2014-2015
Parent/Student Handbook and Agenda

St. Cecilia Academy
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Principal

Mr. Andres Montana, M.Ed.
Dean of Students

Sister Julia Marie, O.P.
Dean of Academics
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STATEMENT OF AFFILIATION

St. Cecilia Academy is a private educational institution owned and operated by the Dominican Sisters of the St. Cecilia Congregation in Nashville, Tennessee. As a Dominican school, it is under the direction and supervision of the Prioress General of the St. Cecilia Congregation. The Academy is responsible to assume the unique charism of the Dominican Order, as reflected by the St. Cecilia Congregation. As a private institution operating in a secular society, the Academy is accredited by the Southern Association of Colleges and Schools.

It is the responsibility of the faculty and administration not only to respect the freedom of the institution and its unique character and mission, but to work together in order that St. Cecilia Academy may deepen and reflect more perfectly its ideals. Any contract entered into in the school’s name is based on this understanding.

PHILOSOPHY STATEMENT OF THE DOMINICAN CAMPUS

The Catholic Church from the beginning of the Order of Preachers has called Dominicans to teach the Word of God. St. Dominic embodies the teaching mission of the Church in the apostolic work of his Order. By sending his followers out into the world, he sought to proclaim the Gospel to all people. The Dominican Sisters of St. Cecilia Congregation have continued this mission of St. Dominic through their dedication to the Christian education of youth in institutions of learning. For over a century the St. Cecilia Congregation has owned and operated schools in which students come to a deeper understanding of their faith, their heritage, and their responsibilities as members of society.

Overbrook School, St. Cecilia Academy, and Aquinas College exist primarily to enable students to learn in a Christ-centered atmosphere of love and truth.

These schools reflect the philosophy of the Catholic Church as it pertains to education. Each student is recognized as an individual of eternal worth whose immortal soul is destined for happiness with God.

Each school endeavors to nourish the intellectual gifts of its students and to develop their spiritual and physical potential in view of their final end and the good of society. Each of the three institutions of The Dominican Campus establishes specific goals and objectives and provides the appropriate means to attain them.
MISSION STATEMENT

St. Cecilia Academy is a private, college-preparatory high school for young women, operated by the Dominican Sisters of Nashville, Tennessee since 1860. The Academy extends to students of all faiths the principles of Christian life in the Roman Catholic tradition.

St. Cecilia encourages academic excellence, creativity, and the development of leadership within each student. The Academy prepares young women to meet the challenges of modern life, and to contribute in a positive way to the society in which they live. In order to carry out this mission, the faculty and staff of St. Cecilia Academy are committed to:

- Providing an environment which enables each student to grow in her life of faith.
- Encouraging each student to attain true self-knowledge, and a valid sense of self-worth as one created by God in His image.
- Providing a college preparatory curriculum, capably taught, motivating each student to individual excellence.
- Providing a comprehensive program of physical education and co-curricular activities, which promote physical and social well-being.
- Providing opportunities in the creative arts through which each student can develop her individual talents and can learn to appreciate her own heritage and the tradition of other cultures.
- Providing a comprehensive and supportive counseling program through which each student may realize her full potential and may come to know her responsibility to society.

SCHOOL/PARENT PARTNERSHIP AGREEMENT

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their daughters. Registration and acceptance at St. Cecilia Academy constitutes an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the St. Cecilia Academy personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the policies outlined in this handbook or by word or action is unsupportive of the school’s goals or otherwise fails to meet his/her obligations under St. Cecilia Academy policies, the Principal may require the parent/guardian to withdraw his/her daughter(s) from St. Cecilia Academy.

Additionally, all members of the St. Cecilia Academy community will be held to a standard of respect in all communication and interaction.
Do you have questions? Here’s who can help you:

**General Information**
Mrs. Chris Caprioli – Assistant to the Principal
Mrs. Beth Walker – Receptionist

**Academic Policies / Course & Scheduling Information / Transcripts / Textbook Information**
Sister Julia Marie – Dean of Academics

**Advisory Program / Attendance / Dining Hall / Discipline Policy / Dress Code**
Mr. Andres Montana – Dean of Students

**Marketing and Communications Information**
Dr. Alexza Clark – Director of Marketing and Communications

**Enrollment Information**
Mrs. Betty Bader – Director of Admissions

**Student Activities / Interim Program**
Mrs. Maggie Kuyper – Director of Student Activities

**Athletic Information**
Mr. Bryan Picklesimer – Director of Athletics

**College Counseling / Senior Transcripts**
Mrs. Diane Connolly – College Counselor

**Personal Counseling**
Mrs. Krissie Betbeze – Personal Counselor

**PowerSchool**
Mr. Kenneth Albritton – Technology Coordinator

**Parents’ Association**
Mrs. Rose Marie Suchanick – President
ACCREDITATION AND MEMBERSHIP

St. Cecilia Academy is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI/AdvancED).

The school holds membership in the following organizations:

- The College Board
- Council for Advancement and Support of Education (CASE)
- Independent Schools of the Nashville Area (ISNA)
- National Catholic Education Association (NCEA)
- AdvancED
- Tennessee Association of Independent Schools (TAIS)
- Tennessee Secondary School Athletic Association (TSSAA)

HISTORY AND TRADITIONS

Coat of Arms

The Coat of Arms of St. Cecilia Academy was designed by Mr. Pierre de Chaigon de La Rose of Cambridge University. The Dominican Arms appear in chief or upper third of the shield. The red field or background of the base symbolizes the martyrdom of St. Cecilia, and the emblem charge in silver is a harp, which is symbolic of St. Cecilia, the great musician saint, of whom Dryden has so beautifully written:

He has raised a mortal to the skies
She drew an angel down.

The black and white of the Dominican Coat of Arms is emblematic of penance and purity. The cross flores, or cross ending in a flower, symbolizes the fruitful victory of faith and good works, which characterize the saints of the Dominican Order. The gyronny of the coat is symbolic of the unity of the Order.
History
The founding of St. Cecilia Academy was simultaneous with the founding of Tennessee’s only Motherhouse of Dominican Sisters, the Congregation of St. Cecilia of Nashville. At the request of Bishop James Whelan, also a Dominican, four Sisters from Somerset, Ohio, came to establish an Academy for the higher education of young women in the Diocese of Nashville in August of 1860. Classes opened the following October on a hill in North Nashville known as Mount Vernon Gardens.

One of the co-foundresses, Mother Frances Walsh, who was still in her teens at the time, kept a journal of these first days. In referring to the boarding students’ schedule, she wrote that the school hours were long, from 8 a.m. to 6 p.m., with an hour’s intermission at noon. However, “...there were no studies after supper as it was thought that evenings spent free from all serious application were conducive to health of mind and body.”

Music and art were important areas of emphasis from the outset. Included in one of the Academy’s first courses of study were painting, sculpture, pottery and china, piano, organ, harp, violin, and voice.

"But for the terrible cloud that lowered and threatened, all things foretold a bright and prosperous career for St. Cecilia Academy,” wrote Mother Frances. The Academy’s early years were inextricably bound up with the Civil War. The first commencement exercises were held in June of 1862. Miss Doyle of Tennessee and Miss Schipp of Kentucky graduated in the concert hall, which had been constructed in 1861, despite the war, to meet a growing enrollment. Lanterns borrowed from the railroad lit up the grounds, as over a thousand guests gathered to hear Reverend Mr. McDonald, a Scottish Presbyterian minister, deliver St. Cecilia’s first baccalaureate address.

Lee surrendered in April of 1865, but the school session continued until June. That summer the girls returned to homes, which had been ruined or abandoned. In September of 1865, St. Cecilia opened with a greatly reduced student body. Many of the debts owed to the Academy went unpaid. Deprived of its income, the school could not pay its own debts and the property was sold at public auction in September of 1867.

Although the Bishop purchased the school and returned it to the Sisters, he later decided to close it because he was convinced that the Congregation could never pay the debt. The Sisters were told to return to Ohio, but they begged to stay and promised to extricate the Academy from financial collapse.

Prosperity gradually returned to Tennessee, and by 1880 the applications to St. Cecilia had increased to the extent that a new building was needed. Further additions to the campus at Eighth Avenue and Clay Street were made in 1888 and 1903.

In 1923 with the city’s growth and general movement westward the Congregation decided to purchase the ninety-two acre Joseph Warner Estate in West Nashville. Thirty-three years later, on the feast of St. Cecilia, November 22, 1956, ground was broken on the Overbrook property for the new St. Cecilia Academy. A year later, the statue of St. Cecilia was set in place and the new building on Harding Road was dedicated by Bishop Adrian.
This marked a new era for an old institution. St. Cecilia entered the 1960s confidently, with over a century of progress in the field of education to her credit - anxious to begin the next 100 years of providing young women with an education of the highest religious, academic, and cultural standards.

In keeping with St. Cecilia’s long tradition of appreciation and performance in the fine arts, ground was broken on November 22, 1976, for the new Library and Fine Arts additions, and the new Science wing and Alumnae Hall was opened on March 26, 2001. With each new building addition, and the distinction of being the oldest continuously operating school in the city, St. Cecilia continues to meet those standards of excellence more proudly than ever before.

There is a sameness underneath change that is unique to St. Cecilia. The Academy is a school whose program is fitted both to what the past has framed and for what the future holds.

**Alma Mater**

We love you St. Cecilia,  
Love your sweet simplicity;  
We love you, St. Cecilia,  
And to you we pledge our loyalty.

We’ll take your teaching with us  
To guide us on our way,  
And remember, St. Cecilia,  
You’ll be in our hearts always.

In sunshine or in shadow,  
Though our skies be grey or gold,  
We’ll bless you, ne’er forget you,  
And for you our hearts will ne’er grow cold.

In our thoughts your name will linger.  
In our dreams we’ll long for you;  
For we love you, St. Cecilia, and  
To you we’ll e’er be true.

**School Motto**

Veritatem Dare Summa Caritas  
*(To give Truth is the greatest Charity)*
School Pledge
In the presence of the Holy Spirit and of our Heavenly Patroness, I pledge my loyalty to the ideals of St. Cecilia. I pledge to be a zealous Christian, observant of God’s law, regular in receiving the Sacraments, generous in my dealings with my neighbor. I pledge to be faithful to God, to my country, to my school and its faculty. I pledge to be diligent and studious, clean in speech and action. I pledge to have the best interests of St. Cecilia at heart, to cooperate with the faculty and students in curricular and extra-curricular activities, and to back my Alma Mater the whole way in every circumstance. Finally, I pledge to be true to our Patroness, Mary, Queen of St. Cecilia, and under whose guidance I hope to become a successful citizen in this world and attain eternal glory in the next.

School Mascot - SCARAB
The scarab is an ancient Egyptian symbol for life. The sacred beetle represented the Creator of the universe and, by extension, the energy and vitality of all creative forces in the world. Athletic teams at St. Cecilia are called "SCArabs." The insect also has medieval connections with the Blessed Virgin Mary. In the Britain of old, people called this scarlet beetle “Our Lady’s bird” or the “Lady beetle,” since Mary was often depicted in medieval paintings wearing a red cloak with seven spots that symbolized her seven sorrows. In the United States, the name was adapted to “ladybug”.

School Colors - RED AND WHITE
The liturgical colors representing the martyrdom and virginity of St. Cecilia, patroness of the Academy.

Patron Saint - St. Cecilia
Feast Day: November 22
Cecilia was a beautiful and cultured young woman of the Roman patrician class who lived during the third century. Although she had vowed her virginity to God, she was forced by her parents to marry Valerian of Trastevere. On the night of their wedding, Cecilia revealed her vow of virginity to him and told him that her guardian angel would protect her. Valerian desired to see the angel, and Cecilia responded by encouraging his conversion to the Christian faith. He received instructions from Pope Urban and was baptized. Arriving home, he found his wife in prayer and her angel visible. The angel crowned them both, symbolic of their dedication to the faith and to purity. The angel also offered Valerian any divine favor, and Valerian responded by asking for the conversion of his brother, who was soon baptized. The two brothers lived out their Christian faith by burying the remains of those martyred daily by the Roman authorities. When they refused to sacrifice to the gods, they too received martyrdom. Cecilia had converted many by her preaching and her example of Christian virtue. These actions led to her persecution as well. First, the authorities sought to suffocate her in the baths, but when this did not work, they resorted to beheading her with the sword. The executioner struck her three times without success, and Cecilia was left to bleed to death over three days, during which time her courage continued to inspire those around her. She died with three fingers outstretched, a wordless testimony to her belief in the Blessed Trinity. Centuries later, St. Cecilia’s body was exhumed and found incorrupt, and the sculptor Maderno fashioned a famous image of St. Cecilia that each senior receives at her graduation. St. Cecilia is the patron saint of music and the arts.
St. Dominic
Feast Day: August 8

St. Dominic de Guzman, founder of the Dominican Order, was born in 1170 to a noble family in Caleruega, Spain. During his adolescence, he studied in Palencia where he not only proved himself to be a talented student but also showed himself to be a man of deep compassion. On one occasion he sold his books, which were both rare and expensive in the 12th century, and gave the money to relieve the starving poor of the city. After completing his studies, Dominic became a priest at the cathedral of Osma. He would have quietly lived out his life there, but Providence intervened in the person of the Bishop of Osma, who asked Dominic to accompany him on a diplomatic trip. This trip took them through southern France, where he was stunned by the spread of falsehood. People were adopting Albigensianism, which considered all material things to be evil. Dominic responded with compassion and a burning desire to teach them the true path to happiness. He took this desire and translated it into practical action by organizing a new religious order dedicated to preaching and the salvation of souls. Dominic understood the necessity of a deep and comprehensive education for his preachers, so he immediately sent his first followers to universities all over Europe. The motto of the Dominican Order, to contemplate and to give to others the fruits of contemplation, reveals an essential aspect of Catholic education: teachers and students strive for academic excellence so as to put their knowledge and wisdom at the service of others. Dominic died on August 6, 1221, and he was canonized in 1234.

PRAYERS

Angelus
For centuries the Church has recited the Angelus, especially at noon, in honor of the Incarnation.

The angel of the Lord declared unto Mary;
And she conceived by the Holy Spirit.
Hail Mary…

Behold the handmaid of the Lord.
Be it done unto me according to your word.
Hail Mary…

And the Word was made flesh,
And dwelt among us.
Hail Mary…

Pray for us, O holy Mother of God,
That we may be made worthy of the promises of Christ.

Let us pray.

Four forth, we beseech you, O Lord, your grace into our hearts, that we, to whom the incarnation of Christ, your Son, was made known by the message of an angel, may by his passion and cross be brought to the glory of his resurrection, through the same Christ our Lord. Amen.
**Regina Caeli** *(prayed at noon from Easter until Pentecost)*

Queen of heaven, rejoice! Alleluia.
For he whom you did merit to bear. Alleluia.
Has risen as he said. Alleluia.
Pray for us to God. Alleluia.

Rejoice and be glad, O Virgin Mary. Alleluia.
For the Lord is truly risen. Alleluia.

Let us pray. O God, through the resurrection of your Son, our Lord Jesus Christ, you were pleased to give joy to the world; grant, we beseech you, that through his mother, the Virgin Mary, we may obtain the joys of everlasting life. Through the same Christ our Lord. Amen.

**Our Father**

Our Father, who art in heaven, hallowed be thy name. Thy kingdom come; thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

**Hail Mary**

Hail Mary, full of grace, the Lord is with thee; blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

**The Glory Be**

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

**Morning Offering**

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day for all the intentions of your Sacred Heart, in union with the holy sacrifice of the Mass throughout the world, in thanksgiving for your favors, in reparation for my sins, for the intention of all my relatives and friends, and in particular for the intentions of the Holy Father. Amen.

**Come Holy Spirit**

Come Holy Spirit, fill the hearts of your faithful and enkindle in them the fire of your love. Send forth your Spirit, and they shall be created.
And you shall renew the face of the earth.
Let us pray. O God, who has taught the hearts of the faithful by the light of the Holy Spirit, grant that by the gift of the same Spirit we may be always truly wise and ever rejoice in his consolation. Through Christ our Lord. Amen.
Angel of God Prayer
Angel of God, my guardian dear, to whom God’s love commits me here
Ever this day be at my side, to light and guard, to rule and guide. Amen.

ADMISSION POLICIES
St. Cecilia Academy admits students of any race, religion, or national origin. Priority is given, all other things being equal, in the following order: siblings, children of alumnae, and Catholics. Records from previous schools, family interviews, entrance tests and visitations by prospective students are used to evaluate applicants’ probability for success in the St. Cecilia Academy program.

Contract Renewal
Renewal enrollment contracts are sent in January of each year. A non-refundable deposit is due in March (contact the Director of Admissions for the exact date) to reserve a spot for the upcoming school year. Once the non-refundable deposit and the signed enrollment contract are received, parents have until May 1 to notify, in writing the Principal and the Director of Admissions if the decision is made that their daughter will not be attending St. Cecilia Academy. After May 1, parents are financially committed for the entire tuition. All copies of the signed contract should be returned to the school. A copy will be returned by mail once the Principal has validated it. The non-refundable deposit must be returned with the current contract.

Permanent Record Request
Families choosing to transfer to another school and in need of letters of recommendation, transcripts, or permanent records must send all requests to the Director of Admissions. All unpaid tuition and fees must be paid before recommendations or transcripts can be sent. Students will be contacted for a mandatory exit interview after all financial obligations have been met.

Transferring Out of the Nashville Area & Surrounding Counties
Families moving out of the city of Nashville and adjoining counties (over a 60 mile radius) should notify the Principal and Director of Admissions as soon as possible. If notice is received prior to the start of the school year, the contract will be considered null and void with the exception of the non-refundable deposit.
ACADEMIC PROGRAM

The curriculum of St. Cecilia Academy reflects the Catholic philosophy of the school. It is a program designed to cultivate the intellect and to develop the moral, social, and physical potential of all its students. As written in the school’s mission statement, “The faculty and staff of St. Cecilia Academy are committed to providing a college preparatory curriculum, capably taught, motivating each student to individual excellence.” The course offerings within each discipline are intended to contribute, according to the character of each, to the school’s overall academic objective – the formation of critical, creative, and ethical thinkers.

Graduation Requirements

There are two levels to graduation requirements at St. Cecilia Academy. First, there are requirements that are specific to the each department. Second, there is the total number of credits required for graduation. The credits that are not required by a specific department are fulfilled by elective courses.

28 credits are necessary for graduation from St. Cecilia Academy.

Required credits by department:

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<td>English</td>
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<td>Mathematics</td>
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<td>Science</td>
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<td>History</td>
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<td>World Language</td>
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<td>Fine Arts</td>
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<td>1</td>
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<tr>
<td>Computer Technology</td>
<td>0.5</td>
</tr>
<tr>
<td>Electives</td>
<td>remainder of credits to reach total necessary for graduation</td>
</tr>
</tbody>
</table>

All students are required to take at least seven academic credits each semester unless they have special permission from the Dean of Academics.

*2 credits of Fine Arts are required starting with the class of 2018.

Interim Program

The Interim Program is held the first week following Christmas break. The objective of the Interim Program is to offer students non-traditional educational opportunities outside the regular school routine and includes classes held on campus, trips abroad or to other U.S. cities, or an internship experience with a community mentor. Successful completion of Interim Program every year is required for graduation. A student must be in good academic, financial, and disciplinary standing to participate in group trips.
AP Courses

The faculty members of each department determine a student’s eligibility for admission to an Advanced Placement course. A recommendation as to the total number of AP courses to be taken is made by a committee composed of department chairs, the Dean of Academics, and the principal. The Course Description Guide gives specific prerequisites for each course. All AP course and testing fees must be paid at the beginning of the school year. In order to take the AP exam, the student must be enrolled in the AP class. All students in AP classes are required to take the AP exam. Advanced Placement courses will be weighted when computing the GPA used for determining the valedictorian and salutatorian. The weighted GPA will also be included on the student’s official transcript.

Pre-Registration for Courses

The process for pre-registration is as follows:

1. Students meet with individual teachers early second semester to complete the Teacher Recommendation Form.
2. Students meet with the Dean of Academics and their advisor to discuss course selections for the following year and complete the Course Request Form.
3. Forms are sent home, and students discuss the courses requested with their parents. Parents should feel free to call the school if there are any questions or if clarification is needed. The Course Description Guide provides further information about the curriculum.
4. The signed Course Request Form is returned to the Dean of Academics by the date required.

Class Schedules

Students may select a maximum of eight full-year classes each academic year. On most days only seven of these classes meet.

Each class may be worth ½, 1 or 2 credits towards the graduation requirements:

- Classes worth ½ credit may meet at a given period on every day that the class meets in the cycle for one semester.
- Classes worth 1 credit will meet at a given period on every day that the class meets in the cycle for the entire year.
- Classes worth 2 credits will meet for two periods on most days of the cycle.

A detailed calendar of the school year identifying days in the cycle will be provided to students at the beginning of the school year.

Dropping / Adding Courses

At the beginning of each semester, courses may be added or dropped during the first ten days of the course. After that point, students may not change classes. A $50 drop/add fee will be charged for all student/parent initiated schedule changes in either semester after the first day of school.
Grade Reports / PowerSchool
SCA uses the student information system PowerSchool. Parents and students are issued passwords to access grade and attendance information online through the SCA website, www.stcecilia.edu. A student-copy transcript is issued to each student at the end of the academic year.

Grading System
Numerical averages appear in PowerSchool and on transcripts.

<table>
<thead>
<tr>
<th>Mark</th>
<th>Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>92-100</td>
<td>A</td>
</tr>
<tr>
<td>84-91</td>
<td>B</td>
</tr>
<tr>
<td>75-83</td>
<td>C</td>
</tr>
<tr>
<td>70-74</td>
<td>D</td>
</tr>
<tr>
<td>Below 70</td>
<td>F</td>
</tr>
</tbody>
</table>

Grade Point Average
Saint Cecilia Academy’s grade point average is calculated out of 100 points. Simple GPA is an average of a student’s cumulative semester grades. Weighted GPA adds an additional 1 point per honors level class and 2 points per Advanced Placement class per semester. Since weighted grades are only used when determining the cumulative weighted GPA, semester grades that appear on the official school transcript are not weighted. All coursework taken at SCA is included in the GPA computation. Grades in pre-approved online classes may count for credit but are not included in the GPA. Official transcripts display both the cumulative simple and weighted GPA. Saint Cecilia Academy school policy prevents the publication of GPA.

Semester Exams
Semester examinations count as 20% of the semester average. Students are required to remain in the testing locations for at least one hour of the two-hour exam period. If they do not have a scheduled exam, they are not required to be at school at that time and are not under the supervision of SCA.

All financial obligations must be met and all detentions served, all library and athletic materials returned, and any other unresolved requirements cleared before a student’s grades or an academic transcript will be released.

Senior Exemptions
Second semester seniors may, at the discretion of the teacher, be exempt from a final examination if the following criteria are met (single semester classes do not qualify for exemptions):

- The student must have at least a grade of 92 in that specific class in each of the following: 1st quarter, 1st semester, 3rd quarter and 4th quarter;
- No more than two detentions during senior year;
- No disciplinary probation during senior year;
- Four or less absences second semester in that class (college visits – CV and school related absences – SR do not count towards those four);
- Four or less absences and/or tardies to advisory (excused or unexcused) second semester.
Honor Roll
The Honor Roll is determined by the grades issued at 1st quarter, 1st semester, 3rd quarter, and 2nd semester. A student must have a minimum grade of 84 or above in every class and must not have more than one detention in the grading quarter just completed. Students with a minimum grade of 92 in every class will be included on the Principal's List.

Make-Up Work
The responsibility for make-up work rests with the student. Upon returning to school, the student must make arrangements to make up any missed work (lab, quiz, test, assignments). Students are responsible for making up all course work missed due to any absence from school as directed by the student’s individual teachers’ class policies and procedures. Time allotted for make up by an individual teacher may not exceed five days following the student’s return to school unless approved by the administration. Students missing a semester exam due to an excused absence must contact the Dean of Academics prior to the absence to make arrangements to make up the exam.

Failures for Semester or Year
Credit is awarded by semester. If a student fails one semester but passes the other semester of a full year course, credit may be awarded for the failed semester if the cumulative average of the two semesters is 70 or higher. If the cumulative average of the two semesters is not higher than 70 or if the student fails both semesters, the student must make-up the failed semester(s). The Dean of Academics will notify the parents of options for making up the credit(s), including summer school programs approved by the Dean of Academics or by retaking the course. It is the responsibility of the family to make arrangements for making up the failed credit(s) and to supply the Dean of Academics with a summer school transcript at the completion of the course(s) in order for credit to be given. When a failed course is repeated in summer school and a passing grade is obtained, the previous failing grade remains, however a note is added that credit was gained in summer school.

Academic Probation
1. Students are placed on academic probation for a failure in one or more class, or for an overall average lower than 74.5 (cumulative).
2. Academic probation is identified at the end of each marking period, based on the following grades: Q1, S1, Q3, S2.
3. Students are notified of academic probation status a week after grades close for the term and the probation goes into effect upon notification.
4. The requirements for students on academic probation differ depending upon the number of classes failed, and whether the overall average is 74.5 or lower.
   A. A student who has failed ONE class:
      i. Is required to attend one extra help sessions per week for four weeks in the class she is failing. Attendance at these help sessions is documented on a standard form issued by the Dean of Academics, signed by the teacher, the student, and her parents, and submitted to the Dean of Academics for review at the end of the four weeks.
      ii. Is not permitted any school related (SR) absences for these four weeks.
      iii. At the end of the four weeks the student meets with the Dean of Academics to determine if she will be released from probation.
iv. If a student does not attend the required number of help sessions each week for the four weeks, she will be held to the academic probation requirements for students who fail two or more classes (below).

B. A student who has failed TWO OR MORE classes, OR who has an overall average lower than 74.5 (cumulative):
   i. Is required to attend at least one extra help session per week for each class failed until the end of the quarter in the class she is failing. The exact number of help sessions required per class will be determined by the Dean of Academics at the time that academic probation is determined. Attendance at these help sessions is documented on a standard form issued by the Dean of Academics, signed by the teacher, the student, and her parents, and submitted to the Dean of Academics for review at the end of the quarter.
   ii. Is not permitted any school related (SR) absences for the rest of the quarter.
   iii. Is not permitted to participate in school athletics or theater productions until the end of the quarter.

5. Unless notified by the Dean of Academics, students remain on academic probation for the entire quarter. Academic probation is re-evaluated at the end of the quarter.

6. If a student has a leadership role in a school club or organization and is placed on academic probation, she cannot perform the duties of her leadership role until she comes off probation. If she is placed on academic probation for two consecutive quarters, she is removed from her leadership role. If a student is placed on academic probation at the end of the third quarter, she will be ineligible to run for or be elected to a student leadership role.

7. If a student is placed on academic probation at the end of the second semester due to a failure in one class, and successfully makes up that class during summer school, the academic probation is lifted at the beginning of the next school year.

8. If a student is placed on academic probation at the end of the second semester due to a failure in two or more classes, or because of an overall average lower than 74.5, she remains on academic probation for the first quarter of the next school year. She is not permitted any school related (SR) absences for the first quarter of that new school year, and she is not permitted to participate in school athletics or theater productions during that first quarter.

If a student is put on academic probation for multiple marking terms, the student and her parents will be required to meet with the Dean of Academics to evaluate the situation and what will best serve the student’s academic needs.

Classroom Practices, Policies and Procedures

Specific classroom practices, policies and procedures concerning homework, grading, tutorials, and making up work missed due to absences are outlined in a handout provided by each teacher to his or her students at the beginning of the school year.
Research Papers and Essays
Students are expected to follow MLA (Modern Language Association) format. All students are required to have an MLA handbook (*Rules for Writers*).

Handwritten Papers
Ink: blue or black only, no fluorescent or metallic colors
Pencil: accepted by individual teachers
Paper: white, no jagged edges, multiple pages should be stapled
Heading in the upper left hand corner:
- Name
- Subject-Class
- Assignment (page number and problems)
- Date

Typed Papers
Font: 12 pt Times New Roman, larger sizes and fonts are unacceptable
Ink: black
Paper: white
Margins: 1 inch, top, bottom and sides
Spacing: double
Heading in the upper left hand corner
- Name
- Subject-Class
- Assignment (page number and problems)
- Date

Service Program
Goals of the Service Program:
1. To develop a love of service so that it becomes a way of life.
2. To encourage respect for the dignity of the human person.

Overview of the Service Program:
- Sophomore Year: Discovering Paths of Service
- Junior Year: Committing to Service
- Senior Year: Service as a Way of Life

Service Requirements:
- For sophomores, juniors, and seniors: A minimum of twenty hours of person-to-person service is required per year, minimum of 10 completed by the end of first semester. Completion of the service hours and documentation will be assigned a test grade in the second and fourth quarters.
- The completed service must be for the underprivileged or underserved, done free of charge, at an approved agency.
- For each semester, the student must document her service by completing the following:
The Intent to Serve Form, Service Calendar, Log Sheet, and Supervisor’s Report must be turned in to the Director of Student Activities. The Service Reflection Essay/Questions must be turned in to the religion teacher. Service hours should be completed at the same agency during all three years of service. Failure to complete service as required will result in the student receiving a zero for the incomplete work. Dishonesty in logging and reflecting on service is a serious breach of the Honor Code and will be handled as stated in the school handbook.

Details for the service program are located in the service learning handbook distributed to the students each year and available on the school Web site.

Textbook Policy
All textbooks, new, used or rented, must be approved by the teacher at the beginning of each course. During exam week in the spring, students may sell their books to Follett Educational Services on buyback days published in the spring. Follett mails checks directly to parents within a few weeks of the buyback day.


STUDENT FORMATION
Several programs work together to provide formation and guidance for the student. Together, college, academic, and personal counseling as well as the Advisory Program help to guide students through challenging circumstances in their life and to overcome personal obstacles to their academic and future success.

Advisory Program
The Advisory Program is designed to create connections amongst the members of the school community. Most importantly, the goal is for students to connect with their advisor so that every student has an adult in the school who knows them well and oversees their learning and personal development. The Advisory Program helps to ensure that all students are known and loved, that they discover their personal gifts and talents, and that they plan effectively for the future. Additionally, the program helps students to connect with one another, teachers to connect with students and parents, and students and teachers to connect with Jesus, ultimately helping to create a "culture of communion" in the school.

Students are assigned a faculty or staff member to serve as an advisor. Freshmen stay with their advisor for one year and are then assigned to a new advisor, whom they typically keep for the duration of high school. Advisory groups meet daily to discuss a variety of topics, including academics, personal goals, and faith.
Freshman Seminar
Throughout the freshman year, incoming students participate in a series of discussions and experiences to help them transition into high school. The curriculum is taught through a series of events such as freshman overnight, orientation, freshman seminar day, advisory times, and Interim. The curriculum includes academic topics such as organization, study skills and exam prep, as well as human formation, topics of time management, health and wellness issues, healthy friendships, and team building.

Personal Counseling
The counseling program is an integral part of St. Cecilia Academy’s commitment to providing an atmosphere in which girls can grow to their fullest potential, and particularly to helping students develop a positive self-concept, which will lead to recognition and acceptance of their personal, God-given talents and gifts. The school counselor provides in-class workshops, parent/guardian support and sees individual students in counseling as needed.

Academic Counseling
St. Cecilia Academy provides comprehensive academic counseling for a student from the time she enrolls throughout her four years. From her initial placement tests, the student works closely with the Dean of Academics to ensure that she maximizes her academic potential and experience. Services include one-on-one counseling for course selection, guidance within academic probation, as well as other academic opportunities such as Governor’s School. The Dean of Academics also works with students to coordinate standardized testing.

For those students who may need additional resources for success, Saint Cecilia has a part-time learning specialist who provides supplemental guidance and instruction. With the recommendation of the Dean of Academics, students may receive additional academic support.

College Counseling
At St. Cecilia Academy, the goal of the college counseling program is to help each individual student find her own “best fit” college or university, recognizing that there will be many best fits among the thousands of college choices. Through a highly personal, sequential and developmentally sound approach, students are guided through the process, beginning as early as the freshman year with the selection of courses and the planning of individual educational programs. Sophomores have their own Sophomore College Night, along with small-group sessions including personality and career-interest assessments; juniors officially launch the process with Junior College Kickoff and a specially designed college handbook. Seniors continue with a summer College Boot Camp, Senior College Night for students and parents, Senior College Day, Financial Aid Night and various programs throughout the year. All students in grades 10-12 have their own accounts through Naviance’s Family Connection, a robust Web-based college search and application tool. Parents are also encouraged to register for their own accounts.

The College Counseling Center, equipped with resource materials and computer access, is open to students throughout the school day, as well as before and after school. The College Counselor is also available during these times to talk with students individually. As the advocate of the student, the College Counselor is also available to meet with parents as questions arise and decisions concerning college are needed.
More than 150 colleges and universities visit St. Cecilia Academy each fall, and students in all grades participate in the annual Red Carpet College Fair. St. Cecilia Academy also hosts the Nashville Catholic College Fair each fall, open to the public and serving students throughout Middle Tennessee and southern Kentucky.

SAT / ACT Information 2014-2015

St. Cecilia’s school code is 431740. This is the code students use when signing up for the tests. This will ensure that the test scores are sent to St. Cecilia Academy.

Most college admission offices will accept either the SAT or ACT and can convert from one score to the other. Please check with each individual college to verify their own testing requirements.

**SAT Tests**

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<tr>
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<td>December 6, 2014</td>
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<td>January 24, 2015</td>
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<tr>
<td>March 14, 2015</td>
<td>TBA</td>
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<tr>
<td>May 2, 2015</td>
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<tr>
<td>June 6, 2015</td>
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**ACT Tests**

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<th>Test Dates</th>
<th>Registration Deadline</th>
<th>Late Fee Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 13, 2014</td>
<td>August 8, 2014</td>
<td>August 9–22, 2014</td>
</tr>
</tbody>
</table>

**Testing**

- Juniors are advised to take the SAT and ACT by June.
- Seniors should take SAT and/or ACT tests by the December testing date. Register online for the SAT, [www.collegeboard.com](http://www.collegeboard.com) and for the ACT, [www.act.org](http://www.act.org).
- SAT Subject Tests are required for admission by certain colleges and universities. These tests should be taken as soon as possible after completion of the course to which they pertain. Students should check with the college of interest to determine if they should take these tests and should discuss their testing plans with the College Counselor.
• Advanced Placement exams are administered in May to students seeking advanced placement or credit in college.
• Standardized testing takes place in the fall of the school year.
  Freshmen: PSAT
  Sophomores: PLAN and PSAT
  Juniors: PSAT/NMSQT

GENERAL SCHOOL POLICIES
The Catholic community that is St. Cecilia Academy represents a portion of the Dominican Campus, owned and operated by the Dominican Sisters. The interactions among individuals that make up this community must necessarily be guided by certain rules and regulations, which represent and uphold the values of SCA. Students must remember that they represent St. Cecilia Academy at all times, including off-campus and outside school hours. They are expected to be morally responsible and at all times uphold the values and conduct of St. Cecilia Academy.

Alcohol, Tobacco and Drugs
The use and/or possession of alcohol, drugs, or drug paraphernalia by a St. Cecilia Academy student on or off school property, at any function or event, whether or not it is school-sponsored, is strictly forbidden. The presence of any student in any state of intoxication at any function or event, school activity, on or off campus, is strictly forbidden, as are images or behavior online that suggests participation in drug or alcohol activity. Failure to observe these regulations may result in dismissal. The administration of St. Cecilia Academy reserves the right to search the person, locker or vehicle as well as require a drug/alcohol assessment of any student suspected of the possession or use of either drugs or alcohol. Students are required to follow the recommendations of the assessment. The use or possession of cigarettes or tobacco products of any kind is not permitted at school or on the Dominican Campus or at any school related events.

Appeals Concerning Non-Disciplinary Issues
When, in the course of any part of the educational process at St. Cecilia Academy, parents or students have questions or concerns that they feel have not been addressed satisfactorily, they should communicate these concerns in writing within one week to the appropriate teacher, advisor counselor, coach or administrator. If the parents/students are still not satisfied, they have an additional three (3) days to take the matter to the appropriate administrator, who will review the concern and render a written decision within three (3) school days after hearing of the complaint.

Attendance
Absence, for any reason, removes the student from the primary learning environment and negatively impacts student achievement. Students are expected to be in school and on time for class and school events (retreats, spirit days, etc.) held during the day. Students not in their advisory when the bell rings at 8 a.m. are considered tardy, must sign in, and wait in the front office until after advisory to be checked in by the Dean of Students. As a guide for parents, St. Cecilia Academy considers the following to be valid (excused) reasons for absence from school: sickness, death in the family, court appearances, health treatment and college visits (pre-approved).
Students missing school for these reasons are allowed to make up all work missed. Students are considered absent for an individual class if they miss half of the class. It is the student’s responsibility to find out what work has been missed and to complete the work as determined by the individual teacher.

**Attendance Procedures and Absence Notes**
Parents should notify the Dean of Students as early as possible on the day of the student’s absence as well as for any issue related to attendance. Please call the Dean of Students at 298-4525 ext. 380 between the hours of 7 a.m. and 10 a.m. If parents do not call by 10 a.m., then the office staff will attempt to contact the parent to verify attendance.

Upon returning to school the student must present an **absence note** to the main office excusing her absence which includes:
- Student’s name
- Date(s) of the absence
- Reason for absence
- Parent signature and the date
- Telephone number where a parent can be reached.

Students must turn in an absence note from their parent on the day she returns to school. Failure to turn in an excuse note on the day of return will result in a minor infraction being issued and the absence(s) being marked as unexcused until the note is turned in.

In the event that a student is absent five (5) or more consecutive days, a doctor’s note and/or a meeting with the student’s parent may be required.

Except in the case of a school related absence, a student may neither attend nor participate in an athletic event, practice, or attend an extra-curricular school activity on the day of her absence without the permission of the Dean of Students. To be considered present, a student must attend at least four academic classes, or all classes on half-days.

**College Visits**
Seniors are allowed three school days for college visits and juniors are allowed two school days. College visit request forms are available in the college counseling office. These forms should be turned in to the Dean of Students 3 days prior to the date of the college visit. Failure to turn the form in 3 days prior to her absence may result in the visit being marked as unexcused, counting towards the total number of absences and allowable college visit days. Verified college visit days do not count towards a student’s total number of excused absences. Students must return the “College Visit Verification Form” signed by the admissions office of the college or university they visit. All college visits must take place before May 1.

**Excessive Absences**
Parents will be notified when a student accumulates five (5) absences (excused or unexcused) for any academic class or advisory in one semester. (Note that being late to school results in an absence from advisory.) If a student reaches ten (10) absences in one semester, she will be placed on **Attendance Probation**. At this point the student and parents may be required to meet with the Dean of Students to discuss the causes of the absences and the terms of the probation. Attendance Probation may include but is not limited to the following: an attendance contract, no school related
absence, no college visits, no excused absence other than illness or death in the family, loss of free study hall for juniors and seniors.

St. Cecilia Academy determines a student who is absent from an individual class fifteen (15) days in one semester possibly ineligible to receive credit for that class.

Students absent from class for school related activities are not penalized for participation in school events that occur during the school day. Absences caused by an official school event, to be determined by the administration, will not be counted as accumulated absences.

**Illness during the school day**

During the school day, students who are too ill to remain at school should inform their teacher of their condition and report to the main office. The main office will attempt to contact the parent(s) or legal guardian who must come check the student out or give permission for the student to leave school.

**Clinic**

Students who are ill may report to the school clinic but may not remain in the clinic for more than one class period per day. Students must obtain a note from the teacher whose class they are missing before they will be allowed in the clinic.

**Late Arrival - Tardy**

The school day officially begins at 8 a.m. The first bell rings at 7:53 a.m. All students should be in their advisory by 8 a.m. Students who arrive at school after 8 a.m. are considered tardy, must sign in, and wait in the front office until after advisory to be checked in by the Dean of Students. To be considered excused tardy to school, the student must present a doctor's note or a written note (or phone call) from a parent/guardian providing a valid reason for the tardy.

- Students may accumulate four excused tardies per semester. Each additional tardy (beginning with the fifth), excused or unexcused, will result in a minor infraction (except health treatments).
- All unexcused tardies (before 8:45 a.m. or 9:40 a.m. on Fridays) will result in a minor infraction.
- Students arriving after 8:45 a.m. are considered absent from 1st period class. For the absence to be excused, a doctor's note or a written note (or phone call) from a parent/guardian providing a valid reason for the absence must be provided or the student will be issued an automatic detention for skipping class. Students must remain in the office until a parent/guardian is contacted. If a parent/guardian cannot be reached, the student must sign in with the Dean of Students.
- Students arriving after the first academic class of the day (normally 9:10 a.m. or 10:05 a.m. on Fridays) without a doctor's note or a written note (or phone call) from a parent/guardian providing a valid reason for the absence are considered absent without authorization and are required to spend the equivalent amount of time in ISS for skipping school.

**Early Dismissal**

Parents are asked not to make appointments that would require the student to miss any class time.

If there are conditions in which no other alternative is available, a note, signed by the parent, giving the reason for the early dismissal, is presented to the main office **BEFORE** the school day begins at 8 a.m. The student is given an early dismissal slip, which will allow her to leave class at a specified time. At the specified time, the student presents the early dismissal slip at the main office and signs out to leave school.
Perfect Attendance

Perfect attendance is calculated prior to Honors Evening. To be considered for perfect attendance a student must be present at school every day and miss less than eight class and/or advisory periods during the year. School related absences (SR & SRS) and college visits verified (CVV) do not count against students for perfect attendance.

Unexcused Absence

St. Cecilia Academy considers the following as not valid (unexcused) reasons for absence from school: Vacations, extended weekends, non-SCA athletic events, college visits, conferences, job interviews, work, service hours, etc. (See pre-approved absence section below). Students missing school for these reasons are NOT allowed to make up work missed. All assignments, quizzes or tests due the day of the unexcused absence will be recorded as a grade of zero.

St. Cecilia Academy will not ordinarily approve absences that occur before or after fall break, Thanksgiving break, semester exams, winter break, spring break or Easter break. Students who are absent on the day before or after these breaks are required to submit a doctor’s note to excuse the absence. SCA asks that parents not plan to extend these breaks by making plans to miss school.

Pre-approved Absence

Under certain circumstances, an otherwise unexcused absence may be excused. For this possibility to exist, parents anticipating a preplanned absence due to personal reasons must request in writing an excused absence from the Dean of Students. This request should be made at least one week prior to the anticipated absence. If approved, the Dean of Students will issue to the student a Pre-approved Absence Form which the student must get signed by all of her teachers. After the student gets all of her teacher’s signatures, she returns the form to the Dean of Students. Failure to follow this process in any way may result in the absence being marked unexcused.

PowerSchool Attendance Codes

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<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Unresolved Absence</td>
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<tr>
<td>AC</td>
<td>Aquinas College Class</td>
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<td>CL</td>
<td>Clinic</td>
</tr>
<tr>
<td>CV</td>
<td>College Visit</td>
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<tr>
<td>CVV</td>
<td>College Visit Verified</td>
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<td>Excused for Counseling</td>
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<td>ET</td>
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<td>ETS</td>
<td>Excused Tardy to School</td>
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<td>ETH</td>
<td>Excused Tardy Health Treatment</td>
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<td>Excused Absence</td>
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<td>ISS</td>
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<td>Private Music Lessons</td>
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<td>Suspension</td>
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<td>SR</td>
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<tr>
<td>UN</td>
<td>Unexcused Absence</td>
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**Cell Phones and Other Communication Devices**

Because the improper use of cell phones and other communication devices disrupt the learning environment on campus, students may not use any communication devices during school hours. Students are not permitted to use cell phones on campus during the academic day except before 7:53 a.m. or after 3:15 p.m. in non-academic settings. Cell phones are not permitted in the Library at any time. Cell phones are not permitted in any other locations specified for before and after school academic activities. These devices must be turned off and not visible or audible during school hours. Students are not permitted to carry cell phones on their person (e.g. shirt pocket) but they should secure them in their locker or car. Cell phones and communication devices will be confiscated and an automatic detention issued when they are seen or heard during school hours. Violating the policy a second time will again result in an automatic detention and parents will be notified by the Dean of Students. A third violation of the policy will result in the student serving one day of in-school suspension. The school reserves the right to review the contents of these devices (including the call, photo, and texting history) when collected. Students are never permitted to take pictures or video of other students or faculty and staff on any device without explicit permission. A phone is available in the main office for emergency use.

**Child Abuse Laws**

St. Cecilia Academy abides by the Child Abuse laws of the State of Tennessee. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

**Concussion Policy**

If an athlete sustains a concussion, it is the responsibility of her parents to inform the Dean of Students and provide a doctor’s note verifying the injury, preferably including any recommendations the doctor has for the student’s participation in school and athletics. A student medically diagnosed as having sustained a concussion may not attend classes or participate in extracurricular activities until she has been cleared by the doctor and the Dean of Students has received the proper documentation. Studies indicate that it is best to wait until the student is symptom free for 24 hours before returning to school. St. Cecilia Academy reserves the right to determine when it is most appropriate for a student to return to school, regardless of a doctor’s clearance.

While the student is out of school during the recovery period, she may not attend school events (i.e. practices, games, dances), even if just to watch and not necessarily to participate.

After being diagnosed with a significant concussion, the parents will call the Dean of Students to set up a team meeting with the parents, the Dean of Students, the Dean of Academics, and the Athletics Director to discuss how best to modify the athlete’s academic schedule in order to accommodate the required period of total cognitive rest the brain needs to heal properly. Official documentation from a doctor that “clears” the student must be submitted in order for the student to return to school or “return to learn.” No student will be permitted to return to athletic competition or “return to play” without official documentation from a doctor.
Dances, Social Functions and School Events

Dances provide excellent social opportunities for St. Cecilia Academy students. To maintain a Christian atmosphere, the following regulations guide behavior at school social functions:

- All school policies must be observed by the student and her date.
- Students are expected to dress modestly for all school events. The school reserves the right to determine if attire is appropriate for admittance.
- Dresses that are too short, too tight, or too low-cut are not permitted.
- Only St. Cecilia Academy students and their dates are permitted to attend dances unless announced otherwise prior to the event by the administration.
- Dances sponsored by St. Cecilia Academy officially end at 11 p.m. Students should make arrangements to be picked up no later than 11 p.m.
- Students and/or their dates will not be allowed to re-enter a dance once they have exited.

Dining Hall, Food and Drinks

Students may either buy their lunch in the dining hall or bring their lunch from home. All food and drinks must be consumed in the dining hall or in a place specified by the administration. Any student with food allergies is encouraged to discuss her situation with the Dean of Students. Students may carry water only to class in a small, clear, sealable container. Metal and opaque containers are not permitted. Seniors have the privilege of eating lunch in the courtyard and courtyard patio, the student activities foyer or the senior lounge. Students must remain in the eating areas for their entire lunch period. All underclassmen must remain in the dining hall during their lunch period or be subject to an automatic detention for being out of place. Ordinarily food is only allowed in the dining hall, activities foyer, courtyard and senior lounge. Parents or alumnae wishing to eat with students are welcome after signing in at the main office. It is the responsibility of students and their families to see that their dining hall account is paid up. If there is no money in a student’s account, she may not make a purchase. In order to assure that a student eats that day, however, the dining hall will provide her a salad or oatmeal. Any students who are not paid up by the end of the semester will have their access to PowerSchool denied. Students are encouraged to check their account balance at the register daily and replenish their account as needed through the automated system.  
(See section on visitors)

Discipline Policy

Created in the image and likeness of God, we have received a calling to imitate the Master in all things. Students are taught to respect themselves and others and to strive continually to achieve habits that reflect virtuous and charitable lives. Growth in virtue and self-discipline is an arduous, joyful endeavor, resulting in greater self-knowledge, humility, and gratitude. The purpose of the discipline policy is to help each student grow in her ability to exercise a wise freedom in all areas of life. A St. Cecilia student is called to conduct herself according to the values of the Academy at all times and places, including outside of school hours and when off-campus. Failing to do so may have disciplinary consequences at school.
Consequences
Students in minor violation of the school policies receive a minor infraction slip. The original is
given to the Dean of Students. After four (4) minor infractions, the student must serve a detention.
Minor infractions accumulate during each semester.

Minor Infractions:
- Being unprepared for class
- Chewing gum
- Being discourteous
- Eating/drinking in restricted areas
- Inappropriate behavior
- Unexcused tardiness
- Uniform policy violation
- Other minor policy violations

Detention
Detention (called BUG) is held every Wednesday before and after school. Students who receive a
detention must serve on the next Wednesday after their infraction, and they have the choice of
serving before or after school. (For example, a student who receives a detention on Tuesday would
serve the very next day, whereas a student who receives a detention on Thursday would not serve
until the following week.) Students who receive a detention on Wednesday have the option to
serve the same day or the following Wednesday. Detentions are held each Wednesday from 6:45-
7:45 a.m. and from 3:30-4:30 p.m.

Four minor infractions equal one detention. The severity in any minor infraction may result in an
automatic detention.

Automatic Detention:
- Being out of place (off limits area)
- Damaging / defacing property
- Disrespect
- Failure to serve a scheduled detention
- Skipping a class
- Unauthorized computer usage (including taking pictures, video, or audio of others, such
  as with tablet type devices, without explicit permission)
- Use of cell phones and/or other communication devices during school hours or misuse of
  these devices at any time.
- Other major policy violation

The administration reserves the right to take disciplinary action on matters that violate the rules or
moral code of the school, including those not specifically listed in this Handbook.
In-School Suspension (ISS)

A student may receive an ISS for the following:

- Four (4) detentions in one semester
- Three (3) cell phone detentions during the school year
- Skipping school / leaving school without authorization
- Honor Code violations
- Other serious issues as determined by the Dean of Students or the Principal

The administration will notify the parents of a student who has been assigned an ISS. The student should report to the main office the morning of her ISS before 8 a.m. Students receive a grade of zero for assignments, quizzes or tests missed during a day of ISS.

Some behaviors are immediately subject to serious disciplinary action, up to and including dismissal from St. Cecilia. Examples of these behaviors may include but are not limited to:

- Repeated instances of cheating or dishonesty
- Repeated truancy
- Possession or use of alcohol, drugs/drug paraphernalia, or tobacco
- Fighting and/or harassment of fellow students or school personnel, either in person or online
- Disrespect or insubordination towards school personnel
- Theft or vandalism of school property
- Any behavior that causes scandal or is not in the best interests of the student or the school, as deemed by the administration.

Disciplinary Committee

The Disciplinary Committee is comprised of selected faculty and staff members, the Dean of Students and the Principal. Its purpose is to review actions, intentions, and circumstances of student behavior not in keeping with the principles of St. Cecilia Academy, and advise the Dean of Students and the Principal in disciplinary matters.

The administration with the recommendation of the Disciplinary Committee reserves the right to dismiss at any time during the school year a student whose conduct in or out of school, is regarded as inappropriate or unsatisfactory.

Disciplinary Probation

The Principal and the Dean of Students may place a student on disciplinary probation. The Disciplinary Committee may recommend that a student be placed on disciplinary probation. A student on disciplinary probation is subject to any or all of the following disciplinary measures:

- Prohibited from serving in a leadership role
- Prohibited from running for a leadership position
- Prohibited from traveling during the Interim Program or other school-related trips
- Prohibited from free study hall (juniors or seniors)
- Assigned community service
- Other consequences as approved by the Dean of Students or the Principal

Disciplinary Probation may last for a period ranging from two weeks to an entire school year. If a student on Disciplinary Probation is involved in a disciplinary incident of a serious nature the student could be subject to dismissal.
Disciplinary Appeals Process
When parents or students have questions or concerns regarding the disciplinary process at St. Cecilia Academy they should communicate these concerns in writing within one week to the principal. The principal will review the concern and render a written decision.

Special Cases
The administration, faculty, and staff of St. Cecilia Academy strive to work with the parents/guardians to foster the development of virtue in the lives of our students. St. Cecilia Academy is committed to both the virtue of chastity and the sanctity of human life.

If a student becomes pregnant, she or her parents/guardians must contact the personal counselor or a member of the administration immediately to inform the school of the situation. Failure to do so may result in the student’s dismissal. As circumstances widely differ, the administration, parents/guardian and student will meet to determine a support plan that will best respect the life of the unborn child, the good of the mother, and the mission of the Academy.

A pregnant student will, in principle, be permitted to continue her education. Whether, and how long, she may continue education on campus will be determined by the administration in consultation with the student, parents/guardians, and counselors involved in the support plan. A student who chooses to be the primary care-giver of her child will not be permitted to remain at St. Cecilia Academy.

As a Catholic school, St. Cecilia Academy is committed to the value of human life at all stages of development. Therefore, if the Academy becomes aware that a student has procured an abortion, she will not be permitted to remain at St. Cecilia Academy.

Directory Information
Information included in the directory (including names, addresses, phone numbers, and e-mail addresses) is shared at the administration’s discretion with appropriate parties. If a parent would like to limit access to this information, please send your written request to the main office.

Buckley Amendment
St. Cecilia Academy adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child’s academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Dress Code
The purpose of the St. Cecilia Academy uniform is to ensure a look of unity and equality within our school community as well as to promote the search for deeper qualities on which to build self-confidence and Christian identity.

The uniform of St. Cecilia Academy is traditional and classic. Students must present a neat, clean and modest appearance at all times. Anything that takes away from the overall classic appearance
of our uniform (including, but not limited to, visible tattoos, body piercing, excessive or heavy jewelry, and unnatural coloring or styling of hair) is not allowed and is considered "out of uniform." Students out of uniform without prior permission of the Dean of Students will be issued a minor infraction or given the opportunity to rent appropriate clothing to wear for the school day if available.

Uniform Policy
All students are required to wear the full uniform of St. Cecilia Academy to school at all times unless otherwise permitted. All uniforms must be in good repair, properly hemmed, and appropriately sized. All uniform pieces (excluding socks and shoes) must be purchased from Parker School Uniforms, the SCA Used Uniform Sale or the SCA Spirit Store (fleece pullover, Nike ¼ zip sweatshirt).

Official Uniform
(Required for all students for special events as directed by the administration in advance):
- Stuart plaid kilt skirt (hemmed no shorter than 3” above the top of the knee)
- White button-down collar shirt, long or short sleeve, oxford cloth with embroidered school insignia
- Navy cardigan with emblem (seniors may wear the yellow cardigan)
- Solid white crew socks or tube socks
- Shoes:
  - Merrell Jungle Moc (color: Taupe, J60802), or a similar looking shoe of that color
  - Clarks Wallabee (color: Sand-Suede, SKU:7158517)
  - Sperry Top-Sider Women’s Authentic Original 2-Eye Boat Shoe (color: Sahara #9155240) or a similar looking shoe of that color that ties (no tassels)
  - “Seniors only” Saddle Oxfords (White w/black)
- Solid navy or black tights may be requested for special school events

Optional Uniform Pieces (may be worn any time the official uniform is not required)
- Red polo shirt (discontinued beginning in the 2015-16 school year)
- Solid white turtleneck (worn under a long sleeve shirt or sweater)
- Light blue button-down collar shirt, long or short sleeve, oxford cloth with embroidered school insignia (discontinued beginning in the 2015-16 school year)
- Red, green (green discontinued 2015-16) or navy pullover sweater with emblem
- Red or green (green discontinued 2015-16) cardigan with emblem
- Red, green (green discontinued 2015-16) or navy sweater vest with emblem
- Solid navy knee socks or solid navy or black tights (tights must be worn with socks)
- Navy pullover fleece with emblem
- Red Nike ¼ zip sweatshirt
Senior Uniform Additions

- Yellow cardigan, pullover or sweater vest with emblem
- Red pullover fleece with emblem
- Saddle Oxford shoes (optional ribbons for laces)

Additional Uniform Policy Information

When purchasing new or used uniform pieces, remember the following requirements:

- The skirt must be worn such that the hem is no shorter than 3” above the top of the knee
- Monograms on the skirt must be no larger than 2.5 by 2.5 inches in size.
- Uniform shirt must be completely tucked into the skirt and all buttons except the top button buttoned, including the button-down collar
- Sweaters must be worn properly or carried and not tied around the waist
- There must not be any writing on any part of the uniform
- The uniform must not be altered in any way
- All-white camisoles or all white T-shirts only should be worn under white shirts
- No colored T-shirts or white T-shirts with writing may be worn under the school uniform shirt
- No bright colored undergarments may be worn with the white shirt.
- Non-uniform jackets, sweatshirts and sweaters, may not be worn during school hours. All such items must be placed in lockers before 8 a.m. and remain there throughout the school day.
- No pajama pants, yoga pants, sweat pants or any type of non-uniform leggings may be worn during the school day
- A uniform shirt must be worn under a sweater or fleece
- Students are prohibited from wearing hats/caps, full head coverings (such as bandanas), or neck scarves.
- All pieces of the uniform must be worn and worn properly while at school. Taking off pieces of the uniform in order to sunbathe is prohibited.

Uniform Accessories

Jewelry should be minimal and tasteful so as to complement the neat, clean, and modest appearance which the uniform conveys. Students may receive a minor infraction for excessive and/or gaudy accessories.

Non-Uniform Days

Non-uniform days are approved by the Dean of Students or the Principal. The following are guidelines which must be observed on any out of uniform day unless otherwise stated by the administration:

- Skirts and shorts must be worn such that the hem is no shorter than 3” above the top of the knee
- Shorts may not be worn from Nov. 1 – spring break with inseam no shorter than 3”
- No see-through clothing is to be worn
- Clothes must properly fit the student; no clothes deemed too tight or too loose may be worn
- No sweat pants, yoga pants or leggings
- Appropriate footwear must be worn at all times – no backless shoes allowed
- Undershirts / tank tops, if worn, must be worn with another "cover-up" shirt
- Shoulders, backs, chests, and midriff must be covered
- Ripped and torn clothing is prohibited
- Clothing that advertises substances that are illegal for teens (drugs, alcohol, tobacco products) or language or writing that is otherwise inappropriate or offensive to St. Cecilia Academy may not be worn
- Body piercing, except on the ear, or tattoos must not be seen at any time
- No hats, caps or head coverings may be worn

St. Cecilia Academy reserves the right to determine unacceptable attire. Students dressed inappropriately will be provided with appropriate clothing for the day or asked to change. Students not wearing uniform shoes will be required to report to the office for a “SHOE PASS.” The shoe pass must be worn throughout the school day. Students without a valid excuse for non-uniform shoes will receive a minor infraction. Students requiring a shoe pass for an extended period of time must have a note from the athletics director, SCA athletic trainer, or a doctor. The only acceptable substitute shoe that can be worn due to injury or loss of shoes is a tennis shoe.

False Documents
St. Cecilia Academy’s ability to serve the needs of each student depends upon the authenticity and reliability of the information available. Any effort to submit false documents or otherwise deceive parents or personnel of St. Cecilia Academy is detrimental to the school’s need for accurate information and therefore is a very serious matter. In the case where a student submits false documents concerning her attendance or grades, the penalty may be suspension or dismissal.

Field Trips
Whenever a student participates in a field trip conducted by a faculty or staff member, a permission form is obtained from the school, and the parents or guardians of the students are required to fill in the necessary information and sign their names. The signed permission form must contain certain basic information including the following:

- The form must indicate that the parents clearly know where the student is going
- The mode of travel and the adult with whom the student will travel (students may not transport other students on any school related trip or event)
- The limitations, if any, which the parents wish to attach to the travel must be clearly spelled out on the permission form.
- Students should dress in keeping with SCA dress code.

Financial Obligations
No grades, transcripts, or diplomas will be given until families have met all financial obligations, including, but not limited to, tuition, athletic, library, or dining hall payments.
Harassment / Bullying / Hazing

Harassment, bullying, or hazing in any form is contrary to the Christian environment of St. Cecilia Academy. Any personal harassment, bullying, or hazing, whether of a physical, sexual, or emotional nature is considered extremely serious and should be reported immediately to the Dean of Students. The penalty, as determined by the Administration and Disciplinary Committee, is in-school suspension, suspension, or dismissal.

Honor Code

The basis of a Catholic educational community is integrity, trust, and honor. The Honor Code at St. Cecilia Academy expresses this belief and seeks to instill in each member of the St. Cecilia community the guiding principles of self-discipline, honesty, integrity, and respect. The Honor Code serves as a constant reminder of our responsibility as Christians to live lives in accordance with the teaching and example of Christ. It is the expectation of St. Cecilia Academy that each member of the community assumes responsibility for her own actions and develops personal, intrinsic, lifelong values. Students who witness a violation of the code are expected to report immediately such violations to a teacher or administrator. A violation of the computer or electronic media access or of the acceptable use agreement is also considered a violation of the Honor Code. St. Cecilia Academy, in accordance with our mission statement, mandates that each person as a member of the school community displays the highest standards of personal integrity at all times. Stealing, lying, cheating, or any activity that conflicts with these standards undermines the integrity of the community. Actions that violate the Honor Code may result in serious consequences, including possible dismissal.

The St. Cecilia Honor Code: On my honor as a lady, I, (name), have neither given nor received any help on this assignment.

Violations of the Honor Code

To claim another’s work as one’s own is a serious violation of the Honor Code and is subject to disciplinary action. Violations of the Honor Code include lying, cheating, stealing, forgery and plagiarism (including online language translators). The Dean of Students determines consequences for students who have violated the Honor Code. Students who cheat on an assignment, quiz or test will receive an automatic zero for the assignment. Violation of the Honor Code affects status in the National Honor Society.

Disciplinary Probation for Honor Code Violations

Students who violate the Honor Code will be placed on disciplinary probation and issued two detentions. Disciplinary probation may last for a period ranging from two weeks to an entire school year. Students who violate the Honor Code while on disciplinary probation will be required to come before the disciplinary committee and face additional consequences.

Identification Cards

All students are issued a student I.D. card. All students should carry their I.D. cards with them at all times. Students are required to have their student I.D. cards for free admittance to all home athletic events.
Immunizations
Each student is required to have a Tennessee Permanent Certificate of Immunization, documenting that the student has received two doses of MMR, on file in the students’ permanent files in order to attend school.

Library
The St. Cecilia Academy library is a resource center for research and reference. The collection, which reflects the curriculum needs of the school in all subject areas, is both current and varied. These materials are available in print formats such as books, magazines, and newspapers as well as electronic formats including online databases and the Internet. The library has over 15,500 books and videos. Books are checked out for two weeks and may be renewed. Lost or damaged books must be paid for. There is a fine for overdue books. **All library materials must be returned and fines paid by the end of each semester before a student’s grades or an academic transcript will be released.** A copier is located in the library foyer for student use. **There is to be no food or drink in the library at any time.** Cell phones are not permitted in the library at any time. The library is considered an academic setting during its hours of operation. (See Cell Phone Policy above). The library hours are from 7:15 a.m. to 3:45 p.m. Monday through Friday (except on faculty meeting or early dismissal days). **During lunch the library is open only to chaperoned classes.**

Lockers
Each student is assigned a locker for the storage of books and equipment. Any student who uses a lock must put the combination or duplicate key on file with the Dean of Students. Students who have problems with their lockers should report them to the Dean of Students. All student lockers are to be neat and clean. Lockers are school property and are not to be written on, either inside or outside. Following second semester exams, all lockers are to be cleaned inside and out and all trash disposed of properly. Unauthorized entry into another student's locker is considered an offense against respect for another person’s property. St. Cecilia Academy reserves the right to search student lockers at any time.

Lost and Found
All found items will be taken to the lost and found bin outside the parent closet. Items unclaimed will be disposed of periodically, typically at the end of each quarter. Personal items should not be left in the hallways and other common areas. These items will be collected and taken to the “hallway items” bin outside the office of the Director of Student Activities. Students may retrieve items but will receive a Minor Infraction for lack of responsibility. **Students are reminded to keep purses, laptops, and other valuables with them at all times.** In the case of missing or lost items, students should report the incident to the main office immediately and complete an incident report to assist in locating the missing items. **SCA recommends that students not bring items of high value to school. St. Cecilia Academy is not responsible for loss or damage to any items brought to school by a student.**
Media / Press

From time to time, various athletic and other events held at St. Cecilia Academy attract the attention of the press. All students and parents must understand that, due to the very nature of these types of events, St. Cecilia Academy cannot ensure the anonymity of its students or parents at any school sponsored function or event.

Medications

Students required to take prescribed medications on a long-term basis may store these medications in the main office with the receptionist and bring a letter from parent or doctor confirming the need for the medication. The student must report to the main office as needed to take the medications. Non-prescription medication may be carried and monitored by the student. The faculty, staff and volunteers of St. Cecilia Academy may not dispense medication (prescription or non prescription) to a student at any time. The school requests that students who suffer from asthma or allergies carry an inhaler with them. Students who suffer from severe allergies should carry an epi-pen with them, and students who suffer from diabetes should carry insulin/a glucose source with them at all times.

Off-Limits Areas

Areas of the school that are off-limits to the students during school hours (unless accompanied by a faculty or staff member) are the following:

- Parking lots
- Athletic areas, weight room
- Theater and green room
- Pick-up areas
- Faculty center
- Aquinas College and Overbrook School
- White House
- Creek area
- Locker room (only permitted for use before or after Wellness and VAP courses)

School Hours

The St. Cecilia Academy campus is open 7 a.m. – 4 p.m. on school days. Regular school hours are 8 a.m. – 3:15 p.m. By 4:00 p.m. students remaining on campus must be either participating in an after-school activity (i.e. athletics team, fine arts, club) or they must report to Alumnae Hall to be supervised. Students wandering the halls or campus may receive an infraction or detention. SCA is not responsible for the safety of unsupervised students after 4:00 p.m. Parents must not pick up students later than 6:00 p.m. unless there is a practice or school event. Parents who repeatedly pick up students after 6:00 p.m. will be contacted by the school.

Social Media

Engagement in social media or online blogs (or similar forums) may result in disciplinary action if the content of the student’s or parent’s posts include obscene or defamatory comments regarding the school, the faculty or staff, or other students.
Special Privileges

Seniors

- Seniors may dress out of uniform in appropriate out of uniform attire the first Friday of each month (dresses, skirts, dress pants or jeans are preferred).
- Seniors may wear saddle oxford shoes, yellow uniform sweaters and a red uniform fleece pullover as part of the school uniform.
- The senior class may order out for lunch once each month if coordinated with their senior faculty sponsors.
- Seniors on the Honor Roll and Principal’s List and not on attendance or disciplinary probation and who have less than two detentions per quarter may have free study hall in designated areas. A free study hall list will be determined each quarter and will be based on grades received 1st quarter, 1st semester senior year and 3rd quarter.
- Seniors may eat lunch in the student activities foyer, courtyard patio or in the courtyard.
- Seniors may have one visitor each join them for lunch. Visitors must be signed in by their senior upon arrival in the main office where their hostess senior will meet them and escort them to the dining hall, student activities foyer or courtyard patio. Seniors in free study hall may only be with their guest during the lunch periods. Seniors must stay with their guest at all times, and guests are expected to abide by the behavioral expectations of St. Cecilia Academy. Seniors may not sign in a guest for an underclassman. Failure to follow the senior guest guidelines (available in further detail at the front office) will result in seniors losing this privilege.
- Seniors will have first priority to assigned parking spaces.

Juniors

- Juniors on Principal’s List and not on attendance or disciplinary probation and who have less than two detentions per quarter may have free study hall in designated areas during the 2nd quarter.
- Juniors on the Honor Roll and Principal’s List and not on attendance or disciplinary probation and who have less than two detentions may have free study hall in designated areas during the 3rd and 4th quarter.
- A free study hall list will be determined each quarter and will be based on grades received 1st quarter, 1st semester and 3rd quarter.

Student Areas

The areas that may be utilized by all students before school, during break and after school, and by junior and seniors with free study hall during the school day are:

- Alumnae Hall
- Courtyard
- Courtyard patio
- Dining hall
- Gym
- Library
- Student activities foyer
- Senior lounge (seniors only)
Student Publications

It is the responsibility of the moderator to ensure that all publications adhere to the moral and substantive teachings of the Catholic Church. All St. Cecilia Academy publications must be approved by the administration.

Telephones

A telephone is available in the main office for student use. This telephone should be reserved for parent/guardian contact and emergencies only. Students should limit use of this phone to break and lunch periods only.

Title IX

St. Cecilia Academy adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Vehicles: Parking and Driving

All student drivers with their parent/legal guardian must sign a Campus Driving Agreement and vehicles must be registered with the Dean of Students and bear a St. Cecilia Academy parking permit. The permit must be visible and hang on the rear view mirror of the car the student drives to school. Permits are purchased through the Dean of Students’ office for an annual fee of $10. Students with cars parked on school grounds without a St. Cecilia Academy issued parking permit are will receive a minor infraction. Students must observe a speed limit of 10 miles per hour on school grounds. Driving deemed to be reckless will result in a major violation. Failure to adhere to these rules and/or those outlined in the Campus Driving Agreement may result in a detention and possibly further consequences as determined by the Dean of Students. Continual violations will result in the loss of driving privileges. The Harding Pike entrance is for incoming and outgoing traffic. The Cherokee Road exit is for outgoing traffic only.

General parking regulations include:

- Registered students only
- No blocking other vehicles
- No parking in the spaces reserved for faculty and staff
- Parking in student designated parking spaces only
- No parking at any time in the circle in front of the White House
- No parking on the grass (unless permitted by the administration), on sidewalks, or in the loading delivery zone behind the kitchen

Violations include, but are not limited to the following:

- No visible St. Cecilia Academy parking permit
- Improper parking
- Hazardous driving

SCA students are not permitted to transport other SCA students for school related events.

St. Cecilia Academy reserves the right to search student vehicles at any time.
Visitors
Unless they have obtained prior permission from the administration, students are not allowed to have visitors in the school building or on the school grounds during the school day. All visitors report directly to the main office to state their business and receive authorization from the receptionist to remain on campus. Seniors may have a visitor join them for lunch (See Senior Privileges). Parents and alumnae are welcome at any time but are expected to sign in at the front office and should be careful not to disturb classroom instruction. Guests desiring to attend classes must seek prior approval from the administration. Persons lacking authorization are not permitted on campus and are considered to be trespassing.

Weather
In case of inclement weather or unplanned school closings, all school families will receive a phone message through School Reach. This service will call all phone numbers in our selected parent contact lists and will deliver a recorded message from a school administrator. The service will deliver the message to both live answer and answering machines. No answers (phones ringing over 40 sec.) and busies will be automatically retried twice in fifteen minute intervals after the initial call. In addition, the following television stations will be notified and will announce the status of St. Cecilia Academy.

Television: Channel 2 – ABC, Channel 4 – NBC, Channel 5 – CBS

Weather or Unplanned Dismissal Procedure
If weather or a similar emergency causes St. Cecilia Academy to close during the school day, the following procedure is in place to quickly release your daughter so that she may travel home safely:
1. The administration will let the school community know of the early dismissal.
2. Teachers keep students in their classroom and let students use their phones to contact their parents:
   1. If student drives herself and has a car at school, she may simply check out with the teacher and depart as in regular dismissal.
   2. If students do not drive, they may call their parents via cell phones. The teacher must speak to the parent (either in person or on the phone) to confirm student leaving for early dismissal. Teacher checks off each student as she is dismissed.
   3. If a student is planning to drive home with another student or that student’s parents, the teacher must receive verbal confirmation from both sets of parents (driver and rider).
   4. Students who cannot get picked up remain at SCA in a safe location (in case of inclement weather or similar threat) until they are released to a parent, guardian, or emergency contact.
STUDENT ACTIVITIES
The total school program, in keeping with its philosophy and objectives, provides students with co-curricular and extra-curricular activities, which enable students to develop to their fullest potential as Christian members of society. The program of activities, together with the program of studies, forms an integrated whole, aimed toward a common objective: the creation of well-educated young women who have ample opportunity for developing leadership, initiative, cooperation, responsibility, and spiritual ideals. Involvement and experiences in the student activity program will help students to meet their leisure, recreational, social and emotional needs, and will be a preparation for present and future involvement in the affairs of the community.
Activities are initiated as need and interest arises. New activities are suggested by members of the student body. All such requests are forwarded to the Student Events Coordinator, Dean of Students, and Principal for approval.
Students involved in activities as elected or appointed officers must realize that by office/position they represent not only themselves and the electorate, but to a greater extent, the school as a whole.
Student activities are funded from the school budget or are self-supporting. In either case, all funds are deposited in the business manager’s office. The Student Events Coordinator and the Dean of Students must approve all fund-raising activities in advance.
Qualifications for student leaders
- Be prepared for and attend all meetings
- Be punctual for meetings and other activities related to the group
- Attend planning sessions for the school year as required by the sponsor(s), which may take place during the summer
- Must attend Leadership Workshop (except Ambassadors)
- Work closely with the sponsor(s) and according to school policies and procedures, obtaining all necessary approval and permission for activities announcements, etc.
- Fulfill conscientiously and responsibly the specific requirements of the office
- Remain in good academic and disciplinary standing.
Elections
Elections for all student clubs and organizations take place in late spring. In order to run for an office in any club or organization, the student must be in good academic and disciplinary standing prior to the time of the election. The order for elections is as follows: Student Council, class officers, National Honor Society, Sodality, all school clubs and organizations. A student may hold only one office in any of these groups: Student Council, class officer, Sodality or National Honor Society. Nominees for Student Council and class officer must obtain approval from the faculty and administration. For all other clubs and organizations, the nominees must obtain approval from the sponsor(s) of that group. With the exception of Sodality, all nominees are self-nominated. Candidates must win by a simple majority. Once elected, all officers and leaders must remain in good academic and good disciplinary standing and must continually fulfill the responsibilities of their position.
STUDENT ACTIVITIES, CLUBS, ORGANIZATIONS AND EVENTS

All-School Retreat
An all-school retreat is held annually. The retreat offers the students a quiet time for meditation and prayer, as well as discussions, and presentations that challenge and contribute to their spiritual growth. Coming together for Mass is a special part of this important spiritual experience.

Ambassador Board
Students from the senior, junior and sophomore classes are chosen for the Ambassador Board. To be considered for this board, students must have high academic standing, be involved in school activities, express a willingness to follow the student handbook, demonstrate leadership qualities, and have a desire to represent St. Cecilia Academy to the Nashville community. The primary purpose of this group is to assist the admissions office with recruiting throughout the year, and to represent St. Cecilia Academy at various school, campus, and community functions.

Art Club
The goal of the Art Club is to organize activities, workshops, and field trips that offer interested students opportunities to expand their knowledge in the field of visual arts.

ArtsParts
Each spring the fine arts department showcases the many artistic talents of St. Cecilia Academy students with a juried art show, choral, dance, and forensics presentations.

Best Buddies
The St. Cecilia chapter of Best Buddies, a nonprofit organization, provides opportunities for students to develop one-to-one friendships with people with intellectual and developmental disabilities.

Book Club
The book club meets once a month to discuss a student-chosen book with the librarian.

Catholic Schools Week
This week focuses on the Catholic dimension of education and celebrates the community spirit found at St. Cecilia Academy.
Class Officers
All classes elect a president, vice president, secretary, treasurer, student council representative and parliamentarian who advised by faculty/staff sponsors, conduct class meetings and direct class projects. Class elections for sophomores, juniors and seniors take place in the spring. Freshmen choose their class officers in the fall. Candidates for class officer are self-nominated and must win by a simple majority vote.

College Workshops and Guidance Seminars
College workshops are held during the school year for juniors and seniors to prepare them for the college admissions process. Seniors and juniors meet individually with the college counselor. Seminars are held for sophomores and freshmen to provide academic guidance.

Culinary Arts Club
The culinary club is a student group dedicated to cooking, community, and sharing the joy of food.

SCA Dance Company
The St. Cecilia Academy Dance Company is a student group that choreographs and performs dance presentations throughout the year at various fine arts events. Dance Company members must audition prior to joining the group.

Fall Activity Day
In the fall of each school year members of the senior class remain on campus for college preparation workshops. Members of the junior class volunteer in small groups at local service agencies. The sophomore class travels off campus for a day of team building activities. Members of the freshman class remain on campus for Freshman Seminar.

Fall Combo Dance
Sponsored by the sophomore class, this informal dance offers students the opportunity to invite friends for an evening of fun and music. This dance is held at the beginning of the school year and is a good mixer for the new school year.

Forensic Team
The forensic team is open to any committed student interested in developing skills in speech and drama. The team competes in many tournaments throughout the year and hosts a middle school tournament for area schools annually.

Freshman Overnight
Prior to the beginning of the school year, the freshman class attends an overnight workshop off campus planned and hosted by selected members of the senior class and St. Cecilia Academy staff. SCA draws students from many different schools. This mandatory workshop provides freshmen with a relaxed environment to get to know all the members of their class.
Freshman/Senior Week
At the beginning of each school year the senior class "adopts" the freshman class for a week. The week is filled with activities for the new freshmen and ends with a picnic hosted by the seniors.

Honor Societies
St. Cecilia Academy is a member of the following honor societies: National Honor Society, National World Languages Honor Societies, Mu Alpha Theta and the National Art Honor Society. Student participation in each honor society requires criteria determined by the faculty, staff, and administration. Criteria for eligibility for each honor society will be available for students and parents on the school website.

International Week
World language clubs sponsor a week featuring multicultural demonstrations, displays, and assemblies.

Invitational Forensic Tournament
The St. Cecilia Academy forensic team organizes and hosts a forensic tournament for area middle school forensics teams.

Junior/Senior Prom
The prom is sponsored by the junior class to honor the graduating seniors. The prom is held in the spring of each year. Dress is formal and parents are welcome to come for presentation of the senior class and their escorts. The elected Prom Queen and attendants from the junior and senior classes are presented as well.

Leadership Workshop
Held in early August, girls in leadership positions are required to attend this workshop focusing on developing leadership skills, planning, goal setting, and forming a sense of community among the student body for the upcoming school year.

Liturgy and Retreat Ambassadors
This team of juniors and seniors serve two purposes: offer facilitation of eighth grade Confirmation retreats to feeder schools and serve as a liturgical team for planning Masses and the All-School Retreat. Each spring, sophomores and juniors are nominated by their religion teacher or the Dean of Students and submit an application, which is reviewed by a faculty and staff selection committee.

Math Team
The math team is open to any student who enjoys mathematics and is interested in developing and improving problem solving skills. The team gathers weekly to practice and competes annually in math competitions.
**Pep Club**
Pep Club is an organization that promotes school spirit and supports and encourages attendance at and participation in athletic and other school functions. Pep Club meets monthly to determine ways to support athletics at St. Cecilia, coordinates and executes pep rallies, and assists with the planning and execution of Spirit Week.

**Private Music Program**
A variety of private music lessons are offered by St. Cecilia Academy, including piano, voice, and strings.

**Service Club**
The service club is open to all students seeking a variety of ways to serve their community.

**School Publications**
The *Bug Beat*, the official news publication of St. Cecilia Academy, is published several times each year. Students are encouraged to support this publication by submitting written and art materials or by working on the publication staff.

**Science Olympiad Team**
Students interested in learning more about science, and competing in regional and state meets, may participate in the Science Olympiad Team program. After training in the different events, a team is chosen to represent St. Cecilia Academy at area competitions.

**Senior/Freshman Week**
This reverse of Freshman/Senior Week is a special way for the freshman class to give back to the senior class for all their support and guidance throughout the year. Held in the spring of each year this week is significant for the seniors in that it is a lasting tribute to their leadership and spirit.

**Sodality**
The Sodality of the Blessed Virgin Mary is an organization which strives to involve its members in activities designed to develop a living, conscious, and active sense of their own faith, and to extend this awareness to others. Projects of the Sodality include group activities of both a liturgical and charitable nature, as well as promotion of personal prayer and Christian witness.

**Spirit Week**
Each fall the Pep Club sponsors Spirit Week. Freshmen, sophomores, juniors, and seniors show their spirit and pride in St. Cecilia Academy and their individual classes through a variety of activities.
**Student Council**
The Student Council represents the student body and provides all students opportunities to participate in representative government. Having representatives from each class allows all students to apply the principles of democracy that develop citizenship qualities and leadership abilities. Guided by a moderator, the Student Council promotes worthwhile projects, sets up wholesome social activities, and strives to create enthusiasm for school activities. It functions within limits defined by the Student Council Constitution and Bylaws and with authority delegated to it by the school administration. The Student Council provides an opportunity for any interested student with leadership qualities to run for Student Council officer or representative.

Qualifications for office or representative include being in good disciplinary and academic standing prior to the election. Students wishing to run for office or representative are self-nominated. The entire student body votes for officers, and each class elects one representative from that class. Student Council officers must win by a simple majority vote; class representative winners will be elected by simple majority vote during class elections.

The St. Cecilia Academy Student Council aims to be a students' council and therefore urges each student to actively participate in all activities. Students are encouraged to present any suggestions or proposals to the Council, especially during student forums. Student Council representatives will be able to serve on standing committees and other committees set up during the school year. Under the supervision of the Student Events Coordinator and the Dean of Students, the Student Council is responsible for the following activities: various service projects, faculty & staff appreciation, Father/Daughter Dance, school-wide elections and many other activities and assemblies.

**Theatre Guild**
This organization is designed to allow a broad-based, behind the scenes, experience in theatre. Students assume responsibility for all aspects of St. Cecilia Academy’s theatrical productions and oversee the technical aspects of regular school assemblies.

**Adventure Club**
Adventure Club is emphasizes team leadership and life skills development through outdoor and adventure activities. In addition to regular meetings, Venture Crew will participate in monthly activities.

**Winter Semi-Formal**
The senior class sponsors a semi-formal dance for all students in January. A Winter Semi-Formal Queen, elected from the senior class, is crowned. Attendants are elected from each of the four classes. All students are encouraged to attend this beautiful winter dance.

**World Language Clubs**
(French Club, German-Latin Club, Spanish Club)
The purpose of the world language clubs is to provide an extension for classroom cultural activities and to create greater interest in the languages offered at St. Cecilia Academy.
Youth in Government

The Youth in Government organization offers students hands-on experiences in all levels of government. Students may participate in Model UN, Mock Trial and Youth Legislature.

ATHLETICS

Students at St. Cecilia Academy participate in twelve interscholastic sports: cross country, golf, soccer, and volleyball in the fall; basketball, bowling, and swimming during the winter season; and softball, tennis, lacrosse, rowing, and track & field in the spring. The Academy holds membership in the Tennessee Secondary School Athletic Association (TSSAA). St. Cecilia Academy recognizes the importance of athletics in the development of the total person through interscholastic sports, a physical education program, promotion of physical wellness, moral strength, and Christian values in all of its students. Before each season coaches will meet with parents of athletes to discuss expectations, risks, coach’s goals, academic rules, calendars and Booster Club information. Proper forms for participation can be found on the school website and must be turned in prior to participation in athletics at SCA.

Athletic Eligibility

St. Cecilia Academy complies with the bylaws of the Tennessee Secondary School Athletic Association (TSSAA). These restrictions only apply to TSSAA sanctioned sports:

- **Financial Aid.** Financial aid may be awarded to student athletes, but only on the basis of need as determined by FACTS Grant & Aid Assessment. Forms for applying for need based financial aid can be obtained from the SCA admissions office.
- **Tuition payments.** Student athletes will become ineligible to participate in TSSAA sports if tuition payments become 60 days past due.
- **To view this rule in the TSSAA Handbook, refer to Section 27, Article II, of the TSSAA Bylaws at** [www.tssaa.org](http://www.tssaa.org).

Participating in athletics at St. Cecilia Academy is a privilege and requires a significant commitment of time and energy. Student-athletes understand that their commitment entails responsibility and dedication to the team. Student-athletes work hard in the classroom and in practices and competition and they are committed to doing both things well. Student-athletes should plan other activities around their academic and athletic commitments. If for some reason the student-athlete must miss a practice or competition, it is her responsibility to communicate with the coach in a timely manner (before the season when possible). The student-athlete understands that she is bound by the coach’s attendance policy, which has been clearly communicated, and that missing practices or games may result in suspension from the team and failure to letter in the sport.
AWARDS
Awards are conferred at special events during the year including Honors Evening and the annual Athletics Awards Night.

Andrea Jeannine Broadbent Memorial Honor Scholarship
This award is presented annually to a junior who exhibits strengths in the areas of English and fine arts.

Aquinas Scholars
This award is presented to the two juniors with the highest grade point averages and entitles them to take a course at Aquinas College.

Best All-Around Freshman Award
This student is recognized as the best all-around freshman, based on academic performance and involvement in extracurricular activities. It is presented to a freshman that exemplifies honesty, courtesy, helpfulness, manners, and an overall positive attitude at all times.

Dominican Service Awards
Students from each class who have completed at least 25 hours of community service each semester are recognized for outstanding service and involvement in class activities and service to the community.

Lisa Elcan Bruner Memorial Award
See St. Cecilia Girl.

Megan Whaley Memorial Athlete of the Year
Each year one student is named Athlete of the Year in recognition of outstanding performance, leadership, and dedication to St. Cecilia Academy’s athletic program. This award had been named in memory of Megan Whaley, a recipient of the Athlete of the Year Award in 2002.

Scholar Athlete of the Year
This award is presented to a varsity student athlete who demonstrates outstanding academic performance in addition to participation in the athletic program. The junior or senior with the highest overall GPA who has played two sports during that school year earns the award.

Senior Superlatives
From the graduating class the seniors elect (with administrative and faculty approval) girls who have proven themselves worthy of one of the following titles: Best All Around, Most Likely to Succeed, Most School Spirit, Most Studious, Most Attractive, Friendliest, Most Athletic, Most Talented, Best Smile, Wittiest, Most Creative, and Best Spiritual Attitude.
St. Cecilia Girl
St. Cecilia Girl is the highest honor St. Cecilia Academy confers on a student. By vote of the juniors and seniors, with faculty approval, a senior is chosen who best exemplifies the ideals which St. Cecilia Academy cherishes. The person elected as St. Cecilia Girl must hold a C average, or above, be in good disciplinary standing and must have attended St. Cecilia Academy for four years. The senior named St. Cecilia Girl receives the Lisa Elcan Bruner Memorial Award. This award was established in memory of Lisa Elcan Bruner who was elected St. Cecilia Girl in 1973.

Student Collection Award
The Student Collection Award is a purchase award given for the piece judged Best of Show in ArtsParts. The award winning pieces are on permanent display in the theatre foyer.

Tri-Sport Athlete Award
Athletes who have played the same three sports every year during their four years at St. Cecilia Academy are awarded the Tri-Sport Athlete Award. The recipients must have been good academic and disciplinary standing.

Valedictorian and Salutatorian
The Valedictorian and the Salutatorian are determined during the final semester of the senior year. Each is determined by the weighted cumulative grade point average (excluding PE and VAP credits). For a student to be eligible to be Valedictorian or Salutatorian, she must have been enrolled as a full-time student at SCA during her sophomore, junior and senior years.

Other Awards
In addition, students at St. Cecilia Academy participate in many competitive local, state, and national testing and audition programs during the year, including:

- All-State Music Conference sponsored by the T.M.E.A.
- National World Language Exams
  (French, German, Latin, and Spanish)
- National Merit Scholarship Program
- National Scholastic Art Competition

Each year, representatives from St. Cecilia Academy participate in leadership programs including Volunteer Girls' State and the Hugh O'Brien Youth Leadership Program.
STUDENT AND FAMILY EVENTS

Advanced Placement Night
Parents of students interested in taking Advanced Placement courses are encouraged to attend this evening event, which includes a general presentation about the AP program and opportunities to speak with AP faculty members about specific course requirements.

Athletics Awards Night
Athletics Awards Night is held in May. The Awards Night is sponsored by the SCArab Booster Club to recognize the accomplishments of SCArab athletes.

Baccalaureate Mass and Breakfast Reception
This Mass is celebrated in honor of the graduating seniors. Prior to Mass, a breakfast reception is hosted by the junior class parents for the seniors and their parents. The seniors also present roses to their parents and "pass the light" to the juniors.

Catholic College Fair
Each fall, St. Cecilia Academy hosts a Catholic College Fair. Admission representatives from across the nation are available to discuss their school’s programs and entrance requirements.

College Financial Aid Information Night
During the winter, St. Cecilia hosts an evening of speakers and information concerning college financial aid opportunities and processes.

Father/Daughter Dance
Students invite their father, grandfather or family friend, to escort them while a band plays “old favorites” to which dads and daughters can dance.

Golf Classic
Open to parents, alumnae and friends of SCA, the Golf Classic, sponsored by the Booster Club is a yearly fundraiser for St. Cecilia Academy Athletics.

Graduation
Graduation is held on The Dominican Campus. Underclassmen, friends, and families of the graduates are invited to attend this very special event.

Honors Evening
This event recognizes the academic, and fine arts accomplishments of the St. Cecilia Academy students. All students and their families are encouraged to attend this special event. Those slated to receive an award and their parents are notified in advance.
Junior Class Ring Mass
The juniors are presented with their class rings during a special Mass. Following Mass, the senior class parents host a reception for the juniors and their parents.

Junior/Junior Parents Night
In the spring the college counselor meets with juniors and their parents to explain the college admissions process, application deadlines, and the financial aid process.

May Procession
May Procession is sponsored by Sodality to honor Mary, the Mother of God. Seniors process into Mass carrying roses to present to Mary. The President and Vice President of Spirituality of Sodality crown a statue of the Blessed Virgin. Family members are invited to join the girls for the Mass and afterwards to picnic in the courtyard. Seniors wear spring dresses in pastel colors.

Mother/Daughter Brunch
See St. Cecilia Day.

Open House
Each fall, St. Cecilia Academy opens its doors on a Sunday afternoon to prospective students and their families to give them the opportunity to tour the facility and to meet faculty members and current students.

Opening Night Galas
The first Friday performance of St. Cecilia Academy’s drama productions is designated as a Gala Night. Reserved seating is available for these performances only. Following the musical or play, audience members are treated to a delicious and festive reception that enables them to celebrate with parents, faculty, and friends as well as with the entire cast and crew.

Parents’ Nights
Each fall the parents of all students have an opportunity to meet their daughter’s teachers in their classrooms, along with the SCA administration and other staff and receive information about curriculum and class requirements, Parents’ Association activities, school operating procedures, and an overview of the academic year.

Senior Banquet
This is an evening devoted to the senior class and their families to celebrate the accumulation of their years at St. Cecilia Academy. A buffet meal is served in the SCA dining hall followed by a presentation in the theatre where seniors present their senior slide show, and remember their years at St. Cecilia Academy together.
Songwriters’ Night and Silent Auction

Sponsored annually by the Parents’ Association, this exciting evening is filled with food, fun, laughter, and music. Noteworthy songwriters from all genres of music perform to a sell-out crowd. A magnificent live and silent auction accompanies a delicious buffet supper to complete the evening. This is a major fundraiser for the SCA Parents’ Association.

St. Cecilia Day

On or near November 22, the students, parents, faculty, staff, and alumnae commemorate the feast of St. Cecilia. The celebration begins with Mass, followed by a Fine Arts Assembly and the Mother/Daughter Brunch. At the conclusion of the assembly, the freshman class recites the school pledge and joins with the student body and alumnae in singing the Alma Mater.

SUPPORT & AUXILIARY ORGANIZATIONS

SCArab Booster Club

The SCArab Booster Club is a parent organization, which represents and supports athletics at St. Cecilia Academy. The Booster Club oversees fundraising activities for athletics, including concessions and ticket sales, and organizes other events.

Parents’ Association

The Parents’ Association of St. Cecilia Academy is directed by the administration of St. Cecilia Academy. The Association board meets monthly. These meetings are open to all interested parents. The Parents’ Association hosts many school and student activities during the year. The Parents’ Association runs and sponsors the SCArab Spirit Store.

St. Cecilia Academy Alumnae Association

The St. Cecilia Alumnae Association is composed of all graduates of the Academy and currently numbers approximately 2500 members. Annual events include: the Alumnae Memorial Mass held in November at the Motherhouse; Hall of Fame Game which includes an induction of accomplished alumnae athletes, followed by a basketball game; an Easter Egg Hunt held in the courtyard in the spring; and the Annual Reunion Luncheon held each June. The Alumnae Association welcomes the graduating seniors into the organization at the Baccalaureate Mass. Cecilian Society members (alumnae celebrating their 50th or greater anniversary) are recognized at the Annual Alumnae Luncheon. The Alumnae Association awards the Alumnae Gift to one incoming freshman who continues to receive the gift each year she attends St. Cecilia Academy.
ACCEPTABLE USE POLICY

St. Cecilia Academy offers a college-preparatory education in a Christ-centered atmosphere where young women have the opportunity to grow to their fullest potential through a well-rounded academic and moral formation. In support of that mission, St. Cecilia is committed to the use of technology as a tool to expand opportunities and conduct academic research consistent with educational goals. We want to form students to be ethical digital citizens who can access information and utilize technology in a safe, legal way. With these opportunities come responsibilities. The Acceptable Use Policy is designed to give students and families clear, concise guidelines regarding the use of technology on the St. Cecilia campus. The underlying premise of this policy is that all the members of the St. Cecilia Academy community must uphold the values of honesty and integrity, consistent with the mission of the Academy while conforming to the laws of the United States and the State of Tennessee. While providing our students with access to extensive resources, we also have in place safeguards to protect students from pernicious or harmful materials on the Internet. However, on a global network, it is impossible to control all inappropriate materials. That is where building habits of virtue come in. We expect our students to use good judgment and to utilize technology with integrity. The signatures at the end of this document indicate that the parties who signed have read the terms and conditions carefully and agree to abide by them. Failure to comply with the terms of this agreement can result in loss of privileges and disciplinary action.

Note: This Acceptable Use Policy and all rules and regulations contained herein applies to all students using the St. Cecilia, Dominican Campus technology and network resources (wired and/or wireless), including email accounts, hard-drives, software and applications on any computer, laptop, Pad, electronic tablet (school-owned, school-issued, or personally owned) or mobile device on the St. Cecilia Academy/Dominican campus. Agreement is implicit with the use of the device, even without a signature. By using this network, users have agreed to this policy.

USAGE GUIDELINES

St. Cecilia Academy provides our students access to various digital resources, including a wide range of educational materials through computers and online services. We use content-filtering technology on all school computers with Internet access to protect against unacceptable web content. However, no web-filtering technology is 100% effective. SCA makes every effort to monitor online activity. Listed below are guidelines and expected behaviors that each student is to follow while using technology at St. Cecilia Academy.

Safety and Privacy

- Students are not to give any personal identifying information regarding themselves or other students through email or the Internet, including full name, phone number, address, passwords, etc., except regarding themselves in the college-application process.

- Students are not to provide email addresses or other personal-identifying information regarding faculty or administration to anyone outside of the school without permission.

- Student pictures and/or work may not be included on a school/classroom webpage with identifying captions, unless the site is password protected, or with parental permission for use as approved by the administration in official SCA communications.
Password Protection
Internet passwords are provided for each user’s personal use only and are, therefore, confidential. Students are NOT to share any passwords and must secure and maintain private passwords for network, email use, PowerSchool and Noodle Bib, as well as laptop/tablet access. If a student password has been discovered, the student will change it immediately and notify a teacher or administrator who in turn will notify the Dominican Campus Technology Department.

Network Access
- Students are not to knowingly degrade or disrupt the network, online services, or equipment. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, or attempting to gain access to restricted or unauthorized network services, including servers or network information that is not open to the public.
- The utilization of proxy-avoidance IP numbers, websites, or programs is prohibited.
- Any commercial use is prohibited. Students may not use the school network for commercial or private business reasons.
- St. Cecilia Academy is not responsible for damaged or lost personal data transferred through the campus network or stored on school-owned laptops, computers, or servers.

Accessing Inappropriate Material
- The Internet is a valuable source of information for education. Network and Internet access is provided as a tool for educational purposes only. Inappropriate materials available on the Internet (i.e., any materials that would be filtered) are strictly prohibited. These materials include, but are not limited to, items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store these types of material. St. Cecilia Academy’s network and systems, including any and all computers and devices connected to them, will be monitored using network monitoring systems and other tools available, including but not limited to content-filtering devices and firewalls. Information monitored and reported includes user name and sites/URLs accessed, applications accessed, and network resources accessed. Certain activities or sites may simply be blocked, where others may generate a notification to IT and Administrative staff. If a student accidentally accesses a website that contains obscene, derogatory, pornographic, or otherwise offensive material, the student is to notify a teacher, an administrator, or a member of the Dominican Campus Technology Department immediately so that the sites can be blocked from further access.
- St. Cecilia Academy has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access, including transmitted and received information.

Online Etiquette
- Students are to use appropriate language and graphics in all digital communication. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening, demeaning or abusive language of any kind is not acceptable.
- Use of the school’s online access to make, distribute, or redistribute jokes,
Stories, obscene material, material based on slurs, or to engage in cyber-bullying is strictly prohibited. Violations will be subject to disciplinary measures.

- No public blogs, forums or other online posts damaging to the school or its students, faculty, or staff are to be posted using school computers and/or networks.
- No use of St. Cecilia Academy name, school logo, or crest is to be used without express permission of the principal.

**E-Mail, Online Services and Social Media**

St. Cecilia e-mail accounts enable students to communicate with databases by saving references searches, manage assignments as attachments, access the Naviance program for college information and manage other school-related business.

- E-mail addresses provided by the school are to be used only for the exchange of appropriate academic or school-related information or business.
- E-mail during class is prohibited unless authorized by faculty or administration.
- Students will use appropriate language and will not send derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be subject to disciplinary measures and student’s email may be shut down.
- School email addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher, college counselor or administrator.
- The school reserves the right to search and read email as deemed necessary.
- Only school-related attachments may be sent on the school email system. No Chain-email letters are to be forwarded.
- Instant messaging, blogging, participation in chat rooms, Skype, Twitter, and other social media (such as Facebook or Pinterest) are all prohibited on the St. Cecilia/Dominican Campus network during the academic day, except as part of an assigned class activity that is approved and supervised by faculty or administration.

Students must recognize limits to privacy in electronic communications through email. While St. Cecilia Academy will make every effort to keep electronic data secure, there are limits to privacy in electronic communications. Privacy is not guaranteed and users should have no expectation of privacy in messages sent through or files saved to the Dominican Campus system. The administration of St. Cecilia Academy reserves the right to access electronic data to maintain the system, investigate security or abuse incidents or violations of this or other St. Cecilia Academy or Dominican Campus policies. The Dominican Campus, of which St. Cecilia Academy is a part, owns all email accounts.

**Cell Phones/Mobile Devices**

- Students are not permitted to use cell phones on campus during the academic day except before 7:53 a.m. or after 3:15 p.m. in non-academic settings. Cell phones are not permitted in the Library at any time. Cell phones are not permitted in any other locations specified for before and after school academic activities. When school is in session, cell phones are to be turned OFF and put away in a locker or vehicle. Silent is not OFF.
- If a violation occurs, cell phones and communication devices will be confiscated and an automatic detention issued. Violating the policy a second time will again result in an
automatic detention and parents will be notified by the Dean of Students. A third violation of the policy will result in the student serving one day of in-school suspension. The school reserves the right to check the contents of a student’s cell phone or other electronic device.

**Audio and Video**

- Listening to music, either aloud or with earphones (as with an iPod), is not permitted during class or study hall without teacher permission.
- Listening to Internet music websites during the academic day is strictly prohibited, as it has a negative impact on the availability of school resources (bandwidth) for academic purposes.
- Audio on computers and mobile devices should be turned off unless required for the activity being conducted.
- The use of computers or mobile devices to watch movies/videos is not permitted during the school day unless required for a class activity and approved and supervised by the teacher.
- Audio or video recording (including taking pictures) of others is not allowed unless prior written permission of all parties being recorded is received.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.
- Video streaming of any kind is only allowed with the permission and supervision of a faculty member in conjunction with a class project. Video streaming has a negative impact on the availability of school resources for academic purposes.
- Violation of any of these polices will result in a minor infraction or detention and these items being turned in to the Dean of Students.

**Games**

Games are not permitted during school hours except as part of an assigned, in-class activity. Games that are “played” using the school network are not allowed.

**School-owned computers**

- Students will not change any operating-system configuration or settings; these have been set by the Technology Department. Any change of the operating configuration or settings is subject to disciplinary measures by the administration.
- Students are not allowed to create any BIOS or Open Firmware passwords on any school computer/laptop/tablet/iPad. BIOS or Open Firmware passwords are set through the computer’s hardware and are not the same as regular passwords.
- Students are prohibited from accessing faculty, administration, and staff computers, as well as school servers, for any reason without explicit permission from the user or administrator of the computer/server.
Laptops/Tablets/iPads

- Each teacher creates parameters for student use of laptops/tablets/iPads in the classroom. Students are permitted to use these devices in study hall and before or after school so long as they abide by the terms of this agreement.
- Student laptops/iPads must not be left unattended at any time. They must be in a student’s possession or secured in a locked classroom or locker at all times. If a laptop/Tablet/iPad is found to be unattended, it will be turned in to the S.C.A. Technology Coordinator and/or Dominican Campus Technology Department.
- Students are entirely responsible for backing up their own data. Lost or damaged data is not the responsibility of the school.
- Laptops/Tablets/iPads may not be used in the cafeteria during lunch.
- In the case of theft of a device, a police report may be filed by the parent of the student and a copy of the police report (including the serial number) submitted to the administration.
- The school reserves the right to remove any software that has been installed that impedes the educational purpose of the laptop/tablet/iPad/laptop program.
- The school will monitor all technology use on campus during the school day, including logging website access, newsgroup access, bandwidth, and network use. Students found in violation of the guidelines will have privileges revoked.

Copyright Law

Copyright Law protects the ownership of another’s creative works. In an educational setting, students are permitted to use others’ works under the Fair Use Clause, if they meet the restrictions and cite the work.

Downloading and Installing Software

- All installed software must be a legally licensed copy and approved by St. Cecilia Academy and the Dominican Campus Technology Department.
- The downloading of music files, video files, games, etc., through the school’s network is prohibited unless it is part of an assigned, in-class activity.
- Applications, software, movies, songs, and other materials protected by copyright law may not be transmitted or duplicated. This includes copyrighted movies, which may not be “ripped” from DVDs or from the Internet and copied on laptops/Tablets/iPads. Only commercial videos legally purchased from the iTunes store or a similar entity may be downloaded.
- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.

File Sharing

- File sharing with the intent to obtain copyrighted materials such as software, movies, music, games, etc., is prohibited.
- Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data (i.e. copyrighted music, videos, movies) is considered file sharing.
- No file-sharing software is to be installed on any device using the school network.
Plagiarism
- Plagiarism includes the use of any created information that is not properly cited.
- Students should assume that all materials available on the Internet are protected by copyright law. Information obtained through the Internet must be properly cited, in compliance with copyright laws. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Shareware and Freeware
Shareware and freeware may only be installed on school computers/laptops with prior approval from the Dominican Campus Technology Department. Shareware and freeware programs such as animated cursors (i.e., Comet Cursor), screensavers, etc., automatically open connections from outside of our network. These spyware connections not only monitor the computer’s activities, but they also slow down the operation of the computer and the network connection.

Consequences
The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of the use of any school-owned computer/Tablet/iPad for a specific amount of time determined by the administration and members of SCA administration and the Dominican Campus Technology Department, and include disciplinary action and possible legal action. These consequences apply to all students using computers, laptops, iPads/tablets, or cell phones/mobile devices on the school’s campus, whether these devices are personally owned or school-issued.
- Any laptop/iPad/tablet or mobile device used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy, including the right to search and remove content from the device, and the right to retain the device in the school’s possession, in the event of an infraction.
- In the case of repeated abuse and/or damages to a device, the school has the right to revoke a student’s privilege of using a device on campus.
- Any change of the operating configuration or settings is subject to disciplinary measures by school administrators.
- Any iPad/tablet/computer/laptop damage that is the result of intentional damage or negligence is not covered by insurance. Consequences for these actions will include the student paying for the repair or replacement of the device, as well as other disciplinary actions as determined by the school administration.
- If a student uses a cell phone or other electronic device during the academic day without permission from a faculty or staff member, the device will be collected and sent to the appropriate administrator’s office. The school reserves the right to check a student’s calling/texting and photo/video history.
- A student who accumulates several of these violations may lose the privilege to carry the device on campus.
- The Honor Code applies also to use of electronic devices, and students are to report any known violations of the Acceptable Use Policy to appropriate administrative staff members. Random checks of student laptops/iPads/tablets/other devices (both personally...
owned and school-issued) may be conducted throughout the year to ensure that these policies are followed.

- St. Cecilia/Dominican Campus Technology network administrators and their authorized employees monitor the use of information technology resources to help ensure user’s security and conformity with policy. St. Cecilia/Dominican Campus Technology network administrators reserve the right to examine, use and disclose any data found on the network to further the health, safety, discipline or security of any student or other person or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

- Students must recognize limits to privacy in electronic communications through email, Cloud computing, or network or hard drive files (electronic data). While St. Cecilia Academy will make every effort to keep electronic data secure, there are limits to privacy. Electronic data privacy is not guaranteed and users should have no expectation of privacy in messages sent through or files saved to the Dominican Campus system. In certain circumstances, it may be necessary for Dominican Campus Technology staff to access electronic data to maintain the system, investigate security or abuse incidents or violations of this or other S.C.A. or Dominican Campus policies. The Dominican Campus, of which St. Cecilia is a part, owns all email accounts, network or hard drive files run on or saved to its system.

Students are required to adhere to all provisions and conditions set forth in this Acceptable Use Policy. St. Cecilia Academy takes no responsibility for activities conducted or materials stored on computers, laptops/iPads/tablets, or other technological devices, whether personally owned or issued by the school for student use.

**Right to Amend**

St. Cecilia Academy reserves the right to amend this handbook. Notice of amendments will be communicated to parents and students.
<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Bells (Fri.)</th>
<th>Friday (late start)</th>
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<tbody>
<tr>
<td>8:00-8:15</td>
<td>15</td>
<td>Advisory</td>
<td>Advisory</td>
<td>Advisory</td>
<td>7:45-8:45</td>
<td>Teacher Meetings</td>
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<td>8:20-9:10</td>
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<td>Class 8</td>
<td>Class 6</td>
<td>8:55-9:10</td>
<td>Advisory</td>
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<td>9:15-10:05</td>
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<td>Class 1</td>
<td>Class 7</td>
<td>9:15-10:05</td>
<td>Class 3</td>
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<tr>
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<td>Break</td>
<td>Break</td>
<td>10:05-10:15</td>
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<tr>
<td>10:20-11:10</td>
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<td>Class 2</td>
<td>Class 8</td>
<td>10:20-11:10</td>
<td>Class 4</td>
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<td>Activity</td>
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<td>12:10-1:00</td>
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<td>Class 3</td>
<td>Class 2</td>
<td>12:10-1:00</td>
<td>Class 6</td>
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<tr>
<td>12:35-1:25</td>
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<td>Class 5</td>
<td>Class 3</td>
<td>Class 2</td>
<td>12:35-1:25</td>
<td>Class 6</td>
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<tr>
<td>1:00-1:25</td>
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<td>Lunch 2</td>
<td>Lunch 2</td>
<td>1:00-1:25</td>
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<tr>
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<td>Class 4</td>
<td>Class 3</td>
<td>1:30-2:20</td>
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<td>Class 5</td>
<td>Class 4</td>
<td>2:25-3:15</td>
<td>Class 8</td>
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