



ST. CYRIL OF ALEXANDRIA SCHOOL

**4725 E. Pima Street
Tucson, AZ 85712**

Accredited by
Western Catholic Educational Association

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The handbook includes Diocesan and St. Cyril of Alexandria School guidelines and policies. Due to unforeseen events some aspects of this handbook may change or be modified without prior notice. The principal/pastor is the final recourse and reserves the right to amend the handbook. Any changes made will be communicated to parents in a timely manner.

School Schedules

SCHOOL HOURS

Campus hours are from 7:30 a.m. to 3:15 p.m. Children should not arrive on campus before 7:30 a.m.

DAILY SCHEDULE

First bell 7:45 a.m.
 Late bell 7:50 a.m.
 Dismissal M-TH 3:00 pm.
 Friday—Half Days 12:15 p.m.

On Mondays the school community will meet for morning prayer and pledge on the Cougar Court after attendance has been taken in the classrooms . On Mass days students will proceed to Mass after attendance has been taken in the homeroom.

TRIMESTERS

Term 1: August 8— November 3

Term 2: November 4—February 17

Term 3: February 20—May 26

LUNCH SCHEDULE

	MON	TUES	WED	THUR
KINDER	12:00-12:35	11:50-12:30	12:10-12:45	11:50-12:30
PRIMARY	11:20-12:00	11:05-11:45	11:25-12:05	11:05-11:45
INTER	11:05-11:40	11:20-12:00	12:00-12:40	11:05-11:45
ADV INTER	11:25-12:05	11:25-12:05	11:45-12:20	11:25-12:05
JR. HIGH	11:30-12:10	11:30-12:10	11:45-12:20	11:30-12:10

**On half days, there is no lunch period. Students have a longer morning break for snack.*

MASS DAYS

This year school Mass is held on Wednesdays with the exception of a few dates when a holy day of obligation falls on another weekday. These special mass days are as follows:

- Tuesday, November 1 (All Saints)
- Thursday, December 8 (Immaculate Conception)

*Additional dates of special masses may be added during the year. Keep current with the Cougar Tracks, RenWeb, ParentsWeb or the school website.

Diocese of Tucson Department of Catholic Schools

MISSION STATEMENT

The mission of the Catholic schools in the Diocese of Tucson is to foster the growth of the whole person in which faith, academic excellence, and service are integral to the life of every student.

CORE VALUES

In order to fulfill this mission, we believe in the following core values:

1. Providing spiritual formation for administration, faculty and staff and instilling in them a strong sense of Catholic virtue and service as they promote the Catholic identity of our schools.
2. Providing encouragement, support and training for administrators, faculty and staff as they engage in the important mission of Catholic education.
3. Maintaining high academic standards for all students in every school by promoting staff development programs that will ensure excellence in teaching and learning.
4. Encouraging every school to develop and maintain strong relationships with parents as the primary educators of children.
5. Promoting fiscal responsibility thus ensuring long term financial stability in our schools.
6. Reinforcing the need for appropriate wages and benefits for administrators, faculty and staff.
7. Seeking to make Catholic education affordable and accessible.

St. Cyril of Alexandria School

MISSION

St. Cyril of Alexandria School, with the support of parents and St. Cyril of Alexandria Parish, prepares our students spiritually, academically, and socially to take personal responsibility for a lifetime of faith, learning, leadership and service.

ST. CYRIL OF ALEXANDRIA SCHOOL IS A COMMUNITY WHICH BELIEVES:

- In Following our Lord, Jesus Christ
- In the Uniqueness of Every Child
 - In Strong Academics
 - In Parental Involvement
 - And in Service to One Another

STATEMENT OF PHILOSOPHY

St. Cyril of Alexandria School is a community of faith which believes in the guidance of the Holy Spirit. St. Cyril of Alexandria School is dedicated to providing quality education and to fostering a lifelong love of learning and service to others rooted in the teachings of Jesus Christ.

The school recognizes parents as the child's first and primary educators and shares with them the responsibility of developing in each student a meaningful relationship with God. Faith is reflected through mutual respect for one another and recognition of the need to serve the community. The student is celebrated as an individual while also recognized as a member of the community. By working together, the parents and educators enable the student to reach their potential. By developing self-discipline students begin to recognize their self-worth, and to see life as a series of choices and changes. Through self-reliance and self-discipline, the student is prepared to have confidence in their ability to live a successful and happy life rooted in faith.

Fostering such growth requires academic excellence through relevant curriculum, recognition of individual needs, and development of technology skills needed for today's society. Membership in the faith community coupled with spiritual instruction, opportunity for service, and modeling of values leads to an awareness of the student's connection to the global community and challenges each student to allow the Holy Spirit to guide their actions toward the greater good.

Student Learning Expectations

KINDERGARTNER-4TH GRADE STUDENTS ARE:

1. ACTIVE CHRISTIANS WHO:

- a. show respect and reverence for God's creation, self, family and others
- b. actively participate in mass and Religion class to learn about the faith
- c. serve others

2. LIFE LONG LEARNERS WHO:

- a. are enthusiastic about learning
- b. demonstrate basic academic skills and utilize resources and technology
- c. use problem solving and critical thinking skills to understand

3. EFFECTIVE COMMUNICATORS WHO:

- a. learn to read, write and speak correctly and effectively
- b. ask appropriate questions and demonstrate listening skills
- c. understand nonverbal communication

4. RESPONSIBLE CITIZENS WHO:

- a. take responsibility for what they do and say
- b. see each person as important in the community and work together to reach common goals
- c. demonstrate appropriate behavior and positive leadership

5. SELF-AWARE INDIVIDUALS WHO:

- a. see themselves and others as unique and talented
- b. take pride in themselves and their efforts
- c. set goals and reviews progress

5TH-8TH GRADE STUDENTS ARE:

1. ACTIVE CHRISTIANS WHO:

- a. show respect for God by demonstrating basic knowledge of the foundations of their faith and Catholic teachings
- b. demonstrate a moral conscience by modeling good behavior
- c. participate in service to the Church, family, school and community

2. LIFE LONG LEARNERS WHO:

- a. demonstrate an enthusiasm for learning a solid foundation in the basic of all diocesan subject areas
- b. employ self-discipline skills to achieve learning
- c. apply a variety of researching, problem solving and critical thinking strategies

3. EFFECTIVE COMMUNICATORS WHO:

- a. demonstrate listening, reading, writing and speaking skills effectively
- b. utilize technology
- c. recognize, understand, and use nonverbal communication

4. RESPONSIBLE CITIZENS WHO:

- a. take responsibility for their actions and exhibit positive leadership
- b. know and practice their basic civic responsibilities and promote achievement of community goals
- c. recognize each person's interdependence with their environment and the world

5. SELF-AWARE INDIVIDUALS WHO:

- a. utilize and appreciate one's talents and those of others
- b. set goals according to priorities and evaluate progress
- c. demonstrate a working knowledge of the fine arts through creative expression
- d. utilize opportunities to promote physical fitness and wellness

Student Conduct

St. Cyril of Alexandria School seeks to maintain an environment which is conducive to learning, free from unnecessary disruption, and vigilant to the safety and welfare of all students and staff.

- Student conduct shall at all times reflect the teachings of the Catholic church which includes consideration for the rights and privileges of others.
- Students shall maintain high personal standards of courtesy, decency, morality, and honesty in their relationship with others.
- While on school grounds or participating in any school-sponsored activity, students shall comply with all policies and regulations pertaining to student conduct. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.
- Students are expected to pursue the educational program at St. Cyril of Alexandria School and to behave in such a way that their presence does not detract from their own education or the education of others.
- Students shall treat teachers, administrators, employees, other campus visitors and fellow students with dignity and respect and shall behave in such a manner that their presence will contribute to a productive learning environment.
- Students are expected to arrive to school each day on time. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness.
- Diligence in study and achievement is expected of all students.
- Students shall adhere to the dress code policy.
- Students shall respect the authority of school staff and officials.
- No student shall engage in, or encourage behavior, which disrupts or poses a clear and convincing threat of disruption of the school operations or interferes with the rights of others or with the ability of the school to provide educational opportunities to other students.
- No student shall engage in activity which may cause or attempt to cause damage to school property or private property.
- No student shall engage in activity which is in violation of criminal law.
- No student shall engage in or encourage behavior which is detrimental to the welfare or safety of students, teachers, administrators, employees, or other campus visitors on or off school property.
- No student shall engage in bullying behavior on school grounds, at school activities, or at sanctioned events. Bullying is defined as any repeated written or verbal expression, or physical act or gesture, intended to cause distress upon one or more students in the school environment. The severity and pattern of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

STUDENT—STANDARD OPERATING PROCEDURES

Conduct

Students must :

- Show respect and follow directives given by supervising adults.
- Walk through breezeways in a quiet line and treat it as if you are in an indoor hall.
- Use good manners; please thank you, etc.
- Clean up after yourself.
- Adhere to the dress code.
- Come to class on time and prepared.
- Keep locker combination private (Grades 5– 8)
- Report locker issues to homeroom teachers immediately (Grades 5—8)
- Not carry or use cell phones during school hours and school sponsored activities.. They may be used after 3:15 with faculty/staff approval. If cell phones are at school, they must remain off and in backpacks.

General

- 5th– 8th graders should go to their lockers in the morning before school to get books for the first two periods. Students will then get books for the next set of classes at break time. Backpacks will remain in homerooms as directed by the teacher.
- Students will make sure they have lunch each day before school starts.
- Students will use standard headings on all papers. The top right corner of the paper should include :
 - Name
 - Class
 - Date
- Students will take care of their LABELED belongings—pick up jackets, lunch boxes, drink bottles, etc. from the playground, Ramada and breezeways. Unlabeled clothing items will be donated to St. Vincent de Paul or another charitable organization.
- 3rd—8th graders must track their assignments in their agendas.
- Students will finish and print homework at home. If unable to print at home, students must provide a dated note signed by the parent. Students will be sent to the office to pick up their copies. The cost is five (5) cents per copy.
- Students will log off computers
- Students will only enter classrooms or go to the field if a teacher or aide from their department is present.

Mass

Students should:

- Enter church silently and reverently
- Participate in mass by having their hymnals out and singing
- Exit the church quietly and orderly
- Walk (not run) back to class
- (Grade 6) Meet their Kindergarten student at the east door to enter the church
- (Grades 7 and 8) Meet their Primary student at the front/center door to enter the church
- Reverently receive the body of Christ at communion with clean hands and no sleeves over their hands
- Fill out “Time, Talent or Treasure” on mass envelopes to take to mass once per month

Tardy Policy

After three tardies per calendar month (beginning of school tardies and late-for-class tardies) students will be required to attend a detention.

Demerits

Demerits are consequences for violating the Student Conduct Policy or the Student Operating Procedures. Each department will inform students and parents of infractions that warrant demerits. Each demerit is worth one point. After three demerits, a student receives a detention. Parents will receive an email when a demerit is recorded.

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ABSENCES

EXCUSED absences include student illness/injuries, death of close family members and Principal-approved absences. All other absences are UNEXCUSED. Teachers are not required to assign homework, accept homework, or give make-up tests to a student who has unexcused absences. Arizona Law 15-803 states that absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in section 15-802. A student shall not be retained for excessive tardiness only.

ILLNESS:

1. Parents must telephone the school office each day a child is home ill. If the absence will be three days or more, follow the procedure for extended absences. Be prepared to tell the office the reason for the absence and the homeroom of the child. If you do not notify the office by 9:30 a.m. the absence is unexcused. (Attendance phone number is 545-0989.)
2. A child who becomes ill or injured during the school day will be sent to the Health Office. The parents will be notified if it is necessary to send a child home.
3. In the event the child needs to be sent home, he/she needs a notice from the health office stating he/she is going home. That notice needs to be given to a department teacher to sign and be returned with the child to the Health Office before the child signs out.

EXTENDED ABSENCE (3 DAYS OR MORE):

If the extended absence is due to illness, death of close family members or is a Principal-approved absence, obtain a form from the school website or school office to be completed, signed by the department teachers and returned to the office stating date of possible return. This is an excused absence. If the extended absence is for any other reason, obtain a form from the school website or school office to be completed, signed by the department teachers and returned to the office at least three days before the child will be out. This is an unexcused absence.

ABSENCE FROM PART OF A DAY:

A parent must send a note in the morning explaining the reason a child will be absent for part of the school day. The student must have the homeroom teacher sign the note.

Students must present the signed note to the office and the parent/guardian must SIGN OUT the child at the office before leaving school. Parents may not go directly to the classroom.

When students return to school, parents must SIGN IN the student before he/she can return to class.

Anytime a student leaves campus during school hours, permission must be cleared through the child's homeroom teacher, and the parent must sign the child out in the School Office. Older students leaving campus alone must have a parent write a letter granting permission for them to leave campus alone.

END OF YEAR ABSENCE AWARD:

Students will be awarded an award if they have less than three tardies and less than three absences for the year.

ABUSE OF TEACHER OR SCHOOL EMPLOYEE IN SCHOOL

Arizona Statute 15-507 states that a person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of duties is guilty of a class 3 misdemeanor.

ACHIEVEMENT TESTING

Students in grades K-8 take the NWEA MAP test three times per year. Measures of Academic Progress® (MAP®) creates a personalized assessment experience by adapting to each student's learning level—precisely measuring student progress and growth for each individual (NWEA.org).

If interventions are needed for students to find success, the interventionist will periodically administer the MAP test to determine to what extent the interventions are increasing a child's academic growth.

ACTIVITIES

Students are able to participate in many different activities outside academic studies. Activities include the After School Program, Spirit Week, sports, Catholic Schools Week, Move-Up Day, Recognition Assembly, Las Posadas, Student Council, Tucson Fall Fair, Honor Guard, altar servers, choir, field trips, fund raisers, service projects, yearbook committee, mass planning and participation, dances, musicals/plays, instrumental ensembles, graduation committee, fine arts enrichment and special season events. *Note: Some extra-curricular activities may have specific requirements in order to participate. All student participation requires appropriate behavior and dress attire.

ADMITTANCE

Admission to St. Cyril of Alexandria School is available to students whose parents seek a faith-based education. Because every Catholic child has a right to a religious education and formation, preference for admission is given to Catholic students and those students whose families presently have students enrolled at St. Cyril. Students will not be refused admission based on sex, race, color, national/ethnic origin, or disability (unless this disability seriously impairs the student's ability to complete successfully the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodation for the child).

No person shall be admitted as a student at St. Cyril of Alexandria unless that person and his/her parent(s) subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the Diocese of Tucson.

Catholic and non-Catholic students must agree to participate in religion classes and attend the religious activities conducted in the school except for sacraments.

A student entering school, having English as a second language, may not be denied admission based solely on language skills. Assessment of the child's academic and language proficiency levels may determine appropriate placement.

Students entering kindergarten must be five years of age prior to September 1 of that school year. A student entering the first grade must be six years of age prior to September 1 of that school year.

Parents wishing to enroll their children in special programs outside of the school, academic or otherwise, during the school day, may do so only with the written consent of the principal. Such requests shall be judged on a case-by-case basis. Granting this type of enrollment is solely at the discretion of the principal.

Registration is administered by the Admission Committee, headed by the Principal and school's Registrar. It is the purpose of this committee to be in charge of registration and to review new student applications. Completed applications for grades K-8 will be dated at the time of receipt. Kindergarten applications should be accompanied by a \$35 application fee and a copy of the child's birth certificate and baptism certificate. Applications of students entering grades 1-8 must also include a current report card. After a placement test has been taken and it is determined the student will be accepted, a registration fee of \$370 (\$430 for eighth graders) will be required along with the completion of the online registration process. This fee is non-refundable. Parents must also complete the registration process for the school's PALing commitment. An annual Registration Calendar is established. The calendar includes important registration dates as well as the admission and registration process. The school's Rates and Fees schedule is available to all interested parents.

ADMITTANCE PROCESS

The process which will be followed by the Admissions Committee in accepting new students will be as follows:

1. Students of active school families with children presently enrolled at St. Cyril of Alexandria School
2. St. Cyril of Alexandria parishioners who have been registered in the parish for at least one year, regularly attend, and who make regular contributions to the parish and its activities in terms of service and financial support
3. Students of families who previously had a child/ren graduate from St. Cyril of Alexandria School and have continued to support the parish or school

4. Students of registered, active, contributing families from other parishes for at least one year
5. Parishioners who have been registered in the parish for less than one year, regularly attend, and make regular contributions to the parish and its activities in terms of service and financial support
6. Children who are transferring from another Catholic School
7. Students of inactive families
8. Students of non-Catholic families.

For a family who withdraws a student from St. Cyril of Alexandria School and wishes to reenter the child, the student's application and status shall be evaluated on an individual basis.

A student is formally admitted after appropriate placement tests have been administered and proved satisfactory, an interview has taken place, and all previous schools' records have been received and evaluated. Parents of new students may also be asked to agree to a formal action plan. All new students will serve at least a six-week probationary period.

AFTER SCHOOL PROGRAM

St. Cyril of Alexandria School After School Program is established as a childcare alternative for parents whose children attend St. Cyril School. It will operate during the school year only. Its goal is to provide a safe, healthy, and caring environment, which assists in developing positive self-concept, appropriate social and play skills, increased physical coordination and creativity. The program offers activities that are active and quiet, educational and recreational, indoor and outdoor, adult-directed and self-directed. The Christian values that are an integral part of the school program are carried over in to the after school program. Participants are expected to respect adults, other children and all facility property.

- The After School Program complies with the guidelines established by the Arizona Department of Health Services Office of Child Care Licensure. Their address is: 400 W. Congress, Tucson, AZ 85701. The phone number is 520-628-6540.
- The standard rate is \$4.00 per hour per child. For each six-minute increment, there will be \$.40 charged. Families are billed monthly through RenWeb. Students will not be allowed to attend the After School Program if payments become delinquent.
- The After School Program is a separate system which requires every family using the program to complete an Emergency Information & Immunization Record Card. It is the parent's responsibility to complete and update the card when changes have occurred. Students must have this form on file in the After School Program. The card is available by contacting the After School Director or printing one from the school website.
- The goals and objectives of the After School Program are consistent with the Philosophy and Mission of St. Cyril of Alexandria School.
- The After School Program is open school days except those days listed on the school calendar.
- The hours of operation are 3:00 - 6:00 p.m. Monday—Thursdays and 12:15—6:00 p.m. on half days.
- Attendance is taken at 3:20 p.m. for billing purposes.
- Enrollment and admission procedures require that the child be enrolled as a student at St. Cyril of Alexandria School and that registration is complete.
- Families of students using the program are billed monthly. Refunds are not available as fees are charged for the hours used. Any parent who does not pick his/her child up by 6:00 p.m. will be charged a fee of \$1.00 per minute per child with a ten-minute minimum charge. If payment is not received on a monthly basis, students will not be allowed to attend.
- If a child does not follow the rules of the After School Program, he/she may no longer be eligible for the program.
- Discipline procedures are consistent with those outlined in the Parent/Student Handbook.
- The school does not have a program to address children with special needs.
- The program does not provide transportation services or field trips.
- Liability Insurance is provided by the Diocese of Tucson.
- Medications are not given in this program. In the event of an emergency, the principal and 911 will be called.

- Student may not use cell phones . Cell phones must remain off and in backpacks.
- Students will have a homework period from 3:20—4:00 p.m.
- A snack is provided for students who remain after 4:30 p.m. Parents may, upon request, review the inspection reports.

AGGRAVATED ASSAULT

Arizona Statute 13-1204 (6) states that a person commits aggravated assault if the person commits assault knowing, or having reasons to know that the victim is a teacher or other person employed by any school, and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.

ALCOHOL CONSUMPTION/SALES AT SCHOOL FUNCTIONS

In keeping with our mission to provide a safe environment for our children, any school sponsored event during which school children are in attendance may be restricted from serving and/or having alcohol present during the event. Should the sale and/or serving of alcohol be part of the event plans, both the School Principal and Pastor shall review the request and be in agreement prior to proceeding with the event approval.

BEFORE SCHOOL PROGRAM

No before school program is offered at St. Cyril of Alexandria School. If a child must arrive prior to campus opening at 7:30 a.m., they should enter through the school office.

BICYCLES

Bicycles may be ridden to school and parked in the area provided. They may **NOT** be ridden on the school grounds where small children and groups of children may be located. Violation of this regulation may lead to the temporary confiscation of the bicycle. All bikes are to have locks. Helmets are required.

CHILD ABUSE

Arizona law requires the reporting by school personnel of suspected or reported cases of alleged child abuse and neglect to Child Protective Services and local law enforcement. The principal has on hand copies of the Diocesan Child Abuse Policy.

COMMUNICATION

St. Cyril of Alexandria School believes that good communication between parents, staff and administration is essential. The communication is accomplished in several ways which may include but is not limited to:

Online information through ParentsWeb	Weekly School Express
Parent/teacher conferences	Phone calls/emails from staff
Department meetings	Websites
Blogs	Parent evening meeting
Mid-trimester and trimester reports	Student work signed by parents
Written discipline plans signed by parents	Progress notes
Parental involvement in the classroom, on the boards and on committees	

As a courtesy to the teacher, **teachers are not available for conferences prior to or after school without an appointment.** If parents need to speak with a teacher, they may contact the teacher after school, by phone or email. For emails sent during the school week, beginning Monday at 8:00 AM through Friday at 2:30 PM, a teacher has 24 hours from the time stamp to reply. Emails sent during the weekend hours will be answered by 5:00 PM Monday." Conferences should be scheduled with the Department Liaison.

Any concerns or complaints should be handled at the lowest possible level. Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should administrators be contacted.

CLOSED CAMPUS

St. Cyril of Alexandria School has a closed campus policy. Students are not allowed to leave campus before dismissal time unless an identified adult accompanies them. This policy is implemented for the security of your children.

COMPUTER NETWORK AND TECHNOLOGY USE AGREEMENT

This agreement identifies the responsibilities of individuals who are given the privilege of using the St. Cyril network, computers, devices, email account and technology resources through association with St. Cyril of Alexandria School. Our goal in providing these services and resources is to promote educational excellence by facilitating resource sharing, innovation and communication. These individuals, referred to as "Users" throughout this agreement, may be students, staff or parents. When signed, it becomes an agreement between the user and St. Cyril of Alexandria School. Signatures indicate that the user agrees to abide by the conditions and guidelines established in this agreement. Refer to the signature page.

TERMS AND CONDITIONS:

These policies shall apply to:

- Users of the St. Cyril network, computers, devices, email account accounts, online resources and technologies which utilize network equipment located at St. Cyril of Alexandria School.
- Users who obtained their access privileges through association with St. Cyril of Alexandria School.
- Users who are instructed or permitted to bring their own personal mobile device or USB device to St. Cyril of Alexandria School.

PRIVILEGES:

The use of the St. Cyril network, computers, devices, email account, resources and technologies is a privilege, not a right, which may be revoked by St. Cyril of Alexandria School at any time.

ACCEPTABLE USE:

- Student use of personal cell phones must remain off and in backpacks during school hours and school sponsored events. (See information included in Student Standard Operating Procedures)
- Student personal devices, such as tablets, are not permitted.
- Users have limited access to the Internet through St. Cyril of Alexandria computers.
- The use of the St. Cyril network, computers, devices, email accounts, resources and technologies must be consistent with the educational objectives of St. Cyril of Alexandria School.
- The user is ultimately responsible for his/her actions in using the St. Cyril network, computers, devices, email account, resources and technologies. This includes using his/her St. Cyril of Alexandria network account, Internet or email account whether on school property or on equipment located away from the school campus.
- If there is a question of whether material is appropriate, the user is responsible to seek advice from the teacher, media specialist or principal.
- The user will follow all of the rules and regulations of St. Cyril of Alexandria School while accessing the St. Cyril network, computers, devices, email account, resources and technologies of the school whether on or off campus.

SERVICES:

- St. Cyril of Alexandria School will provide safeguards against inappropriate Internet access from school computers.
- St. Cyril of Alexandria School reserves the right to log the use of all systems and monitor filespace utilization.
- St. Cyril of Alexandria School contracts with an external service to provide Internet access. Consequently, St. Cyril of Alexandria School access is limited by that service.
- St. Cyril of Alexandria School reserves the right to establish and amend rules and regulations, as may be necessary for the efficient operation of computers and electronic information systems.
- St. Cyril of Alexandria School provides email accounts to all students in grades 5 through 8 and staff members. The content of the emails is the property of St. Cyril School.

CONSEQUENCES:

- Infractions of the provisions set forth in the Computers and Technology Agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action.
 - Actions in violation of State and Federal statutes will be subject to prosecution by those authorities.
 - The administration, faculty and staff of St. Cyril of Alexandria School may request the principal to deny specific user accounts and network access.
- (continued)

PERSONAL RESPONSIBILITY:

- The user will accept personal responsibility for reporting misuse of the St. Cyril network, computers, devices, email account, resources and technologies to the media specialist and/or teachers. Misuse can come in many forms, but it is commonly viewed as sending or receiving material that exhibits or suggests pornography, unethical or illegal behavior, racism, sexism, inappropriate language, or violation of the guidelines set forth below.
- The user will use the St. Cyril network, computers, devices, email account, resources and technologies for educational purposes only.
- The user agrees not to submit, publish, display or retrieve any offensive or inappropriate materials.
- The user understands that storage media or mobile devices brought to school from home may be reviewed by teachers or administrators at anytime.
- The user will abide by all copyright regulations and cite all quotes, pictures and other materials.
- The user will not reveal any personal information of himself/herself or others.
- The user understands that electronic mail is to be respected, but there is no guarantee of privacy.
- The user will not use computers and technology resources in any way that would disrupt the use of the network, computers, devices, and information resources by others.
- The user will not incur any expenses while using the computers and technology resources of St. Cyril of Alexandria School.
- The user will not use the St. Cyril network, computers, devices, email account, resources and technologies for commercial purposes.
- The user will not interfere or override system security; or attempt to modify, harm or destroy hardware or software.
- The user will never disguise or attempt to disguise their identity.
- Personal mobile devices brought to St. Cyril of Alexandria School are the responsibility of the user. St. Cyril School is not responsible in the event of lost, stolen, broken or damaged devices.

*Regulation adopted 1/28/97, revised 6/16/03, 11/29/10, 7/31/11, 7/31/12

CONFIDENTIALITY

Many times students share confidential information with teachers and other staff members. It is important to understand that school staff and faculty may respect student confidences except in cases of life, health, and safety. If these areas are involved, the school employees may not keep the confidence.

CONTACT WITH STUDENTS DURING SCHOOL HOURS (DIOCESAN POLICY #2150)

School personnel may not knowingly allow unauthorized persons, agencies, or organizations to have contact with or to take **custody** of any student during the school day, including immediately before and after school.

The following policies shall apply when contact with or custody of a student is requested by any person, agency, or organization:

1. If **contact** or **custody** is sought by anyone other than the police, Child Protective Services (Department of Child Safety—DCS), or a custodial parent, the principal must obtain parental consent.
2. The principal shall never allow students **to be alone** with anyone who is not a legal guardian or authorized school employee or authorized volunteer. These authorized school employees/volunteers include any persons who are part of the regular curriculum or support programs of the school, or are in a tutorial or diagnostic position, and who have undergone criminal and background checks per Diocese of Tucson guidelines. However, if the **police** and/or **Child Protective Services (DCS)** requests a private meeting with a student, it must be granted. Principals are encouraged to request their presence at such a meeting.
3. Teachers shall not allow students to leave classrooms to speak to non-school personnel without the explicit permission of the principal or principal designee.
4. The school may not be used by a non-custodial parent for the purpose of circumventing custody orders or visitation rights.(Note: St. Cyril of Alexandria School considers anyone who is not on the student emergency form as unauthorized.)

The procedure outlined below must be followed when contact with or custody of a student is requested by the police or Child Protective Services (DCS).

1. **Police and Child Protective Service (DCS)** personnel must **always** produce credentials, and if the person is unknown to the administration, the administration must call to verify the credentials.
2. If **contact** or **custody** is sought by the **police** or **Child Protective Services (DCS)**, the principal will ask if the circumstances allow the notification of the parents immediately by school personnel. The principal will follow the directives of the police or Child Protective Services (DCS). The principal shall obtain information regarding when the parents will be notified of the contact or custody and by whom.
3. Police and Child Protective Service (DCS) personnel may have **contact** with or take **custody** of a student simply on their own **verified** credentials, with or without a warrant. The principal shall ask for and be given a reasonable explanation for the contact or custody. The principal will obtain all pertinent information from the police and/or Child Protective Services (DCS) regarding where the child will be taken, when and how the parents will be notified, and how the parents can reach the police or case worker. In all cases, the parents/guardian shall be **officially** notified by the police or Child Protective Services (DCS).
4. The principal shall write a report of the event including time and complete details and place the report in the principal's file.
5. The principal shall notify the pastor in cases of **contact** by police or Child Protective Services (DCS). In the event that **custody** of a student is taken by the police or Child Protective Services (DCS), the principal shall notify both the pastor and the Superintendent as soon as possible.

CONVICTED CHILD MOLESTER INFORMATION

When the school receives notice of a convicted child molester in the immediate community, the information shall be placed at the receptionist's desk.

CRISIS/EMERGENCY PLAN

St. Cyril of Alexandria School is compliant with the State of Arizona and the Diocese of Tucson in the requirement that all schools must have a crisis response team and a crisis management plan. Our Crisis Response Team consists of the school health personnel, teachers, administrators, and staff. The *Emergency Management Plan* is reviewed and updated annually. Parents will receive information concerning any emergency situation through emails, letters home, phone calls, or local media.

GENERAL CRISIS INFORMATION:

During school hours (7:30 a.m. - 6:00 pm.):

All children will be kept on the school property or relocated to the school relocation center until a parent or a parent designate picks them up. No child/ren will be allowed to walk home, ride the bus, or ride a bicycle. If a parent hears of any school emergency, they should follow the guidelines below:

1. Turn on the radio or television. The school will keep the media informed of any emergency.
2. The school will send out a mass email or text message to the parents.
3. Do not telephone the school. There are limited phone lines. They **MUST** be used to respond to the emergency.
4. Please do not come to the school unless requested to pick up your child at school. Any emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed via the media.

Outside of school hours:

Parents are to listen to the radio and/or television for directions given to all TUSD schools. If an announcement is given that is specifically related to District #1 (we are in District #1), St. Cyril of Alexandria School will follow the exact directions given for TUSD #1 specifically. If you are in doubt about what to do or if it would create a danger or hazard to your children to be at school, **KEEP THEM AT HOME.**

If an emergency is specifically related to St. Cyril of Alexandria School, an email or text message will be sent. Also see *Evacuation Drills* (p. 23), *Fire Drills* (p.24) and *Lockdown Drills* (p. 32).

CURRICULUM

Curriculum design is the result of planning and study by the total faculty and the administration. The Diocesan School Office provides guidelines that incorporate the requirements as set by the Arizona State Department of Public Instruction.

Kindergarten/Primary

Religion
Reading
Language Arts
Social Studies
Science
Mathematics
Music
Spanish
Physical Education (including health education)
Art
Technology

Advanced Intermediate

Religion
Mathematics
Science
Social Studies
Language Arts
Physical Education
Technology
Enrichment (Spanish, Music, Art and other student interest classes)
Health Education and Christian Family Life

Intermediate

Religion
Reading
Mathematics
Science
Social Studies
Music
Physical Education (including health education)
Spanish
Language Arts
Art
Technology

Junior High

Religion
Mathematics
Science
Social Studies/Civics
Language Arts
Physical Education
Technology
Enrichment (Spanish, Music, Art and other student interest classes)
Health Education and Christian Family Life

CUSTODIAL PARENTS (ST. CYRIL OF ALEXANDRIA POLICY #9550)

Recognizing the educational needs of the children and the unique circumstances related to legal custodial situations, the following requirements have been established to assist all parties concerned.

A detailed explanation concerning the rights of custodial and noncustodial parents are listed in the Diocesan Policy #2120 found under the section titled RECORDS.

If requested in advance, custodial parents may each receive separate copies of the School Express for an additional fee of \$10.00 each.

PALing commitments will be the responsibility of the custodial parents as designated at the time of registration. Any changes and/or modifications must meet the requirements of the PAL's organization and the requirements of the commitment assigned.

Parent/Teacher conferences will be scheduled according to related school policies and guidelines. Arrangements for parental/legal guardian attendance at the child(s) conference must be made between the custodial parents in advance. Under no circumstances will separate conferences be held for custodial parents and/or legal guardians. It shall be the sole responsibility of the parents/legal guardian to inform one another of scheduling and arrange conferences with the teacher(s) to promote the best interest of the child(ren). In an effort to ensure the child's right to privacy, conferences will not be conducted without a custodial parent/legal guardian in attendance.

DISCIPLINE

Discipline at St. Cyril of Alexandria School is to be considered as an aspect of moral guidance. Evidence of discipline is a legitimate interest of the school that extends beyond the school day and beyond the school hours. The purposes of discipline are:

- To provide an educational environment conducive to learning and safe for all students.
- To promote character training, i.e., to cultivate the virtues that insure moral living and to redirect misguided behavior.
- To develop self discipline.
- To enable students to achieve the Student Learning Expectations

St. Cyril of Alexandria School has implemented a school-wide discipline program that is designed to instill appropriate student conduct and respect in our students. The program focuses on students following the guidelines of the **Student Conduct Policy**. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion. In order for a discipline program to be consistent and effective, parents and guardians are expected to support teachers and administrators. With support from all faculty, staff, and parents, this program will help students become accountable for their actions and choices and positively affect the learning environment and the Cougar Community.

DEMERITS

Demerits are consequences for violating the Student Conduct Policy or the Student Operating Procedures. Each department will inform students and parents of infractions that warrant demerits. They may be but are not limited to: dress code violation, not following directions, unpreparedness for class, misuse of class time, disruptive behavior, inappropriate language, gum chewing and disrespectful behavior to adults or peers.

These demerits are recorded on the student information system, RenWeb. Parents should receive an email when a demerit is recorded. Parents are also able to check their student's discipline record at any time via RenWeb. In the event a student in grades 1-8 acquires 3 demerits in a trimester, he/she will be required to attend detention which may be served during lunch period.

Demerits accrue during each trimester but do not carry over to the next trimester. Students will write a plan to correct their behavior. These plans will be sent home with the student for the parents to review with their child.

AUTOMATIC DETENTION

A more serious consequence is automatic detention. Infractions that warrant automatic detention may be, but are not limited to:

- Moderate bullying behavior
- Three (3) unexcused tardies/month or multiples of three
- Hitting or physical abuse
- Throwing objects
- Defiance of authority
- Defiance of school rules
- Disrespectful/Abusive language
- Continuous disruptive behavior
- Making repetitive false accusations of harassment, intimidation or bullying
- Other serious infractions such as lying

Depending on the seriousness of the infraction, the student may be sent to the principal/designee for further discussion concerning the situation. Students may also need to attend a service session during or after school as determined by the principal.

Grades 1-8 If a student accumulates enough demerits requiring a third detention, he/she would instead serve an in-school suspension, length and type to be determined by the principal/designee. If a student were to accumulate enough demerits requiring another detention, the fourth, in the same trimester, the principal/designee will determine the length and type of suspension and would require a conference with the parents.

Grade K If a kindergartener were involved in any of the above mentioned infractions, they would be sent to the principal/designee for further discussion and age-appropriate consequences.

AUTOMATIC SUSPENSION

The principal/designee may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, during school-sponsored activities or while representing St. Cyril School.

- Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work
- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat, force or violence directed toward any school personnel or student. Diocesan guidelines direct that any threat of physical violence be reported to the police
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs, drug paraphernalia, tobacco, or alcoholic beverages on school premises
- Willful cutting, defacing or otherwise injuring in any way any property, real or personal, belonging to the school or to any person at the school
- Possession of weapons or dangerous instruments in the vicinity of the school
- Severe harassing, intimidating or bullying behavior (including cyberbullying)
- Sexting
- Habitual violation of school dress code
- Habitual disruptive behavior
- Improper use of technology
- Stealing or attempting to steal other's property
- Unauthorized absence for all or any portion of the school day
- Making false accusation of criminal activity against an employee to law enforcement or to the Diocese
- Any other activity which constitutes a serious danger to persons or property

EXPLUSION

If a student has exhibited little or no change in behavior and school personnel has exhausted all available means to affect this change, the student will be recommended for expulsion. The student's parents will be notified in writing of the reasons for the expulsion and will be given the right to request a hearing. The expulsion may be reconsidered by the principal and pastor when a written request for a hearing is made by the parent.

Each disciplinary incident is treated individually and final disciplinary actions fall with the administration. If the administration feels the student's action is unlawful, the principal may call the police, and students can be interviewed by the police without the consent of the parents/guardians.

DISCIPLINARY ACTION IMPLEMENTATION (BASED ON DIOCESAN POLICY #2220)

DETENTION

1. Detention refers to a disciplinary action pursuant to which the student is detained at a time and place determined by the school.
2. Detention may be assigned in cases of minor, non-repetitive misconduct.
3. Repetitive/multiple detentions may trigger the imposition of more serious disciplinary action.

PROBATION

1. Probation refers to the supervision and evaluation of the student's conduct and academic progress for a specified period because of a serious or continued misconduct or serious academic deficiency.
2. Probation shall include an agreement in writing between or among the student, parents/guardian, and school administrator addressing the student's misconduct, duration of probation, corrective

measures to ensure compliance with applicable rules, and the consequences of any violation of the terms of the probation. The agreement, signed by all concerned parties, will be given to the parents/guardian and a copy will be kept on file in the school office.

3. Subject to compliance with the terms of the probation agreement, probation shall not exceed two semesters.
4. Students new to St. Cyril School will have at least a six-week probationary period.

SUSPENSION

1. Suspension refers to the isolation of students from some or all school activities. Suspension shall be implemented by the principal/designee.
2. The student may be required to attend school, but be separated from his/her classmates (in-school suspension).
3. Whether in-school or out-of-school, suspension shall not exceed five days, except in extraordinary circumstances. Suspension includes extracurricular activities.
4. Reasonable efforts to notify parents or guardians are to be made prior to any suspension. However, in situations in which immediate suspension is warranted, parents/guardians are to be notified as soon as is practical under the circumstances. Suspended students shall only be released to a parent/guardian.
5. Parents/guardians are to be informed of the reasons and decision for the suspension.
6. A conference must be held with the parents/guardians before the student returns to the classroom.
7. A written record of the suspension, including date, reasons, and conferences with the parents/guardians, should be kept on file in the cumulative record.
8. The suspended student is held responsible for schoolwork missed during the time of suspension.

In-School Suspension Procedure

- The teachers discuss with the principal/designee the need for implementing an in-school suspension.
- The principal or designee will inform the parent(s) of the upcoming in-school suspension and the reasons for the action.
- The day before in-school suspension begins, the student will empty his/her locker or desk of any items he/she might need during the in-school suspension time period. Students may not return to the department area during in-school suspension.
- A suspended student must report directly to the school office on his/her first day of in-school suspension with all supplies and lunch.
- A suspended student may not participate in after school sports or programs during the suspension period. Coaches will be notified by the department liaison.
- A suspended student must leave the school campus with a parent/guardian as soon as he/she is dismissed from the office.
- A suspended student and parent must meet with the principal/designee and devise a plan to improve his/her behavior.

Out-of-School Suspension Procedure

- The Principal/designee discusses the need for implementing an out-of-school suspension with faculty and staff involved.
- The Principal/designee will inform the parents of the upcoming out-of-school suspension and the reasons for the actions.
- The day before the out-of-school suspension begins, the student will empty his/her locker or desk of any items he/she might need during the out-of-school suspension time period. Students may not return to the department area during out-of-school suspension.
- A suspended student may not participate in after school sports, other after school activities or other activities designated by the principal during the suspension period. Coaches will be notified by the department liaison.
- A suspended student and parent must meet with the principal/designee and devise a plan to improve his/her behavior.

EXPULSION - REQUIRED WITHDRAWAL

1. Expulsion refers to the permanent dismissal of a student from school.
2. Expulsion is an extreme measure to be taken only as a last resort, after all other efforts at motivation and counseling have failed, and where attendant circumstances of crime, scandal, immorality, consistent disrespect and/or disruption constitute a threat to the physical or moral welfare of the school community.
3. A record shall be kept of previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation should include written communication between the school and the family. In the case of serious circumstances as defined in #2 above, the student shall be immediately suspended until the process has been followed.
4. Parents shall be informed by written notice that expulsion is contemplated.
5. A conference shall be held with the parents, student, principal, pastor, and teachers at which time the grounds for dismissal will be presented and discussed.
6. Expulsion should be determined only after consultation with the Superintendent of Catholic Schools. The final decision to expel a student rests with the principal, with the knowledge and consent of the pastor and Superintendent of Schools.
7. Prior to expulsion, parents ordinarily shall be given a minimum of two school days to voluntarily withdraw the student from school. In the absence of such voluntary withdrawal, however, the student may be expelled.
8. Once the decision has been made to expel a student, written notification of the decision must be sent to the parents/guardian and a copy forwarded to the Superintendent of Catholic Schools.
9. The principal shall properly document all expulsion cases including grounds, evidence, record of conferences, and final notice. Such documentation shall be maintained in a file separate and apart from the Student Permanent Record.
10. The principal shall notify the parents/guardians of the Due Process/Parent's Appeal Procedure of the Diocese of Tucson.
11. The student's permanent record shall indicate that the reason for transfer was expulsion or withdrawal.

DRESS CODE

St. Cyril students are not required to wear uniforms, but they are expected to follow a prescribed dress code. The process of comparing choices to a code, making appropriate decisions, and accepting the consequences as part of that decision, all support the growth of the students in thinking and emerging independence. St. Cyril encourages all students to progress toward self-discipline and following rules is an important self-discipline skill. Each department will handle dress code violations independently. Any clothing not listed or described below may not be worn.

Parents are asked to uphold the following regulations so their children are better able to select the appropriate attire for school and to participate with the school in advancing student self-discipline. **In support of the dress code, parents are asked to wear modest attire and to cover all visible tattoos that may be deemed inappropriate or offensive, when on campus for a visit or volunteering.**

GENERAL DRESS CODE INFORMATION:

1. **The final decision on dress code questions is reserved for administration.**
2. All students are expected to attend school modestly and neatly dressed and groomed.
3. Other than the regular St. Cyril shirts, only non-faded school designed t-shirts may be worn on Fridays.
4. Solid colored (not transparent) leggings or tights may be worn under skirts/jumpers.
5. No holes in clothing or frayed edges are permitted.
6. Clothes must fit appropriately - not tight or loose.
7. Mass/Field Trip Attire: All students must wear a St. Cyril green or white collared shirt. No denim material may be worn. (JH has their own St. Cyril Mass attire)

8. No tattoos, distracting jewelry, or piercings, other than ear piercing for girls are permitted. Girls may wear one pair of small posts or very small hoop earrings.
9. Light make-up is allowed for Jr. High girls. Any eye make-up, such as eyeliner, mascara or eye shadow is not permitted. Only natural, trimmed nails and clear nail polish is permitted for girls.
10. No fad or distracting hairstyles are permitted.
11. Boys' hairstyles must be kept trimmed; hair may not fall in the eyes or touch the shirt collar.
12. No neon, florescent, or distracting accessories are permitted.
13. Special dress code days will be announced. Special dress code days allow students to wear shirts other than their St. Cyril shirts. Shorts, pants, skirts, and shoes follow regular dress code guidelines as stated below. No spaghetti straps, tank tops, short shorts or flip flops are allowed. No inappropriate t-shirts (i.e. alcohol, drug, sexual, or band related advertisements) are allowed.
14. Hats, caps, and sunglasses may not be worn indoors.
15. At the teacher's discretion students may be asked to remove jackets, coats, hooded sweatshirts or any other items found to be distracting in the classroom.
16. Girl Scout and Boy Scout uniforms are acceptable on meeting days. However, if meeting day falls on Mass day, scouting uniforms may not be worn.

SHIRTS:

Solid color short or long sleeved St. Cyril Polo shirts purchased from school vendor

Solid color long sleeved St. Cyril shirts purchased from school vendor

All St. Cyril shirts must be tucked in

Only green or white shirts may be worn on Mass days and field trips (JH has their own shirt attire.)

*Undershirts: If undershirts are worn, they must be solid white; long sleeved white shirts may be worn under short sleeved St. Cyril collared shirts.

PANTS: ONLY TROUSER CUT, BOOT CUT OR STRAIGHT LEG CUT PERMITTED (NO TIGHT FITTING)

Solid colors (no embellishments): navy blue denim, black denim, tan or brown. Can also be twill or corduroy

Capri length allowed

No skinny pants or stretch denim

Pants must fit at waist.

Elastic waist is permissible for students in grades K –2.

No logos are permitted except on belt band or pocket; no larger than 1 ½ in.

*Note: Only tan, brown, navy blue or black pants of twill or corduroy are permitted on Mass days and field trips

SHORTS:

Solid colors (no embellishments) in navy blue denim, black denim, tan, or brown. Can also be twill or corduroy

No stretch denim

Inseam measure must be 5" or more AND no shorter than 3-4" above the knee

No longer than bottom of knee cap

Elastic waist is permissible for students in grades K –2.

*Same guidelines as above for Mass days and field trips

SKIRTS/SKORTS: GRADES K-6 ONLY

Solid colors (no embellishments) in navy blue, black, tan, or brown. Can also be twill or corduroy
Must be worn with some type of shorts under skirt, but may not be seen below skirt

No shorter than 3-4" above the knee

Skirts must fit around waist

*Same guidelines as above for Mass days and field trips

JUMPERS: GRADES K-6 ONLY

Solid colors (no embellishments) in navy blue, black, tan, or brown. Can also be twill or corduroy
Must be worn with some type of shorts under jumper, but may not be seen below jumper

No shorter than 3" above the knee
St. Cyril shirt or St. Cyril turtleneck must be worn underneath

SHOES/SOCKS:

No boots are permitted. No shoes with heels over 1 ½ inches are allowed. Dress shoes, clean athletic shoes and sandals with heel straps are permitted. Socks must be worn with all shoes except sandals, and socks must be identical.

OUTERWEAR:

Only St. Cyril outerwear that can be purchased from the vendor or solid colored sweaters, sweat-shirts, jackets and fleece vests with no design/logo larger than 1 ½" X 1 ½" are permitted. These may be pullover, zippered or hooded. St. Cyril shirts must be worn underneath with collar visible when appropriate.

BELTS: GRADES 3-8 ONLY

Belts are required at all times with pants and shorts. All students may only wear **solid black, solid brown** or belts that match the color of the shorts. Belts must fit in the belt loops. If a 3rd—6th grader is wearing a skirt, a belt must be worn if the skirt has belt loops.

EDUCATIONAL INTERVENTION

Any hearing, vision, academic or ability testing performed by an outside agency should be coordinated with the school. Please notify the teacher, personally, if your child is presently involved in or you anticipate any evaluation in these areas. Tests could become invalid if testing is duplicated.

If a teacher or parent requests testing for a specific learning disability, the parent must contact TUSD, Exceptional Educational Department.

Teachers will provide reasonable interventions to students. Students who have been **professionally diagnosed** as having a learning disability, Attention Deficit Hyperactivity Disorder or health impairments, may receive further accommodation or modifications as per diagnosed disability. The school shall develop a Catholic Service Plan for students with a professional diagnosis.

Any documentation completed by school faculty or staff shall be seen by the principal/assistant principal prior to being forwarded to the appropriate testing agency.

Teachers, parents, and students will participate in a conference to develop a plan to address the student's needs. Teachers, students, and parents will sign the conference sheet indicating that they agree to comply with the recommendations stated in the plan. A follow up conference(s) with all involved parties will be held to monitor and document the progress regarding the responsibility assumed by each individual in the plan. Teachers will make copies of the conference sheet(s) which will be filed in the student's personal file. Should the plan(s) be repeatedly unsuccessful, parents will be asked to find a more suitable educational setting for their child.

It is the school policy to accommodate students with disabilities to the extent that it is feasible within the school environment. St. Cyril School educational program is limited in its ability to meet certain learning and/or behavioral needs. If a special need is identified after a child has been attending St. Cyril School for some time, the Principal will determine whether or not the child should remain in the school or be referred to another school that may be better able to meet the child's needs.

EIGHTH GRADE EXPERIENCE

The 8th Grade Experience is a wonderful event scheduled year by year. The itinerary for the trip itself may vary from year to year for various reasons. Parents and students should note that individual attendance on the class trip is by invitation only. Invitations will be distributed on or before April 15th of the student's 8th grade year. Behavior and grades during the 7th and 8th grade year will be evaluated. The final decision to revoke a student's travel privileges rests with the administration, JH Department teachers and the pastor.

All fees for the class trip will be due and payable with acceptance of the invitation.

It is the policy of St. Cyril of Alexandria School that only the principal, school staff, or principal designees may serve as chaperones for the trip.

ENTERING/EXITING CAMPUS

Student safety is of the utmost concern to St. Cyril School. Student access to and exit from the school is limited for this reason. Starting at 7:30 AM, students may enter through the main gate by the office, the Mountain View gate and the Linden gate. From 7:30 AM—3:15 PM students will exit through the main gate and the Mountain View gate. All other gate entrances are considered emergency exits for students and parents. Only faculty and staff may access these exits.

EVACUATION DRILLS

At least once a year an evacuation drill shall be conducted in accordance with Diocese of Tucson Schools guidelines and the school *Emergency Response Plan*. Teachers orient all students and classroom volunteers to follow drill procedures.

FIELD TRIPS

In keeping with the philosophy of St. Cyril of Alexandria School, all field trips organized, arranged and/or sponsored by the school will have an educational purpose. This educational purpose will be communicated to the principal, faculty, students, and parents prior to the event. The principal/designee will determine if field trips meet the above guidelines and final approval will be granted accordingly. Parents must ask for permission for their child to attend the field trip by signing a field trip form. Students who fail to submit an official form will not be allowed to participate in the field trip. Phone calls will not be accepted in lieu of written permission but faxed official permission forms can be accepted.

Attending a field trip is a privilege. Students will not receive permission to attend if their daily conduct does not reflect consideration for the rights and privileges of others. If a student has missing or late assignments, their participation in the field trip may be withheld. St. Cyril School rules and policies must be followed during field trips. Students are to wear "Mass attire" for field trips unless otherwise specified by the teacher.

Drivers must be twenty-five years of age or older and must have a valid driver's license. Driver's must complete the driver's compliance requirements. A copy of the driver's license, registration card and insurance card must be attached to the compliance documentation. A driver must carry liability insurance on the vehicle to be used. One seat belt must be provided for and used by each vehicle occupant. If a parent chooses to drive only his/her own child on a field trip, he/she must still follow all procedures for drivers including providing the school a copy of the driver's license and information on the automobile insurance.

Drivers for field trips shall make no stops between the school and the field trip destination without prior approval from the department liaison.

FINANCES

Parents are expected to fulfill all financial obligations to the school within the academic school year. The school operations are based upon parents/guardians honoring their financial commitments. Failure to do so impacts not only their own students but all students in the school community. If payment is not made in a timely fashion, and no plan has been implemented with the administration or the financial plan developed by the family has not been followed, the student will not be allowed in class. Parents will need to pick up their child and speak with administration.

- Monthly tuition payments are due by the 5th or 20th of every month July through May. Quarterly, biannual and annual tuition payments are due the first of designated months.
- Late fees may be applied by FACTS or the school tuition advisor.
- A \$25.00 late fee is assessed if the After School payments are received after the due date.
- A \$25.00 fee will be assessed for insufficient funds from checks or debit through FACTS or PayNow.
- After three insufficient fund notices from checks or debit through FACTS or PayNow, the family must make payment with cash, cashier's check, or money order until further notice.
- All tuition, fines, PALS and Scrip substitution fees, after school payments and other fees must be current in order for the family to maintain an active RenWeb account, to be eligible for the gradua-

tion ceremony, and to receive the graduation diploma.

- Occasionally emergencies arise which prevent a timely tuition payment. In order for children to remain at St. Cyril of Alexandria School, families with delinquent tuition must contact the tuition advisor immediately to make new financial arrangements.
- Families may apply for financial aid. Families should meet with the tuition advisor for information. Some financial aid may be available for families if emergency circumstances arise during the year.
- Funds through Tuition Support Organizations cannot be used for any charges other than tuition.
- Scrip Program: Each family satisfies a portion of its financial obligation by participating in the Scrip program. Participation is set at purchasing \$2750 of certificates and/or Scrip per family per year. Families who do not meet the minimum obligation will be charged 6% of the amount not met which will be applied to a families RenWeb account. Record of purchases equaling half this amount (\$1375) is due by December 2, 2016, and April 21, 2017 Families not interested in participating in this program must pay a one-time annual charge of \$180. *If friends/families are helping you with the scrip commitment, you need to let us know. Please make sure the families helping you with eScrip purchases know they **must designate** St. Cyril School as the recipient of their funds.
- Stewardship: The cost of educating a child at St. Cyril of Alexandria School is approximately \$6100.00 per year per child. This cost is funded through tuition, fund raisers, the parish contribution and a program of stewardship.

CATHOLIC TUITION SUPPORT ORGANIZATION (CTSO)

As Paul says in 1 Corinthians, "To each is given the manifestation of the Spirit for the common good." Stewardship asks each family to pay as close as possible to the full cost of educating their child according to their means. This opportunity is made available during registration. Through your generosity and care the holy spirit of God is truly manifested. Any amount contributed over and above the assessed tuition may be claimed as a contribution for tax purposes.

It is possible to support St. Cyril of Alexandria School through CTSO. The State of Arizona provides a tax credit to taxpayers against their tax obligation when they make a contribution to a qualified School Tuition Organization. Arizona's private school tax credit program allows taxpayers to designate up to \$2,106 if filing jointly and \$1,053 if filing singly to a tuition support organization. In order for St. Cyril to receive this contribution, please write "St. Cyril School" on your donation form. More information on CTSO is available in the School Office, on the St. Cyril website or at www.ctso-tucson.org.

FIRE DRILLS

Monthly fire drills shall be carried out in accordance with the regulations of the State and City Fire Codes. Teachers orient all students and classroom workers to follow drill procedures. Volunteer parents and students should become familiar with the fire drill sound; it is a high pitched intermittent chirping sound.

GRADING SYSTEM

Student mid-trimester reports and report cards are sent home electronically three times a year. In addition, at least one conference a year is held for each child. Conferences may include student, teacher, parent(s) and/or principal.

It is HIGHLY recommended that parents copy their child's report cards and keep them on file. Copies of report cards are available to parents through RenWeb for the current school year.

Any requests for grade changes must be made in writing to the teacher within one week of the receipt of the grade.

GRADUATION

Transition ceremonies from elementary school should be kept appropriately simple and inexpensive. The ceremony may include a Eucharistic liturgy followed by a simple, dignified exercise which recognizes the unique value of the Catholic elementary education just completed.

The parents/guardians of the students who are **in danger** of not being promoted or graduating are to be notified in writing by January 31st. The parents/guardians of those students who are **ineligible** to be promoted or to be graduating are to be notified in writing as soon as reasonably possible.

St. Cyril of Alexandria School will issue Certificates of Graduation or Certificates of Attendance to eighth graders. Certificates of Graduation indicate the student has satisfactorily completed their eighth grade course work. Certificates of Attendance will be given to students who earn a final grade of 64% or below in two or more of their core subjects. Core subjects include Math, Language Arts, Social Studies, Science and Religion.

Diplomas may be withheld until students or their parents satisfy their educational, financial and disciplinary obligations to the school.

A student may be excluded from participation in the transition/graduation exercises even if he/she is not denied a diploma for reasonable cause as determined by the principal in consultation with the pastor and/or the Superintendent of Catholic Schools. Participation in transition/graduation exercises is a privilege, not a right. Graduates must attend the graduation practice on the day of graduation in order to participate in graduation activities.

HARASSMENT/BULLYING (IN ACCORDANCE WITH DIOCESAN POLICY #2210)

Harassment of students by any person, in any form, at any time will not be tolerated and is hereby prohibited.

Sexual harassment is defined as "unwelcome sexual advances, unwelcome requests for sexual favors, and other sufficiently severe and/or pervasive verbal or physical conduct of a sexual nature" including, but not limited to:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's evaluation.
2. Submission to or rejection of such conduct by a student is used as the basis for decisions affecting such student.
3. Such conduct has the purpose or effect of substantially interfering with a student's academic performance or creating an intimidating, hostile, or offensive environment.

Harassment, including bullying, hazing, intimidation, on the basis of race, color, religion, gender, national origin, age, disability, or for initiation into memberships, or anything which constitutes teasing/taunting consistently, is also prohibited. Harassment would include verbal or physical conduct that denigrates or shows hostility or aversion toward a student because of his/her race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive environment.
2. Has the purpose or effect of unreasonably interfering with a student's academic performance.
3. Otherwise adversely affects a student's academic opportunities.

St. Cyril School cannot take corrective measures to remedy the situation of harassment/bullying unless it has been informed of such an event.

Any student in the Catholic schools of the Diocese of Tucson who believes that he/she has been or is a victim of harassment/bullying, should immediately report the matter to the appropriate school authority. Parents and/or guardians must submit a written report to school administration if reported outside the school setting. Each complaint will be fully investigated individually.

Any student or employee who has been found, after investigation, to have engaged in behavior that the school's principal or which the Diocesan Department of Catholic Schools deems inappropriate or in violation of this policy will be subject to discipline, which may include immediate suspension or termination.

False reports regarding harassment, bullying, intimidation, etc., will be subject to immediate and proper disciplinary action.

Suspected cases of harassment, intimidation, and/or bullying must be reported to the proper school authorities immediately and followed with a written report within ten (10) days.

HARASSMENT AND BULLYING PROCEDURE

Harassment or bullying occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating by a real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on property of another. It may include, but is not limited to, such actions as verbal taunts, name-calling and put-downs – either ethically or gender-based, derogatory written words, drawings or gestures, and extortion of money or possessions.

If, in the judgment of school officials, cyber activity occurring off-school premises could result in the harassment, intimidation or bullying of a student, such cyber activity may be treated as an offense under the Diocese/School's Bullying Policy. Examples of prohibited cyber activity, though not exhaustive, are:

1. Sending or posting harmful materials online or through a cell phone that, in the judgment of school officials, might pose a threat to another;
2. Posting threatening statements or distressing material about others either online or through a cell phone;
3. Disclosing personal or intimate information (whether true or not), including photos, addresses and phone numbers, about another in an "imposter" website (a website created by a person other than the person depicted on the website).

This policy shall apply to all activities on school property, all school-sponsored events whether at school or away from the school and to the activity whether on school property or not which causes harassment or bullying to be suffered by a student.

Reporting Procedure:

- All schools will encourage any student who believes s/he has been the victim of harassment or bullying, or any students who have witnessed acts of harassment or bullying, to report the incident(s) at once to any teacher, staff or administrator of the school.
- Oral complaints should be documented on the Bullying Report Form by the adult receiving the complaint.
- Harassment and bullying reports are treated as confidential data and will not be disclosed except as permitted by law. The privacy of the complainant, accused, and the witnesses will be protected as much as possible within the framework of the school's obligation to investigate, take appropriate actions, and comply with any legal disclosure obligations.
- Submission of a good faith complaint or report of harassment or bullying will not affect the reporter's education or work environment. No retaliation will be allowed as a result of a harassment or bullying report.

Investigative Procedure:

Upon receipt of an oral or written complaint the Principal (or designee) will interview the: (1) Reporter, (2) Victim, (3) Witnesses, and (4) Accused. These interviews will be conducted individually, in a manner to protect the privacy of all involved persons. Parents of the victim and the accused will be notified. Depending on the severity of the alleged action, law enforcement or Child Protective Services personnel may also be contacted.

Disciplinary Procedure – Student Violators:

For mild or moderate incidents of harassment, intimidation, or bullying, parents of the victim and the aggressor will be contacted and informed of the incident; the aggressor will receive an oral reprimand and be assigned detention – either during school or after school and will be allowed to return to class. A repeat offense against the same victim by the same aggressor or against different victims by the same aggressor will involve for the aggressor a parent conference, detention, and referral to counselor. Further offenses will result in suspension; and if there is no evidence of progress, the parents may be asked to withdraw the child from school.

For severe incidents the aggressor will be removed from class and parents of victim and aggressor will be contacted. For the aggressor, mandatory, documented counseling will be required; and s/he will face suspension, at minimum, and possible expulsion or legal action, depending on the nature and severity of the incident.

Students making false claims of harassment, intimidation, or bullying will be sent for a conference with the principal after the first offense. A second false claim will result in a phone call to parents, counseling, and detention. Repeat offenders will face suspension or possible expulsion at the discretion of the principal.

Disciplinary Procedure – Failure to Act; Reprisals:

Any administrator, teacher, staff member, volunteer, parent or student who retaliates against a person making a good faith report of harassment or bullying, or assisting in the investigation of harassment or bullying incident will face discipline or other appropriate action. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

HEALTH

The school health office is overseen by the Diocesan RN, an Arizona state-certified school nurse. Other employees or parent volunteers are trained to perform routine daily tasks. The health office personnel documents all incidents and keeps parents informed of any incident that appears to be serious or in need of parent attention.

Statement of Philosophy:

A student's health is primarily the responsibility of the parents. School health is designed to help parents understand health problems which may affect a student's school achievement. In order to prepare students for responsible adulthood, they must understand their individual abilities, accept their limitations, and develop a sense of responsibility for their own health and safety as well as that of their families and communities.

ILLNESS AT HOME

If a child is ill before school, that child should be kept at home. This policy helps to prevent the spread of contagious illness and prevents your child from being uncomfortable at school.

If a child is ill (fever less than 24 hours ago, sore throat, nausea and vomiting, chicken pox, pink eye, severe respiratory symptoms, etc.) the parent should not send the child to school. Any child whose temperature is 100 degrees or greater should remain at home for 24 hours after the temperature has returned to normal.

IMMUNIZATIONS

The State of Arizona mandates, by law (HB 2295), immunization against each of the following diseases:

- | | |
|---------------------------|--|
| 1) Diphtheria | 7) Mumps |
| 2) Tetanus | 8) Rubella (German Measles) |
| 3) Pertussis | 9) Varicella (Chicken pox) |
| 4) Polio | 10) Meningococcal (@ age 11) |
| 5) 3 doses of Hepatitis B | 11) Tdap depending on date of last tetanus |
| 6) Measles | |

A.C.C. R9-6-7 requires parents/guardians of students to provide proof of immunity to certain vaccine preventable diseases before school attendance. No student may attend an Arizona school unless there is valid documentation of appropriate immunizations or a plan for immunization as specified by the Arizona Department of Health Services. Requests for exemptions will be granted only in accordance with Arizona law.

Attendance by any student at St. Cyril of Alexandria School will not be permitted unless all immunizations are up to date. All new students must have documented proof of current immunizations on file in the Health Office before they will be allowed to attend classes. The Arizona Immunization form and a copy of the Arizona Department of Health requirements are available in the Health Office.

EMERGENCY FORMS

Parents are required to complete an emergency information form for their child at the beginning of each school year. Students will not be allowed to begin the school year without an emergency form on file. Although much of the information may be repetitious from year to year, the form must be legibly and completely filled out with current addresses and phone numbers of your child's health care providers and local emergency contacts. If changes in the information occur during the school year, parents must notify the school immediately. (Note: No child will be released to an individual unless they are listed on the emergency form or approval has been granted by the principal.) 27

PHYSICAL EXAMINATIONS

All students new to St. Cyril of Alexandria School must have a physical examination by their private physician. Kindergarten physical examinations and physical examinations of all other new students will be accepted by the Health Office when the exam has been completed.

Annual physical examinations for elementary school students are not required for a student's participation in school P.E. classes. Parents must obtain written exemption from the student's physician in order for a student to be exempted from routine P.E. classes.

Students who participate in after-school sports must have an annual physical examination. Examinations are valid for one year. We encourage physical exams to be taken after June 1 so that it is valid for one entire school year. Physical examination forms are available in the Health Office and on our website.

SPECIAL HEALTH PROBLEMS

Any student requiring special health vigilance, e.g., a diabetic or a severe asthmatic, shall have on file a complete and current Individual Healthcare Plan. This will require a conference which includes parents/guardian, health provider at school, appropriate teachers, principal, and any other individual who works with the student and who may have need of the information. This Individual Healthcare Plan must be reviewed and renewed appropriately as conditions change, but at minimum, this must be done annually.

HEALTH SCREENING

Each academic year all students will be screened according to Arizona State Health Screening guidelines.

Depending on grade, students will be screened in any of the following areas: height, weight, sight, and hearing. Children who do not pass the original screen will be rescreened at a later date. A health referral will be generated for all students who do not pass the second screening. Assessment by the child's regular health care provider is usually recommended.

COMMUNICABLE DISEASES

Any student having or suspected of having a communicable disease as defined in the Health Department Policy for the Prevention and Control of Communicable Disease, shall be excluded from school for the period of time designated in the health policy.

MEDICATIONS

When it is essential to a student's health, as determined by a treating physician as defined by ARS 36-501, that he/she take medication during school hours:

All medications must be prescribed by the student's licensed physician. This includes prescription and non-prescription over the counter medicines. Medications will be given only with written permission from the parent or guardian. The procedure is as follows:

- A. Over-the-Counter Medications (non-prescription)
 - Parent obtains medication permission slip from school health office and parent signs this form.
 - Bring the completed medication permission form with the medication, in its original container to the health office.
 - Only one student name can appear on each medication permission slip.
- B. Prescription Medications

When filling the student's medication prescription at the pharmacy, ask the pharmacist for two labeled bottles (one for home, one for school). Divide the medication such that the amount to be given at school is in the second prescription bottle. Since this second bottle will have the identical label as the original, this label is the physician's written order for the medication. Therefore, the parent need only complete the medication permission slip at school and bring in the medication to the health office. The parent keeps the original prescription container at home to administer the medicine during non-school hours.
- C. Medications are to be brought to the school by the parent/guardian or a responsible adult designated by the parent/guardian.
- D. All medication must be kept in the health office in a secure place.
- E. Medications must be administered by the principal or the principal's designee. No student may administer a medication to another student.

- F. NO student is permitted to take medication independently in the school health office or elsewhere on campus. Only health office personnel are permitted access to the medication cabinet.
- G. NO medications brought to the school in anything other than its original container may be administered by anyone even when accompanied by a note from the parent/guardian.
- H. NO more than a one-month supply of prescription medication may be kept for any student who receives medication regularly.
- I. NO student is to have possession of medication on his or her person or in his or her personal belongings. Exception: if a parent has met with the principal and school health personnel and filed a "Request for Self-Administration of a Prescription Inhaler At School" form.
- J. A student may carry on his/her person an inhaler and use it for self-medication. Parents/guardian must sign for this request using the diocesan issued request/permission form. The parents/guardian and student assume full responsibility for self-administration and for proper care and control of the inhaler at all times.
- K. Students in grades 4-8 who routinely take medication are expected to come to the Health Office on their own. This encourages the students to be responsible and to be an active participant in their health care. Students in grades K-3 will also be encouraged to come to the Health Office on their own; however, health personnel will remind students to assure proper medication times and dosages.
- L. No medication will be given to a student who forgot to take a morning dose of medicine at home, even if the parent calls the health office. Parents and students must assume responsibility for medications before the start of the school day.

Suggestions to make things easier:

- When you take your child for a physical examination during the summer, ask your medical provider to write orders for all over-the-counter medications you want your child to have at school.
- If your child has or will have braces or dental work, ask the dentist to write an order for pain medication. If your child has a cold or allergies, ask the doctor to write an order for the medications you might want to send to school.
- When you get a prescription filled, ask the pharmacist for a separate container for school.
- If your doctor gives you free samples of medications to use at school, including inhalers, have the doctor write the prescribed order to send to school with the sample medication.

ILLNESS AT SCHOOL

Children who become ill at school will be evaluated by the Health Office personnel and sent home when deemed necessary. Conditions that require health personnel to notify parents and send students home are:

- Temperatures of 100 or above
- Vomiting
- Wheezing not responding to care available in Health Office
- Diarrhea
- Severe head injury
- Excessive coughing that interrupts the learning environment
- Signs/Symptoms of other communicable diseases

If a child shows symptoms of extreme discomfort, fever, vomiting, or an injury that needs medical attention, the parent or the parent's designated person must pick up the child.

ACCIDENTS AND ILLNESS AT SCHOOL

Principals, teachers, and all other personnel are responsible for the handling of accidents and sudden illnesses occurring at school and during school-sponsored activities.

- Students shall be given immediate and temporary first aid care if necessary to preserve life, to prevent dangerous loss of blood, or to prevent other emergencies.
- School personnel shall not transport injured or ill students to medical treatment unless there are unusual and extreme circumstances (e.g. field trips). The school shall contact 911 in case of serious injury or illness.
- The child's parent/guardian shall be notified immediately. In all cases where it is possible to do so,

the school personnel will wait for instructions from parent/guardian before proceeding further. The school's right to give treatment goes no further than immediate first aid which will protect the life of the individual until professional treatment can be secured.

- If a child becomes injured or ill during the school day, the student shall not be allowed to go home unless accompanied by a parent/guardian or other parent designee.
- The school reserves the right to act as deemed necessary by the principal or principal's designee in a life-threatening situation.

HOMEWORK

Homework is assigned to reinforce material already taught and to foster habits of independent study, creativity and self-discipline. It is a very important part of the learning process and has an effect on student success in class. Homework assignments may be counted as a grade, and in some cases, late assignments may be allowed with reduced credit. All students are expected to bring their completed homework assignments to classes each day. It is also expected that students put forth a genuine effort to turn in "high quality" homework.

It is important for students to understand that it is reasonable for them to require assistance from others when they do not understand a homework assignment. However, there is a difference between cooperative learning and simply exchanging answers. Students are encouraged to seek help from someone who will facilitate the learning process or have discussions to enable them to solve problems. **It is a violation of the Student Conduct Policy to copy answers directly from another student's work, allowing another student to copy directly from his/her work or to verbally give or receive answers. Any violation of the Student Conduct Policy will result in disciplinary actions.**

Recommended homework time allotment per day:	K-2	15 to 30 minutes per day
	3-4	30 to 60 minutes per day
	5-6	45 to 60 minutes per day
	7-8	60 to 90 minutes per day

Parents should set aside a study time each day. During this time the students should do their written homework, study or read. It is the parent's responsibility to oversee that the student has completed all homework according to school guidelines. Students may be required to complete homework on weekends.

HOMEWORK REQUESTS:

Due to a child's absence, parents may request homework be gathered by contacting the individual teacher by email. Teachers must be given 24 hours notice. Homework may be picked up in the school office or as determined by the teacher. An overview of homework will be available to parents on RenWeb. Each department has a policy on when homework must be turned in due to absences.

HONOR ROLL

This award will be granted to students in grades 5-8. "A Honor Roll" is earned by those students who receive all A's in their subjects and no ones (1's) in their conduct grades. "B Honor Roll" is earned by those students who receive all A's and B's in their subjects and no ones (1's) in their conduct grades.

INSTRUCTIONAL FORMAT

Being responsible and accountable for one's learning encourages independence and ownership of one's achievement. The instructional format at St. Cyril of Alexandria School incorporates a variety of teaching methods such as computer assisted learning, hands on learning, inquiry method, small/large group learning, individualized instruction, differentiated instruction and cooperative learning.

St. Cyril of Alexandria School is divided into five departments; Kindergarten, Primary, Intermediate, Advanced Intermediate and Junior High. The kindergarten department consists of two self-contained classrooms. The other departments have teachers who specialize in 1-2 subject areas. Students rotate to the different classrooms for each subject.

INTERFERENCE WITH OR DISRUPTION OF AN EDUCATIONAL INSTITUTION

Arizona Statute 13-2911 (D) states that schools shall adopt rules for maintenance of public order on all property of their educational institution and shall provide a program for the enforcement of its rules. The rules shall govern the conduct of students, faculty, other staff, and all members of the public while on the property of the educational institution. Penalties for violations of the rules shall be clearly set forth and enforced. Penalties shall include provisions for the ejection of a violator from the property and, in the case of a student, faculty member, or other staff, the violator's suspension, expulsion, or other appropriate disciplinary action.

INTERNET PUBLICATION GUIDELINES

GOALS

Publishing on the Internet offers St. Cyril of Alexandria School and Parish the opportunity to share information with a wide audience and to communicate efficiently with parishioners and school families.

ST. CYRIL OF ALEXANDRIA SCHOOL POLICIES

Maintaining a consistent and effective Web presence congruent with our mission requires planning and coordination. The guidelines created in this policy cover Web maintenance, safety, content, and quality for St. Cyril of Alexandria School. In this section of the policies, the website refers to www.stcyril.com/school, its subdirectories and all individual teacher pages.

WEBSITE DEVELOPMENT AND MAINTENANCE

The school is responsible for developing the Web site and for insuring that all information on the site is accurate and updated regularly.

The pastor has ultimate responsibility for the Web site. The principal exercises the responsibilities outlined in this policy for the school. The principal or her designee has final approval for the content of all information submitted for publication to the Web. The principal may have a web page removed at her discretion.

SAFETY

To help maintain the safety and confidentiality rights of the students and employees of St. Cyril of Alexandria School, the following safeguards must be used:

- Only still photos with two(2) or more people will appear on the Web. Parent/guardian of students must sign an agreement to have their minor child's picture included.
- Photo captions may not identify anyone by last name.
- Documents may not include any student last names, phone numbers, addresses, or other personal information.
- Every effort will be made to monitor procedures to comply with parent requests regarding use of photo work or pictures. In the event of an error, contact the school office during working hours.

CONTENT

All subject matter on web pages should relate to school curriculum, instruction, and activities, or provide general information that is appropriate and of interest to others and relates to the school or parish. All communications via web pages must be consistent with our mission statement and beliefs.

No unlawful copies of copyrighted material may be produced or transmitted on school or parish equipment, including its web servers.

When creating a link to external sites, a disclaimer will be included to avoid the appearance of endorsing the site or information contained there. Any information provided is a service to the school community, and the school does not necessarily endorse content. Although we screen and filter all links, content on the web is constantly changing, and it is recommended that parents monitor child use of the web.

The webmaster or teacher is responsible for following all links to ensure reliability of the links. Since the web is a dynamic resource, parents are responsible for checking the content of links to external existing sites regularly.

Employee names and school email addresses are published on school websites. No personal, private e-mail addresses should be published on school websites.

PRIVACY STATEMENT

During the course of the school year students are photographed and videotaped during school activities by students, volunteers or employees of St. Cyril of Alexandria School. To protect the privacy of the students, pictures on the St. Cyril website will not be identified with the students' last names.

Written permission from school families is required before a student's name or likeness can be used for any promotional purposes involving the Diocese, parish, or school, news or feature stories in any media, website use, social media sites or other purposes whatsoever. This includes still photos, motion pictures, audio or video tapes, photograph and /or other reproduction, including voice and features with or without names.

The disposition of personal pictures taken by students and school families is not the responsibility of the school.

INTRUDERS

Persons with no legitimate reason or written documentation to be on school grounds will be asked to leave by school personnel. If the person does not leave or is armed, the police shall be called and a school wide lockdown initiated immediately.

JR. HIGH DANCES

Jr. High dances are held two to three times a year to develop social and community skills. Dances are for St. Cyril Junior High students only. Appropriate dress and behavior are required when attending these dances. To that end:

- Students may not engage in dance moves that are overtly sexual. No body slamming or "mosh-pit" behavior is permitted.
- When "slow" dancing, hands will be placed at the waist or upon the shoulders.
- Song dedications are not permitted.
- Students may not carry phones or cameras during dances. Jr. High teachers may approve a "student cameraman" if needed.
- For students who are unable to appropriately use the skills of cooperation, communication and social interaction, their parents will be called to pick them up. Students may not attend a dance on the same day he/she is absent from school or absent for any portion of the day. Chaperones are required to be present at all dances.

LIBRARY

Damage to books should be immediately reported to the media specialist. Please do not attempt to repair books at home. Payment should be made to the library for any lost books. Refunds will be made on library books lost and paid for when books are returned to the library. Parents should encourage proper use of library materials, including having a special, safe place at home to keep library books away from pets and smaller siblings' reach.

LOCKDOWN DRILLS

At least three times a year, lock-down drills shall be conducted in accordance with the school *Emergency Response Plan*. Teachers orient all students and classroom workers to follow drill procedures. Volunteer parents and students should become familiar with the lockdown drill sound; it is a one long continuous bell.

LOCKER REGULATIONS - GRADES 5 - 8

1. The locker is the property of St. Cyril of Alexandria School. The principal may conduct a search of the school campus and every aperture thereof, including lockers and desks at anytime.
2. Students must lock lockers at all times. Students are responsible for damage to any of its contents and the locker itself.
3. No alterations or decorations may be added to the outside of lockers.
4. Locker organizers are allowed.
5. All loose bolts or hinges should be reported immediately.

6. Advanced Intermediate and Jr. High students must use the locks assigned to them by the department teachers.
7. Students should neither give their locker combinations to anyone nor attempt to open any locker but their own.
8. No food is to be left in a locker overnight nor stored open during the school day. Lunches are stored at the ramada.
9. Students may not open or tamper with a locker assigned to any other student.

LOST/STOLEN ITEMS

If an item is lost or stolen, it should be reported to a teacher immediately. However, the school is not responsible for any lost or stolen items. Please do not allow students to bring items to school of value. All school shirts, jackets, backpacks, sport bags, lunch boxes, or other items **MUST BE LABELED** with the student's first and last name. If items are not labeled, they will be given to St. Vincent de Paul or another charitable organization. Lost and Found items will be purged on a weekly basis.

LUNCH PROGRAM

Lunch is provided for the students Mondays through Thursdays at a minimum cost of \$4.00 per meal. Meals are provided by outside vendors. Ordering is completed monthly through the RenWeb Lunch Menu feature. If orders are not received by the posted deadline, students must bring lunches for that month. Students planning to attend After School on Fridays, need to bring a lunch. The After School personnel will provide time for lunch.

For students who are eating lunch brought from home, we recommend the children personally bring the lunch to school. It will instill personal responsibility and allow them to place the lunch where they will be able to find it. If some unforeseen circumstance occurs, parents may bring a lunch for their child only. These lunches will be placed on the lunch shelf in the office. Parents need to make sure their child is aware the lunch will be available in the school office. Any child who does not have a lunch and receives a snack from the school staff will have a \$1 fee added to the family account. Lunches brought to the office from a vendor will not be accepted.

To prevent hurt feelings, parents should refrain from providing lunch for children other than their own.

ORGANIZATIONS (PARENT)

ADVISORY SCHOOL BOARD

The St. Cyril of Alexandria Advisory School Board is a caring community of members who believe they are to integrate "faith into life and life into faith" for our children, families and the greater St. Cyril community. Through their collective talents they guide, support, represent and promote a Christian education that prepares our children for their rightful place in the world and faith community. The Board accomplishes this by:

- Preserving and promoting Catholic values
- Supporting the School Mission
- Insuring a nurturing and safe environment for the children
- Supporting the administration, faculty and staff and serving as liaisons between all facets of the parish and school communities
- Insuring the financial stability of the school
- Surrendering themselves and offering their expertise in service for the common good

ST. CYRIL OF ALEXANDRIA PALS BOARD

Within our mission statement and philosophy, we state the belief that parents are the primary educators of our students. The PALS Organization (Persons Active in Learning Situations) provides the avenue for involvement of the parents at St. Cyril of Alexandria School. Its function is to offer assistance and enrichment to the school and its curriculum in a variety of ways.

Membership in this organization is automatic for all St. Cyril students' families. The PALS Board is appointed each year to help carry out the mission of the organization. The PALS Board manages the family partici-

pation program, organizes major fund raising efforts and hosts community building events which encourage communication between the school and family. Families are encouraged to attend department orientations, open houses, school community functions, scheduled conferences and enrichment workshops for parents as members of the Cougar Caring Community.

All parents are required to contribute to this organization in some way. Parents and friends commit their time and talents to the learning environment in a variety of programs including assistance in the classroom or participation in the evening or weekends with fundraising, hospitality or maintenance. In lieu of a PALing commitment, a \$600 service substitution fee is charged.

ST. CYRIL OF ALEXANDRIA PARENT AND ALUMNI FOUNDATION

It is the mission of the St. Cyril of Alexandria School Parent and Alumni Foundation to raise funds for the school's most pressing financial needs and to build new capacities for excellence in education by inspiring generosity.

The Foundation is a charitable organization designed to accept donations and bequests for the sole benefit of Saint Cyril of Alexandria School and its students. Families are encouraged to contribute financially and support the Foundation by informing and inviting others to give.

PARENT GRIEVANCE/APEALS (DIOCESAN POLICY 2180)

The Department of Catholic Schools, pastors, and principals have the responsibility to inform persons of their appeal rights in appropriate situations. Those who feel their rights or freedoms have been violated may seek resolution through due process.

To facilitate reconciliation, communication, and the strengthening of the Community of Faith, the guidelines listed below shall be followed:

1. In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved, i.e., conference, telephone, written communication. If the conflict cannot be resolved with good faith effort, the staff person involved will document the issue with a written report to the principal stating facts in clear, concise, objective terms. Parents/guardian will be informed that they have ten (10) days to make an appointment with the principal to discuss the issue.
2. If the issue cannot be resolved to the satisfaction of all concerned during the conference with the principal, parents/guardian will be told of the due process procedure and given a copy of Due Process For Parents/Students Form with the information that they have five (5) days to proceed. The grievance shall clearly state the nature of the complaint and the solution sought. (Appendix B, Due Process For Parents/Student Form.)
3. Should either party of interest, parents or principal, deem it necessary to have a second conference before the five days have elapsed, this shall be considered. The parents/guardian may again discuss the grievance personally or request another representative to accompany them. The principal may also request another representative to attend the meeting.
4. Within five (5) working days of the receipt of the written grievance, the principal shall give a written decision to the parents/guardian and retain a copy in the grievance file.
5. If the issue still has not been resolved to the satisfaction of all concerned, the process may continue.
6. In a parish school, the pastor shall be informed of the issue and given all written documentation, including the written decision of the principal concerning the matter. In a private school the religious superior shall be given all written documentation, including the written decision of the principal concerning the matter.
7. The parents/guardian shall be informed that they have three (3) working days to appeal the decision of the principal to the pastor or religious superior. The appeal must be submitted in writing to the pastor or religious superior with the following information:
 - The subject of the appeal.
 - Any factual data other than hearsay the person deems appropriate.
 - The efforts that have been made to resolve the issue to date.
8. The pastor or religious superior may designate another person(s) to read the appeal.

9. The pastor or religious superior may investigate by calling in any or all of the interested parties.
10. If the pastor or religious superior determines that there is legitimate cause for appeal, the pastor or religious superior will ask the principal to give written explanation of his/her decision.
11. Within ten (10) working days after the receipt of the appeal, the pastor or religious superior shall prepare a written document with his/her decision to be given to the parents/guardian, retaining a copy in the grievance file.
12. If the decision of the pastor or religious superior does not resolve the issue, parents/guardian may within three (3) days of the decision submit a written request for reconsideration of the decision to the Superintendent of Catholic Schools.
13. The Superintendent of Catholic Schools and the Bishop will review the request and determine if a grievance board shall be formed to review the previous decisions. If the decision is made to proceed to a grievance board, the Superintendent has three (3) days to form a board.
14. The grievance panel is not free to substitute its judgment for the judgment of the pastor or religious superior. Instead, the grievance panel is limited to determining whether or not the pastor or religious superior abused his/her discretion in the decision. In determining whether the pastor or religious superior abused his/her discretion, the grievance panel must consider the following criteria:
 - The gravity of the student's conduct.
 - Whether the parents were advised of the student's conduct and had opportunity to assist the school administration in addressing the conduct.
 - The student's reasons, if any, for the violation of school, parish or diocesan policy concerning student behavior.
 - Whether the pastor met with and discussed the violations with parents and student, either separately or together.
 - Whether the pastor met and discussed the issues with principal, teachers, and other involved parties.
 - The discipline record of the student.
 - Whether existing policies and regulations of the parish, school, and the Diocese have been followed in all material respects.
15. This grievance process must be completed within ten (10) days from the formation of the grievance panel, assuming full cooperation of the party seeking recourse. The panel must be reasonably certain that an abuse of discretion has occurred before overturning a pastor or religious superior's decision.
16. The grievance panel's decision must be issued in writing with reasons therefore. This opinion will be immediately forwarded to the Bishop who may accept, reject, ratify, or modify the opinion. No further recourse is permitted within the Diocese.

POST DECISION PROCESSING:

1. All documents, communications, and records shall be kept in a separate file and shall not be kept in the personal file of any of the participants.
2. All meetings under this procedure shall be conducted in private and shall include only the parties of interest referred to earlier.
3. All meetings shall be held when there is mutual agreement to the time and place.
4. At all levels, all pertinent information shall be made available to the parents/guardian.
5. Time limits imposed at any step in the process may be extended by mutual consent, in writing.
6. Failure at any step of the procedure to properly and timely advance to the next step shall be deemed an acceptance of the decision and there shall be no further right of appeal.

PARTY INVITATIONS AND BIRTHDAYS

Party invitations are not to be distributed at school unless the entire grade is invited. Please do not provide birthday treats at school. Any celebration items sent to the school office such as balloons or flowers, will be given to the child at the end of the day.

PREGNANCY

1. Students who become pregnant may remain enrolled in the school at the discretion of the principal, provided the principal consults with and obtains the approval of the Superintendent of Catholic

Schools and pastor prior to making a final decision. In every case, the best interest of both the student and the school must be considered.

2. Pregnant students who remain enrolled in the school must undergo outside, formal, professional counseling.
3. This policy also applies to the father of the child if he is also a student in the school.

PROMOTION (DIOCESAN POLICY 2160)

Promotion of students shall be based on the completion of academic work and some mastery of academic skills. The teachers will make the evaluation of the student's progress and will consider the social, emotional, physical, moral, and academic development of the student.

PUBLIC DISPLAYS OF AFFECTION

The nature of a Kindergarten through Grade 8 school presents unique challenges in defining "appropriateness" in terms of developmentally normal behavior. By the junior high years, young teens may develop attractions for one another, and it is appropriate that they engage in well-supervised group activities such as our school dances. It is inappropriate, however, especially in view of the range of ages of our school population, for students to engage in public displays of affection anywhere on school property or at any off-campus school-sponsored event.

RECORDS (DIOCESAN POLICY 2120)

1. All Catholic schools must maintain the official, required record forms as designated by the Department of Catholic Schools.
 - Permanent Records
 - ~ Cumulative Records—with personal information and standardized test results.
 - ~ Permanent Record Card—with academic transcript and attendance
 - ~ Arizona Student Immunization Record
 - ~ Behavioral records, email communications related to the student's behavioral and/or academic progress, or other documentation pertaining to the student's academic year.
 - Student Health Record
2. Those records that pertain to a child's academic history and performance, behavioral history and performance, and financial status (fees and costs of schooling) will be made equally available to parents/guardians. Some of the information in this regard is available online for those who have signed up to avail themselves of this offering. For those records that are available only upon in-person review, such review will be allowed only in the presence of school staff personnel designated by the school's administrator. Parents/guardians are given an opportunity to be heard regarding the content of their child's records, and shall be allowed to provide a written, dated statement addressing the contents of the records. Any such parental/guardian statement shall be included in the child's cumulative file. Documentation which records the viewing of a child's records shall be kept in the child's cumulative file. (Handbook of School Policies and Procedures, Appendix B, Review of Student Records Form.)
3. Custodial parents shall be recognized by the school as the primary decision makers for their children. Information regarding custody and visitation shall be provided to the school by the custodial and/or non-custodial parent/s at the time of registration. A certified copy of the most recent court order (certified within the last 90 days) shall be kept in the cumulative file.
4. A non-custodial parent shall have the same rights as a custodial parent to review all the child's academic and financial records pertaining to that child's schooling, unless restricted by court order. In order to establish or restrict the exercise of custodial-type arrangements pertaining to a child, either the custodial parent or the non-custodial parent shall provide the school administration with a certified copy of the most recent court order (certified within the last 90 days) regarding the same.
5. Upon written request, the school shall release official records to another school in which the student intends to enroll at the request of the parent/guardian. However, FERPA allows schools to disclose those records, without consent to the following parties or under the following conditions:

- **School Officials** (a person employed by the school in an administrative, supervisory, academic or research, or support staff position) **with legitimate educational interests** (if the official needs to review an educational record in order to fulfill his/her professional responsibility);
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

RELEASE OF STUDENT INFORMATION

Before printing student directories, written permission for publication of this information must be secured from parents/guardian. Please note Privacy Statement included with Internet Publication Guidelines .

RELIGION

St. Cyril of Alexandria School is a community of faith which believes in the guidance of the Holy Spirit. The religious program at St. Cyril of Alexandria School presents the central doctrines and morals of the Catholic faith. All students, whether Catholic or non-Catholic, must participate in the required religion classes/activities in grades K-8. Religion is taught in each grade and is reinforced daily.

LITURGY

On Wednesdays the school day begins with Mass. Students are required to wear a St. Cyril shirt (green or white) to Mass. (Junior High has a different shirt to wear to Mass.) They may not wear jeans on Mass days. All students are to attend and show proper respect at all liturgies and paraliturgies throughout the year. Please check the school calendar for exceptions to the normal Mass day.

DISCIPLINE WITH A PURPOSE

Discipline with a Purpose (DWP), as taught at St. Cyril of Alexandria School, is premised on the Catholic Christian beliefs of the inherent goodness and value of every person. Each student is a child of God and as His cherished creation, deserves our respect and consideration.

CHRISTIAN FAMILY LIFE PROGRAM (HEALTH EDUCATION AND HUMAN SEXUALITY)

Education is the primary right and responsibility of the parents. In the area of family life education, studies that are offered in the schools complement the teaching which the students should be receiving at home. The school informs and involves parents in this area of the school's curriculum.

RETREATS

Students in grades 3—8 participate in individual retreats. *(For more detail concerning the 8th grade retreat, see Eighth Grade Experience)

SACRAMENTS OF RECONCILIATION, EUCHARIST AND CONFIRMATION

Students in the second grade are prepared for and receive the Sacraments of Reconciliation and Eucharist. Students in the 8th grade are prepared for and receive the Sacrament of Confirmation. It is always the parents right to decline a student receiving a sacrament, however, the student will continue to receive the sacramental preparation.

REPORT TO LOCAL LAW ENFORCEMENT

Arizona Statute 15-341 (33) states that schools report to local enforcement any suspected crimes against persons or property and any incidents that could potentially threaten the safety or security of pupils, teachers or administrators.

RETENTION (DIOCESAN POLICY 2160)

A student shall be retained on the recommendation of the teacher(s) and the principal. When making an evaluation of the student's progress, the teacher(s) will consider the social, emotional, physical, moral, and academic development of the student.

1. The teacher must be reasonably certain that repetition of a grade by a particular student will be beneficial.
2. If, in the teacher's judgment, retention is probable, the case must be discussed with the principal and then arrangements made for a conference with the parents. It is advisable that this be done no later than the beginning of second semester (St. Cyril School date is January 31st). A written summary of this conference shall be kept.
3. A follow-up conference with the parents/guardian will be held to evaluate the progress of the student.
4. Evaluations and reports to the parents must indicate lack of student progress.
5. If, contrary to the recommendation of the teacher and principal, parents/guardian request that their child be placed in the next higher grade, the principal may honor this request. In this case, the parents/guardian shall be required to state their request in writing. This request will be placed in the student's cumulative file. The student is then transferred to the next higher grade. If retention is again recommended the following year, and not accepted by the parents/guardian, then the parents/guardian will be directed to find an alternative educational setting.
6. Retention in a grade after a second year requires careful consideration. A recommendation should be made to transfer the student to another educational facility.
7. Retention shall not be based solely on the number of days in attendance.

SCHOOL EXPRESS

The School Express is an important line of communication between the school and the parents. Most notices about programs and policies are sent home in a School Express envelope to each family on Wednesday or through the student information system, RenWeb. **Parents are asked to read the material** and return any appropriate information in the School Express on **Thursday**. Sending all notes home at one time lets parents know when to expect the news of the school.

Any parent turning in school-related information to be included in the School Express, must have it in to the School Office by noon on Monday. Submissions from school families must be approved by the principal. Any parent/committee placing approved materials into individual packets must complete this process before noon on Tuesday.

SCHOOL LOGO

Use of the school logo, tagline, uniform design or picture must be approved by the principal. No solicitations, fundraisers or representations for the school may be made without the approval of the principal.

SEARCHES

The principal, pastor, or a representative of the Department of Catholic Schools may conduct a search of the school campus and every aperture thereof, including lockers and desks. School searches must be based on reasonable suspicion that a school rule has been broken and related to insuring a safe learning environment.

Inspection of personal property (e.g., pockets, handbags, book bags, etc.) should not be conducted without the student's permission. If permission is given, the search must be made in the presence of at least two school officials. If permission is not given, the principal or designee will contact the police.

SPORTS

The Diocesan After School Sports Program exists to provide positive, well-organized activities that contribute to the development of the whole child. The program is meant to model and teach Christian principles and the ideals of good sportsmanship. The Notre Dame "Play Like a Champion" program has been implemented on a diocesan-wide basis. Academically eligible students in grades 4-8, both male and female, may participate. The sports program includes volleyball, basketball and track for students in grades 5-8. Fourth grade students may participate in track. Practices and some games are after school; tournaments, varsity basketball and track are on weekends. A \$80.00 fee is charged each athlete for each season. Fees are non-refundable.

Junior Varsity program, beginning in 4th (for track), 5th (for other sports), primarily teaches skills and prepares athletes for the next level of competition, which is the Varsity program. Junior Varsity is structured to

offer many students an opportunity to compete. Therefore, schools may field as many Junior Varsity teams as is necessary to accommodate the number of students interested in competing.

The Varsity program offers a level of competition that prepares our athletes for high school. 8th grade athletes are only eligible to play on the Varsity level. Other grades may be placed on Varsity depending on their ability.

A uniform shirt and uniform shorts are required for all three sports and are ordered or approved through the athletic department. A student may not attend sports practice after school or play in a game on the same day he/she is absent from school or absent from any portion of the day. All students participating in the sports program will be escorted to the After School Program if not picked up 15 minutes after practice has ended.

Eligibility for sports - Students, grades 4 through 8, must have an overall C average and passing all subjects. Student behavior is also a factor in eligibility. Final decisions regarding eligibility will be based on the school's determination of what is in the best interest of the child.

STAFF DEVELOPMENT SESSIONS/CONFERENCE DAYS

Teachers are required to attend professional development sessions throughout the year. Most sessions occur in the afternoons on Fridays with an early dismissal at 12:15 p.m.

In the fall, four days are planned for parent/teacher conferences. Two of the days are early dismissals for the students, followed by conferences through the evening. The other two days (Fridays) conferences run from morning until late afternoon. Students do not attend school on these days unless asked to attend the conference by the department teachers. Parents are expected to attend scheduled departmental conferences.

STUDENT COUNCIL

The Student Council is a representative group of elected students from grades 4—8 who work with their moderator and the principal to achieve certain goals related to the quality of student life. To be eligible to run for Student Council office (Grade 6-8), one must meet academic and leadership requirements. Student Council members must attend the Leadership Orientation and acknowledge their willingness to follow and support school procedures.

Student Council officers include President, Vice-President, Secretary and Treasurer.

SUBSTANCE ABUSE

Because of the serious and dangerous nature of substance abuse today, St. Cyril of Alexandria School is committed to working toward its prevention. Programs of education and awareness training for parents or guardians and faculty, as well as for students, shall be included in this on-going effort.

One of the premises upon which the school philosophy is based is that we believe in the inherent goodness of each child. Therefore, the school will make every effort to guide any student, who may in any way become involved with potentially dangerous substances, to find a wholesome resolution to his/her problem or a suitable program for recovery.

To guide the school in providing this direction for such students as well as for assuring the safety and best interest of the entire student population and the community at large, the following policies have been approved by the St. Cyril of Alexandria Advisory School Board.

BUYING/SELLING DRUGS

Should a student be found buying, selling or in any other way transferring potentially dangerous substances on school grounds, that student shall be suspended or expelled and his/her parents/guardians will be notified immediately. A police report of the incident will be made.

REASONABLE CAUSE/INVESTIGATION

Should there be reasonable cause to believe that a student uses, possesses, or is under the influence of any potentially dangerous chemical substance, a team consisting of the principal, Diocesan nurse, and an Ad-

ministrative Team member, will notify the parents/guardian and begin an investigation. The Pastor will be advised of the action taken.

As part of the investigation, the principal may request a full drug assessment including a urine drug screen to confirm or disprove the student's use of any chemical substances. This assessment must be done at an adolescent chemical dependency or drug program counseling service within 24 hours of the request by the school.

If parents/guardian do not cooperate with the request for the above assessment and drug screen within 24 hours of the request, the student may not continue to attend St. Cyril of Alexandria School.

USE OF DRUGS

Should it be determined through the investigation, set out above, that a student is using, possessing or is under the influence of a potentially dangerous chemical substance, the following steps will be followed:

1. Parents/guardians will be made aware of the positive assessment immediately.
2. The student will be suspended until the parents/guardians can provide evidence to the school that their child is enrolled in a reputable, non-school treatment facility that specializes in adolescent substance abuse.
3. The school counselor will provide names of various treatment facilities that would be appropriate during treatment, and the school will provide homework and support the child's return to school as soon as he/she is able.
4. A probationary period will be determined collaboratively by the principal and the treatment facility. A reassessment of the student's progress will be done at its termination of treatment. The student must fulfill the treatment and aftercare recommendations of the treatment facility. Failure to do so will result in expulsion from school.
5. In the event the investigation provides reasonable cause to believe the student is using a dangerous chemical and there have been previous problems, the principal, in the best interest of all concerned, may decide to forfeit this treatment procedure. Therefore, the student would not continue to attend St. Cyril of Alexandria School.

SECOND OFFENSE

Should a second incident occur, it would indicate that the problem requires more in-depth care. Because of the age of the student and the seriousness of the situation, the principal, the school counselor and the treatment facility representative will confer to determine what is best not only for the student in question, but for the entire student population. The school may at this time request the student to leave or renew the steps indicated above.

SUPERVISION

Campus hours are from 7:30 a.m. - 3:15 p.m. After School Program hours are from 3:15 p.m. - 6:00 p.m. Students are never sent on errands outside the school campus. They may be released from school only at the written request of the parent or guardian. Anytime a student is taken off campus, whether for athletic competition, field trips, or school-sponsored events, the written permission of the parent or guardian is required.

Students who arrive or remain on the school campus beyond the authorized times will be placed in the office or in the After School Program and the family will be billed.

TARDY PROCEDURE

A tardy is excused if it is a doctor's appointment; all other tardies will be unexcused. When students arrive at school, parents must SIGN IN the student before he/she can return to class. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, consequences shall be imposed for excessive tardies.

The following policy has been established:

1. Three in one month - the student will serve an automatic detention.
2. Six or more in one month - the student will serve an automatic detention and meet with the Administrative Team.

Parents will be notified via emails of excessive tardies and/or absences.

TELEPHONE/ELECTRONIC EQUIPMENT

The use of classroom/school office phones is a privilege. They may not be used for students' social scheduling. A child may ALWAYS use the phone in a problematic situation or emergency. The use of cell phones is not permitted during school hours. They may be used after 3:15 with faculty/staff approval. If cell phones are at school they must remain **off and in back packs**. (see *Student Standard Operating Procedures*).

Electronic devices are not allowed on campus. Digital cameras are not permitted on campus without prior approval from the school administration. If a student is found in violation of the rule, the equipment will be confiscated, sent to the office and held for five (5) days. Cell phones will only be returned to parents. Repeated offenses will result in a meeting with the principal/Administrative Team.

TEXTBOOKS

Students may be issued textbooks for home use and/or have the use of a classroom set of texts. All textbooks must be covered with a non-adhesive book cover. Students are responsible for the textbooks they have been issued, and therefore, will be charged for their damage or loss.

TRANSPORTATION

With our efforts to provide a safe campus for all students to enter, there is a specific traffic flow pattern for the morning drop off and the afternoon pick up. The plan was created with the assistance of the Tucson Police Department. A detailed map is included in this Parent/Student Handbook. Please read it carefully for details. If you see the traffic director, please be courteous and follow his/her directions.

Westside Information: It is important to understand the area between the church and parish center will only be available to faculty/staff and parishioners attending 8:00 AM mass. The central parking lot is closed from all traffic 7:30 AM—8:00 AM and from 2:50 PM—3:15 PM. The two entrances north of the parish center will be an entrances and exits. **There is no parking along the north side of the parish center or the drop off zone near the west fence. Do not leave your car unattended. These areas are strictly for drive-through purposes.**

Northside Information: Linden entrance will be an entrance for parents bringing students to school.

Eastside Information: Parents may park along the curb on Mountain View in marked areas. For the safety of the children, double parking along Mountain View is never permitted. Parents may also park in the rectory parking lot but students should be walked across the street. *We need your support!*

UNIVERSAL PRECAUTIONS

St. Cyril of Alexandria School employs universal precautions to prevent exposure to bloodborne pathogens and other potentially infective material.

USE OF SCHOOL GROUNDS

The school grounds are open to enrolled students from 7:30 a.m.—3:15 p.m. The sports department uses the facilities from 3:00 pm.—5:30 pm. The After School Program uses the facilities from 3 p.m.—6 p.m. The school may not be held responsible for any injuries occurring on school property after the hours stated or when students are not in one of the school programs.

VISITOR REGULATIONS

Visitors or parents who enter the school campus must do so at the main entrance. Visitors must use the doorbell system and intercom to identify him or herself. The receptionist will then deactivate the lock electronically. All parents or other visitors to the school must sign in and out at the office and receive a visitor or PAL badge. Photo identification may be required. All visitors to a classroom must have permission in advance from the teacher.

WEAPONS

Possession or use of a weapon (knives, blades, etc.) on school premises or at school-sponsored activities will result in suspension and/or expulsion from school and/or notification of the proper authorities.

WITHDRAWAL FROM SCHOOL

If a family or student plans to withdraw from St. Cyril of Alexandria School during the school year, the following procedure should be followed:

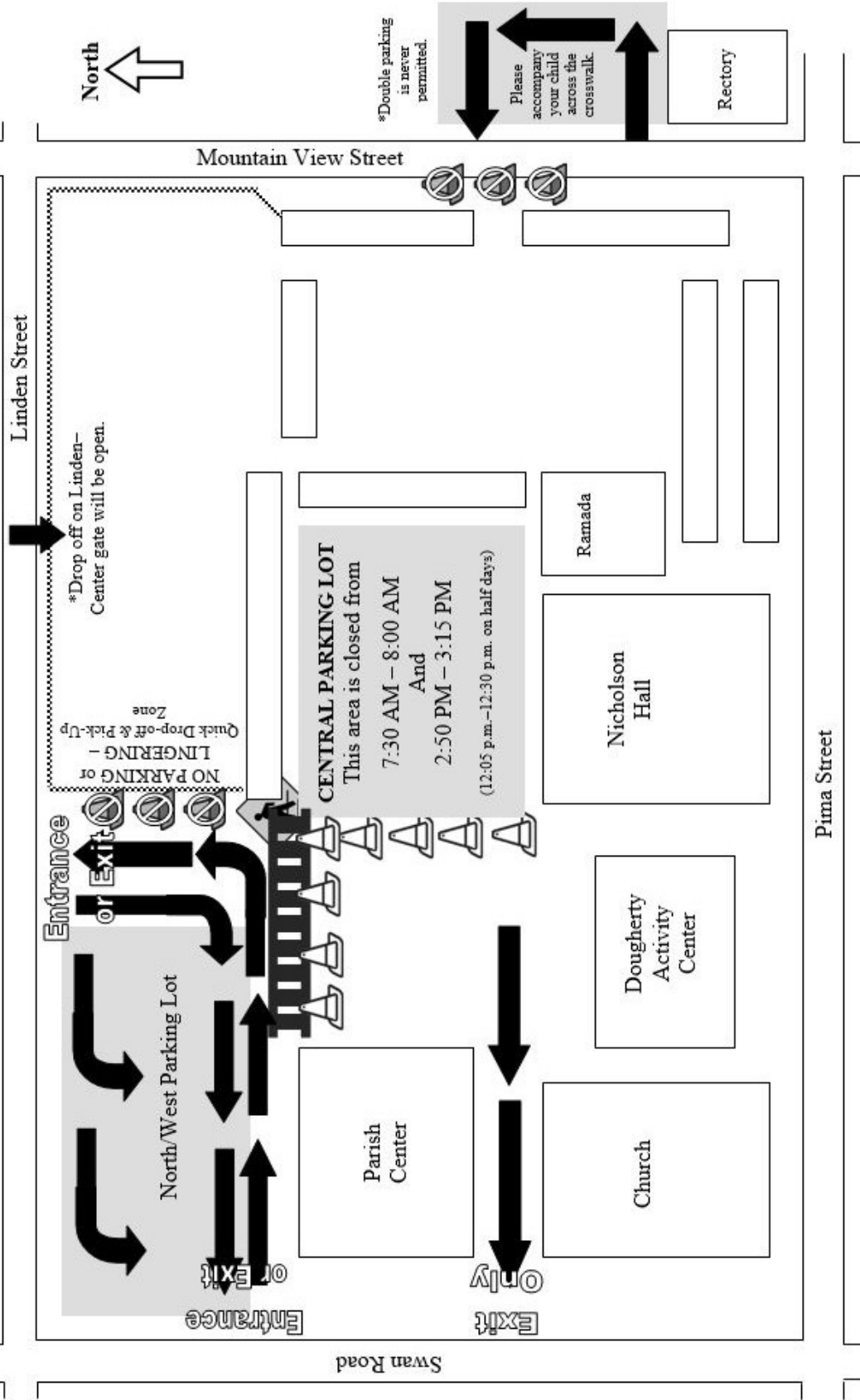
1. Parents must indicate in writing their intention to withdraw a student from school and submit this statement to the principal.
2. Parents must take care of all fees, fines and tuition payments.
3. Parents are to complete the exit interview given by the principal, bookkeeper or registrar.

WITHDRAWAL OF STUDENT ON GROUNDS OF PARENTAL BEHAVIOR

1. Normally, a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their child/ren from the school for any of the following reasons:
 - Refusal to cooperate with school personnel,
 - Refusal to adhere to the Diocesan or local policies and regulations; or
 - Interference in matters of school administration or discipline.
2. In such cases, reasonable effort to elicit the minimum parental cooperation shall be made and documented. In the event the parent has caused a serious disruption, the parent shall be restricted from being present on the school premises or attending school activities.
3. If such effort does not correct the situation, then, after consultation with the pastor and the Superintendent of Catholic Schools, the principal may recommend to the parents that they withdraw their children.
4. Documentation signed by the principal and parents, as well as any other information or evidence of consultation with the parents on the matter, must be retained on file.
5. If the parents refuse to accept the recommended withdrawal, the procedures for expulsions, as previously outlined, shall be followed.

St. Cyril of Alexandria Drop-Off and Pick-up Traffic Flow

EACH child's safety is #1! All we need is TEAMWORK in parking lot. Please follow the map to ensure every student is safe.



NO PARKING ZONE
Drop-off only

For the safety of the children, the campus doors are locked between 8:00 a.m. and 2:55 p.m. The only entrance during these hours is through the School Office.

ST. CYRIL OF ALEXANDRIA SCHOOL EMAILS

Chinnock, Martha	(Office Personnel).....	marthac@stcyril.com
Coleman, Danielle	(Junior High teacher).....	daniellec@stcyril.com
Crable, Patricia	(Advanced Intermediate teacher).....	patriciac@stcyril.com
Crandall, Kristine	(Music teacher, grades 3-8).....	kristinec@stcyril.com
Evans, Paul	(Junior High teacher).....	paule@stcyril.com
Ferguson, Carolyn	(Art teacher, grades 1-2).....	carolynf@stcyril.com
Goodman, Katrina	(Interventionist).....	katrinag@stcyril.com
Gee, Cortney	(Primary teacher)	cortneyg@stcyril.com
Health Office	healthoffice@stcyril.com
Holstrom, Allison	(Primary teacher)	allisonh@stcyril.com
Kinghorn, Victoria	(Music teacher, grades K-2).....	victoriak@stcyril.com
Ladd, Jan	(Library).....	janl@stcyril.com
Lansey, Susan	(Junior High teacher).....	susanl@stcyril.com
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Schwab, Eric	(Athletic Director, PE Teacher, grades 3-8)....	erics@stcyril.com
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Sztan, Tricia	(Intermediate teacher).....	tsztan@stcyril.com
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St. Cyril of Alexandria School

Creating Tomorrow's Leaders Through Inspiration and Innovation

2016-2017 School Calendar	
August 8	1 st Day of School - Half Day (12:15 dismissal)
August 9	Half Day (12:15 dismissal)
September 5	No School: Labor Day
October 6	Half Day (12:15 dismissal): Parent Conference Day (Students in grades K, 1, 3, 5, 7 and others needing a conference)
October 7	No School: Parent Conference Day (Students in grades K, 1, 3, 5, 7 and others needing a conference)
October 10 & 11	No School: Fall Break
November 9	Half Day (12:15 dismissal): Parent Conference Day (Students in grades 2, 4, 6, 8 and others needing a conference)
November 10	No School: Parent Conference Day (Students in grades 2, 4, 6, 8 and others needing a conference)
November 11	No School: Veterans' Day
November 23	Half Day: Thanksgiving (12:15 dismissal)
November 24 & 25	No School: Thanksgiving Break
December 22	Half Day: Christmas Break (12:15 dismissal)
December 23 - January 6	Christmas Break
January 9	Class Resumes
January 16	No School: MLK, Jr. Day
February 22	Half Day: Rodeo Break (12:15 dismissal)
February 23-24	No School: Rodeo Break
March 10	No School: Diocesan Conference for Faculty
March 13-17	No School: Spring Break
April 13	Half Day: Easter Break (12:15 dismissal)
April 14-17	No School: Easter Break
May 17	Baccalaureate Mass (8 a.m.) & Graduation (6 p.m.)
May 26	Last Day of School - Half Day (12:15 dismissal)

*All Fridays are 12:15 PM dismissal unless otherwise noted.