

# **Saint Cecilia School Student Handbook 2011-2012**

## **Forward**

To Parents/Guardians:

The faculty and staff of St. Cecilia School desire to provide the best religious and academic education possible for the students. Also, we strive to motivate each boy and girl to develop his/her God-given talents to their fullest potential. To accomplish this awesome task, we need your cooperation in supporting the rules and responsibilities stated in this handbook that have been compiled for your convenience and ready reference. It will keep you informed of our school policies and procedures and enable you to demonstrate to your children that you know and support these school policies. It is our hope that this handbook combined with the information sent home with your children via the communication envelope will keep you an informed and interested parent.

St. Cecilia Faculty and Staff  
525 Rhawn St.  
Philadelphia, PA 19111  
215-725-8588

### **Amending the Handbook**

The principal retains the right to amend the handbook for just causes. Parents will be given prompt notification if changes are made. Updates in policy changes will be communicated through the Monday Memo.

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## *Mission Statement*

Saint Cecilia School is committed to the mission of Catholic education by proclaiming the Good News of Jesus Christ to all students in a Catholic, as well as challenging, academic environment, that nurtures the religious, educational, physical, social and emotional growth of 21<sup>st</sup> century learners preparing to be contributing members of the global world.

We are dedicated to preserving the Catholic identity of our school and upholding the tradition of the dedicated teaching and Christ-centered leadership of the Sisters, Servants of the Immaculate Heart of Mary. The collaboration of administrators, parents, faculty, and students, as partners in our educational endeavors, is vital to the accomplishment of our goals.

# Philosophy

## **We believe...**

that our school environment embodies the ideals inherent in the gospel of Jesus Christ.

that we strive to live and teach the gospel truths of faith, hope, and love in an integrated curriculum.

that we prepare our students to assume responsibility for their present day lives as well as for the future.

that we recognize the uniqueness of each student by fostering a deep appreciation for learning and critical thinking skills provided through various instructional processes.

that the process of instilling Christian values, in concert with an awareness of oneself and others, is central to this endeavor.

that we nourish an environment of mutual respect and understanding with a supportive learning atmosphere, encouraging personal and social growth.

that the administrative and academic policies are implemented in accord with the guidelines provided by the Archdiocese of Philadelphia and the Sisters, Servants of the Immaculate Heart of Mary.

that our pastor, principal, and vice-principal share efforts to formulate, amend, and maintain direct policies conducive to a healthy, happy, and successful learning experience for our students.

that a variety of assessments is employed to evaluate student progress and achievement.

that continuous supervision of teachers' methods and creativity, as well as adherence to policies, is necessary so that academic and spiritual advancement may take place in the classrooms.

that teachers share partnership with administration, staff members, students, and families to teach the gospel message of love.

that it is necessary to reflect continuously on the entire educational process so that the St. Cecilia School Community will ensure future growth in building the City of God.

# Academic Policies

## Homework

Homework is an extension of the learning which takes place in school. It is usually assigned each evening with the exception of the weekend. Parents/guardians can help their children by arranging a quiet, comfortable place for them to work and by seeing that assignments are checked for neatness, completeness, and accuracy.

The following is the approximate length of time for homework including written and studied assignments:

<b>Grade 1-2</b>	30 minutes
<b>Grade 3-4</b>	1 hour
<b>Grade 5-6</b>	1 ½ hours
<b>Grade 7-8</b>	2 hours

## Report Cards

Report cards are distributed 3 times each year. Marks are determined by test grades, class work, homework, student participation and projects.

Grades 4 through 8 receive a numerical grade for academic subjects; whereas kindergarten through grade 3 report progress with letter grades. Failure warnings are issued at the mid-point of each trimester.

## Promotion and Retention

Promotion and retention are based on an evaluation of a student's academic, social and emotional growth. A student may be recommended for retention due to academic failure or immaturity. Retention is considered a more positive alternative in the primary

grades. After consultation with the parents and teacher regarding the retention of a student, the final decision rests with the administration.

Students in the middle or upper grades that have one or more failing grades at the end of the school year must attend summer school or structured tutoring. Proof of summer work must be presented to the school administration before the beginning of the next school year.

### **School Records**

The permanent record of each student is available to the parent/guardian. If a parent/guardian would like to view the records of their child, he/she should send a written request to the school office for an appointment.

In the case of non-custodial parents, the school, if requested will provide the non-custodial parent access to the academic records and to other school-related information regarding the child. **A court order to the contrary is to be provided by the custodial parent.**

### **Transfers**

A student transferring to another school must receive a transfer card from the main office and obtain their immunization record. Other school records are forwarded to the receiving school when a parent-signed release of records is received by the sending school.

### **Field Trips**

Educational field trips are planned to enhance the curriculum. Field trips are privileges offered to students. Students may be denied

participation if they fail to meet academic or behavioral requirements. A parent/guardian also has the right to refuse permission for a child to participate in a field trip. Students not participating in a field trip must report to school that day or she/he will be marked absent. An assignment will be provided.

Permission forms are sent home to the parent/guardian before the trip. This form must be signed by the custodial parents/guardians. If a student fails to have the form signed and returned to school, the student may not participate in the field trip. Telephone calls or letters stating that the student may go on the trip are not acceptable.

There may be times when a culturally and academically enriching program is presented to the students at school. This program can replace a field trip.

## **Admission Policies**

### **Admission**

St. Cecilia School admits students of any race, color, national, and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, in its admission policies, scholarships, athletic and/or school-administered programs.

St. Cecilia School first accommodates the members of St. Cecilia Parish. Non-Catholic students are admitted, if there are openings and if the parents agree to allow their children to participate in religious classes and/or activities at St. Cecilia School.

## **Registration**

Children admitted to kindergarten must be 5 years of age by September 1 of the year of admission. All children entering first grade must be six years of age by September 1 of the year of admission.

The following required items must be presented at the time of registration:

- Baptismal Certificate (if baptized)
- Birth Certificate (not hospital certificate)
- Medical record of all immunizations
- Registration fee
- Social Security Number
- Report Card or Progress Report

## **Financial Policy**

Tuition fees are divided into active parishioner, non-active parishioner, and non-parishioner rates.

Three payment options are available:

- full payment of tuition due in September
- half of the tuition payment due in September with the remaining balance due in January
- 10 month payment plan which runs from July to April. Payments are due on or before the 10<sup>th</sup> of each month.
- Full lunch fees are due in September with any plan.

Tuition assistance is available through numerous grants. Applications are distributed near the close of the school year. Any special concerns or problems regarding tuition should be addressed and/or discussed with the pastor of St. Cecilia parish.

In addition, parents/guardians are asked to support the Home and School Association and any fundraisers dedicated to the support of the school.

## **Attendance**

### **Absences**

A student who has been absent from school is required to bring a written excuse upon returning to class. It must be signed by the parents/guardians stating the reason for the absence and the date(s). After an absence of three or more days due to illness, a note from the attending physician is required. All absence notes are kept on file by the homeroom teacher for the entire school year.

If any student is absent, the parent/guardian must call the school office by 9 AM on the first day of the absence. (A message may be left on the answering machine.) If a child is absent for several days in succession only one call is necessary. Requests for books and assignments should be done at that time. During the call please advise the office whether you will be picking up these assignments at 3 PM or if you wish them to be sent to the homeroom of a sibling or friend.

### **Lateness**

Children are to be in school by 8:00 AM and no earlier than 7:30 AM. Tardiness and irregular school attendance interfere greatly with a student's academic progress and interrupt class instruction. A student who arrives after the scheduled beginning time for the morning session will be counted late. The child must report directly to the office for an admission slip.

If a student goes home for lunch and does not return for the afternoon session, the parent/guardian must call the school office immediately regarding the child's absence.

### **Early Departures**

Once the school day has begun, no student may leave the school grounds without written permission of the parent/guardian and the principal. When an emergency requires a student to leave school early, the parent/guardian must send a written request stating the reason. This note is first presented to the homeroom teacher and then forwarded to the principal and school office. The parent must report to the school office to pick up the student and sign the "EARLY DEPARTURE BOOK" in the office.

**Parents/guardians should not make medical or dental appointments during school hours unless it is a true emergency.**

### **Inclement Weather**

In the event of inclement weather, parents/guardians should listen for KYW 1060 radio announcement that the Philadelphia Public and Archdiocesan Schools are closed or on a 2 hour delay (10:00 AM arrival). Please do not call the rectory, convent or school.

Students living in the Abington area also must listen for the emergency snow number 301. This means there is no bus transportation, but St. Cecilia School may still be open.

### **Emergency School Dismissal**

In case of an unforeseen emergency which results in an early dismissal, every student should be carefully instructed by his/her parent with a predetermined plan as to what to do and where to go. A form must be completed at the beginning of the school year with

the above information and then filed in the office. The teacher will retain a copy of the original in the classroom.

## **Vacations**

Vacations during the school year are discouraged. If parents/guardians make a decision to take a student out of class for this reason, the teacher should be notified in writing in advance. Students are required to make up work **after** they have returned. Assignments prior to the vacation will **not** be provided.

## **Communication**

St. Cecilia School faculty and staff value and encourage communication between parents/guardians and teachers. To contact a teacher, the parent/guardian should write a note to the teacher requesting a conference or telephone call. Parents/guardians may also call the school office and leave a message for a teacher. Teachers will contact the parent/guardian after classroom hours. Parents/guardians are asked not to call teachers at home or go to classrooms unless previously arranged.

If questions or concerns arise about a child, parents/guardians should first contact the teacher of the student. If the matter is not resolved with the teacher, the parent/guardian may request a meeting with the principal/vice principal.

“Back to School” nights are held during September. These evenings are designed for the parents/guardians to meet with their child’s teacher and become acquainted with the grade’s curriculum, classroom rules and procedures. We expect at least one parent/guardian to be present.

A weekly communication envelope is sent home with the youngest/only family member. The envelope contains a monthly calendar of events and up-to-date information about what is taking place in our school/parish community. It is important that parents/guardians remove and check the contents each Monday, sign the envelope and have the child return the envelope each Tuesday.

St. Cecilia Home and School Association holds three meetings during the school year. Information concerning these meetings and all the Home and School activities will be communicated to the parents/guardians through the weekly communication envelope.

## **Discipline**

Mutual respect and cooperation characterize all interactions in a Catholic School. A positive atmosphere of discipline and orderliness creates a safe and supportive learning environment that fosters personal and social growth for all students. Students are encouraged to develop self-discipline and personal responsibility for their attitudes and behaviors. As a result, character is strengthened, and the ability to make good choices that reflect Gospel values is fostered. Students are guided to seek the common good at all times.

## **Cell Phone Policy**

As a school community we recognize that students will have cell phones for emergency use as they travel to and from school. In response, we identify the need to clarify and define the responsible use of cell phones by students within the academic environment.

- **The cell phone is to be turned off and not to be used from 7:30 a.m. until 3:30 p.m.**
- **The cell phone is to remain in the student's school bag** during the entire school day and while the student is in the school building.
- The need for phone (land-line) use during the school day will follow the policy in this Handbook.
- The school takes no responsibility for damaged, lost or stolen cell phones.
- Any misuse of cell phones according to this policy will result in a conduct referral. Parents will be required to pick up the cell phone **the following day** during school hours (8 a.m. to 3:30 p.m.).

## **Detention**

Detention may be required for misconduct, disrespect, disobedience or for incomplete assignments. The teacher will inform the parent/guardian in writing of the detention a day or two before the detention will take place. The parent/guardian is required to sign the slip and return it to school. The parent/guardian is then responsible for making arrangements for the student's transportation home.

## **Conduct Referrals**

Conduct referrals result when students choose to ignore or oppose Christian behavior or any standard set by our school. The conduct referral must be signed by the parent/guardian and returned the following school day to the student's classroom teacher.

Examples for which conduct referrals may be issued include, but are not limited to the following:

- Abuse, verbal, emotional or physical, of teachers, staff or other students

- Class disturbance that interferes with the teaching or learning process
- Improper conduct at school, such as: foul language, rough play or any other inappropriate behavior
- Defacing school property
- Chewing gum in or around school
- Cheating, plagiarism

## **Bullying**

Bullying is an act of **repeated aggressive behavior** in order to intentionally hurt another person, physically or mentally. Bullying is characterized by an individual behaving in a certain way to gain power over another person. Behaviors may include name calling, verbal or written abuse, cyberbullying, exclusion from activities, exclusion from social situations, physical abuse or coercion.

The procedure for dealing with incidents of bullying behavior at Saint Cecilia School will be as follows:

- **First Time Offense**
  1. Incident report is submitted by teacher/staff
  2. “Think-About-it” form is completed and signed by student, teacher, parent and administrator
  3. Teacher/parent/student conference is held
  4. Student writes a letter of apology to the victim
- **Second Time Offense**
  1. Incident report is submitted by teacher/staff
  2. “Think-About-It” form is completed and signed by student, teacher, parent and administrator
  3. Administrator/teacher/parent/student conference is held
  4. Student writes a letter of apology to the victim
  5. One-half hour detention is served after school

- **Third Time Offense**

1. Incident report is submitted by teacher/staff
2. “Think-About-It” form is completed and signed by student, teacher, parent and administrator
3. Administrator/teacher/parent/student conference is held
4. Student writes a letter of apology to the victim
5. Suspension

Immediate suspension or expulsion may be due to extraordinary serious circumstances. In these situations the pastor and the principal will make the final determination of a student’s status.

## **Suspension**

Suspension is a serious disciplinary action taken when a student’s behavior is repeatedly in conflict with the school’s code of Christian behavior. A conference with the parent/guardian, student, teacher and administration is required. If a change in the student’s behavior does not result, further disciplinary action will be taken which may result in expulsion.

Possible reasons a student is liable for an immediate suspension includes, but are not limited to:

- Absenting oneself from classrooms, school yard or cafeteria without permission
- Altering report cards
- Blatant disrespect for authority
- Deliberate verbal, emotional and/or physical harassment of others
- Bullying or cyberbullying
- Destruction of property
- Fighting
- Possession or use of cigarettes
- Stealing
- Truancy

## **Expulsion**

Three suspensions make a student liable for expulsion. Expulsion from school becomes formalized after an interim period of time has elapsed to allow for discussion, investigation and evaluation by the principal and pastor who make the final determination of a student's status.

Immediate expulsion, due to extraordinary serious circumstances, can result from the following types of infractions, but are not limited to:

- Alcohol or drugs (presence or usage)
- Immorality
- Bullying or cyberbullying
- Major theft
- Possession of guns or knives (Zero tolerance)
- Possession of any instrument that could cause harm to the student or another
- Serious vandalism
- Violent abusive behavior toward another

**In all disciplinary situations the pastor/principal is the final recourse and may waive any disciplinary rule for just cause at his/her discretion.**

## **ACCEPTABLE USE POLICY FOR TECHNOLOGY**

*Catholic Schools of the Archdiocese of Philadelphia*

### **Purpose**

Technology is a valuable and real world educational tool. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with

technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. The *Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

## Scope of Use

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside school use** and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the *Acceptable Use Policy* and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

## Goal

The school's goal is to prepare its members for life in a digital global community. To this end, the school will:

- integrate technology with curriculum to enhance teaching and learning
- encourage critical thinking, communication, collaboration and problem solving skills
- facilitate evaluation and synthesis of information
- encourage ethical practices and provide education for internet safety and digital citizenship

- provide a variety of technology based tools and related technology skills

## **Responsibilities of User**

Our schools will make every effort to provide a safe environment for learning with technology including internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In the Archdiocese of Philadelphia we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's Self.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others.** Users will refrain from using technologies to bully, tease or harass other people.
- **Protect One's Self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials and communications.
- **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.

## **Technology Use Guidelines**

**Educational Purpose/Appropriate Use:** School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, **except for educational purposes** under teacher supervision.

**Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

**Communications:** Electronic and/or digital communications with students should be conducted for **educationally appropriate purposes** and employ only **school** sanctioned means of communication. The **school** sanctioned communications methods include:

- Teacher school web page
- Teacher school email
- Teacher school phone number
- Teacher created, educationally focused networking site

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

**Electronic and Mobile Devices, Cell Phones:** Users must adhere to local school policy that may further define uses of mobile devices. (See Cell Phone Policy on pages 10 and 11.) Access will be determined by the administrator of the school. If a particular mobile device is to be used for educational purposes, the school administration and/or teacher will provide parameters for this use.

## **Examples of Unacceptable Uses**

Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, student, staff or any other organization.
- Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposed under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees.
- Harm the goodwill and reputation of the school or system in the community.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

**Reporting:** Users must immediately report any damage or change to the school’s hardware or software that is noticed by the user.

**Administrative Rights:** The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of Technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add to this policy at any time without notice.

### **Personal Use of Social Media**

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, Youtube, and Myspace.

Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

‘Friending’ of current students by teachers is forbidden on a **teacher’s personal social networking site**. Personal posts’ must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

### **Policy Violations**

Violation of the above rules will be dealt with by the administration of the school. Violations of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.

- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

## **Student Internet Access Contract**

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and St. Cecilia School.

My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*.

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

Room Number \_\_\_\_\_

Grade \_\_\_\_\_

**Parent or Guardian:** We ask that you review this policy with your child and sign below:

### **Student Access Contract**

I hereby release St. Cecilia School and the Archdiocese of Philadelphia, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the *Acceptable Use Policy for Technology for the Catholic Schools of the*

Archdiocese of Philadelphia. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia* for St. Cecilia School. I hereby give my permission for my child to use the Internet and will not hold St. Cecilia School or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

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

Revised May 2011

## Dress Code

*A student's appearance, self respect and performance tend to complement each other; hence, reasonable care and neatness in regard to dress are required of all students.*

### School Uniform for Boys

- Shirts:** White or blue; long or short sleeve  
Sept./Oct. and May/June--golf shirts **with school logo** may be worn.
- Ties:** Plaid school tie  
Eighth grade boys may wear an **appropriate** tie of their choice.
- Sweater:** Navy blue v-neck sweater vest or navy blue long sleeve v-neck sweater **with school logo**
- Slacks:** Navy blue dress trousers with black belt

Belt must be visible. Jeans, Levis, painter pants or baggy pants may **not** be worn.

**Shoes:** Black tie dress shoe. **No** sneaker type shoes.

**Hair:** **Reasonable style**, above the eyes, ears and collar. Fad hair styles, shaving of heads and coloring of hair are not acceptable.

**Jewelry:** (optional) wrist watch, religious medal.  
No other jewelry of any kind may be worn.

### **School Uniform for Girls:**

**Blouses:** White; long or short sleeve  
Grades 1 to 5 – Peter Pan collar  
Grades 6 to 8 – Oxford button down

**Uniform:** Grades 1 to 5 – Plaid jumper  
Grades 6 to 8 – Navy blue kilt  
No shorter than two inches above the knee.

**Tie:** Red tie must be worn with the plaid jumper  
Tie is optional for Sept./Oct. and May/June

**Sweater:** Grades 1 to 5 – navy blue cardigan **with school logo**  
Grades 6 to 8 must wear a navy blue v-neck sweater vest or navy blue long-sleeved v-neck sweater **with school logo** from Nov. through April.

**Socks:** Navy blue knee socks  
Optional blue tights only opaque, not sheer may be worn. Ankle socks may not be worn.

**Shoes:** Solid blue or black and white saddle shoes

**Hair:** **Reasonable style**

Fad hair styles and color treated hair are not acceptable.

**Jewelry:** Only the following may be worn: a wrist watch, a single ring and one pair of post earrings (one in each lobe.)  
Make-up, fake nails and colored nail polish are not permitted.

### **Spring/Fall Uniform (Optional)**

**May be worn Sept./Oct. and May/June**

**Shirts:** White or blue golf shirts **with school logo**

**Shorts:** Navy blue uniform shorts/black belt

**Socks:** White ankle socks

\*Grades 6 through 8 girls must wear the Oxford blouse with the kilt – if not wearing the shorts and golf shirt.

\*Grades 1 through 8 boys must wear shirt and tie if not wearing the golf shirt.

### **Gym Uniform**

**Sweat suit:** Gray with St. Cecilia insignia

**Tee shirt:** Gray with St. Cecilia insignia or a Walk-a-thon t-shirt may be worn **under** the sweat shirt

**Shorts:** Gray or green-mesh with St. Cecilia insignia

**Sneakers:** no platform sneakers

**Socks:** white athletic crew

September/October and May/June the shorts and tee-shirt may be worn. November through April the sweat pants and sweat shirt must be worn.

## **Health**

Parents/guardians are asked to notify the administration, homeroom teacher and nurse if a child has a chronic or serious illness that calls for vigilance and concern during the school hours. Examples would be epilepsy, seizures of any kind, allergy to bee stings, food allergies, diabetes and asthma.

Parents/guardians are to complete all health forms annually sent home by the school nurse. The State Department of Health requires that all children must have complete physicals, immunizations and dental exams on file. Failure to comply with these regulations will prevent your child from attending school or limit your child from participating in certain school activities.

### **Health Services**

Students are seen for non-emergencies from 9AM – 10 AM and again from 1PM – 2 PM, Monday – Friday.

Care given to students in the school is limited to first aid until the parents/guardians can be contacted and take the child home, to the doctor or to the hospital. Emergency cards for each child are kept on file at the school containing the necessary information in case contact needs to be made with the parent/guardian or otherwise identified emergency contact. Parents/guardians are to note on the emergency card the name and phone number of who is to be contacted in case a parent/guardian is not available. This important information must be kept up-to-date with the school nurse.

School nurses are prohibited by law from diagnosing injuries or illness. Please do not send your child to the nurse for a diagnosis. The nurse can only observe the condition and refer your child for medical advice. Decisions regarding the need for medical care rest solely with the parents/guardians. Parents/guardians are contacted to take the child home or to the doctor as the need arises.

Please do not send your child to school with symptoms of an illness (a temperature elevation, questionable injury sustained at home, or when he/she has not fully recovered from an illness). School nurses are not able to treat injury/symptoms that occur outside of school.

State law requires kindergarten, first grade and sixth grade students to have a physical examination by their private physician. Dental exams are required in Kindergarten, third and seventh grade. The report is to be sent to the school nurse by the end of the first week of school in September. Consequences may result in delinquent submission of state required forms.

During the school year, every student is weighed and measured for BMI and has his/her vision tested. Students in grades 6 and 7 are screened for scoliosis. Reports are sent home when medical follow-up is required.

Hearing is tested in kindergarten, grades one, two, three and six. A report is sent home only if any test is failed. These reports must be returned to the school nurse stating that your child has received the proper care.

## **Medications**

Medications should be given at home, if at all possible. In the event that medicine must be taken at school the following rules must be adhered to:

- Children must never carry medications to school; a parent should present the medication and paperwork to the nurse.
- No student is to have medicine in the classroom. Medications will be kept in the health room.
- For medication, prescription or over-the-counter, to be dispensed – Form MED – 1 must be completed by a qualified health care provider.

- Medication must be brought to school in the original prescription bottle labeled with the child's name, medication name and instruction for dispensing, date must be current.
- A signature from the parent/guardian must be on the MED-1 Form.
- Medication brought to school in an envelope or any temporary container will not be given by the school nurse, even if it is accompanied by a note.
- All students are responsible for going to the nurse for medication. They will not be reminded to take their medication by the teacher or school nurse.
- A parent/guardian may come to school to administer medication to their child.

## **Safety**

### **Court Orders**

Please send a copy of court orders involving your children to the school office and any updates that might take place during the year. It will be shared on a need-to-know basis.

### **Crisis Plan**

A Crisis Plan is developed for St. Cecilia School. It is practiced on a regular basis.

### **Emergency School Dismissals**

In the event of an emergency dismissal students will be asked to follow the plan determined by parents/guardians for inclement weather or emergency situations. (Example – Children will go to the neighbor's house or a grandparent will pick them up at school.)

This plan will be completed at the beginning of the school year and kept on file throughout the year should it be needed. If your personal information changes during the course of the year, parents/guardians are asked to please notify the school office so that we can update our records. Information regarding school closings will be broadcasted on KYW.