



St. Cyril of Alexandria School

PARENT/STUDENT *Handbook*

2024-2025 SCHOOL YEAR

CATCH THE SPIRIT
EST. 1952





St. Cyril of Alexandria School

Creating Tomorrow's Leaders Through Inspiration & Innovation

Dear Parents and Students,

Welcome to St. Cyril of Alexandria School! Our school has provided a high quality, faith-based Catholic education since 1952. St. Cyril School views education as a partnership. The collaboration of family, school, church, and community broadens and enriches identity and consistency, which is vital in building the total educational program.

The St. Cyril of Alexandria School community provides an opportunity for spiritual and academic development within a caring and loving environment. Students are encouraged to make responsible choices supported by our Catholic values. The faculty and staff of St. Cyril are dedicated and experienced in their profession, and become one with families who believe in the foundation of faith and service in their lives. This partnership creates a truly special educational environment where together, we grow and shape compassionate, curious and capable young minds.

We ask that you read this Parent-Student Handbook in its entirety and understand that you and your child are bound by the handbooks' policies and procedures as part of the student's requirement for attending St. Cyril of Alexandria School. Please return the signed form, indicating your agreement regarding the handbook. We look forward to our partnership together in this year of hope. Go Cougars!

Sincerely,

The Administration and Faculty of St. Cyril of Alexandria School

School Contact

St. Cyril of Alexandria School

4725 E. Pima Street

Tucson, AZ 85712

Accredited by Western Catholic Educational Association

Phone Numbers:

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Attendance:

Phone: (520) 545-0989

Email: attendance@stcyril.com

School Office Hours

Office open on school days

Monday - Thursday: 7:30 - 3:30 (Wednesday closed 8-9 for mass)

Friday: 7:30 - 12:30

Parish Office

Phone: (520) 795-1633

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/guardians in a timely manner.

Revision: June 2024

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STATEMENTS AND VALUES

Mission Statement

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
 - 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.

Diocese of Tucson 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.

COUGAR CREED

I believe in the strength of me.

I know the Holy Spirit guides my actions towards the greater good.

I am but one part of the global community and it is my duty to take care of not only myself, but others around me.

I will think globally, nationally, and locally.

I recognize life as a series of choices and changes that shape who I am.

I am a dedicated student, leader, and friend.

I am an active Christian, lifelong learner, effective communicator, responsible citizen, and self aware individual.

I believe from hard work, responsibility, and self-discipline, I will find the self-reliance and confidence to live a successful and happy life.

Once a Cougar, Always a Cougar!

STUDENT LEARNING EXPECTATIONS

Kindergarten-4th Grade Students

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 uniquely talented
 - b. take pride in themselves and their efforts
 - c. set goals and reviews progress

5th-8th Grade Students

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 POLICY

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.

1. Student conduct shall at all times reflect the teachings of the Catholic church which includes consideration for the rights and privileges of others.
2. Students shall treat teachers, administrators, employees, 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.
3. Students shall respect the authority of parish and school staff.
4. Students shall maintain high personal standards of respect, courtesy, decency, morality, and honesty in their relationship with all.
5. 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.
6. No student shall engage in activity which may cause, or attempt to cause, damage to school property or private property.
7. No student shall engage in activity which is in violation of criminal law.
8. 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.

9. 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, on or off school property, that is detrimental to the reputation of the school, may be disciplined by school officials.
10. 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.
11. No student shall engage in bullying behavior; either digitally, through social media, 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.
12. Students are expected to arrive at class on time each day to avoid the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy students to uninterrupted learning and the unsettling effect on the students who are tardy.
13. Diligence in study and achievement is expected of all students.
14. Students shall adhere to the dress code policy.

STANDARD OPERATING PROCEDURES (SOPs)

Students must:

1. Show respect and follow directives given by supervising adults at all times.
2. Walk through arcades quietly as an indoor space.
3. Use appropriate manners.
4. Refrain from communicating in languages outside of English, except during specified language classes unless an interpreter is required.
5. Clean up after themselves.
6. Adhere to the dress code.
7. Arrive to class on time, be prepared and contribute to the learning environment.
8. Keep locker combinations private (Grades 5–8).
9. Immediately report locker issues to homeroom teachers (Grades 5–8).

10. Keep cell phones off and in backpacks/cubbies while on campus (7:30 a.m- 5:15 p.m).
11. Be responsible citizens with digital devices at school sponsored events outside of school hours.

General

1. Families will take responsibility for labeling student belongings and students will take responsibility for managing throughout the school day —picking 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.
2. 5th–8th graders 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.
3. Students will make sure they have lunch each day before school begins.
4. Students will use standard headings on all papers. The top right corner of the paper includes:

Name

Class

Date

5. 3rd—8th graders will track assignments/homework and reminders in their agendas.
6. Students will complete and print homework at home. If unable to print at home, students must provide a dated note signed by a parent. Students will be sent to the office to pick up their copies. The cost is twenty-five (25) cents per copy. (Refer to the [HOMEWORK](#) section for additional information.)
7. Students will log off computers after use. (Refer to the [COMPUTER NETWORK AND TECHNOLOGY USE AGREEMENT](#) section for additional information.)
8. Students will only enter classrooms, or go to the field, if a teacher or aide from their department is present.

ABSENCES

St. Cyril of Alexandria School is a community. A student cannot contribute to that community or build relationships without being present. Learning is a progressive activity; each day's lessons build upon those of the previous day(s). Reading the material and completing work independently does not compensate for the loss of insight gained during class discussion or the loss of competency acquired through explanation or supervised drill.

Many classes use lectures, discussions, demonstrations, experiments and participation as part of the daily learning activities and these cannot be made up by those who are absent. Regular student participation in daily classroom activities plays a significant role in a student's school success.

EXCUSED absences include student illness/injuries, death of close family members, and Principal-approved absences. All other absences will be determined to be UNEXCUSED.

For students with unexcused absences, advanced notice of three school days are required for a teacher to provide homework, classwork or make-up tests. Teachers will decide a reasonable time period to complete the work. If notice is not given prior to absences, students will not receive credit for missed work. Refer to the [HOMEWORK](#) section for additional information.

Arizona Law 15-803 states that absences are considered excessive when the number of absent days exceeds ten percent (10%) (18 days based on a 180 calendar days) of the number of required attendance days prescribed in Section 15-802. Excessive absences may result in retention. Excessive tardiness resulting in loss of learning may be cause for retention.

Excessive absences may impact the student's financial assistance; please refer to the individual Student Tuition Organization (STO) policy regarding excessive absences and the [TARDY PROCEDURE](#) section of this handbook.

After ten (10) absences, a meeting will be held with the parent, student, and designated administrators/teachers to discuss the absences and the possible need for follow-up procedures (e.g., behavior/academic agreement).

Absence Notification Procedure

1. Parents /guardians must **contact the school office each day a child is absent**. 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 student. If the office is not notified by 9:30 a.m. the absence will be marked as unexcused. The attendance phone number is **520-545-0989** or attendance@stcyril.com.
2. A student who becomes ill or injured during the school day will be sent to the Health Office. Parents will be notified if it is necessary to send a student home.
3. In the event the student needs to be sent home, he/she will obtain a notice from the Health Office stating he/she is going home. The notice must be signed by a parent, all core department teachers, and returned to the Health Office prior to leaving.

Extended absence

If an extended absence (3 days or more) is excused (illness, death of close family members, or a Principal-approved absence), or is an unexcused absence, parents must obtain and complete the

green extended absence form from the school office, signed by the department teachers, and returned to the office stating the date of return.

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 ask all core teachers to sign the note.

Students must present the signed note to the office and the parent/guardian must sign out the student at the office before leaving school. Parents may not go directly to the classroom.

When students return to school, parents must enter through the school office and sign in their student before he/she may return to class.

Upon returning from a scheduled appointment, a note from the professional must be presented to the school to complete the record of the excused absence.

ACHIEVEMENT TESTING

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

Students grades 2-8 take the ARK (Achievement of Religious Knowledge) assessment once a year. This exam explores six domains of the Catholic faith.

Eighth grade students are required to take the High School Placement Test (HSPT). This assessment is proctored on the St. Cyril School campus on a designated day. If absent/late on testing day, it is the family's responsibility to make arrangements for taking the assessment. This test is used by high schools for their admission process. Questions regarding assessment should be directed to the high school of choice.

ACTIVITIES

Students are able to participate in many different activities beyond academic studies. Activities include the after school program, spirit week, sports, Catholic Schools Week, move-up day, recognition assembly, Las Posadas, leadership committee, St. Cyril Block Party, ice cream socials, movie nights, Honor Guard, altar servers, choir, field trips, fundraisers, service projects, yearbook committee, Mass planning and participation, dances, musicals/plays, instrumental ensembles, graduation committee, fine arts enrichment, and special season events.

Please note that some extracurricular activities may have specific requirements in order to participate. All student participation requires appropriate behavior and dress attire. Safety and supervision is a top

priority. At any school sponsored event, at least one parent or guardian must be present as the adult chaperone for a student or group of students.

ADMISSION

Admission to St. Cyril of Alexandria School is available to students whose parents seek a faith-based education. Although every child has a right to 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, religion, or disability (unless this disability seriously impairs the student's ability to successfully complete the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodation for the child). Omission of requested documents may void an application.

Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health, medical, and academic requirements; and the resources available to the school in meeting those needs. St. Cyril of Alexandria School determines continued enrollment based on these factors.

All students transferring from another school are enrolled on a probationary status for the first 90 days. If it is determined on or before that period that the student cannot be successful with the academic and/or behavioral expectations of St. Cyril of Alexandria School, they will be asked to withdraw.

All parents and admitted students to St. Cyril of Alexandria School shall subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the Diocese of Tucson. Willingness of applicants to subscribe to school philosophy is a condition of acceptance.

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 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, however, administration may determine early admittance is appropriate in some cases.

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.

For a family who withdraws a student from St. Cyril of Alexandria School and wishes to re-enroll the student, the student's application and academic readiness shall be evaluated on an individual basis.

For additional information on admission procedures please contact the Admissions Director.

AFTER CARE PROGRAM

St. Cyril of Alexandria After Care Program is established as a childcare alternative for parents whose children attend St. Cyril of Alexandria School. It will operate during the school year only. Its goal is to provide a safe, healthy, and caring environment. The Christian values that are an integral part of the school program are carried over into the After Care program. Participants are expected to respect adults, other children and the facility property.

After Care Hours of Operation

Monday-Thursday 3:20 - 5:15 p.m.

Friday and half days 12:15- 5:15 p.m.

Location

After Care is held in Weitzel Hall.

Charges, Fees and Payment Procedures

The rate for After Care is \$9.00 per hour per child and snack is \$1.00 per snack. Families are billed monthly through their Facts accounts. Students will not be allowed to attend the After Care Program if accounts are not in good standing.

Any parent who does not pick his/her child up by 5:15 pm. will be charged a fee of \$1.00 per minute per child with a fifteen-minute minimum charge.

1. The After Care Program complies with the guidelines established by the Arizona Department of Health Services Office of Child Care Licensure.
2. The After Care Program requires every family to complete Arizona State Emergency Information & Immunization Record form. 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 Care Program at all times. It is available by contacting the After Care Program Director or the school office. Drop-in students cannot be accommodated unless all paperwork has been submitted.
3. The goals and objectives of the After Care Program are consistent with the Philosophy and Mission of St. Cyril of Alexandria School.
4. The After Care Program is open school days except those days listed on the school calendar.

5. Attendance is taken at 3:20 p.m. after dismissal Monday through Thursday and 12:20 on Friday for billing purposes.
6. Enrollment and admission procedures require that the child be enrolled as a student at St. Cyril of Alexandria School and that registration is complete.
7. If a child does not follow the rules of the After Care Program, he/she may no longer be eligible for the program.
8. Discipline procedures are consistent with those outlined in the Parent/Student Handbook.
9. The program does not provide transportation services or field trips.
10. Liability Insurance is provided by the Diocese of Tucson.
11. Medications are not given in this program. In the event of an emergency, the principal and 911 will be called.
12. Students may not use cell phones and/or electronic devices with internet connectivity. Cell phones must remain off and in backpacks.
13. Parents may, upon request, review the inspection reports.
14. Students attending the After Care Program must inform their homeroom teacher at the beginning of each school day (this is done during morning homeroom) that they will be attending the After Care Program after school. The teacher will document this planned attendance in FACTS.

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 students 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.

ARIZONA STATUTES (DIOCESAN POLICY 3.15)

Interference with or Disruption of an Educational Institution

Arizona Revised Statute 13-2911 (D) states that schools shall adopt rules for the 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

violation 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.

Abuse of Teacher or School Employee in School

Arizona Revised 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.

Aggravated Assault

Arizona Statute 13-1204 (A)(8)(d) states that a person commits aggravated assault if the person commits the 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.

Reporting to Local Law Enforcement

Arizona Revised Statute 15-341 (31) states that schools report to local law enforcement any suspected crimes against persons or property and any incidents that could potentially threaten the safety or security of pupils, teachers, or administrators.

BEFORE SCHOOL PROGRAM

No before school program is offered at St. Cyril of Alexandria School. All gates open at 7:30 for student entry. No student will be admitted before that time.

CHILD ABUSE

Arizona law (ARS 13-3620) requires the reporting by school personnel of suspected cases of child abuse and/ or neglect to the police and Department of Child Safety. The principal has on hand copies of the Diocesan Child Abuse Policy, 2.8.3.

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 and early dismissal procedures have been followed. Visitors during the school day will be issued a badge to wear while on campus which will identify them as having office clearance. This policy is implemented for the security of the students.

Students must remain on campus at all times during school hours and school sponsored activities for which the student is enrolled (After Care, sports, choir, etc.) until picked up by a parent or guardian.

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 FACTS Family Portal
- Weekly School Express
- Parent/teacher conferences
- Phone calls/emails from staff
- Department meetings
- Mid-trimester and trimester reports
- Back to School Parent Night
- Written plans signed by parents, students and teachers
- Student assessments signed by parents
- Parental involvement in the classroom (PALS)
- Parental involvement on the boards/committees

Teachers are not available for conferences prior to or after school without an appointment. Conferences must be scheduled through the designated Department Liaison for first through eighth grades. No meeting will be held unless two or more educators are available.

If parents need to speak with a teacher, they may contact the teacher after school by phone or email. Parents shall not text a teacher concerning school issues. Faculty and staff will respond within 24 hours during the school week.

Communication Expectations:

1. Because a child's perception of reality can differ substantially from an adult's perception, it is vitally important for parents and teachers to have a sympathetic, collaborative relationship with each other to be of greatest service in the child's growth in maturity.

2. The emotions arising from a concern, such as fear or anger, should be shaped in such a way that they do not dominate or cloud a communication to address and resolve the concern.
3. A parent's primary contact between home and school is the child's teacher.
4. If a problem arises, the student's teacher/teacher team is the first line of communication.
5. If a solution or a plan cannot be reached after working with the student's teacher/teacher team, please invite administrative assistance to help.
6. If there is further need beyond the initial intervention, Administration will work with the family to form a final action plan.

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.

Use of an AI (artificial intelligence) text generator for an assignment/classwork is not permitted without the expressed permission of the assigning teacher.

Terms and Conditions

These policies shall apply to:

- Users of the St. Cyril of Alexandria 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

1. Student's cell phones and/or electronic devices with internet connectivity must remain off and in backpacks during school hours (7:30 a.m - 3:15 p.m.) and school sponsored events. (See information included in Student Standard Operating Procedures.)
2. Student personal devices, such as tablets, Apple or smart watches are not permitted.
3. Users have limited access to the Internet through St. Cyril computers.
4. 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](#).
5. 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 network account, Internet or email account whether on school property or on equipment located away from the school campus.
6. If there is a question of whether or not material is appropriate, the user is responsible for seeking advice from a teacher, media specialist, or principal.
7. 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

1. St. Cyril of Alexandria School provides safeguards against inappropriate Internet access from school computers through a license with Go Guardian.
2. St. Cyril of Alexandria School reserves the right to log the use of all systems and monitor file server space utilization.
3. 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.
4. 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.
5. St. Cyril of Alexandria School provides email accounts for all students in grades 1 through 8 and staff members. **The content of all emails is the property of St. Cyril of Alexandria School.**

Consequences

1. 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.
2. Actions in violation of State and Federal statutes will be subject to prosecution by those authorities.
3. The administration, faculty, and staff of St. Cyril of Alexandria School may request the principal to deny specific user accounts and network access.

Personal Responsibility

1. 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.
2. The user will use the St. Cyril network, computers, devices, email account, resources and technologies for educational purposes only.
3. The user agrees not to submit, publish, display or retrieve any offensive or inappropriate materials.
4. The user agrees to not record and/or use audio recordings of anyone without first obtaining written permission.
5. The user agrees to not utilize the St. Cyril of Alexandria School's logo, name, or reference in any online format.
6. The user understands that storage media or mobile devices brought to school from home may be reviewed by teachers or administrators at any time.
7. The user will abide by all copyright regulations and cite all quotes, pictures and other materials.
8. The user will not reveal any personal information of himself/herself or others.
9. The user understands that electronic mail is to be respected, but there is no guarantee of privacy.
10. 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.

11. The user will not incur any expenses while using the computers and technology resources of St. Cyril of Alexandria School.
12. The user will not access the St. Cyril network, computers, devices, email account, resources and technologies for commercial purposes.
13. The user will not interfere or override system security; or attempt to modify, harm or destroy hardware or software.
14. The user will never disguise or attempt to disguise their identity.
15. Personal mobile devices and/or internet connected devices brought to St. Cyril of Alexandria School are the responsibility of the user. St. Cyril of Alexandria School is not responsible in the event of lost, stolen, broken or damaged devices.

CONFERENCE DAYS/PLANNING DAYS

Conference days are set aside for parent/teacher conferences occurring in October and November. The first round of conferences is for grades K, 1, 3, 5 and 7. The second scheduled conference days are for grades 2, 4, 6 and 8. Conferences begin shortly after early dismissal through the evening hours. Students may be asked to attend a conference by the department teachers. It is the parents' responsibility to attend scheduled departmental conferences. Parents or teachers may request an additional conference if either believes it would be in the best interest of the student to meet. Recordings of conferences may not take place without prior approval of the administration.

Teachers meet during pre-scheduled planning days to discuss and develop activities/events for their department. Most sessions occur in the afternoons on Fridays with early dismissal at 12:05 p.m when educator professional development sessions are not scheduled.

CONFIDENTIALITY

Students occasionally share confidential information with teachers and other staff members. School staff and faculty may respect student confidences except in cases of life, health, and safety. If these areas are involved, the school employees are obligated to report information to the appropriate authorities.

CONTACT WITH STUDENTS DURING SCHOOL HOURS

Based on Diocesan Policy 3.9 policy.

School personnel will 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.

If **contact or custody** is sought by anyone other than the police, Department of Child Safety (DCS), or a custodial parent, the principal will obtain parental or guardian consent. Schools will abide by the following policies when contact with or custody of a student is requested by any person, agency, or organization outside of those authorized by the parents/guardians:

- A. The principal will never allow students to be alone with anyone who is not authorized. If an authorized school employee/volunteer is alone with a student, they will be in a visible location. 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. (For more information see the Dioceses of Tucson's Our Call to Protect documentation as adopted by the school's Parish).
- B. If the police and/or DCS request a private meeting with a student, it must be granted by school administration. Principals are encouraged to request their presence at such a meeting. Such officials' names and case numbers must be documented.
- C. Teachers will not allow students to leave classrooms to speak to non-school personnel without the explicit permission of the principal or principal designee.
- D. In cases of legal separation or divorce, schools will adhere to the court documentation pertaining to the privacy and protection of the students such as custody, visitation rights, and restraining orders. The school, as a neutral party, will not be used for the purpose of circumventing any court orders.
- E. The procedure outlined below will be followed when contact with or custody of a student is requested by the police or DCS:
 - Police and DCS personnel must always produce credentials. If the person is unknown to the administration, the administration must call to verify the credentials.
 - If contact or custody is sought by the police or 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 DCS. The principal will obtain information regarding when the parents will be notified of the contact or custody and by whom.
 - Police and DCS personnel may have contact with or take custody of a student simply by possessing their own verified credentials, with or without a warrant. The principal will 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 DCS regarding where the student 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.

- The principal will write a report of the event including case number, time and complete details. The report shall be placed in the student's cumulative files (see Our Call to Protect, as adopted by the school's Parish).
- The principal will notify his or her direct supervisor in cases of contact by police or DCS. In the event that custody of a student is taken by the police or DCS, the principal will notify both his or her direct supervisor and the diocesan Superintendent of Catholic Schools as soon as possible.

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 call, or local media.

General Crisis Information

During school hours (7:30 a.m. - 5:15 p.m.):

All students 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 students will be allowed to walk, ride the bus, or ride a bicycle home. If a parent hears of any school emergency, they are directed to follow the guidelines below:

1. Listen for radio and/or television announcements. 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 via FACTS/SIS system.
3. Do not telephone the school. There are limited phone lines. Phone lines MUST be used to respond to any emergency.
4. Do not come to school unless requested to pick up your student at school. Any emergency involving your student's school may mean emergency vehicles and workers must be able to access 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 for radio and/or television announcements for directions given to all TUSD schools. If an announcement is given that is specifically related to District #1 (St. Cyril is 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 student 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](#), [FIRE DRILLS](#), [LOCKDOWN DRILLS](#) sections of this handbook.

CURRICULUM

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

Catholic identity permeates all that we do. The school week begins with community prayer during Accolades. Individual class prayer is encouraged throughout the day. Every Wednesday, the school community joins in the morning Mass where our students serve as greeters, gift-bearers, servers, and lectors. Classrooms have a special prayer space. The liturgical seasons are celebrated throughout the year and para-liturgies involving traditional Catholic practices of the rosary, Advent wreaths, Stations of the Cross, and May Crowning are held in appropriate months.

CUSTODIAL PARENTS

St. Cyril of Alexandria School Policy #9550

Recognizing the educational needs of students 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 3.2 found under the section titled OFFICIAL STUDENT RECORDS.

If requested in advance, custodial parents may each receive separate copies of the School Express for an additional fee. Contact the school office for the fee.

PALing commitments (PAL: Parents Active in Learning Situations) 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 student conferences 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 students. In an effort to ensure a student'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 and character development. Evidence of discipline is a legitimate interest of the school that extends beyond the school day and the school hours. The Catechism of the Catholic Church (no. 2223) states, “Parents have the first responsibility for the education of their children.” St. Cyril’s role is to assist parents/guardians in this vocation, not to replace them. This is a partnership based on good communication and mutual support. Therefore, parents are expected to support the school in this key formational element. When a student’s behavior is inappropriate, St. Cyril expects parent support in implementing consequences to correct student behavior as he/she progresses toward good character and moral development.

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 ensure moral living and to redirect misguided behavior.
- To develop self discipline.
- To enable students to achieve the Student Learning Expectations (SLEs). (Refer to the [STUDENT LEARNING EXPECTATIONS](#) section.)

There may be a time in which a behavior agreement is created to foster the partnership between home, school, and teacher. A meeting with parent, student, teacher and/or school staff will take place to share the specific behavioral expectations that are derived from conduct listed in the Parent/Student Handbook. The goal is to provide a behavior agreement that supports students as they work toward success at school. Behavioral agreements are to be signed and returned the following school day, indicating a family’s continued commitment to the home and school partnership.

St. Cyril of Alexandria School has implemented a two-fold discipline program which includes the explicit teaching of the essential skills in conjunction with a merit/demerit based disciplinary program.

Essential Skills

Essential Skills, formerly Discipline with 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. Fifteen specific self-discipline skills are identified and taught to help students help themselves. Each student is a child of God and as His cherished creation, deserves our respect and consideration. The 15 Essential Skills which are built on and reinforced are:

1. Listening

2. Following Instructions
3. Asking Questions
4. Sharing
5. Social Skills
6. Cooperating with Others
7. Reason For Rules
8. Completing a Task
9. Exhibiting Leadership
10. Communicating Effectively
11. Organizing Time, Space, People and Things
12. Resolving Mutual Problems
13. Problem-solving
14. Distinguishing Fact From Feeling
15. Sacrificing and Serving Others

Essential Skills are based on the following assumptions:

1. Cultures flourish when persons in the culture have:
 - a. A commitment to work
 - b. The willingness and ability to relate to others in a cooperative manner
 - c. Self-discipline
2. When everyone agrees on the behaviors expected of a self-disciplined student, they establish a framework for making decisions and resolving conflicts.
3. Misbehavior is viewed as a teachable moment; a time to talk about missing skills. Skill talk is neutral talk. It does not demean or put-down another person.
4. When teachers, staff, administrators, students and families demonstrate self-discipline skills collectively, society can be transformed in a positive way.

The infusion of the 15 essential skills into the school-wide discipline program is designed to instill respect in our students. The program focuses on teaching skills and directing students to follow the guidelines of the Student Conduct Policy. 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 families, the program will help students become accountable for their actions and choices and positively affect the learning environment and the Cougar Community. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

Disciplinary Consequences

Behavior Notifications

Behavior notifications are issued for communicating a violation of the Student Conduct Policy (SOP) and are based on a point system. Depending on the infraction, students may be asked to write a plan of corrective behavior following the Essential Skills language and student learning expectations.(K-8).

Demerit points are recorded in the student information system. Each infraction is worth one or more points. Parents will receive an email when a notice is recorded. Parents are also to check their student's discipline record via FACTS.

There are different levels. Levels are assigned in partnership between teachers and administrators based on school policies and expectations.

Level 1 : Level 1 behaviors are those infractions that are not causing harm but demonstrate a disregard for school rules. Students are expected to be safe, responsible, and respectful at all times. At this level, a 1 point demerit value is assigned.

Level 2: Level 2 behaviors are those infractions that cause harm (words and/or actions) that demonstrate a disregard for rules and school policies. Students are expected to be safe, responsible, and respectful at all times.

Level 3: Level 3 behaviors are those infractions that cause significant or repetitive harm and/or that demonstrate a disregard for rules and school policies. Students are expected to be safe, responsible, and respectful at all times. Level 3 incidents will result in an automatic Friday or Saturday JUG.

“Justice Under God” (JUG)

A more serious consequence is automatic detention or an accumulation of 3 demerits.

J.U.G. (Justice Under God) results from behavior notifications totalling 3 or more demerits in a month (see above). The student earning detention is required to attend a Saturday morning service detention on the St. Cyril campus. (7:30 - 9:30 a.m.).

Note: Students in grades 3-8 are required to report on the designated date and time of the detention. **In addition to the two hour detention, parents/guardians must pay a fee of \$30.** If a student fails to report for a detention as scheduled they will be immediately re-assigned for the next and may be assessed an additional \$30. *Failure to show to an assigned detention will result in the student being placed on a signed Disciplinary Probation Contract.*

Depending on the seriousness of the infraction, the student may be sent to the principal/designee for further discussion concerning the situation. Students may be required to attend the Saturday JUG session determined by the administration.

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, plagiarism or unauthorized collaborations.
 - Dishonesty, whether it be evidenced by a student cheating in class by copying other students' work or by sharing homework answers or asking and giving answers or information from a test or assignment to another student, and/or plagiarism will result in a grade of zero for both students.
 - Refer to the [COMPUTER NETWORK AND TECHNOLOGY USE AGREEMENT](#) section.
- Actions gravely detrimental to the moral and spiritual welfare of other students, such as habitual profanity or vulgarity.
- Open, persistent defiance of the authority of the teacher
- Racial insults
- Continued willful disobedience
- Deliberate defacing or otherwise injuring in any way any property, real or personal, belonging to the school or to any person at the school
- Severe harassing, intimidating or bullying behavior (including cyberbullying)
- Sexting
- Vandalism
- 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
- Any other activity which constitutes a serious danger to persons or property

Expulsion

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 will call the police. Students may be interviewed by the police without the consent of the parents/guardians.

If a student has exhibited little or no change in behavior and school personnel have 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. Some behavior incidents may result in immediate expulsion based on severity. Expulsion decisions are made based on administrator discretion. These can include but are not limited to: possession of weapons or dangerous instruments in the vicinity of the school; use, sale or possession of narcotics, drugs, drug paraphernalia, tobacco, or alcoholic beverages on school premises; making false accusation of criminal activity against an employee to law enforcement or to the Diocese; assault, battery or any threat, force or violence directed toward any school personnel. Diocesan guidelines direct that any threat of physical violence be reported to the police.

Disciplinary Implementation

(Excerpt from Diocesan Policy 3.13)

- Detention
 - Detention refers to a disciplinary action in which the student is detained with supervision at a time and place determined by the school authorities.
 - Schools may establish their own rules governing detention including, without limitation, the time and place of detention and the nature of notification to be given to parents/guardians.
 - Repetitive/multiple detentions may warrant the imposition of more serious disciplinary action.
- Probation
 - Probation refers to the supervision and evaluation of the student's conduct and academic progress for a specified period, because of previous serious or continued misconduct or serious academic deficiency. New students are also part of the probationary period.

- Probation may be imposed in accordance with the rules established by the school.
- Probation should include an agreement in writing between or among the student, parents/ guardians, and school administration 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, should be given to the parents/guardians and a copy should be kept on file in the student's cumulative record.
- Subject to compliance with the terms of the probation agreement. Probation will not exceed two semesters.
- Suspension
 - Suspension refers to the isolation of students from some or all school activities.
 - Suspension will be imposed in accordance with rules established by the school. It is a drastic consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success. Suspension should be implemented by the principal.
 - The student may be required to attend school but be separated from classmates (in-school suspension).
 - In-school and out-of-school suspensions should not exceed five (5) school days, except in extraordinary circumstances. Suspension includes extracurricular activities. Repeated suspension of the same student may warrant the need for alternative action.
 - Reasonable efforts to notify parents/guardians should be made prior to any suspension. However, in situations in which immediate suspension is warranted, parents/guardians will be notified as soon as is practical under the circumstances. Suspended students will be released only to parents/guardians.
 - Parents/guardians will be informed of the reasons and decision for the suspension.
 - A conference should be held with the parents/guardians before the student can return to the classroom.
 - A written record of the suspension, including date, reasons, and conference(s) with parents/ guardians, will be kept on file in the student's cumulative record.
 - The suspended student will be held responsible for schoolwork missed during any time of suspension.
 - In-School Suspension Procedure (St. Cyril of Alexandria School)

- 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 will 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 (St. Cyril of Alexandria School)
- 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 will 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

- Expulsion refers to the permanent dismissal of a student from school.
- Expulsion is an extreme measure that schools should take only as a last resort, after all other efforts of motivation and remediation have failed, and where circumstances of crime, scandal, immorality, consistent disrespect and/or disruption constitute a threat to the physical or moral welfare of the school community.
- A record will be kept of previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation will include written communication between the school and the family. In the case of serious circumstances as defined above, the student will immediately be suspended until the expulsion process has been followed.
- Parents/guardians will be informed by written notice that expulsion is being contemplated by school administration.
- A conference will be held with the parents/guardians, student, principal, pastor and teachers, at which time the grounds for expulsion should be presented and discussed.
- Expulsion will be determined only after consultation with the school's pastor. It is further suggested that the principal consult and review the entire matter with the diocesan Superintendent of Catholic Schools. The final decision to expel a student rests with the principal, with the knowledge and consent of the school's pastor.
- Prior to expulsion, parents/guardians ordinarily should 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.
- Once the decision has been made to expel a student, written notification of the decision will be sent to the parents/guardians. A copy of such notification will also be sent to the diocesan Superintendent of Catholic Schools.
- The principal will properly document all expulsion cases including grounds, evidence, record of conferences, and final notice. Such documentation will be maintained in the student's cumulative file.
- The principal will notify the parents/guardians in writing of the Due Process/Parent's Appeal procedure available through the Diocese of Tucson. (Refer to Policy 3.11)

- The Student Permanent Record will indicate if the reason for transfer was expulsion or withdrawal.

Due Process/Parents' Appeal in Cases of Disciplinary Action Including Expulsion

(Based on Diocesan Policy 3.10)

Pastors, presidents, 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.

- a. To facilitate reconciliation, communication, and the strengthening of the community of faith, the Diocese of Tucson recommends that guidelines listed below be followed:
 1. **Meeting with the Principal:** In any conflict, an effort should first be made to resolve the issue in a spirit of fairness and justice by following the regular communication channels between the persons involved. If the conflict cannot be resolved with good faith effort, the employee involved will document the issue with a written report to the principal stating facts in clear, concise, objective terms. Parents/guardians will be informed that they have ten (10) days to make an appointment with the principal to discuss the issue only after they have met with the employee, which will generally be their child's teacher.
 2. **Submission of Grievance to Principal:** If the issue cannot be resolved to the satisfaction of all concerned during the conference with the principal, parents/guardians should 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 C-21 Due Process for Parents/Student)
 3. **Optional Second Meeting with the Principal:** Should either party of interest, parents/guardians, or principal, deem it necessary to have a second conference before the five (5) days have elapsed, this should 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. **Principal Submits a Response to the Grievance:** Within five (5) business days of the receipt of the written grievance, the principal will give a written decision to the parents/guardians and retain a copy in the grievance file. In a parish school, the pastor will be informed of the issue and given all written documentation, including the principal's written response to the grievance. In a private school the president or religious superior should be given all written documentation, including the written decision of the principal concerning the matter.

5. **Parent/Guardian Appeal to the Principal's Response:** The parents/guardians should be informed that they have three (3) business days to appeal the principal's decision to the pastor, president, or religious superior. The appeal must be submitted in writing to the pastor, president, 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.
 6. The pastor, president or religious superior may designate another person(s) to read the appeal.
 7. The pastor, president or religious superior may investigate by calling in any or all of the interested parties.
 8. If the pastor, president, or religious superior determines that there is legitimate cause for appeal, the pastor or religious superior should ask the principal to give a written explanation of his/her decision.
 9. Within ten (10) business days after the receipt of the appeal, the pastor, president, or religious superior will prepare a written document with his/her decision to be given to the parents/guardians, retaining a copy in the grievance file.
- b. If the decision of the pastor, president or religious superior does not resolve the issue, parents/guardians may within three (3) business days of the decision submit a written request for reconsideration of the decision to the Superintendent of Catholic Schools.
- The Superintendent of Catholic Schools will review the request, collect information from the school administration, and determine if a grievance review is warranted.
 - The function of the grievance review is to determine if school administrators followed their policy and protocol. The grievance review should consider the following criteria:
 - The gravity of the student's conduct.
 - Whether the parents/guardians were advised of the student's conduct and had an 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, president or religious superior met with and discussed the violations with parents and students, either separately or together.
 - Whether the pastor, president or religious superior met and discussed the issues with the principal, teachers, and other involved parties.
 - The discipline record of the student.

- Whether existing policies and regulations of the parish, school, and the diocesan policy have been followed.
 - This grievance review process must be completed within ten (10) days from the written request from the parents/guardians, assuming full cooperation of the party seeking recourse.
 - The superintendent's recommendation must be issued in writing. The superintendent shall promptly notify all parties of the final decision.
- c. Meeting Procedures and Post Decision Processing:
- All documents, communications, and records will be kept in a separate file and shall not be kept in the personal file of any of the participants.
 - All meetings under this procedure will be conducted in private and shall include only the parties of interest referred to earlier.
 - All meetings will be held when there is mutual agreement to the time and place.
 - At all levels, all pertinent information will be made available to the parents/guardians.
 - Time limits imposed at any step in the process may be extended by mutual written consent.
 - Failure at any step of the procedure to properly and timely advance to the next step may be deemed an acceptance of the decision and there will be no further right of appeal.

DRESS CODE

Parent

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.

Student

Personal appearance reflects one's inner attitude. In school, personal appearance should indicate an awareness of school as a special place of learning and where all students can progress toward self-discipline. Because following rules is an important skill, students are required to adhere to this Handbook's dress code which guides them to "spiffy and modest" attire. St. Cyril families are responsible for purchasing school uniforms for their children.

The school asks parents to uphold the following regulations so their students are better able to select the appropriate attire for school. Parents must thoroughly familiarize themselves with the dress code requirements and restrictions before making purchases. Students do have the option of wearing the school approved t-shirts on Fridays.

The dress code is in effect before, during and after school hours when students are under the direction of school supervision. Each department handles dress code violations, but ultimately, the school administration will make the final decision on dress code questions and the consequences for the objectionable dress.

General Dress Code Information

1. All students are expected to attend school modestly and neatly dressed and groomed during school hours, all school sponsored events, and field trips.
2. All clothing must fit appropriately – not too tight or too loose.
3. Ripped, torn, ragged, oversized or frayed clothing is not permitted.
4. Other than the St. Cyril uniform shirts, only non-faded school designed t-shirts may be worn on Fridays. Pants may not be jeggings, yoga pants, denim blue jeans, leggings, too tight or too loose.
5. Solid colored navy, black or tan (not transparent) leggings or tights may be worn under skirts/ jumpers.
6. Mass Attire: Students grades K - 6 must wear a St. Cyril green or white polo shirt. Junior High students will wear the Junior High Mass shirt.
7. Field Trip Attire: Students grades K-8 must wear a St. Cyril green or white polo shirt.
8. Jewelry and Accessories: Male and female students may not wear tattoos, distracting jewelry, piercings or other body art. Female students may wear one pair of small stud earrings. No hats, caps or sunglasses may be worn indoors. Outdoors, hats are worn with the bill facing forward. Hats may not have any reference to drugs, alcohol, sexual innuendos, political, band related advertisements or racist implications. Hair accessories must be modest and not distracting.
9. Make-up: Male students may not wear make-up. Female students in grades K-6 may not wear make-up. Female students in Junior High may wear lightly applied make-up in natural colors. Also only natural, trimmed nails and pale/light nail polishes are permitted for Junior High girls. Artificial nails are not permitted.
10. Hair: Students must keep their hair neat and clean. No fad or distracting hairstyles are permitted. Hair should not cover eyes. No dyed hair color, no ornamental cuts or staining/streaking/highlighting is allowed. Male students must wear their hair at or above the collar, and are not allowed to have ponytails/tails or buns. Students are not allowed to have spiked or exaggerated mousse, and shaved designs are not allowed.

11. Special Dress Code Days: These days will be announced. Special dress code days allow students to wear shirts other than their St. Cyril shirts. Shorts, pants, skirts, and shoes must follow regular dress code guidelines unless otherwise stated. No spaghetti straps, tank tops, short shorts or flip flops, Crocs, or house slippers are allowed. No inappropriate t-shirts that have reference to: drugs, alcohol, sexual innuendos, politics, band related advertisements or racist implications are permitted.
12. 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 or for reasons in the interest of the student's health and safety.
13. Special Uniforms: Girl Scout and Boy Scout uniforms are acceptable on meeting days. However, if the meeting day falls on Mass day, scouting uniforms may not be worn. Student athletes may be allowed to wear their game jersey with uniform bottoms on days designated by the athletic director.

Dress Code Vendors

[GoAZ.promo](#) – school approved logo shirts, pants, shorts, skirts, jumpers and various seasonal items. You may access through the school website www.st.cyril.com.

Provided clothing adheres to St. Cyril of Alexandria School dress code directives, school collection pants/shorts may be purchased at various department/discount stores. Check [GoAZ.promo](#) for sample attire. ***Reproduction of the trademarked St. Cyril logo on any attire without express permission from the school is not permitted.***

Attire

Shirts

- All St. Cyril shirts (grades 1-8) must be tucked in at all times (including Friday shirts). Kindergarten students are encouraged to tuck in their shirts.
- Solid color short or long sleeved St. Cyril Polo shirts purchased from [GoAZ.promo](#)
- Only green or white St. Cyril Polo shirts may be worn on Mass days (K-6). Junior High students are required to purchase the JH Mass shirt from [GoAZ.promo](#)
- On field trips, students will wear their green or white polo shirt unless otherwise instructed.
- If undershirts are worn, they must be solid white; long sleeved white shirts may be worn under short sleeved St. Cyril collared shirts.

Pants

- Solid colors (no embellishments): navy, black, or tan pants. Pants should be made of traditional gabardine/twill/cotton fabric.
- Pants must fit at the waist.
- Elastic waist is permissible for students in grades K –2.
- Pants should fit modestly (no skinny, tight-fitting pants).

Shorts

- Solid colors (no embellishments) navy, black, or tan shorts. Shorts should be made of traditional gabardine/twill/cotton fabric.
- No longer than bottom of kneecap
- Shorts must be no shorter than their longest digit or equivalent to a 7-inch inseam
- Elastic waist is permissible for students in grades K –2
- Shorts should fit modestly (no skinny, tight fitting shorts)
- Short hems cannot be rolled

Skirts/Skorts

Applies to Grades K-6 only

- Solid navy, black or tan (no embellishments) skirts and skorts available through [GoAZ.promo](#). Must be worn with some type of shorts under skirt, but may not be seen below skirt
- Skirts must fit around waist
- Skirts must be no shorter than the tip of their longest digit
- Skirts should fit modestly

Jumpers

Applies to Grades K-6 only

- Solid navy, black or tan (no embellishments) jumpers available through [GoAZ.promo](#)
- Must be worn with some type of shorts under the jumper, but may not be seen below the jumper.

- Jumpers must be no shorter than the tip of their longest digit
- St. Cyril shirt or St. Cyril turtleneck must be worn underneath

Shoes/Socks

- Only dress shoes, clean athletic shoes and sandals with heel straps are permitted.
- Shoes must be matching (e.g., uniform color and style).
- Shoelaces must be matching (e.g., uniform color and style).
- Students wearing shoelaces must be able to properly tie them.
- Socks must be worn with all shoes except sandals.
- Socks must be solid white, black, gray or navy.
- No boots.
- No shoes with heels over 1 ½ inches.
- No wheels on shoes or light up shoes.

Outerwear

- Only solid St. Cyril outerwear (fleeces, sweaters, and windbreakers) may be worn.
- Outerwear may be embroidered with the student's name and/or initials per vendor specs.
- St. Cyril sweatshirts, fleeces, sweaters, and windbreakers can only be purchased from the vendor, GoAZ.promo.
- During extremely cold weather, a solid color coat may be permitted and should be removed once inside the classroom or church.

Belts

Applies to 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 grade student is wearing a skirt, a belt must be worn if the skirt has belt loops.

EDUCATIONAL INTERVENTION

Intervention Services at St. Cyril of Alexandria School

The early years of a child's education are a critical window for learning and development. Identification of potential challenges allows for prompt intervention, maximizing the possibility of positive outcomes. The St. Cyril has guidelines and processes for teachers, staff, and parents in recognizing early warning signs of learning difficulties, social-emotional concerns, or potential disabilities. These warning signs may include academic performance lagging behind peers, difficulty following instructions, behavioral outbursts, or social isolation.

St. Cyril follows a Multi-Tiered Systems of Support (MTSS) approach and offers Tier 3 academic interventions in the areas of Math and English Language Arts. Intervention provides targeted instruction at an individualized pace and level for students in a small group setting. Academic performance, teacher and interventionist observations, and standardized testing are a few of the ways that students are recommended for Intervention placement. Intervention for students in grades K-4 is held during Enrichment class periods for 30 minutes once or twice per week (depending on student academic needs). Students in grades 5-8 are enrolled in a "Learning Lab" class that meets twice a week. Placement in Intervention is fluid; students may attend for interim, brief periods of time, based on skill need and mastery.

Diagnosed Medical or Academic Reasons

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

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 accommodations or modifications as per diagnosed disability. The school shall develop a Catholic Accommodation Plan for students with a professional diagnosis that substantially limits a major life activity.

Any documentation completed by school faculty or staff shall remain confidential and 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 student's needs. Teachers, students, and parents will sign the conference document indicating that they agree to comply with the recommendations stated in the plan. An annual review 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. Should the plan(s) be repeatedly unsuccessful, parents will be asked to find a more suitable educational setting for their student.

It is the school policy to accommodate students with disabilities to the extent that it is feasible within the school environment/classroom. This includes items students may have with them in the classroom to help them focus. If these items become a distraction to others in the classroom, the item will be put away. The St.Cyril of Alexandria 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 of Alexandria 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 student's needs.

Please note: St. Cyril teachers will complete ADHD rating scales for students at the request of parents. If you have been given these forms by your pediatrician or specialist for our staff to complete, a pre-addressed and stamped envelope or the fax number and physician's name for the return of the completed scale to the appropriate professional.

ENTERING/EXITING CAMPUS

Student safety is of the utmost concern to all at St.Cyril of Alexandria School. Entry and exit from the school is limited for this reason. Starting at 7:30 AM, students may enter through the field gates or the Mountain View gate. From 7:30 AM-3:15 PM, (or until 12:20 for early release days) students will exit through the main gate, field gates, or 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

An evacuation drill may 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 give 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 scanned and emailed official permission forms can be accepted.

Attending a field trip is a privilege. A student 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, participation in the field trip may be withheld. Final determination of eligibility is determined at the discretion of administration.

St. Cyril of Alexandria School rules and policies must be followed during field trips. Students wear school green/white polos 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 Diocesan 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 Diocesan 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.

GOOGLE CLASSROOM

Google Classroom is a learning management system (LMS) that allows teachers to provide instructional support, class calendars, assignments, and resources for students and parents in a safe online environment. For traditional face-to-face classes, Google Classroom is an integral part of sharing blended classroom instruction. St. Cyril of Alexandria's additional goal is to provide parents with specific information about their students' curricula, so parents have a better understanding of the work that teachers and students are doing. Google Classroom is primarily used in the 5-8 grade levels.

FINANCE

St. Cyril of Alexandria Catholic School relies on the income generated from tuition and incidental billing for the students enrolled in our school. The school's budget and operations are primarily based upon parents/guardians honoring their financial commitments, therefore, parents are expected to fulfill all financial obligations to the school according to their agreement plans and within the academic school year. Failure to do so impacts not only their own students but all students in the school community.

Our school uses FACTS Tuition Management to manage tuition agreement plans and incidental billing plans for our students and families. Tuition agreement plans are used to manage tuition and registration fees. Incidental billing plans manage any other fees and charges (ie. After School Care charges, Sports fees). FACTS Tuition Management can be accessed at www.factsmgt.com and selecting Payment Plans from the Family Login menu. By accessing the FACTS account, families can view balances, payment due dates, make payments, and make necessary updates to information on their accounts. St. Cyril School families are required to keep all personal and financial information current at all times.

Failure to adhere to any finance policies, financial plans, and/or any alternate payment arrangements made between the family and administration, will result in the student not allowed at school. Parents will need to pick up their students and speak with administration.

For eighth grade students, all balances must be **paid in full** by the Tuesday before graduation day in order for the student to receive their final report card, diploma, and be allowed to participate in graduation events.

Families enrolled with St. Cyril of Alexandria School agree to all the following:

- Various payment plans are available to meet the individual needs of our families. Monthly, quarterly, bi -annual and annual tuition payment agreements are due by the 5th or 15th of every month, August through May.
- All tuition agreements and incidental billing plans must be enrolled in automatic withdrawal.
- Split households must notify the finance manager in order to set up FACTS accounts accurately.
- Split households must sign an agreement between all parties involved, stipulating special conditions and/or terms for the FACTS accounts and designation of scholarships.
- All tuition agreements and incidental billing plans must be current in order for FACTS accounts to be considered in active status and in good standing. For families of 8th grade students, this will affect participation in the 8th grade graduation ceremony.
- Families must monitor their FACTS account regularly and maintain their personal and financial information current at all times.
- Parish Discounts and Staff Discounts are only applied to remaining balance, if any, after all scholarships or ESA is applied.
- Parish Discounts are applied to the student, regardless of which parent meets the criteria for the discount.
- A \$25 late fee is assessed by FACTS Management if payments are received after the due date.
- A \$30 Returned Payment fee will be assessed for insufficient funds from checks or debit through FACTS Management.
- After three returned payment notices through FACTS Management, the family must make payment with cash, cashier's check, or money order until further notice.
- Occasionally, emergencies arise which prevent timely tuition or incidental billing payment. Families must contact the finance manager to reschedule any payment at least three **(3) business days prior** to the payment due date.

- Families with delinquent balances must contact the finance manager immediately to make new financial arrangements in order for their student(s) to remain at St. Cyril of Alexandria School.
- Funds through School Tuition Organizations (STOs) or Empowerment Scholarship Accounts sent directly to the school cannot be used for any charges other than tuition and registration.
- The school must have a copy of the signed contract each year for families on Empowerment Scholarship Accounts (ESA).
- Families agree that all balances are **paid in full** at the time of withdrawal or graduation from St. Cyril School.
- St. Cyril of Alexandria School reserves the right to procure the services of a collection agency to collect debts owed by families as needed.

School Tuition Organizations (STOs) and Empowerment Scholarship Accounts (ESA)

Families are strongly encouraged to apply to various School Tuition Organizations (STOs) for tax credit scholarships or the Empowerment Scholarship Accounts (ESA) program funded through the State of Arizona, to defray the cost of tuition and support their education at St. Cyril School.

Although tax credit scholarships from STOs can be combined to offset tuition as much as possible, ESA **CANNOT** be combined with any tax credit scholarships. Additionally, emergency scholarships may be available for families experiencing any emergency circumstances during the year. Families may meet with the finance manager for information and to determine the best options.

Tax credit scholarships are a result of taxpayer donations that serve as a dollar-for-dollar tax credit against the donor's tax obligation when they make a contribution through a qualified School Tuition Organization (STO). Arizona's private school tax credit program allows taxpayers to designate a maximum dollar amount to a specific student or a specific school through an STO of their choice. In order for St. Cyril School to receive this contribution, write "St. Cyril of Alexandria School" on the donation form.

Note that taxpayers cannot donate to their own dependents, nor can they swap donations with other taxpayers. This is strictly prohibited by law. Arizona Revised Statute 43-1603.

More information on STOs is available in the school office or on the St. Cyril website.

FIRE DRILLS

Regularly scheduled 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 shall become familiar with the fire drill sound: a high pitched, intermittent chirping sound.

GENDER IDENTITY

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

St. Cyril follows the Diocese of Tucson Catholic Schools Guidelines Regarding Gender Identity & Same-Sex Attraction Issues document. For any questions or concerns, please see Appendix C-30 of the School Handbook of Policies and Procedures for the Diocese of Tucson.

GRADING SYSTEM

Student mid-trimester progress reports and trimester report cards are sent home electronically three times a year for grades 1-8. Kindergarten progress reports are sent home two times a year as a hard copy. In addition, at least one conference a year is held for each child. Conferences may include student, teacher, parent/guardian(s), and/or administration. Parents may request to meet with their student's teachers at additional times.

Academic grades for students in grades 1-8 are calculated based on weighted categories of assessment, classwork, and homework.

Grading Scale (Grades 1-8)

A range: 90-100%

B range: 80– 89.9%

C range: 70-79.9%

D range: 65-69.9%

F range: Below 65%

Pass/Fail Enrichment classes

P/F Pass 70-100%

Fail –Below 70%

Grading Scale (Kindergarten)

O - Outstanding Progress

S - Strong Progress

P - Progress

L - Limited Progress

Parents are encouraged to access their student's grades at any time through FACTS. Students can access their grades in FACTS using their @cougars account. It is also recommended that parents copy their student's report cards and keep them on file at home. Copies of report cards are available to parents through FACTS for the current school year.

FRUIT OF THE SPIRIT

Fruit of the Spirit is a constant theme in the school and a program that strives to guide students in their decision making process with the realization that with every choice comes a consequence with the Holy Spirit guiding our actions towards the greater good. Students are guided to focus on each of the nine fruits during one month of the school year. (Galatians 5:22-23) The Fruit of the Spirit are: **Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness, and Self-Control.**

GRADUATION/PROMOTION

Transition ceremonies from elementary school shall 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 the middle of February. 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 grader students. Certificates of Graduation indicate the student has satisfactorily completed the 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

Based on Diocesan Policy 3.12

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:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s evaluation.
 - Submission to or rejection of such conduct by a student is used as the basis for decisions affecting such students.
 - 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:
 - Has the purpose or effect of creating an intimidating, hostile, or offensive environment.
 - Has the purpose or effect of unreasonably interfering with a student’s academic performance.
 - 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. At the discretion of the school, it may take interim action (e.g., suspension) pending a full investigation and resolution. All matters will be held in confidence.

- Any student or employee who has been found, after investigation, to have engaged in behavior that the school's principal, or 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.

Harassment and Bullying Procedure

Complaints

A complaint of harassment or bullying does not, in and of itself, create a presumption of wrongdoing. Substantiated acts of harassment or bullying, however, will result in disciplinary action up to, and including, dismissal. Students found to have filed false or frivolous charges may also be subject to disciplinary action, up to, and including, dismissal.

Definition

A person is bullied or victimized when he/she is exposed, **repeatedly over time**, to intentional, negative actions on the part of one or more persons, (Olweus, 1991). Bullying behavior manifests itself in any of the following forms of abuse: a) intimidation; b) harassment (racial, cultural, or sexual); and c) aggression (physical, social, verbal, or written). Examples include, but are not limited to, such actions as verbal taunts, name-calling and put-downs, derogatory written words, graffiti, gestures, and extortion of money or possessions. Such conduct is disruptive of the educational process and violates a safe, Christian environment.

Cyber-bullying

There are major concerns about the increase of cyber-bullying and its impact on students. Cyber-bullying causes emotional harm, and can result in student depression, anger, school failure, and physical harm to self and others.

If, in the judgment of school officials, cyber activity has occurred outside of school premises that could result in the harassment, intimidation or bullying of a student, such cyber activity may be treated as an offense under the Diocese of Tucson Catholic Schools' Bullying Policy. Examples of proscribed cyber activity, though not exhaustive, are:

1. Sending or posting harmful materials via social media or through a cellphone that, in the judgment of school officials, might pose a threat to another.
2. Posting threatening statements or distressing material about others via social media 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).

Policy

This policy shall apply to all activities on school property, all school-sponsored events whether on or off campus, and to activity that causes a student to suffer harassment or bullying. The following components are part of this policy:

1. A procedure for students to confidentially report to school officials incidents of harassment, intimidation, or bullying
2. A requirement that school employees or volunteers report suspected incidents of harassment, intimidation, or bullying to the appropriate school official
3. A formal process for the documentation of reported incidents of harassment, intimidation, or bullying, except no documentation shall be maintained unless the harassment, intimidation, or bullying has been proven
4. A formal process for the investigation by the appropriate school officials of suspected incidents of harassment, intimidation, or bullying
5. Disciplinary procedures for students who have admitted or been found to have committed incidents of harassment, intimidation, or bullying
6. Disciplinary procedures for students who have submitted false reports of incidents of harassment, intimidation, or bullying.

Reporting Procedure

All schools will encourage any student who believes s/he has been the victim of harassment or bullying, or any student who has witnessed acts of harassment or bullying, to report the incident(s) at once to any teacher, staff, or administrator of the school.

1. Oral complaints should be documented on the Bullying Report Form.
2. Oral reports must be followed up within *10 working days* with a written report.
3. 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 witnesses will be protected as much as possible within the framework of the school's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

4. 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.

Disciplinary Procedure

Student Violators — It is commonly recognized that harassment and bullying are forms of misbehavior outside the realm of minor, everyday mischief or schoolyard squabbles and involves a pronounced imbalance of personal power between aggressor and victim as well as an element of repetition. For this reason, incidents of harassment and bullying will be treated in a more formalized manner.

Mild/Moderate Incidents

- Parents/guardians of the victim and the aggressor will be informed of the incident.
- The aggressor will receive an oral reprimand and be assigned to detention (during or after school), and may not be allowed to return to class.
- The victim will receive oral support and assurance.
- A repeat offense by the same aggressor will involve a parents/guardians conference, detention and referral to the counselor/dean/assistant principal.

Severe Incidents

- The aggressor will be removed from class and parents/guardians will be notified
- Mandatory counseling for the aggressor will be required as well as documented counseling.
- The aggressor will face suspension, at minimum, and possible expulsion or legal action, depending on the nature and severity of the incident
- Parents/guardians of the victim will be notified.
- The victim will be offered counseling by the school and given supportive care, increased vigilance, and reassurance.

Making False Claims

- Students making false claims will be sent for a conference with the principal after the first offense.
- A second offense will result in a phone call to parents/guardians, as well as detention and counseling.

- Repeat offenders will face suspension or possible expulsion at the discretion of the principal.

HEALTH SERVICES

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

If a student is ill (fever less than 24 hours ago, sore throat, nausea and vomiting, chicken pox, pink eye, severe respiratory symptoms, etc.), do not send the student to school. Any student whose temperature is 100 degrees or greater must 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 repetitive from year to year, the form must be legibly completed with current addresses and phone numbers of your student'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 student will be released to an individual unless they are listed on the emergency form or approval has been granted by the principal.)

Physical Examinations

All students new to St. Cyril 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 after 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 from the date of the exam. Physical examination forms are available in the Health Office, should your physician's office need one.

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 healthcare 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 prescription medications must be prescribed by the student's licensed physician. 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)

- a. Bring the completed medication permission form, with the medication in its original container, to the health office.
- b. Only one student name can appear on each medication permission slip.

B. Prescription Medications

- a. 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.
- b. 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 medication to another student.
- F. Other than an asthma inhaler, 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/guardians 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 and self advocate 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.

Suggestions to make things easier:

- 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, ask the doctor to write the prescribed order to send to school with the sample medication.

Illness at School

Students 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 condition not improving from care available in Health Office
- Diarrhea
- Severe head injury
- Excessive coughing that interrupts the learning environment
- Signs/Symptoms of other communicable diseases

If a student 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 student.

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 student'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 student 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.
- St. Cyril 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 valuable 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 on time to classes each day. It is also expected that students put forth a genuine effort to turn in “high quality” homework. Late homework may be assigned late penalty points.

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.

Teachers post homework in FACTS. The FACTS posted homework may not include material, handouts, and additional resources provided to the student in the class. Some homework material may be posted in the Google Classroom.

In grades 3-8, it is the student’s responsibility to track all homework and assignments in his/her agenda planner provided by the school. The most reliable source of homework assignments is a completed agenda planner. If a student’s record of grades/assignments differs from FACTS, the student should respectfully contact the teacher before the end of the grading period.

Recommended homework time allotment per day:

K-2 -- 15 to 30 minutes per day

5-6 -- 45 to 60 minutes per day

3-4 -- 30 to 60 minutes per day

7-8 -- 60 to 90 minutes per day

As each child is unique, the time to complete homework assignments will vary. These times are representative of a usual time period for students to complete their homework. It may be shorter or longer, depending on the student.

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

Missed Work Due to Absence

In the case of absences, the responsibility to check with the teacher about missing work rests with the student. Students will be given the number of days absent, after their return, to complete homework and return it to their teacher(s).

Homework Requests

Due to a child’s excused absence, students will be allowed to make up homework, classwork, and tests. Parents may request homework be gathered by contacting the individual teacher by email. Teachers

must be given 36 hours notice for preparation. Homework may be picked up in the school office or as determined by the teacher. For grades 1-8, an overview of homework will be available to parents on FACTS. 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 letter-graded 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 letter-graded subjects and no ones (1’s) in their conduct grades. Honor Roll is calculated at the end of each trimester.

INSTRUCTIONAL FORMAT

Being responsible and accountable for one’s learning encourages independence, self advocacy, 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 in these departments rotate to the different classrooms for each subject.

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.

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 School. In this section of the policies, the website refers to <https://www.stcyril.com>, its subdirectories and all individual teacher pages.

Website Development and Maintenance

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

The pastor has ultimate responsibility for the Website. 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. The parent/guardian of the 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. Content on the web is constantly changing and it is recommended that parents monitor student use of the web.

Employee names and school email addresses are published on school websites. No personal, private email 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, school, news or feature stories in any media, websites, social media sites or other purposes, whatsoever. This includes still photos, motion pictures, audio or video tapes, photographs 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.

It is expressly forbidden and a violation of rights to record or photograph, make any audio or video recording, or download any pictures or video of teachers or students without written permission of those persons for each instance.

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 will be initiated immediately.

JUNIOR HIGH DANCES

Junior 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 or covertly 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 dedication or requests 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.

LOST AND FOUND

Lost and found is available at the main school lobby held by the receptionist for small items. Periodically, items are emptied and donated to charity after attempts have been made to find their owners.

MEDIA/LIBRARY CENTER

Damage to books shall be immediately reported to the media specialist. Please do not attempt to repair books at home. Payment will 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 shall encourage proper use of library materials, including having a special, safe place at home to keep library books away from pets and younger siblings' reach.

LOCKDOWN DRILLS

Periodic 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 shall become familiar with the lockdown drill sound. It is a one long, continuous bell.

LOCKER REGULATIONS

Applies to Grades 5 - 8

1. The locker is the property of St. Cyril of Alexandria School. The principal/school personnel may conduct a search of the school campus and every aperture thereof, including lockers and desks, students' backpack/book bag at any time.
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. Students may neither give their locker combinations to anyone, nor attempt to open any locker but their own.
7. No food is to be left in a locker overnight or stored open during the school day. Lunch is stored in the designated department area.

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 lost or stolen items. Please do not allow students to bring items of value to school. All school shirts, jackets, backpacks, sport bags, lunch boxes, and other items must be labeled with the student's first and last name. If items are not labeled, they will be donated to St. Vincent de Paul or another charitable organization. Lost and Found items will be purged on a regular basis.

LUNCH

Each department has a designated timeframe for lunch and break. Students may bring their own lunch or a lunch may be purchased through the St. Cyril of Alexandria School lunch program (refer to the Lunch Program section for further details). Student lunch bags must be stored in the department's designated lunch shelf area. Food may not be stored in the student's backpack, bag, cubby, locker, and/or classroom.

Lunch Program

St. Cyril School has partnered with DISHES2U (<https://dishes2u.com/>) to provide a secure, fast, and easy-to-use online ordering system that allows parents to view our lunch menu, order, prepay and manage student lunches on the web. DISHES2U is a customized lunch delivery service offering the convenience, control, and flexibility to order online from the menus of various local restaurants for each full day of school, so your student can look forward to lunch. Lunch may be purchased Monday through Thursday.

A nominal one-time registration fee per family per school year is charged with the first order (contact the school office or DISHES2U for registration fee amount and acceptable payment options). Any student who does not have lunch, and receives a snack from the school staff, will have a nominal fee added to the family account (contact the school office for the fee amount).

MASS DAYS

All school Mass is held on Wednesdays, with the exception of a few dates when a holy day of obligation falls on another weekday. Refer to the school calendar, Cougar Tracks, FACTS, FACTS Family Portal or the school website for special mass days. Refer to [RELIGION](#) section for additional information.

Students shall:

- Wear mass dress attire (refer to the [DRESS CODE](#) section of this handbook)
- All outerwear must be removed while inside the church.
- Enter church silently and reverently
- Participate in Mass by having hymnals/worship guides out and singing
- Exit the church quietly and orderly
- Walk (not run) back to class
- (Grade 6) Meet their Kindergarten student "buddy" at the east door to enter the church

- (Grades 7 and 8) Meet their Primary student “buddy” 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 hand

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 students, 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

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 participation 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, participation in the evening or weekends with fundraising, hospitality or maintenance. In

lieu of a PALing commitment, a service substitution fee is charged (contact the school office or a PALS representative for fees).

PARENT/SCHOOL COMMUNICATION

Parent/School communication will be delivered via a weekly newsletter, Cougar Tracks, the online FACTS student information system, or sent via email.

Questions regarding the student's academics are addressed to the student's teacher and not to the Principal and/or Assistant Principal.

PARTY INVITATIONS AND BIRTHDAYS

Party invitations are not to be distributed at school unless the entire grade level is invited. Please do not provide birthday treats, or birthday lunches, at school. Any celebration items, such as flowers, may be given to the student after the end of the school day. Balloons may not be sent to the office for delivery. Parents are not permitted to eat lunch on campus with their students on their birthday.

PREGNANCY

Based on Diocesan Policy 3.16

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

Pregnant students who remain enrolled in the school must undergo outside, formal, professional counseling at the expense of their parents/guardians.

This policy also applies to the father of the child if he is also a student in the school.

PROMOTION

Based on Diocesan Policy 3.9

Promotion of students is based on the completion of academic work and appropriate level of mastery of academic skills. The teacher(s) and administration evaluate the student's progress and consider the social, emotional, physical, 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 St. Cyril 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 (e.g., kissing, holding hands) anywhere on school property, or at any off-campus school-sponsored event.

RECORDS

Excerpt from Diocesan Policy 3.2

Transfer of Official Records

The *Family Educational Rights and Privacy Act (FERPA)* is a Federal law that protects the privacy of student education records. The State of Arizona abides by this law. While not required by FERPA, schools should get written permission from a parent/guardian or eligible student to release a student's education record to other schools. (*Appendix C-22: Request for Transfer of Student Records*).

- A school should release a copy of the official records to another school in which the student intends to enroll (ARS 15-828).
- The only original record which should be sent is the *AZ Student Immunization Record (ASIR)*. Official records should **not** be given to the student or parents/guardian; they should be sent to the receiving school. A record of the date and reason for the records transfer should be entered on the *Cumulative Record*.

Access to Student Records

- No personal information concerning a student will be shared with anyone without authorization from the parent/guardian, or unless authorized by FERPA.
- Access to official school records will be made available to diocesan school officials, teachers, clerical staff, and other persons who have legitimate educational purposes.
- Parents, as the primary educators, have the right to inspect and review the official records of their student in the presence of school personnel. Parents/guardians have an opportunity to be heard, regarding the content of their student's records, to ensure that the record is accurate. Parents/guardians are also allowed to provide a written, dated statement regarding the content of the records. This statement should be included in the student's cumulative file. Documentation of the viewing of a student record will be kept in the student's cumulative file. (*Appendix C-19: Review of Student Records*)
- Custodial parents shall be recognized by the school as the primary decision makers for their students. The burden is on the parents to provide the school with orders issued by a court of competent jurisdiction pertaining to custody and educational decisions. It is the responsibility of the students' parents to see to it that the school has copies of currently operative court orders that pertain to the students in their cumulative files.

- A parent not having custody of a student, but having the right of visitation, has a right commensurate with the parent having custody to examine the school records of the student in the presence of school personnel, unless restricted by court order. In order to establish visitation rights, the custodial parent shall provide a notarized copy of the most recent and currently operative court order.

Release of Student Directory Information

Before printing student directories, written or electronic permission for publication of this information must be secured from parents/guardians. Please note the 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 emphasized daily.

Liturgy

On Wednesdays, the school day begins with Mass. Students are required to wear appropriate Mass attire. All outerwear must be removed while inside the church. All students are to attend and show proper respect at all liturgies throughout the year. Please check the school calendar for exceptions to the regular Mass day. Refer to the [MASS DAYS](#) section for additional information.

Retreats

Students in the Advanced Intermediate and Junior High Departments participate in individual retreats (for more detail concerning the 8th grade retreat, see Eighth Grade Experience section).

Sacraments of Reconciliation, Eucharist and Confirmation

Students in the 2nd 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 may continue to receive the sacramental preparation.

RETENTION

Based on Diocesan Policy 4.11

Retention of a student is based on the recommendation of the teacher(s) and the administration. When evaluating a student's progress, the teacher(s) considers documented social, emotional,

physical, and academic development of the student. Retention determination will be handled on a case by case basis and with careful consideration of the following:

- The teacher(s) must be reasonably certain that repetition of a grade by a particular student will be beneficial.
- If, in the teacher(s) judgment, retention is probable, the case will be discussed with the administration and then arrangements made for a conference with the parents. It is advisable that this be done no later than the beginning of the second trimester. A written summary of this conference should be kept in the student's records.
- A follow-up conference with the parents/guardian will be held to evaluate the progress of the student since the initial conference.
- Evaluations and reports shared with the parents will indicate lack of adequate student progress before retention would be considered.
- If, contrary to the retention recommendation of the teacher(s) and administration, parents/guardians request that their student be placed in the next higher grade, the administration may honor this request. However, such a request will be documented and placed in the student's cumulative file along with the school's documented recommendation. The student is then placed in the next higher grade on a probationary status and progress is documented and communicated with parents. If retention is again recommended the following year, and not accepted by the parents/guardians, then the parents/guardians may be directed to withdraw their student and find an alternative educational setting.
- Students will not be retained more than once. If retention is a possibility a second time, a conference with parents/guardian and principal should occur.

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 weekly, or through the student information system, FACTS. Parents are asked to read the material and return any appropriate information in the School Express the next school day. 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 the Monday before. 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 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.

The daily schedule is:

First bell 7:45 a.m.
Late bell 7:50 a.m.
Dismissal M-TH 3:00 pm.
 Friday—Early Release Days 12:05 p.m.

On Mondays, the school community will meet for morning prayer and pledge (Accolades) 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 each homeroom. Students must arrive on time every day.

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. ***Reproduction of the trademarked St. Cyril logo on any attire without express permission from the school is not permitted.***

Individuals displaying the school logo and acting in a manner that does not support the St. Cyril of Alexandria School values will face disciplinary actions.

SEARCHES

Excerpt from Diocesan Policy 3.16

- The principal, pastor, or a representative of the school administration may conduct a search of the school plant and every aperture thereof, including lockers and desks. School searches should be based on a reasonable suspicion that a school rule has been broken, and related to ensuring a safe learning environment. The search should be made in the presence of at least two school officials.
- A student assigned a locker/cubby or desk has use of, but not proprietary rights to, the locker/cubby or desk. Lockers/cubby and desks are school property.
- Schools can search personal property if the search is (1) justified at its inception, (i.e., reasonable belief that the student has broken a school rule), and (2) the search is reasonable in scope. All searches should be made in the presence of at least two school officials.

SPORTS

The Diocesan After School Sports Program exists to provide positive, well-organized activities that contribute to the development of the whole student. The program is meant to model and teach Christian principles and the ideals of good sportsmanship. The Diocese of Tucson "SPIRIT" 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 fee is charged to each athlete for each season. Fees are non-refundable. Contact the school office for the fee amount.

The 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.

To be eligible for sports and participate in after school activities, a student must have a 70 percent (70%) or above in each core subject (language arts, math, science, social studies, and religion) and pass all enrichment classes. Student behavior is also a factor in eligibility. When necessary, sports eligibility is reviewed by the administration.

SUBSTANCE ABUSE

Because of the serious and dangerous nature of substance abuse, the Catholic Schools in the Diocese of Tucson are committed to working toward its prevention. Programs of education and awareness training for students, parents/guardians and faculty shall be on-going.

The Catholic schools in the Diocese of Tucson believe in the inherent goodness of every child. Therefore, schools shall make every effort to find a wholesome resolution to a student's possession or use of any potentially dangerous substance and, at the same time, will assure the safety of all students and will act in the best interest of the entire student population.

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 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 substance, a team consisting of the administrator, school nurse/health clerk and assistant principal/dean/counselor will notify the parents/guardians and begin an investigation. The pastor/principal 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 potentially dangerous substance. 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/guardians DO NOT cooperate with the request for the above assessment/drug screen within 24 hours, the student may not continue attending school.

Use of Drugs

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

- Parents/guardians will be made aware of the results of the investigation.
- The student will be suspended until the parents/guardians can provide evidence that their student is enrolled in a reputable, non-school treatment facility that specializes in adolescent substance abuse.
- School staff may provide names of appropriate treatment facilities. The school will provide homework and support the student's return to school as soon as he/she is able.
- A probationary period will be determined by the principal and the treatment facility. A reassessment of the student's progress involving parents/guardians, facility personnel and school administration will be done at the 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 the school.
- In the event the investigation provides reasonable cause to believe the student is using a dangerous substance AND there have been previous problems, the school administrator, in

the best interest of all concerned, may decide to forfeit the treatment procedure, and the student would NOT continue attending the 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 school team and the treatment facility representative will confer to determine what is best for the student in question, and the entire student population. The school may at this time request the student withdraw from school 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. - 5:15 p.m. Monday through Thursday and 12:20 - 5:15 p.m on Friday. Students 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 are supervised by a responsible adult at all times during the regularly scheduled school day, on school-sponsored field trips, during school sponsored co-curricular activities, and any other times during which the school accepts responsibility. Any adult who is supervising students is cleared through the diocesan compliance protocol which is made available to all the Diocese's Parishes and their schools.

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 an extended late fee.

TARDY

Research has proven that there is a high correlation between school attendance and academic performance and success, while absence from school is often the greatest single cause of poor performance and achievement. Regular attendance and promptness promote a student's positive academic achievement.

A tardy is EXCUSED if it is a medical appointment; all other tardies will be UNEXCUSED.

When students arrive at school late, parents must sign in before the student goes to class. Because of the disruptive nature of tardiness, the detrimental effect upon the rights of the non-tardy students to uninterrupted learning, and the unsettling effect on the students who are tardy, consequences shall be imposed for excessive tardiness.

Tardy Policy

The following policy has been established:

1. Three in one month - parents will receive a letter on record from the Administration.
2. Six or more in one month - the parents will meet with the Administrative Team.
3. Fines may be incurred.
4. An academic agreement may be implemented.

Excessive tardies impact the student's financial assistance; please refer to the individual Student Tuition Organization (STO) policy regarding excessive tardies and the [ABSENCES](#) section of this handbook.

TELEPHONE/ELECTRONIC DEVICES

The use of classroom/school office phones is a privilege. They may not be used for students' social schedule.

A child may ALWAYS use the phone in a problematic situation or emergency. The use of cell phones and electronic devices with internet connectivity are not permitted during school hours. They may be used after 3:15 with faculty/staff approval. If cell phones and internet connected devices are at school they must remain off and in back packs (see Student Standard Operating Procedures). Fitness trackers may be worn if they do not have smartphone capabilities. If any electronic devices become a distraction, the student may be asked to take it off for the day or not bring it to school in the future.

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, internet connected devices and/or cameras will only be returned to parents. Repeated offenses will result in a meeting with the principal/Administrative Team.

St. Cyril of Alexandria School respects the privacy rights of parents in taking pictures of their children. Parents must have their teacher's and participating students' consent before taking pictures at school. The teacher will ensure that the specific students in their class have received parental permission to have their picture taken before such pictures are taken (i.e., a properly signed Picture Release Form).

TEXTBOOKS

Students may be issued textbooks/workbooks 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 (e.g., paper bag). Students are responsible for the textbooks/workbooks they have been issued, and therefore, will be charged for

their damage or loss. Textbook/workbook replacement payment must be current in order for the family to maintain an active FACTS account, and to be eligible for the graduation ceremony.

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 the [TRAFFIC FLOW MAP](#) section. Please read it carefully for details. If you see any traffic director, please be courteous and follow his/her directions.

Pick-up and Drop-off

The double gate on the northwest corner of Cougar field is open for pick-up and drop-offs. All students not using the Mountain View entrance will use this gate to enter the St. Cyril campus. It is safer for the students to cross the field than the parking lot. At the same time, the gate location encourages parents to pull forward, away from Swan Road and should reduce back-up.

Parents who choose to walk with their student(s) from the parking lot, must use the double gate entry. Once leaving their student, they may use any convenient exit. Please also refer to the [Westside Information](#), [Eastside Information](#), and [TRAFFIC FLOW MAP](#) sections for additional information.

At the end of school, use the same gates that are used as drop-off for pick-ups.

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 for 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 entrances and exits. **There is no parking on the roadway (drive-through) on 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.**

Eastside Information

Parents may park along the curb on Mountain View in marked areas. For the safety of the students, double parking along Mountain View is never permitted. Parents may also park in the rectory parking lot, but students must be walked across the street. If driving through the neighborhood, follow the speed limits posted.

TRIMESTERS

The school year is arranged using trimesters. Specific dates for each trimester can be found in the school calendar, *Cougar Tracks*, *FACTS*, *FACTS Family Portal* (ParentsWeb) or the school website.

UNIVERSAL PRECAUTIONS

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

USE OF SCHOOL GROUNDS

The school grounds are open to enrolled students from 7:30 a.m.—3:15 p.m Monday through Thursday and 7:30 - 12:15 on early release days. The sports department uses the facilities from 3:00 pm.— 5:00 pm. The After School Program uses the facilities from 3 pm.—5:15 pm. 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 classrooms must have permission in advance from the teacher.

WEAPONS

Based on Diocesan Policy 3.16

The possession of weapons or firearms is strictly prohibited on this private school property. Exceptions would include individuals authorized to carry firearms due to their verified profession, e.g., security and law enforcement personnel.

Possession or use of a weapon (knives, blades, etc.) by a student 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

Based on Diocesan Policy 3.11

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

1. Parents must indicate in writing their intention to withdraw a student from school and submit this statement to the principal. Parents may receive the *Student Withdrawal Form* from the office staff.

2. Parents must take care of all fees, fines and tuition payments.
3. If parents refuse to submit in writing their intention to withdraw a student, the principal will document this fact .
4. Per ARS 15-802, parents/guardians are required to notify the Pima County School Superintendent's Office within 30 days of withdrawing their child(ren) from a private school system (Diocese). If a student is transferring from one Catholic school to another, such notification is not needed.

Grounds of Improper Behavior by Parent/Guardian

Based on Diocesan Policy 3.14

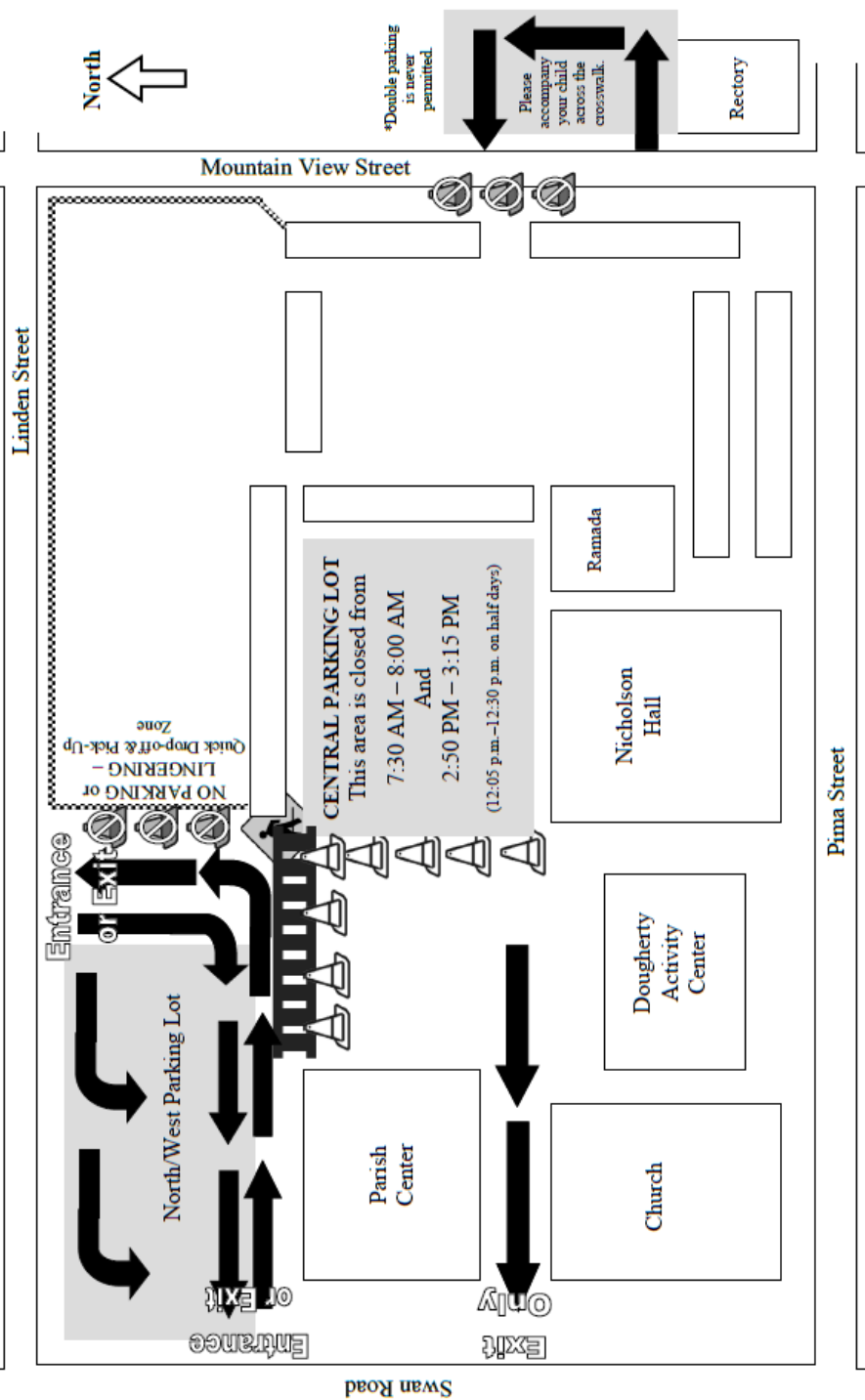
Withdrawal of a student on grounds of improper improper behavior by the parent/guardian is as follows.

1. Typically, 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 student from the school for any of the following reasons:
 - a. Refusal to cooperate with school personnel
 - b. Refusal to adhere to the Diocesan or local policies and regulations
 - c. Interference in matters of school administration or discipline
2. In such cases, reasonable effort to elicit successful cooperation from parents/guardians will be made and documented. In the event the parents/guardians have caused a serious disruption, the principal may restrict parents/guardians from being present on the school premises or attending school activities.
3. If such an effort does not correct the situation, then, and after consultation with the pastor, the principal may recommend to the parents/guardians that they withdraw their child/children. It is recommended that prior to any such recommendation, the principal will also consult with, and seek the advice of, the Diocesan Superintendent of Catholic Schools.
4. Documentation signed by the principal and parents/guardians, as well as any other information or evidence of consultation with the parents on the matter, will be retained in the student's cumulative file.
5. If the parents/guardians refuse to accept the recommended withdrawal, the procedures for expulsion, as previously outlined, will be followed.

TRAFFIC FLOW MAP

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.



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.