



Policy 201 – Parent & Student Handbook

St. Cecilia Catholic School will produce and publish a Parent & Student Handbook every year which will be edited and approved by the Principal.

Approved: September 21, 2022

Last Reviewed:

Policy 202 – Policy for Receiving the Sacraments of Eucharist, Reconciliation and Confirmation

Parish members of sacramental age are eligible to receive the individual Sacraments at St. Cecilia Catholic Church upon satisfying the requirements set forth by the Covington Diocese in the handbook entitled "Initiation and Reconciliation." The primary objective of Sacramental preparation is to help foster an understanding and appreciation of the concepts related to each Sacrament. The following are three (3) basic guidelines from this handbook:

1. One and one half (1.5) consecutive academic years with regular class attendance is generally required. In certain limited circumstances, an approved alternative program may be developed with the St. Cecilia Catholic Church Director of Religious Education (DRE) and the Pastor.
2. Those preparing for the Sacraments are to be active parishioners who are actively participating in the Church community and attending Sunday liturgy on a regular basis as further outlined in Policy 103.
3. Parents and students must attend the special programs offered by the Parish in preparation for the Sacraments. These include, but are not limited to, parent education meetings, retreats, evenings of reflection, etc.

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Policy 203 – FACTS Online Registration and Payment System

All families who register their children at St. Cecilia Catholic School will use the online registration and payment system FACTS.

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Policy 205 – Monthly or Prepaid Tuition Agreement

All families wishing to attend St. Cecilia Catholic School must sign a Tuition Payment Agreement at the time of their child's registration.

St. Cecilia Catholic School will offer two methods of collecting tuition. The first, and preferred, method is a twelve (12) month payment plan which begins in July and ends in June of the following year. In the event of a family withdrawing their child from St. Cecilia Catholic School, monthly payments will cease the very day the child is officially withdrawn. A monthly payment will not be reimbursed after it has been processed.

The second tuition payment method is a nonrefundable payment-in-full by August 1st.

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Policy 206 – School Fees

School related fees are established by the St. Cecilia Catholic School administration in consultation with the Finance Council. All fees are approved by the Pastor and are nonrefundable.

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Policy 207 – In-Parish Tuition

Active Parishioners of St. Cecilia Catholic Church (defined in Policy 103) are eligible for in-parish tuition rates at St. Cecilia Catholic School. In-parish rates are reciprocal for active parishioners of St. Barbara Parish in Erlanger, KY and St. Matthew Parish in Morning View, KY.

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Policy 208 – Family Volunteerism

St. Cecilia Catholic School families shall volunteer a certain number of hours within the course of an academic year. The number of hours shall be established by the school administration in consultation with the Pastor. This number of hours is understood to be part of a school family's contribution, as opposed to an increased rate of tuition. Therefore, if a school family has not completed 75% of the required hours by the end of the academic year, an increase of \$500 will be charged to the family's total tuition payment.

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Policy 209 – Acceptance and Grade Level Waiting List

St. Cecilia Catholic School is a parochial school and partners with families to educate children. Admission to the school will be considered for any child whose parents/guardians submit the required paperwork and complete a registration form during the enrollment period as decided by the school administration. Students will be accepted in the order outlined below provided that their educational needs can be met by the programs offered and that the parents/guardians agree to support the administrative and academic policies of the school.

Kindergarten Age of Admission – Beginning with the 2018-19 school year, children must turn 5 years old no later than August 31st to enroll in a Diocese of Covington school. (In the public schools, the cutoff is August 1st.) Individual schools may make the local level decision to grant exceptions for early entry if the child turns five (5) between September 1st and October 1st and meets the early entrance criteria.

Early Entrance Criteria:

1. Verification of date of birth
2. Written request by the parent or guardian for early entry submitted to the school principal by June 1st prior to the date of the requested entrance.
3. Successful completion of a Diocesan-approved standardized test.
4. Available space at the receiving school.
5. Best interest of the child.

Order of Acceptance:

1. In-House – Parents of students currently enrolled in Kindergarten through Seventh Grade shall have the opportunity to re-register their child/ren for the next school year beginning the third week in January. Registration form and fees must be completed to secure the student's spot. Priority registration will be guaranteed until February 1st. Thereafter, this priority status is lost. (Please see below for acceptance of siblings.)
2. Parishioner Siblings – St. Cecilia Catholic Church parishioners help support the school by contributing an amount that equals approximately one-third of the total budget. Therefore, registration of children with siblings who are currently enrolled in or have graduated from St. Cecilia Catholic Church whose parents/guardians are parishioners will be included during the January re-registration period. Registration materials and fees must be completed to secure the student's spot. Priority registration will be guaranteed until February 1st. Thereafter, this priority status is lost. In the event that a grade level reaches capacity enrollment, seniority of registration based on original registration date in the parish will be the determining factor.
3. New School Family Parishioners – Registration of children whose parents/guardians are parishioners of St. Cecilia Catholic Church with no students currently enrolled or graduated will occur beginning February 1st. Registration materials and fees must be completed to secure the student's

spot. Priority registration will be guaranteed until March 1st. Thereafter, this priority status is lost. In the event that a grade level reaches capacity enrollment, seniority of registration based on original registration date in the parish will be the determining factor.

4. Non-Parishioners – Open enrollment will occur beginning March 1st in the following order, provided registration materials and fees are completed:
 - a. Children with siblings who are currently enrolled in St. Cecilia Catholic School whose parents/guardians are members of other Catholic parishes.
 - b. Children with siblings who are currently enrolled in St. Cecilia Catholic School whose parents/guardians are members of other faith traditions.
 - c. All other children based on the date the school registration materials were completed. In the event that a grade level reaches capacity enrollment, the date the registration materials and fees were completed and returned will be the determining factor.

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Policy 209 – Tuition Assistance

Any active parishioner of St. Cecilia Catholic Church who wishes to send their child(ren) to St. Cecilia Catholic School may apply for tuition assistance as needed based on financial necessity. Applications for tuition assistance are completed in FACTS at registration or at any time throughout the school year. It is highly recommended that you apply for assistance as early as possible. There is a set amount of assistance each year and grants are typically made as early as possible for the upcoming school year. An application deadline determined by the Pastor, Business Manager, and school administration will be established on a yearly basis.

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Policy 210 – Non-Parish and/or Non-School Sponsored Trips or Events

St. Cecilia Catholic Church and/or School shall not be named as the sponsoring body nor shall the St. Cecilia Catholic Church/School tax-exempt number or name be used in any way in connection with non-Parish and/or non-School sponsored trips events.

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Policy 211 – Pregnancy Policy

In addressing the concerns of individuals and families in a pregnancy situation within St. Cecilia Catholic School, the school recognizes the responsibility as a Catholic Christian community to support life and each other. If it becomes known that a student is pregnant, a conference will be scheduled with the Principal, Pastor,

guidance counselor, parents/legal guardians, and the student(s). The conference will address the following criteria for the student(s) to remain enrolled as a student(s) at St. Cecilia Catholic School:

- The student(s) and parents/legal guardians must meet on a regular basis with a professional counselor from Catholic Charities or another agency approved by the principal, and allow the guidance counselor to have open communication with that party.
- A program of appropriate alternative instruction will be recommended by the school.
- After the birth, it will be determined if the student(s) shall continue at the school. If so, a medical release must be obtained by the family in order for the student(s) to attend classes.
- For clarification purposes, the provisions stated above shall also apply to a male student who has fathered a child if he is a student at St. Cecilia Catholic School.

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Policy 212 – Substance Abuse Policy

Students shall not be in possession of or under the influence of any drug, including but not limited to any counterfeit, synthetic, imitation or otherwise, controlled substance which is prohibited by law on St. Cecilia Catholic Church/School campus or at any school or Parish sponsored event. This includes, but is not limited to alcohol, tobacco, E-Cigarettes, vapes, drugs and drug paraphernalia. Additionally, students shall not be in possession of or intentionally smell or inhale the fumes of any volatile substance.*

Students found in possession and/or under the influence of the aforementioned substances shall be subject to disciplinary action. Students needing to take medication during the school day need to submit an administration of medication form. All medication is to be brought to the school office in original packaging. School personnel are not permitted to dispense any medication, including over the counter pain relievers, for any reason without written permission from a parent. Students are prohibited from giving any medication to another student. This policy is in effect at all times year round regardless of whether or not school is in session.

*Per Kentucky Revised Statute 217.900 - volatile substance means any glue, cement, or paint or other substance containing a solvent or chemical having the property of releasing toxic vapors or fumes which when inhaled may cause a condition of intoxication, inebriation, stupefaction, dulling of the brain or nervous system, or distortion or disturbance of the auditory, visual, or mental processes.

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Policy 213 – Anti-Bullying/Harassment Policy

St. Cecilia Catholic School will not condone any form of bullying and/or harassment. All students are expected to treat fellow classmates and others with dignity and respect. St. Cecilia Catholic School pursue the necessary measures to create a safe and respectful learning environment for all students and employees. Bullying/harassment is defined as any type of action, physical, verbal, and/or nonverbal, that is unwelcome, repeated, makes someone feel uncomfortable and unsafe, and prevents students from learning and enjoying school. This includes behavior that threatens the physical, spiritual, and/or psychological well-being of another student, such as, but not limited to, the following:

- Name-calling
- Put-downs
- Taunting
- Baiting
- Teasing
- Imposing physical harm
- Social exclusion
- Coercion
- Cyberbullying, e.g., Internet Use/Blogging/Social Media/Communication

Harassment in any form is unacceptable and will not be tolerated. The Administration reserves the right to use discretion in determining the appropriate consequence(s) in individual situations. Any student who makes negative or inappropriate comments about another via the internet (a social network, blogging site, etc.) will be held accountable. St. Cecilia Catholic School reserves the right to discipline students for off-campus conduct.

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Policy 214 – Acceptance of Transfer Students into St. Cecilia Catholic School

Persons who request admission of their children to St. Cecilia Catholic School from other educational institutions or after home schooling, should comply with the same procedures used for enrolling a student from an accredited private or public school. In addition, St. Cecilia Catholic School may require:

1. An interview with the parents/guardian and the prospective student along with completion of a formal application for admission;
2. A review by St. Cecilia Catholic School Administrators of the prior course of study, including but not necessarily limited to a review of the content and levels of academic achievement by the proposed student;
3. A review of the testing results of the student in academic areas, using standardized testing provided by the applicant's parent/guardian, and

4. Provision of all academic and/or discipline records from the previous institution(s) attended by the prospective student.

Parents/guardian of the prospective student are responsible for all testing costs and/or any costs associated with obtaining requested records.

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Policy 215 – Transgender Policy

In Catholic schools, all curricular and extra-curricular activities are rooted in and consistent with, the principles of Catholic doctrine. Catholic schools:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
7. In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
 - a. What is the specific request of the student and/or parents?
 - b. Is the request in keeping with the teaching of the Catholic Church?
 - c. Is the school reasonably able to accommodate the request?

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Policy 216 – St. Cecilia Catholic School Sponsored Organizations (Ex. SCPTO)

School Sponsored Organizations exists to perpetuate the Mission of St. Cecilia Catholic School in a unique way. The nature and specific purpose of each organization may vary; nevertheless, their founding principles must be centered on adherence to the Catholic Faith, the spiritual and temporal success of St. Cecilia Catholic School, and the individual holiness of all parties involved.

Organizations may only conduct business with St. Cecilia Catholic School, and in its name, by permission of the School Principal. Furthermore, each organization, before official sponsorship of the school is granted, must present to the School Office an Official Mission Statement and a current copy of the organization's

Constitution, both of which must be reviewed and resubmitted by February 1st of each year.

With the approval of the Principal, School Sponsored Organizations may conduct routine meetings on or off School Property, collect and spend funds, host or sponsor events on Parish grounds or in the name of the School at another location, participate in events hosted by another approved organization, advertise for events, and conduct other business as necessary.

At St. Cecilia Catholic School, membership in a School Sponsored Organization is not limited to registered members of St. Cecilia Catholic Church. However, members who are non-parishioners must have children currently enrolled in St. Cecilia Catholic School.

School Sponsored Organizations that meet the requirements above are permitted the benefit of holding funds in a checking account that is approved and maintained by the St. Cecilia Catholic Church. Funds may not be deposited in any other personal or business account. School Sponsored Organizations must also adhere to the policies and procedures regarding the collection and use of funds, which are to be established, and periodically reviewed, by the Business Manager and approved by the Pastor. In particular, income and expenses incurred by the School Sponsored Organization, or done by individuals in its name, must be recorded in a ledger. Copies of ledger and monthly bank statements for the previous year's fiscal activities (July 1st through June 30th) must be submitted to the Church Office yearly before August 1st.

The School Principal reserves the right to terminate any and all operations of a School Sponsored Organization. The Pastor also maintains this right including, but is not limited to, the suppression of an organization, the dismissal of individual members, the seizing of funds, and the suspension of activities (for a time or indefinitely).

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