

# **St. Cecilia School Board**

## **POLICY MANUAL**

**ST. CECILIA PARISH**

**AMES, IOWA**

**Revised 4, 2014**

**Reviewed November 4, 2014**

## TABLE OF CONTENTS

### School Policies and Regulations

102S	<b>Kindergarten Registration/Deposit Fee Policy</b>
103S	<b>School Admission Selection Policy</b>
103.1S	<b>School Class Size Policy</b>
105S	<b>Teacher <i>Associate</i> Policy</b>
106S	<b>Full-Time Substitute Teacher Salary Policy</b>
108S	<b>Teacher Experience Policy</b>
109S	<b>Teacher Contract Signing Deadline</b>
110S	<b>Salary Levels Policy</b>
115S	<b>Dress Code Policy</b>
116S	<b>Tuition and Fees Refund Policy</b>
117S	<b>Delinquent Accounts Policy</b>
118S	<b>Student Placement/Teacher Classroom Requests</b>

**Class Size Policy**

It shall be the policy of the St. Cecilia School Board that class sizes will be limited as follows:

K-2 classes sections will have a goal to not exceed 24 students. If that number is exceeded a waiting list will be created for students with the principal determining if the section size can exceed 24.

3-5 classes sections will have a goal to not exceed 28 students. If that number is exceeded a waiting list will be created for students with the principal determining if the section size can exceed 28.

Policy adopted:	October 7, 1997
Policy revised:	March 2, 2010 November 4, 2014
Policy reviewed:	November 5, 2013 November 4, 2014

**Kindergarten Registration/Deposit Fee Policy**

It shall be the policy of the St. Cecilia School Board that a \$100 deposit fee must accompany the completed kindergarten registration form. This form must be received at school by February 28 to be considered for initial class placement. This fee will be applied to next school year's tuition.

This fee will be refunded only if:

1. The family moves out of the Ames area.
2. A joint decision is made by the parents and the school that it is in the child's best interest that he/she wait until the following year to enter kindergarten.
3. A cancellation of registration is received at St. Cecilia School by May 15.
4. A student is not admitted to St. Cecilia School due to class size.

Policy adopted: April 1986  
Policy revised: May 1996  
Policy revised: November 4, 1997  
March 2, 2010  
January 5, 2016  
Policy reviewed: November 5, 2013  
November 4, 2014

## **Saint Cecilia School Admission Selection Policy**

It shall be the policy of the St. Cecilia School Board that after a child is enrolled as one of the original students of a class (*K-5*), St. Cecilia School has a commitment to the child's education through the fifth grade.

This policy will also apply for admission to the preschool program. The programs admission stands alone so enrollment in 3-year old preschool, 4-year old preschool, and the K-5 program are considered 1<sup>st</sup> enrollment in the program. We will not guarantee a spot in the 4-year old or K-5 program just because of preschool enrollment. At the current time we do not anticipate problems if a child does continue as the enrollment in 3-year old is capped at 16, 4-yearold is capped at 36, and kindergarten at 48. This should allow space for returning students in the program and parents that choose to start their child at the 4-yearold level or in kindergarten. Parents are encouraged to apply as soon as possible after round-up activities. Assignment to classes will begin on February 28 and enrollments after that date will be placed on a waiting list if all spots have been filled. This means that a parent of a Catholic student could be placed on a waiting list if they apply after February 28 and all spaces are filled by student assigned based on the enrollment criteria listed below. If we exceed these numbers the school will review space and teacher availability to determine if additional sections can be added.

When enrollment must be limited in any class, the following policy will be used to determine who is admitted into that class. The group listed in number one will be given the highest priority.

1. Active\* St. Cecilia households with children presently in St. Cecilia School.
2. Active\* St. Cecilia households with no children presently in St. Cecilia School.
3. Area Catholic households registered in their parish that currently have children in St. Cecilia School.
4. Catholic households who were active\* in their previous parish, transferring their registration to St. Cecilia Parish
5. Catholic households active in their parishes that do not currently have children in St. Cecilia School.
6. St. Cecilia households who are not active\* in the parish and currently have children in St. Cecilia's School.
7. St. Cecilia households who were not active\* in the parish and do not have children Currently in St. Cecilia School.

8. Catholic households not active in their parishes that do not currently have children in St. Cecilia School.
9. Non-Catholics who currently have children in St. Cecilia School.
10. Catholics not registered in any parish.
11. Non-Catholics who do not have children currently in St. Cecilia School

Catholic families will be notified of acceptance of enrollment by March 31. New enrollment of non-Catholics will be confirmed before May 31.

If and when the number of applicants for kindergarten or pre-school exceeds the number who fit under priorities 1 through 3 above, the family's length of time in the parish, their level of activity and the child's birth date will be considered in determining enrollment.

For the purpose of school admissions, the St. Cecilia School Board has defined:

1. St. Cecilia households are those households registered in St. Cecilia Parish.
2. \*Active households are those households who regularly attend Mass on Sundays and holy days of obligation and who have contributed time, money, goods, or services to the parish or any of its programs.
3. When questions of enrollment in St. Cecilia School arise, the St. Cecilia School Board will make final decisions regarding enrollment.

Policy revised:        February 1988  
                                  April 1996  
                                  November 1997  
                                  June 2000  
                                  March 2, 2010  
                                  November 4, 2014  
                                  November 2015

Policy reviewed:       February 1994  
                                  November 5, 2013  
                                  November 4, 2014

## **TEACHER ASSOCIATE POLICY**

It shall be the policy of the St. Cecilia School Board that:

1. A teacher associate may be employed up to 17.5 hours per week in grades K, 1, and 2.
2. If it is deemed necessary because of extreme need(s) of a student (or more than one student requiring special assistance) in any classroom, an associate may be employed for up to 10 hours per week.
3. Caution should be exercised in employing associates without following appropriate identification procedures to verify that the student(s) need the special assistance.

Policy adopted: May 1996

Policy revised: January 6, 1998  
March 2, 2010

Policy reviewed: November 5, 2013  
November 4, 2014

**FULL-TIME SUBSTITUTE TEACHER SALARY**

It shall be the policy of the St. Cecilia School Board that full-time substitute teachers who teach in the same classroom for the same teacher for ten (10) or more consecutive days will be paid the usual substitute rate for the first ten (10) days. Beginning on the eleventh (11<sup>th</sup>) day of consecutive teaching, the substitute teacher shall be paid the daily rate of a beginning St. Cecilia schoolteacher's salary (base divided by 190 days) per year. Part-time teacher salary is to be prorated accordingly.

Policy adopted: November 4, 1997

Policy revised: March 2, 2010

Policy reviewed: November 5, 2013  
November 4, 2014



## **TEACHER EXPERIENCE POLICY**

It shall be the policy of the St. Cecilia School Board that any new teacher, with prior teaching experience, may receive credit on the salary scale up to the maximum of five (5) years, at the discretion of the administrator and subject to the approval of the board. Such a teacher would be placed on Step 5 of the current salary schedule.

Any teacher transferring between Catholic schools of the Archdiocese of Dubuque shall be given full credit for experience earned while teaching in the Dubuque Archdiocese, and that will determine the placement on the salary schedule.

Policy adopted:       October 6, 1998

Policy revised:       March 2, 2010

Policy reviewed:      November 5, 2013  
November 4, 2014

## **TEACHER CONTRACT SIGNING DEADLINE**

It shall be the policy of the Saint Cecilia School Board that teacher contracts; must be signed by the deadline outlined in the Archdiocesan Teacher Contract offered for the forthcoming year. Contracts may be issued as early as March 15, but no later than April 15. The teacher must return a signed contract to the principal within fourteen (14) days after the issue date. If the contract is not returned within the fourteen-day limit, or if it is returned unsigned, the board has no further obligation to the teacher. A teacher may make a request to the administrator for an extension of the deadline. The extension will be no later than 30 days from the contract-signing deadline.

Policy adopted:       October 6, 1998

Policy revised:       March 2, 2010

Policy reviewed:     November 5, 2013  
November 4, 2014

**SALARY LEVELS POLICY**

It shall be the policy of the St. Cecilia School Board that a teacher shall be given credit at the time of completion of classes taken during the year or summer, which would place him/her on a higher salary level (i.e., B.A.+15 or similar scale). The administrator must be notified of intent to and then successful completion of college courses taken for credit. Official transcripts must be sent to the administrator. Non-college credit courses, such as staff development or in-service training, are not eligible for consideration under this policy.

Policy adopted: January 5, 1999

Policy revised: March 2, 2010

Policy reviewed: November 5, 2013  
November 4, 2014

## **Student Dress Code Policy**

It shall be the policy of the St. Cecilia School Board that there be a student dress code at St. Cecilia School.

Policy adopted: June 3, 1997

Policy revised: March 2, 2010

Policy reviewed: November 5, 2013  
November 4, 2014

# St. Cecilia Dress Code

- Shirts** Solid colored navy, red, light blue or white short or long sleeved collared polo shirts. Emblems on the shirts are to be 1 square inch or smaller unless a St. Cecilia School logo. Only white or navy blue solid long sleeved t-shirt may be worn under the polo shirt to provide comfort due to the fluctuating temperatures in the weather. An additional option is a white collared dress (button down) long or short sleeve shirts. If a dress shirt is worn students will need to follow the rules described for polo shirts.
- Pants** Navy or khaki full length pants/slacks with traditional inside pockets. Dress pants with elastic waistbands are acceptable but must still be navy or khaki colored. No cargo pants or jersey/cotton knit pants are allowed.
- Shorts** Navy or khaki shorts must be walking/Bermuda length. Shorts must reach the fingertips with arms extended and not fall below knee length. No cargo shorts. Shorts may be worn up until October 15<sup>th</sup> and starting again on April 15<sup>th</sup>.
- Skirts/Skortis** Navy or khaki skirts or skortis must reach fingertips with arms extended. Must be worn with tights or leggings between October 16<sup>th</sup> and April 14<sup>th</sup>. The tights or leggings must be at least ankle length (worn with socks) or the full foot style. Tights or leggings; solid white, red, light blue or navy colored are encouraged, but multi-colored tights or leggings are allowed.
- Sweaters, Sweatshirts, or Fleece**  
All sweaters, sweater vests, and fleece must be worn with a school approved collared shirt underneath. Navy, light blue or red sweaters that are solid in color and have no pictures or writing and an emblem of 1 square inch or less. Items may have the St Cecilia logo imprinted but still must be red, navy, or light blue. Sweaters or sweatshirts with hoods are not allowed.
- Dresses** Polo style cotton dresses in the uniform colors of red, navy, or light blue are acceptable. If a romper style dress (navy or khaki in color) is worn a collared shirt of red, navy, light blue, or white button down shirt must be worn under the dress. Appropriate tights or leggings must be worn (see Skirts/Skortis clarifications).
- Shoes** Tennis shoes must be worn on PE days. Clogs, any shoes without a backstrap, and flip-flops are not allowed. Boots or alternative shoes must be available for wear during recess time.
- Belts** Belts are optional, but if worn must be worn through appropriate pant loops and cannot be worn over the polo shirt or sweater.
- Hats** No hats of any kind any be worn, including bandanas.

## Comments or clarifications

- 1) When students wear a dress or skirt they must wear appropriate attire during the short season to allow for participation in activities to display appropriate modesty. This would include wearing an item such as a girl's jersey stretch short or similar garment under the dress.
- 2) No tights, leggings, or yoga style pants can be worn as an outer pant.
- 3) Blue jean days are blue/navy colored jeans and polo shirt unless otherwise specified for a specific theme. Students are always welcome to follow the outlined dress code on these days.
- 4) The teacher and principal will communicate appropriate attire for special days like Halloween or Christmas attire.
- 5) Special modifications will be determined for field trips based on the activity of the field trip.

## **Tuition Refund Policy**

It shall be the policy of the St. Cecilia School Board that the following procedures be followed relative to tuition refunds for payments that exceed the amount due at the time of withdraw. They will be billed if the students(s) has not paid adequate tuition at the time of withdrawal.

In order to receive a tuition refund, the school office must be notified 30 days prior to withdrawal from school.

A student withdrawing before the end of the eighth week of school shall receive a refund of 75% of the basic tuition.

A student withdrawing before the end of the seventeenth week of school shall receive a refund of 50% of the basic tuition.

A student withdrawing before the end of the twenty-six week of school shall receive a refund of 25% of the basic tuition.

A student withdrawing after the twenty-six week of school will not be eligible for any tuition refund.

The principal has the authority to waive the 30-day notification and adjust the refund policy to increase the amount refunded if the situation warrants.

Current lunch, and milk fee refunds will be given a full refund for the funds not used if requested. Students completing the fifth grade will have there excess funds transferred to a sibling or will be refunded.

Policy adopted: March 2, 2010

Policy revised: November 4, 2014

Policy reviewed: November 5, 2013  
November 4, 2014

## **Delinquent Accounts Policy**

It shall be the policy of the St. Cecilia School Board that the following be applied in cases of delinquent accounts.

### **Part I—Definitions**

- **Delinquent Accounts**—An account is delinquent when payment is not made within 30 days of the time such payment is due.
- **Contract**—Contract refers to the tuition contract and any amendments thereto signed by the parent/guardian.
- **Board**—St. Cecilia School Board
- **Administration**—The Administration is the Principal of St. Cecilia School

### **Part II—Delinquent Contracts**

- All St. Cecilia students will be registered and attend pursuant to a tuition agreement, which is to be signed by at least one parent or guardian of the student.
- Changes in payment schedules on tuition contracts may be made by the administration and the parent/guardian at any time, but only written modifications shall be effective and binding on all parties. All changes may be subject to the approval of the Board.
- When any account is delinquent 30 days, the administrator shall advise the parent/guardian of said delinquency, in writing or via e-mail.
- When an account is delinquent 60 days, and no payment arrangements have been made on the account, the parent /guardian shall be advised by the administrator by phone and via e-mail.
- When an account is delinquent 90 days, and no payment arrangements have been made on the account, the parent or guardian shall be advised in writing on the school letterhead.
- If the school term ends and the account is delinquent 150 or more days, and it is expected that the student will return the following Fall, a letter will be sent to the parent/guardian advising that their child(ren) will not be permitted to continue enrollment at St. Cecilia School unless the delinquency is corrected or a payment scheduled is agreed to by the principal.

### **Part III—Enrollment of Students Where an Account is Delinquent**

- No student shall be permitted to enroll at St. Cecilia School when an account is delinquent, unless specific written arrangements have been made by the administrator.
- It is the intention of the Board that this policy be enforced in a fair, evenhanded and sensitive fashion, such that each situation be viewed based upon its unique circumstances; and that any form of favoritism or unfairly harsh treatment with respect to any person or parties be avoided.



The goal of this policy is to have all tuition and fees paid by the end of May for that school year. Parents needing a payment plan are to contact the principal. If tuition is not paid in full by August 1 of the following year may deny enrollment. The principal will determine any deviation from this policy on a case-by-case basis.

Policy adopted: March 2, 2010

Policy reviewed: November 5, 2013  
November 4, 2014

**Student Placement/Teacher Classroom Requests**

It shall be the policy of the St. Cecilia School Board that when there is more than one section of a given grade level, the placement of students in each class will be guided by a team evaluation of each student with the team consisting of the principal and teachers, with the principal having the final determination for student placement.

Written parental/guardian requests for student placement for the following academic year will be accepted by the principal no later than April 1 of each year. These requests will be carefully considered, but the team identified above is under no obligation to honor the request or guarantee placement. Recommendations for student placement, which come from the principal or professional staff, will take precedence over any requests from parents/guardians. Class lists, with final determination and approval of the principal, will be posted at least one week before classes begin for the fall semester, and once posted, class lists cannot be changed unless extenuating circumstances warrant that the principal make a change.

Siblings in the same grade level will be placed in separate classrooms for the following academic year unless a parent/guardian request and rationale are provided in writing to the principal by no later than April 1 of each year. Due to the uniqueness of multiples strong consideration will be given to the parent/guardian request; however, the principal will have the final determination of class list make up.

Policy approved: April 7, 2009

Policy reviewed: March 2, 2010

Policy reviewed: November 5, 2013  
November 4, 2014