores;
7. Have a history of turning work in on time;
8. Have a history of showing all steps in his or her work;
9. Have a history of asking the teacher for help when needed; and
10. Have a history of good attendance with minimal absences.

All students in advanced placement status enter the new school year on a probationary period in order to demonstrate the habits and skills needed for success in the new level of challenge. The student must maintain an 85% average at the end of the first trimester to remain in the advanced class and maintain a B average throughout the year.

EXCEPTION

Teacher recommendation of exceptional math ability may be accepted in lieu of any one of the first three criteria. No other criteria will be considered for advanced placement status.

ASSESSMENT

Saint Cecilia Catholic School teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill. Students are also assessed through formal assessment, which include, but are not limited to portfolios, written tests, oral tests, performance tasks, and projects. Parent Teacher conferences are conducted twice a year at the middle of the 1st and 2nd trimesters and report cards are sent home three times a year. Students in grades 1 through 8 take the Measures of Academic Progress (**MAP**) tests. The data the school collects from these tests and classroom assessments is then disaggregated and is used to help inform instruction and curriculum.

RESPONSIBILITY POLICY

It is a **privilege** for students to use the public library and its materials. Every student should acquire a Kitsap Regional library card. With this privilege come the following **responsibilities**:

1. **Students are responsible** for knowing what books they have checked out and for knowing where those books are at all times;
2. **Students are responsible** for taking proper care of library books and for returning them on time;
3. **Students are responsible** for learning and demonstrating proper library etiquette at all times in order to maintain a quiet, studious atmosphere; and
4. **Students are responsible** following all the terms and conditions of the Kitsap Public Library.

FIELD TRIPS

Field trips are planned by the teacher to enrich the curriculum. They are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Teachers will notify families in advance of these trips. **All students must turn in the required permission slip form in advance of the field trip day.** Phone calls will not be accepted in place of the written form. Only students currently enrolled at Saint Cecilia Catholic School are allowed to participate in field trips. Parents who volunteer for field trips must find childcare for their children not enrolled at Saint Cecilia Catholic School.

If necessary, fees will be collected from school families to pay for the cost of the field trip and the transportation. (Bus transportation is the preferred method to be used for any fieldtrip.) School sweatshirts are to be worn on field trips unless otherwise indicated by the principal.

In accordance with Washington state law, the following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

1. The driver must be at least 21 years old;
2. The driver must submit to a background check and show no felony, DUI, or reckless driving convictions;
3. The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company; and
4. Effective January 1, 2020:
 - Children not enrolled in the school shall not accompany the class field trip.
 - Children ages 2-4 must be properly secured in a car seat with a harness which may be either rear facing or forward facing;
 - Children ages 4 and older and less than 4'9" tall must be secured in a booster seat with seat belt (or continue in harness seat);
 - Children over height 4'9" must be secured by a properly fitted seat belt (typically starting at 8-12 years old); and
 - Children under age 13 are required to ride in the back seat when practical to do so.

RCW 46.61.687 says a child must remain in a booster "until the vehicle lap and shoulder seat belts fit properly, typically when the child is between the ages of eight and twelve years of age, as recommended by the American Academy of Pediatrics, or must be properly secured with the motor vehicle's safety belt properly adjusted and fastened around the child's body."

For children under 2 years old, they must remain in rear-facing car seats until they reach the height and weight specifications set by the seat manufacturer.

OUTDOOR ENVIRONMENTAL EDUCATION LEARNING EXPERIENCE

The Outdoor Environmental Education Learning Experience at IslandWood on Bainbridge Island is a part of the 5th and 6th grade curriculum at Saint Cecilia Catholic School and attendance and participation in environmental learning and activities is required. **It is not an optional program as it reflects directly upon the expectations, grades and encompasses every subject.** Students attending camp will practice academic risk-taking skills through critical and creative thinking, problem solving, and working cooperatively.

Payment for this important educational experience is the responsibility of the parents of 5th/6th grade children. Limited scholarships for camp are available and access to these funds must be obtained through the principal. Payment for camp must be paid in full to Saint Cecilia Catholic School before a student is allowed to attend camp.

Adult chaperones are needed for the successful implementation of IslandWood activities and events. Any interested chaperone must fill out a chaperone application. Only current 5th/6th grade parents, guardians, or grandparents can be selected as a parent chaperone. Chaperones must be over 21 years old and must abide by the rules set forth by Saint Cecilia Catholic School and IslandWood; these include the prohibition of cell phone and other electronic device usage. All chaperones must have completed the Archdiocesan Safe Environment training. The 5th/6th grade Science teacher and the Principal will make the final determination on the selection of parent chaperones. In addition, all 5th/6th grade parents must attend a mandatory meeting which will outline important information and expectations of camp policies and procedures for both the student and chaperones.

HOMework

Homework assignments are considered an extension of classroom work and are a means of reinforcement. Studying for tests and quizzes are also an essential part of the homework process. Much can be accomplished if parents help foster systematic home study habits in their children and provide adequate study space, lighting, and a proper environment free from distraction.

PRE-KINDERGARTEN

Parents read to their child for twenty (20) minutes each night.

KINDERGARTEN AND FIRST GRADE

Parents read to their child for twenty (20) minutes each night.

FIRST GRADE

Parents read to their child for twenty (20) minutes each night. Each child studies weekly spelling words.

SECOND GRADE

Student reads for twenty (20) minutes each night. Each child studies weekly spelling words and completes any unfinished work.

THIRD AND FOURTH GRADES

Each child reads for thirty (30) minutes each night and completes any daily homework assignments.

FIFTH GRADE

Each child reads for thirty (30) minutes each night and completes any daily homework assignments.

SIXTH THROUGH EIGHTH GRADES

Each child is responsible for daily homework from Monday through Friday. The average length of the daily homework assignments is approximately sixty (60) to eighty (80) minutes.

ADDITIONAL HOMEWORK NOTES

1. Students in 3rd through 8th grade are responsible for writing down their homework for each class in the assignment notebook they receive in September;
2. If a student consistently spends more time than is recommended in real studying (without television and other distractions), the teacher should be notified, and adjustments will be considered;
3. Various assignments and long-term projects may involve homework on the weekends. The teacher will monitor the progress of long-term projects; and
4. Middle school students (Grades 5th – 8th) may periodically expect homework on the weekends and it may be to a student's advantage to complete assignments outside of the school week.

MAKE-UP WORK

When a student is absent from school due to an illness, he/she will be given the same number of days he or she was absent to complete and turn in missing work. It is the responsibility of the student to arrange for all make-up work. Parents may call the office to pick up work if the student has been absent for more than one full school day.

GRADING

Students in the primary grades (Pre-K through Grade 4) are assessed using a four-tier grading scale based on meeting the academic standards for their grade level. Students in grades 5 through 8 are assessed on a hybrid-letter grade system that is aligned with the academic standards of their grade level. Students' effort and personal development are also assessed. A modified academic plan may be established if a student has specific academic needs. This academic plan would be prearranged between the teacher and the principal in conjunction with parents.

GRADING SCALE FOR GRADES PRE-K - 4:

4	Above standard	E = Exceeding standard
3	Meets standard (Expected outcome)	M = Meeting standard
2	Below standard	B = Below standard
1	Well below standard	D = Does not meet expected standard

GRADING SCALE FOR GRADES 5- 8:

A	95 – 100%	C+	80 – 82 %
A-	92 – 94%	C	77 – 79 %
B+	89 – 91 %	C-	74 – 76 %
B	86 – 88%	D	68 – 73 %
B-	83 – 85 %	F	67 – 50 %

If there is any discrepancy with a grade, parents may send a written inquiry to the school within one week of the issuance of the grade.

REPORT CARDS

Trimester report cards are issued at the end of each 12-week term. We encourage parents to discuss these reports with their child and to work cooperatively with teachers in their efforts to help each student develop to his or her potential. Report cards are not intended to provide a complete evaluation of a child's progress. They are tools of assessment that are used to measure a student's achievement, effort, and performance. A conference may be scheduled when needed to give a more complete view of a child's overall progress.

PARENT-TEACHER CONFERENCES

Mandatory Parent-Teacher conferences will be scheduled for each family in the middle of the fall grading period. In the middle of Trimester 2, Parent-Teacher conferences are by request only either by the teacher or parent. The purpose of these conferences is to provide an up-to-date and personal evaluation of the student's work and progress, and to discuss with parents the ways to assist their children. Conferences also give parents the opportunity to ask questions and to become informed of school activities. Attendance of the student is up to the discretion of the parent and teacher. Registering for conferences is completed with the teacher.

Additionally, conferences may be requested at any time by parents or teachers. To schedule a conference, please email your child's teacher directly.

RETENTION

If the teacher believes that another year in the same grade would be beneficial for the student, he/she may be retained in that grade. If retention is being considered by the teacher, parents must be notified by February conferences. A formal letter from the principal will be sent out by March 1st and a final decision regarding the retention will be made by mid-May. A parent may call and ask the classroom teacher and/or Principal to discuss retention at any time.

If a middle school student (Gr. 5-8) does not pass two out of three trimesters in a core subject, he or she is in jeopardy of not passing to the next grade level or not graduating from Saint Cecilia Catholic School. In all cases, the final decision rests with the principal.

ACADEMIC PROBATION

Probation may occur if a student is not meeting the academic requirements of his/her particular grade, or if there is continuing serious academic deficiency. A student can be placed on academic probation by the principal in consultation with the teachers. The principal will determine the length of the probation period. If there is no improvement during the probation period, the student may be asked to withdraw from Saint Cecilia Catholic School.

ACADEMIC PROMOTION

Students are promoted from one grade to the next once a year based on the student's satisfactory completion of the grade requirements. Final decisions regarding the promotion of a student is the sole responsibility of the principal

ACADEMIC TRIAL PERIOD

All students who are newly enrolled in Preschool through 8th at Saint Cecilia Catholic School are admitted on a six-week trial basis. Parents/guardians will be notified of their child's progress through regularly scheduled progress reports, report cards, and at parent/student/teacher conferences. At the end of the trial period, parents/guardians will be notified if an extension is necessary.

SCHOOL SUPPLIES

Teachers provide the majority of classroom materials and supplies. A short supply list is sent home in August for any additional or specialty items required.

TEXTBOOKS

Textbooks should be kept in the best possible condition, as they are on loan to the students. The student is expected to pay for the loss or damage done to any textbook

TUTORING

Teachers may charge for tutoring a student only if they are not responsible for teaching the student in that particular subject. Class time may not be used for any private lesson or practices. Check with the Principal for any appropriate forms to be completed.

PROCEDURES AND POLICIES

We are committed to the development of a Christian community wherein all members, adults and children, are encouraged and supported in their growth toward fullness in the person of Christ. In an effort to make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this development. At times, this requires positive encouragement and building of self-esteem. At other times, it demands assisting an individual or group to re-direct energies toward growth.

Purpose of discipline at Saint Cecilia Catholic School

1. To provide an environment, wherein growth and development of the person is made possible, stimulated, and encouraged;
2. To provide an opportunity for the student to practice Christian ideals and attitudes;
3. To assist students in the development of self-discipline, courtesy, and respect;
4. To provide an atmosphere conducive to learning, wherein no one student or group of students deprives others of their right to learn; and
5. To promote respect and care within the student for himself/herself, for others in the school, and for members of society.

Appropriate behavior is defined as following three basic rules:

1. We respect self and others;
2. We respect and care for school and personal property; and
3. We observe playground expectations, lunchroom, library, and school safety rules.

The use of corporal punishment in any form is prohibited at Saint Cecilia Catholic School. All school personnel will follow carefully articulated discipline procedures.

DISCIPLINARY ACTIONS

When methods of positive reinforcement, motivation, and conferencing with students have not proved successful, or when seriously disruptive conduct has taken place, other actions may be necessary; some of which are defined below. Since building a Christian community demands that each individual be given the opportunity for personal growth, infringement of these rights will result in disciplinary action.

DISCIPLINARY POLICIES

To be successful, it is imperative that all students follow school policy and guidelines. School rules governing conduct and discipline are to be interpreted to ensure an optimum learning atmosphere and create a climate in which each student has the maximum opportunity to learn.

Basic school-wide expectations:

1. Students are to use an appropriate voice when speaking;
2. Students are to keep hands, feet, and other body parts to themselves; and
3. Students are to speak respectfully to others (no profanity or name-calling).

DISCIPLINARY REGULATIONS

The expectations of a school, governing all conduct and discipline, are in-place to insure an optimum learning atmosphere in the classroom. “Optimum learning atmosphere” shall be defined as the climate in which each student has the maximum opportunity to learn. Conduct of students that interferes with that climate should be kept at an absolute minimum as determined by the classroom teacher. Students are to comply with rules established for the governing of the school.

The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

A student who engages in conduct detrimental to the school’s reputation or learning environment, whether on or off school grounds, can be subject to suspension or expulsion.

TIME-OUT OR PROCESSING

Any student not following schoolwide learning expectations will meet with the Principal during lunch or recess period.

BEHAVIORAL CONTRACTS

A student is placed on a behavioral contract when there is a persistent issue with conduct. The school administration will determine when a student is placed on a behavioral contract. A written contract is drawn up by the school and presented to the student and the student’s parents at a conference. The behavioral contract will state specific areas where growth is needed and will provide specific directions in terms of negative and positive reinforcement. Parent signatures are required on all processing forms.

SUSPENSION

In-School Suspension - Extreme or serious behaviors can result in an immediate suspension. Persistent and serious offenders may be asked to withdraw from Saint Cecilia Catholic School.

OUT-OF-SCHOOL SUSPENSION

A student is expected to conduct himself/herself in a manner that is consistent with the Catholic faith. At the sole discretion of school leadership, a student may be placed on suspension for serious misconduct that is deemed to be detrimental to the school or the school’s reputation on or off campus; during a school or parish sponsored activity, that happens off school grounds; or for continued misconduct after being placed on probation. A student may be suspended for a single serious offense, repeated infractions of the rules, or for the repeated disregard of the general good of the school.

A student may be removed from the school building for a period of time (generally not to exceed 10 school days) pending an investigation of the circumstances and a conference with the student, parents or guardian, teacher(s), and principal. A second suspension for the same or similar infractions may cause the student to be expelled. A psychological evaluation including a risk assessment of the student may be required as part of the documentation steps of a suspension, probation, or expulsion case.

EXPULSION

Expulsion is the most drastic course of action for repeated or serious violations of school rules. Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. In cases of expulsions, parents and/or students have the right to request an appeal. The information for due process is available to those concerned in the Archdiocesan Policy Handbook. This handbook is kept on file for reference in the school office.

DUE PROCESS

The principal has the right, if necessary, to exclude a student from all school activities during the time of due process. If a student has been expelled from the school, the parents/guardians may request a hearing from the school. If a hearing is requested, the school must be notified within five school days after the parents/guardians have received notification of the student's required expulsion. If a reply is not received within this five-day period, the hearing is waived and the expulsion from Saint Cecilia Catholic School is final.

If a hearing is requested, it is held within five school days of receiving such a request. The hearing committee will consist of the pastoral leader or his designee, the principal, and a designated teacher. The final decision of the hearing committee will be submitted to the parents/guardians within five days of the hearing. The decision of the hearing committee is final.

HARRASSMENT/BULLYING

Saint Cecilia Catholic School, as part of the greater Catholic Archdiocese, is committed to a positive and productive community environment free of harassment and bullying. It is the explicit policy of Saint Cecilia Catholic School to prohibit harassment, bullying, or intimidation whether committed by a student, staff member, volunteer, and/or parent. Saint Cecilia Catholic School will promptly respond to allegations of harassment and bullying and take each allegation seriously. Saint Cecilia Catholic School will review and investigate such matters in a professional and timely manner.

1. Saint Cecilia Catholic School is committed to an environment that is free of harassment and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via email or social media will not be tolerated.
2. Saint Cecilia Catholic School prohibits retaliation against any student, staff member, volunteer, and/or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.

CONFLICT

Conflict is defined as a disagreement between two students or a group of students. The results of a conflict can often lead to an argument; however, conflicts are a natural, everyday occurrence between children. Through conflict, children learn to exercise self-control and establish boundaries.

HARASSMENT

Harassment is defined as any intentional electronic, verbal, physical, visual, or written act including, but not limited to, one shown to be motivated by a person's perceived race, ethnicity, genetic information, sexual orientation including gender expression or identity, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, when the electronic, verbal, physical, visual, or written act:

- A. Physically harms a student or damages the student's property;
- B. Has the effect of substantially interfering with a student's education;
- C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- D. Has the effect of substantially disrupting the orderly operation of the school; and
- E. Creates an intimidating, hostile or offensive school environment.

Descriptive Terms

1. Verbal Harassment: Includes, but is not limited to, harassment involving derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks.
2. Physical Harassment: Includes, but is not limited to, harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting.
3. Visual Harassment: Includes, but is not limited to, harassment involving derogatory, demeaning or inflammatory pictures, posters, cartoons, written words, drawings, novelties, computer-generated images and memes, and both body and facial gestures.
4. Sexual Harassment: Means harassment that includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually-motivated physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature if:
 - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;
 - b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
 - c. That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
5. Online Harassment: Includes, but is not limited to harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media.

Uncivil or unkind behavior towards others that does not meet the above standards for harassment may still subject a student to disciplinary action.

BULLYING AND CYBERBULLYING

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. **The behavior is repeated over a period of time.**

There are three types of bullying:

1. Verbal bullying involves saying or writing mean things.
2. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.
3. Physical bullying involves hurting a person's body or possessions.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes but not limited to devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, tweets, chat, and websites.

All allegations of harassment and bullying will be taken seriously and promptly investigated. Reports of harassment and bullying should be made immediately to faculty, staff, and/or the principal. Once an allegation of harassment and or bullying has been reported, the principal, under the discretion of the Pastoral leader, will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

Uncivil or unkind behavior towards others that does not meet the above standards for bullying may still subject a student to disciplinary action.

THREATS

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported to the principal or lead teacher, who will decide if police support or notification is needed. The police will be notified about threats when it is deemed necessary. If a student has been threatened, the principal or lead teacher shall notify the student's parents/guardians promptly.

Any student who makes an intentional verbal or physical threat to cause a person's death, or who makes a threat about guns or explosive devices, will be suspended or expelled and the police will be notified.

RETALIATION/FALSE ALLEGATIONS

Retaliation is prohibited and will result in appropriate discipline. It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying, or to threaten or harm someone who participates in an investigation of harassment, intimidation, or bullying. It is also a violation of school rules to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

VIOLENT BEHAVIORS

Saint Cecilia Catholic School strives to maintain a safe, respectful, Christian environment. Violence of any nature will not be tolerated. Violence can manifest itself in various ways. Major offenses may warrant an immediate conference and the implementation of suspension, required withdrawal, or expulsion. These actions may result from any serious or chronic conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

The following are examples of infractions requiring action:

AGGRESSIVE OR RECKLESS BEHAVIOR

Aggressive or reckless behavior which jeopardizes the health, safety, or welfare of the student, other students, the greater community, or staff members will be subject to disciplinary action.

ALCOHOL AND DRUG POLICY

The use and/or possession of alcoholic beverages or drugs is prohibited by law to minors. In addition, the following regulations shall be applicable to students of Saint Cecilia Catholic School while they are in school, on and off school grounds, or at school-sponsored events.

1. The selling, possession, distribution of and/or social media or other reference to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how they obtained the drug or alcohol.
2. Students under the influence of any alcoholic beverages, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified. In order to return to school, students will be required to state where and how they obtained the drug or alcohol and may be required to obtain a drug/alcohol assessment and follow any recommendations.

Any medication a student requires during the school day must be kept in the health room or school office (as discussed further below) and administered by school personnel, a parent, or a parent-designated adult consistent with written authorization from the licensed health care professional. Students will not be permitted to consume prescribed cannabis products on school grounds, during school transportation, and/or at school activities.

ASSAULT OR INTENTIONALLY CAUSING PHYSICAL INJURY

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could injure another person. Any student involved in fighting, play fighting, or promoting fighting shall be subject to disciplinary action. A conference with the parents may be requested, and a student may be suspended or expelled for fighting. Fighting may constitute a crime and be reported to law enforcement.

Hitting, biting, or kicking another student, whether intentionally or during play, is not tolerated. Students who engage in this type of behavior will receive an in-school suspension. For severe cases, parents will be called, and the student must go home.

CRIMINAL OR GANG-LIKE ACTIVITY

Criminal or gang-like activity or membership in a criminal street gang is not permitted. Criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts.

Criminal/gang-like activity shall not be tolerated on school/parish grounds or at any school/parish - sponsored activity. Students shall not wear/display explicit gang-like symbols or display gang-like symbols. Violation may result in expulsion, suspension, and/or other appropriate disciplinary action as deemed appropriate by the principal.

CHEATING

Saint Cecilia Catholic School strongly stresses that doing one's best work is more important than the grade; however, if a student is cheating on a test, quiz or any assignment, or forges a signature on any test, note, or report, the person cheating will receive a failing grade on the test or assignment, and any person facilitating the cheating will also receive a failing grade on the test, quiz, or assignment. An additional behavioral consequence will also be administered to all parties that are involved in the cheating incident. Cheating in any form is clearly dishonest and unacceptable.

Such cheating may include:

1. leaving books or notebooks open during a test period, unless students are instructed by the teacher to do so;
2. writing answers on desktops, clothing, or on hands, legs, arms and other parts of the body
3. looking on another's test paper;
4. copying another student's assignment and/or homework;
5. talking with another student during a test period;
6. writing down answers copied from others when tests are handed in;
7. talking with students from previous class periods in order to get test information;
8. using or attempting to retrieve digital information from a cell phone or similar device and then accessing such material during an exam, quiz or test; and
9. handing in a paper for credit which has already been graded in another class, without the approval of the teacher.

DISTURBANCES

It is against the rules to willfully create a disturbance on school premises during school hours or at school activities or meetings. It is also against the rules to repeatedly create a disruption of the learning environment in the classroom.

FALSE FIRE ALARMS AND FIRE

Any student involved with activating a false fire alarm is subject to disciplinary action by both school and legal authorities. Under the law, false fire alarms are misdemeanors subject to a maximum fine of \$1,000.00.

Arson is a felony. Any student who sets a fire on school premises will be subject to discipline and referred to law enforcement for a potential charge of arson or reckless burning. Igniting matches, lighters, or other similar devices is prohibited. A student who engages in this behavior will be suspended or expelled.

FORGERY

The forging of a signature of a parent, guardian, staff member, or another student on any letter, note, or report to the school or on any school document where a parent signature is required will result in a disciplinary action.

GAMBLING

Gambling on school/parish grounds is illegal and not allowed.

HAZING

Hazing in any form or of any type is not allowed at Saint Cecilia Catholic School and can result in suspension or expulsion from school.

INSUBORDINATION

Any student who is insubordinate or defies the authority of any school personnel or parent volunteer is subject to disciplinary consequences.

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

Any Saint Cecilia Catholic School student who leaves the school grounds without permission from the school will receive a suspension or expulsion for his or her actions.

PLAGIARISM

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from any source, including the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author. Students who use plagiarized material will be subject to a reduction in grades and disciplinary consequences.

PROFANITY

Swearing, profanity, vulgarity, or obscenity by any person on school/parish grounds or during school-sponsored activities will not be tolerated. Students engaging in such conduct will be subject to discipline. Students are likewise not allowed to play videos, music, or other recordings that contain profanity, vulgarity, or obscenity.

RESPECT OF PROPERTY

All students are expected to respect and care for all property of the school. Any student or students found damaging, defacing, or destroying school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is cause for suspension or expulsion. Student grades and transcripts will be withheld until all costs from damages have been paid in full.

SMOKING

Cigarette smoking, e-cigarettes used for vaping, JUULing (jeweling), and other similar conduct by students will not be tolerated at any time on the school/parish premises or at school-sponsored activities or on school transportation. Students caught smoking will receive a suspension and or expulsion for their actions.

THEFT

Any student involved in a theft may be suspended from a single class or from a full schedule of classes for a period of up to ten (10) school days with possible loss of credits for a trimester. The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.

SEARCHING STUDENT'S BELONGINGS

Saint Cecilia Catholic School has the right to search anything that a student brings onto the school campus. In addition, the school has the right to search backpacks and/or lockers at any time.

WEAPONS

It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. **Students carrying a knife, firearm, ammunition, and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school provided transportation, or in areas of facilities while being used for school purposes will result in expulsion. Police will be notified.**

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds while picking up or dropping off a student. However, loaded firearms will not be allowed inside school facilities except for security and law enforcement personnel.

Any object used to intimidate, threaten, or causes bodily harm will be considered a weapon. If the principal determines that an object falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a violation. Any knife used to threaten, intimidate or injure is treated as a dangerous weapon. Likewise, a facsimile of any weapon used to threaten, intimidate or coerce will be treated as a real weapon.

Any fireworks or explosive (including, but not limited to M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items.

Any weapon will be confiscated and disposed of in an appropriate manner as deemed by the administration. The administration will call the police first then parents or guardians will be called.

WEAPON PROCEDURES

1. Carrying or possessing a firearm on school premises is a gross misdemeanor and the student who uses or displays a weapon may be guilty of a felony assault. Police referral for criminal charges is required.
2. Emergency expulsion shall be immediately implemented for any student who brings a firearm onto school premises, during school transportation, or in facilities being used exclusively for school purposes. The student should be prohibited from coming onto school property while the principal's investigation is ongoing. The police should be asked for a copy of the police report and, if available, the police report number should be noted in the Notice of Expulsion.
3. The principal shall carry out whatever school investigation is necessary, including taking statements from witnesses. As in any case of expulsion, the accused should have an opportunity to respond to the charges before the final disposition of the case is announced.
4. If the facts support the charges, the principal will send a formal Notice of Expulsion to the student and his/her family. Again, the student should be reminded that the "no trespassing" order is in effect.
5. In cases that result in expulsion, the student has the right of appeal. The process of appeal is outlined in the school handbook. During the appeal process, the accused must honor the "no trespassing" order.
6. As specified in the Federal Gun Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.
7. These procedures shall be construed in a manner consistent with the individuals with disabilities education act, 20 U.S.C. Sec. 1401 et seq.

SCHOOL POLICIES

DAILY SCHEDULE

School arrival time is between 8:15 and 8:25 AM. School begins promptly at 8:30 AM each day and dismisses at approximately 3:00 PM on Monday, Tuesday, Wednesday and Friday and at approximately 2:00 PM on Thursday. Children should not come to school before 8:15 AM since there is no supervision prior to that time. On inclement weather days, students are invited inside the building and students will go to their assigned areas to sit quietly until the school bell rings. Once they have arrived at school students are not allowed to leave the grounds without being signed out by a parent or designee.

CALENDARS

The school year calendar is sent home via email by May 30th and is also available on the school's website. The monthly school calendar is also posted on the Saint Cecilia Catholic school website www.saintceciliaschool.org/events/. The school calendar is subject to change but not without sufficient notice. Should a change be made after the school calendar is distributed, families will be notified via email and through the school's website.

ATTENDANCE AND EXCUSED ABSENCES

Saint Cecilia Catholic School hours are from 8:15 AM to 3:00 PM. Students must attend school regularly and be punctual. Absences are recorded by the homeroom teacher each day. When a student is absent from school, parents must verify the absence by either phoning the Saint Cecilia Catholic school office at 206-842-2017 before 8:00 AM or email secretary@saintceciliaschool.org prior to 8:00 AM. If there is no contact from the parents, the school will call for verification. If parents cannot be reached, persons listed on the emergency form will be contacted.

If a student is absent more than 10 days in a trimester, a parent conference will occur and an attendance contract will be established. If a student is absent 30 days or more in a school year, this will be grounds for retention, which will be handled by the principal in consultation with the student's teacher(s). Individual circumstances for the reason of the absences will be taken into consideration.

Missing school for any reason is considered an absence. Students who miss school or a class because of any absence may be provided an opportunity to make-up work. Failure to make up assignments or tests may result in an adverse effect on grades.

TARDINESS

The school doors open each day at 8:15 AM and a student is considered tardy if he/she is not in his/her classroom at 8:30 AM. All students arriving after 8:30 AM must stop in the office and receive a tardy slip to admit them into their classroom. Children should then proceed to the classroom and enter the classroom with as little disruption as possible. Frequent tardiness is disruptive to the teacher, disruptive to students in the class, and can adversely affect the education of the child who is tardy. After a student is tardy three times, the student will lose a non-uniform day privilege.

APPOINTMENTS

Every effort should be made to arrange medical and dental appointments for times outside of the school day. See the School Calendar to note in-service days, holidays, and early dismissal times. If a student does need to leave for an appointment, parents must go to the school office to sign the student out and return to sign the student back in. If a child is gone from school for more than three hours, it is considered a one-half day absence.

VACATIONS

Daily attendance is an integral part of the educational experience at Saint Cecilia Catholic School. The classroom interaction between students and teacher, as well as more formal instruction, is extremely important and cannot be readily replicated. Lengthy absences may interrupt student learning. Student absences for family vacations, travel, or other reasons are highly discouraged. The school calendar is published months in advance of the following school year. Please refer to the school calendar prior to planning family vacations, and arrange trips during school breaks. Students are responsible for all work assigned during their absence.

INCLEMENT WEATHER

When inclement weather makes it necessary to close the school, parents will receive notice via but not limited to the Saint Cecilia Catholic School website; Facebook; and Twitter. The school may also utilize text messages to families regarding closure alerts. Please also check for text messages and listen to early broadcasts between the hours of 6:30 AM and 8:00 AM, always looking specifically for Saint Cecilia Catholic School. Please do not send students to school until it is confirmed that the school is open.

If the weather turns hazardous during the school day, parents will be notified and are expected to pick up their children as soon as possible. All missed instructional time lost due to inclement weather and school cancellation will be made up at the discretion of the principal.

UNIFORM POLICY

Saint Cecilia Catholic School maintains a strong tradition of school uniforms that reflect school pride, modesty, and appropriate regard for personal appearance. Every student is expected to be in uniform every day. Failure to cooperate with the uniform policy will result in uniform infractions; 3 uniform infractions will result in the loss of a non-uniform day.

WHERE TO PURCHASE

New uniforms are available through Lands' End at www.landsend.com. Our school ID number is 900097015. Used uniforms are available for purchase through the Saint Cecilia Catholic School Office.

EXPECTATIONS

Parents are expected to help children keep the school uniform code. At Saint Cecilia Catholic School, we wear uniforms because they:

1. Represent our Catholic school image and tradition;
2. Discourage differences brought about by various income levels, thus eliminating unnecessary peer pressure and allowing the attention of the students to be directed to learning.
3. Assure that the dress standards of the school emphasize neatness;
4. Promote an image of pride both at and away from school and help create a positive climate of discipline and responsibility;
5. Are less costly to families and more easily maintained; and
6. Promote an attitude of moderation and modesty.

Student Uniform Rules:

1. Students will wear uniforms that fit properly, are neat and clean;
2. Students will wear uniforms that are in good repair;
3. Uniform shirts and blouses must be worn under the school sweatshirt, sweater or vest and are to be tucked into their pants/skirts;
4. T-shirts worn under the uniform shirt or blouse must be plain white;
5. No sweatshirts, large shirts, sweaters, jackets (other than uniform logo wear) will be worn during school time;
6. All hats are to be taken off as students enter the building;
7. Students are not allowed to write on any part of their bodies, as this creates a distraction in the classroom; and
8. All students shall have a uniform sweater, vest or sweatshirt and will wear "full uniform" on designated days. Students always wear dress uniform for Mass days, picture days, and other special events. "Full uniform" means uniform sweater, vest or sweatshirt as part of the uniform.

APPEARANCE

Make-Up; Female students in 7th and 8th grades whose parents allow them to wear makeup shall wear it lightly and tastefully. Fingernail polish is considered makeup. K through grade 6 students may wear clear nail polish only; 7th and 8th grades may wear clear or pale pink. Other nail polish colors, French Manicures, and designs on nails are not allowed. Artificial fingernails are not appropriate and not allowed.

Hair; Hair must be neat, clean, with no artificial colors, and well groomed. If a student comes to school with colored hair or highlighted hair, they will be required to have it dyed back to their natural color within a time frame designated by the school. Hairstyles or colors that draw attention to the individual are not acceptable. Hair ornaments should complement the colors of the uniform and not be distracting. Hairstyles deemed distracting by the faculty and/or the administration are not appropriate.

Boys hair to the top of the collar, off the ears, and above the eyebrows. Boys and girls are to keep their hair out of their eyes. Boys must be clean-shaven. Mohawks of any type are not allowed.

Blouses; White polo or navy polos, short-sleeved white blouse or designated color with Peter Pan or sports collar; white knit turtleneck pullover; short-sleeved. Button–front white knit with collar. All blouses and shirts must be tucked into the waistband. **NO logos**, trim or crests are permitted.

Coats; Coats/jackets are a requirement between November and April. Coats may not be worn in the classroom. They are to be hung in the coat areas except during recess or P.E.

Jewelry; Should be simple, not distracting, dangling or overly large, or of a color or style that does not compliment the uniform. Only one set of pierced earrings may be worn for girls. **Earring guideline: earrings should be the size of a dime or smaller.** Boys may not wear earrings. No jewelry should be worn which would impact the students' safety. Hair ornaments should be of colors that complement the uniform. **No** rubber band bracelets, rubber character bracelets, character silicone bracelets or character wristbands are allowed. Wristbands that promote a charity or health awareness are fine as long as they are appropriate and have approval from the student's teacher.

Jumpers, skirts, and skorts; Girls in Pre-K through grade 8 wear the plaid jumper or skirt/skort (to be worn within **2 inches** of the knee) available at Lands' End. Girls in grades 6 through 8 may wear the Land's End Uniform plaid skirt/skort; no other brand of plaid uniform is allowed. Shorts may be worn under the jumper or skirt, but may not be visible. Girls may also wear tights or leggings under the jumper or skirt.

Pants; All pants must be a uniform-style pant. Students in grades Pre-K through grade 8 may wear plain navy blue or cotton twill long pants, available at the Lands' End online store (or elsewhere). Pants must not have contrasting stitching or adornments, and be ankle length, straight legged, and hemmed to shoe tops. Pants must be worn snugly around the waist and may not be baggy and oversized. No cargo-type pants are allowed.

Shirts; Students in PreK through grade 8 wear short sleeved, button front, white or navy blue polo shirts with collars.

Shoes; Students should wear comfortable shoes (no heels). Black dress shoes should be worn on dress uniform days.

Shorts; Students may wear uniform navy blue walking length shorts in cotton twill (not knit or athletic style). They may be worn from the start of school through October 31st and from April 1st to the last day of school. Shorts must be worn within 2 inches of the knee.

Socks; All students are to wear socks at all times. They should be colors that coordinate with the uniform: navy, or white. Girls may wear knee-highs, anklets or coordinated tights or navy blue leggings. All socks should be plain without adornments, logos, or lace. Tights and leggings in the above colors are allowed during the winter months.

Sweaters, Vest or Sweatshirts; Uniform sweaters, vests or sweatshirts are a part of the full uniform. There are many comfortable choices available to complement your student's uniform.

Grade Pre-K through 8th a variety of choices include: Red or Navy Blue cardigan sweaters, V-neck sleeveless vests, crew neck pullovers, and uniform sweatshirts. All sweaters and sweatshirts must fit appropriately and need to be kept in good repair and replaced when needed.

Miscellaneous -

No facial piercing of any kind is allowed.

No visible or body tattoos are allowed.

NON-UNIFORM DAYS

Occasionally the school will announce non-uniform days. It is the parents' responsibility to send their children in appropriate attire for school. Dress on these days must be neat, modest, and appropriate for school. Students may not wear cut-offs, tank tops/spaghetti straps, mini-skirts, spandex-type fashions, pants with holes or rips, or T-shirts with sayings or designs which advertise drugs, alcohol, or any other inappropriate subject matter or sexual innuendos. Shirts, sweatshirts, and dresses must cover the shoulders. No exposure of the mid-drift is allowed. Shorts must always be of walking length, not athletic type or oversized, below the knee style. No jeggings, skinny, or tight jeans are allowed on non-uniform days. Jeans must be in good repair and may not be ripped, have holes, or any adornments on them. Sweatpants (including yoga pants) and track suits are not allowed.

Three uniform infractions mean a loss of a non-uniform day.

LOST AND FOUND

All clothing and personal items should be clearly marked with the child's name. Marked clothing is returnable. Lost and found inquiries are handled through the school office. Items not claimed are donated to charity at the end of each trimester.

EDUCATIONAL RECORDS

Educational records are the property of the school, are confidential and require a written release to be forwarded.

Education records are available to parents and others as provided by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g and the regulations of 34 C.F.R. Part 99.

Parents may request to examine the student's permanent record folder and/or test results by contacting the principal. Please make your written request at least 5 school days before information is desired. Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights or custody should be provided to the school. Requests from families not to have telephone numbers given out (printed in the Family Directory) will be honored. Parents are required to indicate on the emergency form if their phone number is unlisted.

TRANSFER OF STUDENT RECORDS

If a parent is registering a child in another school, Saint Cecilia Catholic School will release the student's records upon receipt of a "Request for Records Form" from the school where the student is enrolled or intends to enroll. The records will be sent directly to the new school, not given to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent, must be discharged before records are forwarded.

TYPES OF RECORDS

1. Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student's next school.
2. Permanent record cards are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.
3. Sacramental records are kept in the student's official file, and recorded at the parish office where sacraments were first received, to document the sacraments of Baptism and First Holy Communion.
4. Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
5. Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed. All tuition and other fees must be paid in full prior to transfer.
6. Disciplinary records are kept in the principal's office while a student is enrolled at Saint Cecilia Catholic School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
7. Emergency care information for each student is kept on file in the school office. Parents are asked to update this information each fall or when necessary, during the school year, in order to ensure the safety of their children.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Saint Cecilia Catholic School to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
4. A school official is a person employed by Saint Cecilia Catholic School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a

parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Saint Cecilia Catholic School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

5. The right to file a complaint with the US Department of Education concerning alleged failures by Saint Cecilia Catholic School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington DC 20202-4605

PARENTS AND GUARDIANS

NON-CUSTODIAL PARENTS

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have the right of access to information and to unofficial copies of records unless there is a court order to the contrary on file in the school office.

DIVORCED OR SEPARATED PARENTS

Our school exists to aide parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation that would alter this procedure

Upon registration or change in status the parent must file a court-certified copy of the current parenting plan or residential schedule with the school office at the time of registration, or change in status. The school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications to the tuition contract must be made in writing and have the approval of the principal.

PHONES AND ELECTRONIC DEVICES

Students are not to bring cell phones to school. If there is a legitimate reason to make a phone call home, students will be assisted by a faculty or staff member to call parents by using a school phone. **If there is a special circumstance whereby a cell phone is needed, the parent and student must sign a cell phone use form and return it to the main office before the phone is brought to school.** The cell phone is to be kept completely off and in the SCCS school office. Students who abuse the cell phone rule will have their phones confiscated and returned at the discretion of the principal.

1. Any cell phone use, including text messaging, during the school day, is prohibited;
2. The use of cell phones and/or cameras to take pictures in restrooms, classrooms, playground, and other school/parish facilities at any time is prohibited;

3. No harassment or threatening of individuals via cell phones is permitted;
4. Cell phones may not be used for playing games, accessing the Internet or email, gambling, or making purchases of any kind; and
5. If a parent needs to contact a student during the school day, such communication shall be through the school's office.

OFFICE PHONE USE

The School Office is open from 8:15 AM to 3:30 PM. The school telephone is available for business use only. Students may only use the phone in the office for emergencies and with permission. Arrangements for after-school activities and rides home should be made outside of school time.

ELECTRONIC DEVICES

The use of electronic communication devices during normal school hours is prohibited; these include but are not limited to Smart Watches, electronic games, I-pods, and other hand-held games or music devices.

The use of any technology-oriented device in school must have an educational focus and purpose. If a particular electronic communication device is to be used for educational purposes (i.e. iPad or Kindle), the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment. The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

The use of any electronic communication device during a test shall be considered as, and treated as cheating.

COMMUNICATION

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at Saint Cecilia Catholic School. Correspondence from the school is delivered to families in several ways including but not limited to email, telephone, and a weekly Snapshot email communication. Important information such as weekly school and classroom newsletters, yearly and monthly calendars, school and parish flyers, Saint Cecilia Catholic School items, and other materials may be sent via email to every family. In order to be well-informed of academic and community news, it is essential that each family take time to open and read the school emails and newsletters when they arrive.

WITH PRINCIPAL

The principal is available to meet with parents as needed. Please either call or email the principal or the school office to make an appointment. In order for the principal to be fully prepared to visit with you, it is helpful to state the topic or concern when you call.

WITH FACULTY

If a family has a question or concern regarding their child or would like to schedule a conference, they should contact the classroom teacher directly via his or her school email or by telephone. Parents are asked to refrain from engaging teachers in informal conferences in the classroom, hallway, carpool, etc., as it is unprofessional and teachers have assigned duties during these times and must remain attentive to their students and other responsibilities. When scheduled in advance, teachers are happy to meet with parents before or after school to discuss academic progress, discipline issues, or other matters.

Parents are reminded of their responsibility to support the authority of school personnel by refraining from gossip or negative commentary in the presence of their children, and to consult the faculty or staff at the school before forming a final opinion on an incident that occurred at school. Any situation involving a child and a particular teacher should be discussed with that teacher, as well as the child. Generally, when the parent, child, and teacher come together face to face and share all sides of the story, these matters can be resolved quickly and to the satisfaction of all parties.

ELECTRONIC

Whether occurring within or outside of Saint Cecilia Catholic School, when a student's use of electronic communication, including social networking, jeopardizes the safe environment of the school, is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or images sent through e-mails, blogs, text messages, social media, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

DIRECTORY

The Saint Cecilia Catholic school directory is provided as a courtesy for the convenience of school families and includes each student's name, grade, family members' names, addresses, phone numbers and email addresses. Please notify the school office of any changes as soon as possible so all information is current. Parents who do not wish to have this information published must notify the school in writing no later than the third week of each school year. It is to be understood by families requesting this omission that they will still be contacted by phone or mail by school staff and volunteers authorized to do so. The directory is updated annually in late September and sent to families electronically. The Saint Cecilia Catholic School directory is intended solely for the use of Saint Cecilia Catholic School families and employees to strengthen their mutual support and the education of Saint Cecilia Catholic School students, and any other use of the information in this directory is strictly forbidden.

EMAILS

Saint Cecilia Catholic School provides students with email accounts for the purpose of school-related communication. These accounts should be used with care. Students are not allowed to send personal information; they should not attempt to open files or follow links from unknown or un-trusted origin; they should use appropriate language; and they should communicate with other students and/or the teacher for educational purposes only.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Students are not allowed to use chat features or email each other during school hours.

SOCIAL MEDIA

Engagement in social networking and online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching. Saint Cecilia Catholic School students and their parents must adhere to and sign the Saint Cecilia Catholic School Student Computer and Internet Agreement.

COMMUNICABLE OR CONTAGIOUS DISEASE

Always students with contagious diseases should be treated with justice and respect in every way consistent with protecting the safety of those not afflicted with such diseases.

Schools shall act to limit the spread of contagious diseases in order to preserve and protect the health of students and staff. Staff shall report to the school administrator or designated person any individual suffering from a communicable disease or one suspected of being contagious.

Parents will notify the school of a diagnosis of a contagious disease. The administration will notify other parents and/or the health department, if necessary, to stop the spread of the disease. Before returning to school the student must be past the period of communicability, that is: free of fever without medication, vomiting, and/or diarrhea for 24 hours, and be able to participate in normal classroom activities.

All employees and health volunteers who work in schools will be trained in appropriate methods of responding to situations that involve human blood and other body fluids and solids and will have available to them the materials necessary for making a response.

HEALTH ROOM

A Health Aid room is located in the school office. This room is staffed by school staff, who will check children's temperatures, treat minor injuries, conduct health and vision screenings, and maintain student health records. All medications will be kept in the office.

MEDICATION

Saint Cecilia Catholic School may provide for the administration of oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration (RCW 28 A 210.260). Saint Cecilia Catholic School must have on file a written licensed health professional authorization form to administer medication. This form must be current and unexpired. Necessary medications are provided by the parent/guardian and kept in the school office. No medication is to be kept in the classroom (except if deemed necessary EpiPens and Inhalers). Medications will be dispensed only from the original container provided by the pharmacy. Only designated and trained staff member(s) will administer medication.

Students at Saint Cecilia Catholic School are not permitted to have either prescription or non-prescription medication in their possession while at school. Emergency medications shall be kept in an appropriate, easily accessible location which allows for prompt response in case of an emergency. Medication that requires injections should only be administered after training by an R.N. or M.D; written, signed and current permission from parent or guardian; and identification of staff members who may administer the medication.

1. An emergency allergy self-injector (i.e. an EpiPen), may be allowed to accompany the student throughout the school day only after it has been determined to be necessary by the school administration on a case-by-case basis. An emergency allergy self-injector (i.e. an EpiPen) may only be administered after training by an appropriate medical professional, written, signed, current permission from parent or guardian; and identification of staff members who may administer the medication.
2. Once approved by school administration and documented in the student's medication file, students needing to use an inhaler may carry one on their person at all times

Sharing of medication in any way, including both prescription and non-prescription drugs, is prohibited.

COUNSELING AND REFERRALS

School support counseling is available through the school and/or various local agencies such as Catholic Community Services.

Counselors may see a student for up to three times without parental notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever

the concerns arise. Counselors and teachers will keep confidential information entrusted to them so long as no one's health or safety is at stake.

Other family arrangements are welcomed and encouraged. If a situation warrants, school staff may suggest the help of one of these third-party services to shed additional light on some need or concern. Since we do not yet have the resources for on-site assistance, it is important that such a recommendation be acted upon as soon as possible. Our staff pledges its best effort to help you educate your child. Even then, our efforts, combined with yours, may not be enough. An outside professional, in dialog with you and the teacher, will usually net speedy results. If you have any questions at all about your child's progress or emotional well-being, call us sooner rather than later. Please contact your child's teacher or administrator.

Sometimes it is necessary for the school to make a report to Child Protective Services. State law requires notification to this agency (and/or law enforcement) within 48 hours of any professional school personnel having reasonable cause to believe that a student has suffered abuse or neglect. We reserve the right to not inform the parent about this referral, depending upon the situation. CPS makes the determination on the severity and follow-up, depending upon the information available at the time and any previous record of the case. If you desire more information as to the procedure for such referrals, please contact the School Office.

REPORTING SUSPECTED SEXUAL OR PHYSICAL ABUSE OR NEGLECT

Church personnel who have reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect shall report such incident, or cause a report to be made, to the proper law enforcement agency or to Washington State Department of Social and Health Services (DSHS) at 1-866-END-HARM (1-866-363-4276) at the first opportunity, but no later than forty-eight hours after they decide reasonable cause exists. Anyone who has knowledge of sexual abuse or misconduct by a member of the clergy, Archdiocesan employee, or volunteer is also urged to call the Archdiocesan Abuse Helpline, at 1-800-446-7762, within, or no later than, 48 hours of learning of alleged abuse. If the alleged abuse involves a teacher or principal, the Office of Professional Practices in the Office of the Superintendent of Public Instruction at 360-725-6130 must be notified by the Catholic Schools Department.

“Reasonable cause” means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused.

IMMUNIZATIONS

Prior to entry, attendance or transfer to a Level 1 or 1b Catholic pre-school through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA. authorized to practice in the State of Washington,) including the physicians license number.

EMERGENCIES AND CRISIS PROCEDURES

It is important to prepare for any crisis in the best way possible. After consulting with several schools, districts, OSPI, FEMA, and local fire/police departments, Saint Cecilia Catholic School has formulated an on-going working comprehensive plan to help ensure the safety and protection of all adults and children in our care.

If school must be closed due to any emergency during the school day, families will receive notice via the Saint Cecilia Catholic School website, text or phone messages, and Bainbridge Island School District website. Students will not be dismissed to walk home unless the parent calls and requests they do so and assumes all responsibility for their safety. Students will be released from school if the principal determines that it would be unsafe for children to reenter the building. Children will only be released to parents, guardians, or those authorized by parents or guardians. Your help in providing and completing accurate information on the emergency forms is essential in ensuring immediate and successful response. If the phones are working, the school personnel will attempt to notify the parents of the school closure. Some school staff will remain at the school until all children have been picked up. If the entire student body must be moved from the school premises, a designated adult will remain on the premises with instructions for parents or designated guardians.

EMERGENCY FORM

The school must have an emergency contact form on file for EVERY student in the school. If any information changes during the year, the office should be notified immediately. It is very **IMPORTANT** that the school be able to easily and quickly reach at least one parent or specified responsible person during the school day. If you are going to be out of town, we ask that you advise us as to what procedures to follow and who to contact if there is an emergency with your child.

GENERAL EMERGENCIES

If a child becomes ill during the day, the teacher will send that child to the office to be evaluated and/or arrange for a parent to pick him/her up. If the child will not be returning to the classroom, a messenger will send the student's book bag/coat and schoolwork to the office. Any other dismissals must be reported to the office. If the office initiates the action, the teacher will be notified of the reasons for dismissal.

All accidents at school are reported to the school office. Serious accident victims will not be moved until emergency personnel evaluate the student. The supervising adult will remain with the student while someone else goes to the office to seek help.

1. Student illnesses--Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school secretary or principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. Children with a fever should remain at home and be fever free, without the use of fever reducers for at least 24 hours before returning to school. If an unexplained rash appears, students will be sent home and asked to receive a medical evaluation before returning to school.
2. First Aid--The principal and school office staff should be notified of any student who has received a head injury at school. Any signs of concerns will be reported immediately and

parents will be contacted. Any student who is observed to, or is suspected of, suffering a significant blow to the head or collides hard with another person or object, may have sustained a concussion. Any student who is suspected of having a concussion either based on the disclosure by the student, observed or reported symptoms, will be removed from activities and observed until an evaluation can be completed by a medical provider.

3. Teachers/staff will call 911 when any serious accident occurs. The school keeps records of all calls made to 911.
4. Student accidents or injuries resulting in hospitalization, emergency, or doctor's care should be reported using an accident form sent to the Archdiocesan insurance provider, within 24 hours.
5. Medications--School policy does not allow any medicines to be given to students unless there is a written authorization form from a physician and the parents (see above).

FIRE DRILLS

Fire drills are held regularly. Ordinarily, these are announced. Each class has an emergency first aid kit that should travel with them during times of drills.

EARTHQUAKES

1. Instructions on what to do during an earthquake:
 - a. Remain calm and think through the consequences of any action you take.
 - b. If indoors, watch for falling plaster, bricks, light fixtures, and other objects. Watch out for high bookcases, shelves, and other furniture that might slide or topple.
 - c. If in a **CLASSROOM or CHURCH HALL** you should: Get under desks or tables and begin counting, "One Saint Cecilia Catholic School, Two Saint Cecilia Catholic School, etc. up to sixty. Face away from windows. **DROP**-crouch on knees, close to ground. **COVER**-Place head close to knees. **HOLD**-Clasp hands firmly behind the neck. Close eyes tightly.
 - d. Remain in place until ordered to evacuate or until the "**ALL CLEAR**" signal is given.
 - e. If in **CHURCH HALL or ASSEMBLY** areas -- (Chairs and tables may be lacking and exterior walls and roofs could collapse.) You should normally exit such facilities as quickly as possible. You should move in an organized, supervised way to designated areas and follow subsequent directions.
 - f. If in a **STAIRWAY** during an earthquake – Interior stairways are generally structurally stable; therefore, if you are on interior stairs, you should move to the interior wall, kneel, and take a protective position as described in bullet C above.
 - g. If **OUTDOORS** – Move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects. It is advisable to lie down or crouch low to the ground. Stay there until "**ALL CLEAR**" signal is given. A teacher or other adult employee will take charge.
2. Specific considerations in the case of earthquakes/emergencies:
 - a. Teachers are expected to stay with their class and stay at school to assist in any way until the principal has given permission to leave the grounds.
 - b. Downed power lines or objects touched by the downed power line/wires should never be touched. **All WIRES SHOULD BE TREATED AS LIVE.**
 - c. If possible, any spilled medicines, drugs, chemicals and other potentially harmful material should be cleaned up immediately following appropriate safety guidelines.
 - d. Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.
 - e. Parents should not telephone the school or attempt to enter the school building after an earthquake occurs. Parents should listen to the radio for information. Parents should understand that telephone calls could only hinder emergency relief. Parents will be notified of any injuries to students as soon as emergency needs have been met. Parents may go to designated areas such as the church hall, adjacent to the school grounds, to meet their children.
 - f. Do not spread rumors. They often do great harm following emergencies.
 - g. Keep the streets clear for passage of emergency vehicles, if necessary.
 - h. Be prepared for additional earthquake shocks called "**AFTERSHOCKS.**" Although most of these are smaller than the main quake, some may be large enough to cause additional damage.
 - i. Respond to requests for help from police, fire fighters, civil defense, and relief organizations, but do not go into damaged areas unless your help has been requested.
 - j. Cooperate fully with Public Safety officials.

LOCKDOWN/SHELTER-IN-PLACE

Lockdown/Shelter-in-Place is defined as a way to secure students and staff within the facility due to some emergency. Staff and students will practice lockdown/shelter-in-place procedures annually so they can be prepared in the event of an emergency. Lockdown/shelter-in-place procedures are not meant to scare the community but to empower all members to use safety precautions at all times.

SAFETY AT SCHOOL

Saint Cecilia Catholic School is not responsible for accidents occurring on the grounds when school is not in session. Accidents occurring due to a student's failure to follow rules, during school hours, are not the responsibility of Saint Cecilia Catholic School.

BICYCLES

Students who ride their bicycles to school should park and lock them at the rack next to the doors of Conger Hall. Students should always comply with all city and county bicycle road safety rules and requirements when they ride their bicycles to and from school.

SKATEBOARDS/SCOOTERS/ROLLERBLADE SAFETY

For security and safety, we do not advise students to utilize these modes of transportation to school.

PEDESTRIAN SAFETY

Parents of students walking home are required to complete the parent permission slip. Students must utilize the designated walking areas and cross at crosswalks.

TOUCHING SAFETY

Protecting God's Children™ program by Virtus is provided and required by the Archdiocese of Seattle, and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. The program is taught by the religion teachers for all students in Kindergarten through 8th grade. It focuses on developmentally-appropriate safety rules, boundaries, recognizing risky adult behavior, and internet safety. The students are taught lessons in October and in March. This is a mandated program from the Archdiocese; however, if you would choose to have your child opt out of the program, you must sign the *Touching Safety Opt Out Form*™, available from the classroom teacher.

FINANCIAL SAFETY

All forms of money sent to school for school purposes should be placed in a sealed envelope and clearly labeled with the student's name, grade, teacher, purpose, and amount. Children should not bring money to school unless necessary.

BEFORE-CARE AND AFTER-CARE

Saint Cecilia Catholic School will **NOT** offer this program in the 2021-2022 school year.

LUNCH PROGRAM

Saint Cecilia Catholic School does not offer a hot lunch program. Students may bring a sack lunch to school. Our staff encourages parents and students to pack nutritious lunches that include a healthy variety of the recommended food groups but does not include soda or candy.

Due to Covid-19 restrictions - the daily milk and Friday Pizza programs are on hold.

Lunch Room Rules:

- Come to the lunch room quietly and respectfully.
- There is absolutely no running in the hall.
- Use a normal conversation voice, no yelling or shouting is allowed.
- Do not throw food or objects.
- Clean up after yourself.
- Students are asked to pack in and pack out all uneaten lunch and snack items together with any rubbish generated. These items are all returned to the family home.

Failure to follow these rules will result in loss of recess or after school detention.

PLAYGROUND BEHAVIOR

Below are the guidelines to be followed at recess times. These guidelines have been set up to provide proper supervision of the students and to ensure their safety. Violation of the guidelines may result in disciplinary action.

1. Inappropriate, vulgar, or profane language is not allowed on the playground.
2. Spitting is not allowed.
3. Keep hands and feet to yourself. (Play-fighting, fighting, rough games, and contact sports are not allowed.)
4. Respect for recess monitors is to be demonstrated.
5. Report all injuries to the playground supervisors immediately.
6. Students may not throw rocks or any projectiles at any time.
7. Students who cross the street to use the field must follow safety procedures: use the crosswalk, stop and look in both directions, wait until vehicles are fully stopped, then walk across the street.
8. Students may not bring their own equipment/toys out to recess. This includes all electronic devices.

PLAYGROUND EQUIPMENT

Recess equipment is available for all students and should be shared with all those who wish to use it.

Only tennis shoes are allowed to be worn on the field; no cleats are allowed. Students are not allowed to climb or hang on the fences or goal posts. All posted signs need to be honored. Students are to pick up and dispose any trash prior to leaving the field.

RELEASE OF STUDENTS

If anyone other than a parent or guardian is sent to pick up students, Saint Cecilia Catholic School requires either written permission signed by the parents, or a phone call from the parents to the school office informing the school of the change. Students will not be released to anyone they do not recognize nor to anyone not on the emergency form. Saint Cecilia Catholic School will check identification of anyone who is not the child's parent and who is picking up a child from school.

RELEASE OF STUDENTS TO POLICE

Police and other government officials are required to directly deal with the principal in requesting an interview with a student. Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.

If a police officer is given access to a student and no parent/guardian is available, the child should be accompanied by the Principal or the Principal's delegate. That individual is not there to assist the police, but to ensure that the child is being treated appropriately by the police.

PARENTAL INVOLVEMENT

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever their relationship with the school.

It is expected that parents will become actively involved in their child's progression through Saint Cecilia Catholic School. It is our hope that this will include: assisting with daily assignments for practice/drill sessions over material, reinforcing the school homework policy, actively participating in school events or activities attending fall and winter conferences, as well as conferring regularly with their child's teacher. Parents may find the following guide helpful in defining specific topics they wish to discuss with the child's teacher.

1. How is my child progressing academically and socially?
2. In what areas is he/she strong? Does he/she need help?
3. What can I do at home to help my child?
4. How can I help my child build good work habits?
5. How does my child get along with other children?
6. How does my child behave in school?
7. How can I help reinforce my child's positive attitudes toward school and staff?
8. How can I show an interest in my child's progress in school without making him/her feel pressured?
9. How can I help my child gain more self-reliance, self-confidence, and self-respect?

VISITORS

All classroom visitors first must sign in and be cleared at the office. This enables the school to keep track of who is in the building and is a safety measure. Adults are asked to wear a volunteer badge from the office as immediate identification to staff and students that this person has a valid reason to be in the building.

Parents are asked not to go to the classrooms to deliver things to the students, these items are to be left in the office and will be delivered to the students. Please respect our students' need for uninterrupted learning time.

All visitors will enter the building through the main door of the school. Side doors are always locked and students/staff are encouraged to keep these doors closed at all times and not to open them to anyone.

ROOM PARENTS

Each grade has a team of Room Parents whose role is to assist the teacher in whatever ways she/he can. Some specific ways in which the Room Parent helps the teacher may be:

- Calling parents to help the teacher as requested.
- Arranging for classroom parties with the teacher.
- Coordinating and serving coffee and donuts after Sunday Mass once each school year.
- Hosting one special event each year depending on your child's grade. Please see your classroom teacher for more details and an explanation of the event.

PARTIES

Due to COVID-19 restrictions, students are not permitted to bring food or treats to school.

Ordinarily students are welcome to bring birthday treats for each student in their class. Healthy treats are encouraged. Individual cupcakes, or other small goodies are allowable. Please do not bring in cakes or other types of treats that take more time and need utensils. Please do not bring in beverages with the birthday treats. Birthday treats are served at the end of the school day under the guidance of teacher. Adhere to any and all allergy concerns in the class.

The principal, at least a week prior to the day of the occasion, must approve any party for a staff member. Classroom parties will be determined at the discretion of the classroom teacher. Only Saint Cecilia Catholic School students are allowed at classroom parties.

PICTURES

Individual and class school pictures are taken in the fall. Pictures are distributed via the classroom. Information concerning prices and packages is sent home at least one week before picture taking day. No parent is required to pay for pictures unless they choose to order them. Professional photos are also taken at 8th grade graduation.

ANIMALS AT SCHOOL

Parents must obtain prior approval from the student's teacher and from the principal before they are allowed to bring visiting animals to Saint Cecilia Catholic School. If there is an allergy issue in the classroom, the animal will not be allowed at school. Service animals will be reviewed by the principal who will make the final decision concerning accommodations.

EXTRACURRICULAR ACTIVITIES

All extracurricular activities sponsored by the school or parish such as robotics and sports, etc. follow the policies developed by the school and parish for participation. Students not adhering to the policies may forfeit the privilege of participating in school/parish-sponsored activities. This includes, but is not exclusive of prompt payment of fees, maintaining academic and behavioral standards, and safety and supervision requirements.

AFTER SCHOOL SPORTS

Girls Volleyball is cancelled due to COVID-19. For girls and boys Grade 4 through Grade 8, Basketball may be offered in the winter. Saint Cecilia Catholic School belongs to the Kitsap Christian League. Our focus for all sports participation is on teamwork, skill development and enjoyment. Participation is dependent on the COVID-19 situation.

PARENT CLUB/ORGANIZATION

The Parent Club/Organization is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school i.e. volunteering and fund-raising, and for offering a mechanism for parent education.

BYLAWS OF SCHOOL COMMISSION

The School Commission is a consultative board that works with the principal and pastoral leader, in accordance with Archdiocesan policy, to assist in planning, policy development, finance, facilities, development and public relations, and self-evaluation of School Commission goals. The Commission serves as a consultative board to the principal and the pastoral leader in the formulation of local policies affecting the parish school. All policies adopted by the School Commission are brought to the pastoral leader for approval. Terms are staggered to maintain stability of long-range goals and directions. The School Commission Guidebook published by the Archdiocese of Seattle Office for Catholic Schools is available in the school office for checkout upon request.

SCHOOL COMMISSION CONSTITUTION & BY-LAWS

The Catholic school is an expression of the education mission of the parish with which it is associated and of the Archdiocese of Seattle. Therefore, the pastoral leader is responsible to the Archbishop for the administration of the total parish, including the parish school. The principal functions as the chief administrator of the school and is a member of the parish staff.

Just as the Parish Council serves with the pastoral leader on behalf of the total parish community, so the School Commission serves with the principal for the good of the school community. The School Commission is established by the principal with approval of the pastoral leader, in accordance with the Archdiocesan policy, to assist in policy development and long-range planning for the school. The School Commission is a consultative body to the pastoral leader and principal in the formulation of local policies affecting the parish school. (High School Boards are Boards of Limited Jurisdiction)

Article I: Saint Cecilia Catholic School of the Organization

The SCCS of this body shall be “SCCS School Commission.” Henceforth, the body will be referred to as the School Commission.

Article II: Purpose and Functions

The School Commission is established by the principal with the approval of the pastoral leader in accordance with the Archdiocesan policy, to assist the principal in policy development and long-range planning for the school. When the School Commission meets and agrees on a policy matter, the

decision is effective and binding on all. The School Commission will be consulted prior to decisions being made in its area of responsibility.

A. Purpose

The purpose of the School Commission is to advise and support the principal/pastoral leader in the formation of policy and the continued development of the school.

B. Governing Bodies

The consultative School Commission shall act in collaboration with the principal and pastoral leader within the guidelines provided by the Policy Manual and Commission Guidebook from the Archdiocese of Seattle Office for Catholic Schools.

C. Responsibilities

The School Commission responsibilities are in the following areas:

- 1. Planning** - The School Commission shall advise and support the development of a mission statement for the school, establish commission goals for the year, and establish future plans for the school.
- 2. Policy Development** - The School Commission shall formulate policies that give general direction to the principal and pastoral leader regarding the school.
- 3. Financing**
 - a. The School Commission shall advise and support plans and means to finance school programs including tuition, development, and fundraising.
 - b. The School Commission provides consensus on the annual school budget.
 - c. The School Commission shall provide to the Parish Finance Council the annual school budget for review
- 4. Communications**
 - a. The School Commission will communicate with the school families and the parish community about the school and listen to the needs and concerns through the appropriate forums set up for this purpose, such as a suggestion box.
 - b. The School Commission will also assist with recruitment of students and promote the school to the Saint Cecilia Catholic Parish as well as other parishes and parents.
 - c. The School Commission will maintain regular communication with the parish pastoral leader/Finance Council about the direction, state and health of the school, and the future plans for the school.
- 5. Evaluation** - The School Commission shall determine whether School Commission goals and plans are being met and evaluate the School Commission's own effectiveness.

Article III: Relationship with Other Groups

A. Archdiocese Relationship - The relationship between the School Commission and the Archdiocese is stated in the Archdiocese of Seattle and Office for Catholic Schools education policies, which are available for local commission members.

B. Parish Finance Council Relationship - The Parish Finance Council is responsible for assisting the pastoral leader/parochial minister with effective stewardship of the parish's financial resources.

C. Parent Club/Organization Club Relationship

1. The Parent Club/Organization Club is responsible for maintaining good communication between the home and school, providing a vehicle through which parents can provide service to the school, and offering a mechanism for parent education and greater opportunity for social interaction.
2. The School Commission works closely with the officers of the Parent Club/Organization Club in order to more fully understand parent needs and concerns.

3. The School Commission works with parent fundraising groups as part of coordinating the overall financing of programs for the school.
4. The School Commission uses the school newsletter and the Parent Club/Organization Club meetings to report to school families about School Commission activities and decisions.

Article IV: Membership

A. General Organization - The membership of the School Commission shall consist of at least nine current or former school parents/guardians, the pastoral leader, the principal, the vice-principal (who also acts as a liaison for the faculty), Parent Club/Organization Club Liaison, and the Development Director. One member of the School Commission will serve as a liaison between the School Commission and the [Name] Parish Finance Council.

B. Members

1. All members of the School Commission are responsible for the following: Planning, Policy Development, Finance, Public Relations and Evaluation of goals and commission effectiveness. The commission serves as a consultative body and work on a consensus model.
2. The Vice-Principal and /or staff member represents the voice of the [Name] School faculty and is allowed voting rights.

C. Terms of Service

1. The term for general members is three years. Members' terms will begin in June and end in June, three years later. Members are required to fulfill all obligations and duties.
 - a. Resignation
 - i. A member may resign at any time by submitting a written resignation to the Principal and the School Commission Chair.
 - b. Removal
 - i. A member may be removed by a two-thirds vote of the full voting commission whenever, in the School Commission's judgment, that member has become incapable or unfit to discharge the duties of their office, or shall neglect or refuse to perform the same. Two or more consecutive unexcused absences shall be construed as failure to perform duties. A member proposed to be removed is entitled to at least five days' notice in writing, before the removal meeting. The member will be entitled to address the School Commission prior to the removal vote. The meeting addressing the removal vote will be closed. The member may resign prior to this meeting.
 - c. Vacancies
 - i. Vacancies created in positions other than the non-voting positions will be filled by a majority vote of the School Commission after discussion of the candidates.
 - ii. The selected candidate shall then serve the remaining portion of the term of the vacated position.
 - d. Term Limits
 - i. General members are limited to serving two consecutive three-year terms. If a member has filled a vacancy in which less than one full year of a term has been served, that portion of the term shall not be counted in the two-term limit.

Article V: Appointment of Members

A. Selection Criteria

1. A prospective School Commission member will complete an application with emphasis on the following criteria:

- a. Display an interest in and commitment to Catholic education and to the school's philosophy and mission;
- b. Be available to attend meetings and periodic in-service programs and to participate in committee work;
- c. Ability to maintain a high level of integrity and confidentiality;
- d. Deal with situations as they relate to the good of the entire school community;
- e. Demonstrate public support of the school and parish and their leadership;
- f. Capacity to be a credible witness to the Catholic faith of the school community and the other publics the school serves.

B. Appointments

1. The School Commission will recommend to the principal and pastoral leader new members using the criteria identified above.

Article VI: Executive Officers

The Executive board of the commission shall consist of three officers: the chair, the vice-chair, and the secretary.

A. Nominations

1. The general commission shall present nominees for the position of chair, vice-chair, and secretary. A majority vote of the School Commission members present and voting shall be sufficient for election of officers.

B. Duties

1. Chair
 - i. The chair shall preside at all regular and special meetings of the commission.
 - ii. The Principal prepares the agenda for each meeting after consultation with the chair.
 - iii. The chair is ultimately responsible for all commission business and should ensure commission goals are achieved.
2. Vice-Chair
 - i. The vice-chair shall perform all duties of the chair when the chair is absent or unable to act.
 - ii. The vice-chair will assume the duties of chair at the beginning of the next term.
3. Secretary
 - i. The secretary shall maintain a written record of all acts of the commission.
 - ii. The secretary shall conduct, receive, and dispense all correspondence as directed.
 - iii. The secretary shall preserve all reports and documents.

Article VII: Meeting

A. Structure

1. The full School Commission meets every month, as determined by the principal.
2. Standing committees meet at other times which best suit the members of the committee.
3. Executive School Commission meetings may be called at times other than the regularly scheduled meetings. These meetings will be scheduled with the approval of the School Commission Chair and the principal.
4. The agenda for each School Commission meeting will be constructed by the principal and the School Commission chair. An agenda shall normally be sent to all members of the School Commission one week prior to each regular meeting. Agendas will also be sent to the pastoral leader.

5. Complete minutes are available from the school office or from the School Commission secretary upon request.
6. Non-members may address the commission when approved for the agenda in advance of the meeting and shall leave after they have addressed the School Commission.

B. Quorum

1. A majority of all voting members must be present for the purpose of conducting official business.
2. Business will be conducted by the consensus method; when a vote is required, a simple majority of those present and voting shall carry the motion.

C. Implementation of Policies

1. In order to provide the best consultation, the consensus method of decision-making shall be used.
2. When the School Commission is unable to reach a consensus, the minutes should report the different positions and appropriate reasons.

D. Meeting Record

1. A record of all acts of the School Commission, maintained by the secretary, shall be preserved in the archives in the school office.
2. This record is to contain the meeting minutes and any written reports or documents presented at the meeting.

Article VIII: Committee Structure

A. General Guidelines

1. The commission committees are divided into two groups: Standing Committees and Ad Hoc committees. The Standing Committees are continuous committees with specific duties.
2. These committees are described in Section 2. Ad Hoc committees are formed for short-term studies of issues and/or policies.
3. Each committee will have clearly defined goals, plans, and responsibilities.
4. Each committee will provide, as needed, a report of progress at each commission meeting.

B. Standing Committees

1. Budget Committee - The function of the budget committee is to work with the principal and other designated school/parish leadership to develop the annual budget.
2. Endowment Committee - The function of the Endowment Committee is to oversee the financial development of the [Name] School Endowment Fund (see Endowment Committee's by-laws)

C. Ad Hoc Committees

1. The Ad Hoc committees are generally formed as needed.

Article IX: Amendments

These by-laws may be amended by two-thirds majority vote of the full voting School Commission.

RIGHT TO AMMEND

Saint Cecilia Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via mail or through e-mail communication.

The 2021-2022 Saint Cecilia Catholic School Family Handbook is available on our website, www.saintcecciliaschool.org.

Please read it completely and sign and return this form to the School Office by **September 1st, 2021**. Both parents/guardians (if applicable) must sign this form, as well as the student (if applicable).

PARENT/GUARDIAN:

We, the parents/guardians of _____ have read,

Print Student Name(s):

understand, and agree to abide by the policies set out in the Saint Cecilia Catholic School Family Handbook 2021-2022 published August 24th, 2021.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

STUDENT:

I have read (or my parent/guardian has read to me) and agree to abide by the policies set out in the Saint Cecilia Catholic School Family Handbook 2021-2022 published August 24th, 2021.

Student Signature

Date

Student Signature

Date

Student Signature

Date

END OF SAINT CECILIA CATHOLIC SCHOOL HANDBOOK