

**4548 Haskell Ave.
Encino, CA 91436
(818) 501-4155**

2014-2015 Parent-Student Handbook

On behalf of Fr. Larry Neumeier and the entire St. Cyril community, we welcome you to the St. Cyril of Jerusalem family. We are honored to partner with you in the education of your children and thank you in advance for supporting our programs and policies.

Right to Amend

All information contained in the Parent-Student Handbook may be amended or interpreted by the principal of St. Cyril of Jerusalem School. Parents will be notified in writing of any amendments or changes, which will be effective at the time of notification. The roles of the teachers, staff, parents or boards are advisory. The pastor and principal have the sole power of decision-making in regards to all policies and procedures.

A. GENERAL INFORMATION

1. Statement of School Philosophy and Mission

School Philosophy

St. Cyril School's faculty and staff acknowledge our Baptismal call to be positive agents who reflect the Gospel of Christ to our students. We recognize that parents are the primary educators of their children and we partner with them as we strive to educate the total child. We provide a challenging program that instills Catholic teachings, traditions and practices. Our Schoolwide Learning Expectations reflect this philosophy.

Mission Statement

St. Cyril of Jerusalem is a Catholic School serving pre-kindergarten through eighth grade children of the parish and Catholic community. The school provides an affordable education in a safe environment where a child can mature intellectually, spiritually, emotionally and physically. The school seeks academic excellence, maximum use of its technological resources to intellectually challenge students and a high level of parent and community involvement. Spiritual and moral values and respect for self and others are fostered, thereby enhancing the development of life skills necessary for success as a Christian adult.

2. Code of Christian Conduct

The students' interest in receiving a quality, morally based education can best be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents or guardians to withdraw their children.

It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion.

These Christian principles further include, but are not limited to, the following:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Any parent or guardian or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent or guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of his or her child in the school.
- These expectations for students and parents or guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.

3. Administrative Organization and Responsibilities

Principal: Ryan Halverson

The Principal will be responsible for the overall financial, academic, and spiritual well-being of the school. The Principal, along with several smaller duties, will also be responsible for:

- Discipline for grades 5th - 8th
- Teacher assignments
- Teacher assessment and evaluation
- Monitoring online gradebooks/checking teacher planbooks
- Faculty/staff professional development
- Hiring/non-renewal of faculty/staff
- Promote/develop school vision
- Final approval on all budget items
- Head of WASC/WCEA process for school accreditation
- Work with PTO on all fundraisers
- Maintain stable and positive relationship with the archdiocese
- Addressing family and parent concerns

Vice-Principal: Angelica Pugliese

The Vice-Principal will be responsible for supporting the principal in the academic and spiritual well-being of the school. The Vice-Principal, along with several smaller duties assigned by the Principal, will also be responsible for:

- Discipline for grades K - 4th
- Assume role of principal when principal is off campus
- Coordinate all major testing programs
- Selection and acquisition of instructional materials
- Oversee our Pre-K program
- Assist in teacher assessment and evaluation
- Coordinate High School Nights
- Assist in 8th grade graduation
- Other duties as assigned by the Principal

Director of Admissions and Marketing: Terry Miller

The Director of Admissions & Marketing will be responsible for the enrollment process as well as helping to promote St. Cyril school to our community. The Director of Admissions &

Marketing, along with several smaller duties assigned by the Principal, will also be responsible for:

- Assume role of Vice-Principal when Vice-Principal is off campus
- Help to create marketing material for the school
- Organize and conduct school tours
- Manage office staff
- Other duties as assigned by the Principal

4. Relationship of School to Parish

St. Cyril of Jerusalem was established to meet the educational and spiritual needs of the children residing in the parish. Children of parishioners are given priority enrollment and tuition discounts at the school. During their academic careers at St. Cyril of Jerusalem School, our hope is that students learn to become actively engaged parishioners. By volunteering in the choir or as altar servers, engaging in monthly community service projects and attending special Sunday and weekday Masses with the Parish community, they will be prepared to more fully embrace an active role in parish life as adults. In turn, parishioners support the school with special envelopes in the Sunday collection, supporting school fundraising events, and offering in-kind donations. The pastor, priests and deacons provide spiritual guidance to the children through visits to the classroom, sacramental preparation, and as models of vocation.

5. Parent Teacher Organization (PTO)

President: Mrs. Liz Svatek

Vice- President: Mrs. Jennifer Grant

Secretary: Mrs. Kendra Elliott

Treasurer: Mr. Minh Nguyen

Parent Organizations

It is expected that each Catholic elementary school will establish a Parent Teacher Organization. PTO exist to support the school and is critical to the school's viability. Parent, parent-teacher organizations do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

The main functions of the Parent Teacher Organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school.

Financial operation of a parent teacher organization shall be governed by the regulations as determined by the Archdiocese of Los Angeles.

St. Cyril of Jerusalem Parent Teacher Organization is responsible for all parent volunteer functions and fundraising events. The PTO operates according to its Constitution and Bylaws and is governed by the School. The PTO holds meetings to which all parents, grandparents and guardians are welcome. This is a time and place to get updates on school events and how you can be involved.

Visit the PTO link on the school website www.stcyril.net for information and how to contact PTO Board members.

Room Parents

- Room Parents are the direct link between the teacher, school and parents. They are expected to attend PTO meetings so they can share pertinent information with the parents in each class. A Room Parent's responsibilities are as follows:
- Obtain approval from the teacher before disseminating email communication to parents and copy teacher and administration.
- Contact new parents, welcome them and answer their questions.
- Assist teachers with class projects, needs and field trips, etc.
- Attend New Parent Reception that takes place in August before the start of school.
- Attend First Day of School Reception.
- Attend PTO meetings.
- Contact all parents by email with information and messages that have been pre approved by administration or its designee.
- Assist all committee chairs with their needs and requests.
- Organize any class bake sales that may be held.

Committee Chairs

Committee Chairs organize school events. The goal of every school event is to have fun while raising funds for an identified improvement to the school that will benefit our students. Committee Chairs' responsibilities are as follows:

- Keep PTO aware of their progress and needs.
- Attend PTO meetings to give a report before and after their event.
- Attend the New Parent Reception to promote their event.
- Attend the First Day of School Reception to introduce their event and have parents sign up as volunteers for their event.
- Follow the rules of getting all communications pre-approved by the administration or its designee prior to submitting for publication/circulation.
- Communicate via the Family Letter, the school web site and an email blast to parents regarding their event.
- Get prior approval from PTO Treasurer and/or principal before issuing or authorizing any payment.
- Keep a binder with information regarding every aspect of their event.

- Provide a report to the PTO Treasurer after their event with an itemized financial breakdown of income and expenses and volunteer hours.
- Turn in the completed Event Binder to the PTO President by the end of the year.

Foundation for St. Cyril of Jerusalem School:

The strength of Saint Cyril of Jerusalem School has always been its supporters. Parents, parishioners, faculty, students and graduates all contribute to our vibrant and devoted community.

The Foundation has been a part of the school family for almost eight years. Over \$650,000 in donations and pledges have been received since the Foundation was created. Since its inception in 2007, the Foundation has supported Saint Cyril's teachers' professional development, tuition assistance and after school enrichment programs.

Chairman:	Mr. Joe Casey
President:	Mr. Joe Kimaz

6. School Personnel

Administration and Office Staff

Administrator: Reverend Larry S. Neumeier
 Principal: Mr. Ryan Halverson
 Vice Principal: Mrs. Angelica Pugliese
 Director of Admissions and Marketing: Ms. Terry Miller
 Office Manager: Mrs. Cecily Davis
 Attendance/Health Office: Mrs. Marie Kisar

Homeroom Teachers

Pre-K: Mrs. Marcia Olgin, Director
 Kindergarten: Mrs. Lourdes Laguilles
 1st Grade: Sr. Anne Paul Clare
 2nd Grade: Miss Aliza Vecchiarelli
 3rd Grade: Miss Rechelle Pavel
 4th Grade: Mrs. Alice Ling
 5th Grade: Miss Maureen Boland
 6th Grade: Mrs. Lisa Zimmerman
 7th Grade: Mrs. Laura Spencer
 8th Grade: Mrs. Eva Cohen

Specialty Teachers

Art: Mrs. Patti Akesson
 C.L.A.S.S. Center (Community of Learners Aligned to Spark Success): Mrs. Liliana DeCarteret, Director
 Dance: Miss Palmer Davis

Music: Mrs. Susan Durham
P.E.: Mr. Pat Casey
Spanish: Mrs. Liliana De Carteret
Writing: Mrs. Jenifer Blake

Support Staff and Instructional Aides

Religion Coordinator: Sr. Francis Hansen
Library: Mrs. Marylou Lia
Tech Support: Ms. Nancy Bashara
Aides (Pre-K - 5th): Mrs. Jennifer Kopilevich, Miss Kristine Bashara, Mrs. Suzie Mace, Mrs. Michelle Kirk
Athletic Director: Miss Kristine Bashara
Custodial Services: Miguel Salguero

Enrichment Educational Experience (E3) EASE (Day Care) Staff

Marissa Vos, Susan Prince, Jennifer Larios, Denise Zarete, Scott Dimler, Nathalie Nehman, Lauren Docter and Amy Brophy

7. Schoolwide Learning Expectations (SLE's)

Schoolwide Learning Expectations (SLEs) state what we expect our graduates to know and be able to do.

St. Cyril Students:

Love God

A graduate of St. Cyril will be a faith-filled individual who LOVES.

- Lives as Jesus did
- Observes God's laws
- Values Catholic teachings and traditions
- Enjoys an active prayer life
- Sees God in everyone

Love Self

A graduate of St. Cyril will be a self-aware individual who is STRONG.

- Shows self-discipline
- Takes personal responsibility for actions
- Recognizes his or her spiritual, academic, physical, social and emotional needs
- Observes a healthy lifestyle
- Nurtures his or her gifts
- Grows in confidence and maturity

Love Neighbors

A graduate of St. Cyril will be an effective contributing member of the community who CARES.

- Cooperates and is compassionate
- Appreciates differences and welcomes all
- Respects life and the environment
- Effectively leads and makes everyone count
- Serves to make a difference in the world

Love Learning

A graduate of St. Cyril will be an enthusiastic and well-prepared individual who's SMART.

- Speaks, reads and writes with clarity
- Manages time and resources effectively
- Appreciates the arts
- Reaches his or her potential
- Thinks critically, creatively and solves problems

8. History of School

The Sisters of St. Joseph of Carondelet founded St. Cyril of Jerusalem School in 1950. Their mission was a call to service “the dear neighbor without distinction” with a charism of unity and reconciliation. The school continues to have the presence of the Sisters of St. Joseph of Carondelet today. They fill the positions of a first grade teacher, and a part-time religious coordinator, office help and art instructor. The Order also offers in-services and retreats for the faculty. The school continues to be influenced and strengthened by its founding Order. Their gifts, talents and resources promote the gospel message, which provides the framework for our SLEs.

St. Cyril of Jerusalem Parish was founded in 1949. An excerpt from a letter written to the parish on the occasion of its 25th anniversary by Timothy Cardinal Manning, the Archbishop of Los Angeles at that time, explains how the name of our parish patron was selected. “Twenty-five years ago when Jerusalem was in anguish through war and division and strife, Cardinal McIntyre wished to signify the concern of the Church for the Holy Places and for their distressed peoples. This he did by placing the new parish in the Valley under the patronage of St. Cyril of Jerusalem.”

Saint Cyril of Jerusalem was born in the early part of the fourth century. While nothing is known about his early life, it is possible that his family lived in Caesarea. He became a cleric in the Church of Jerusalem and was raised to the diaconate by Macanus of Jerusalem. About 342 A.D., he was ordained priest by Bishop Maximus, famous as a confessor in the persecution of Diocletian.

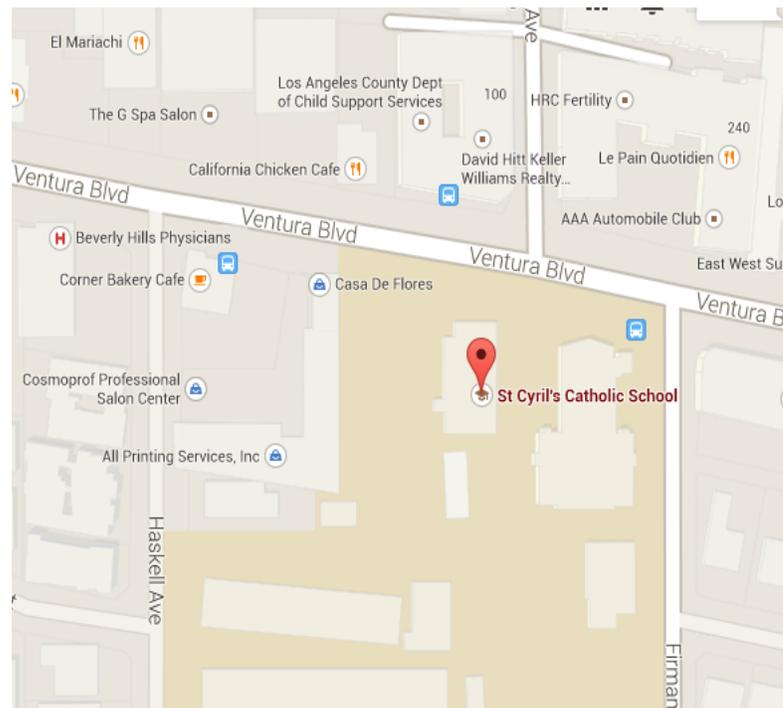
Bishop Maximus died in 348 A.D. and our Saint succeeded about two years later. St. Cyril never wavered in his adherence to the orthodox and Catholic faith, for which, as the second ecumenical council observed, he suffered several times as a confessor. It appears that he played a leading role in the First Council of Constantinople in the 380's.

St. Cyril's fame rests on his great Lenten, pre-baptismal Catechesis, which is a plain, noble, eloquent and highly Biblical exposition of the Creed and illustrations for his defense of the Catholic Faith. St. Cyril was honored as a Doctor of the universal Church and died in Jerusalem about the year 387 A. D. His feast is celebrated on March 18th.

9. School Map, Mascot, etc.

St. Cyril School is located on Haskell Avenue along the intersection of Ventura Blvd. The school is represented by their mascot which is a Trojan. The school address is:

4548 Haskell Avenue
Encino, CA 91436



10. School Schedule and Calendar

School Hours are 7:45 a.m. – 2:55 p.m. Monday through Thursday and 7:45 a.m. – 1:05 p.m. on Friday. Morning supervision is provided for all students from 7:30 a.m. - 7:45 am Monday through Friday. Afternoon supervision is provided from 2:55-3:05 Monday through Thursday and from 1:05 - 1:15 on Fridays. Outside of these regular school hours students must be supervised by Day Care (EASE) staff or by the adult in charge of co-curricular activity. Students may attend Day Care (EASE) before school free of charge and after school for a fee. (See Section 21 for Day Care (EASE)). Supervision on the schoolyard is not provided after 3:05 (Monday through Thursday) and 1:05 p.m. (Friday) unless the student is involved in a school-sponsored event or is enrolled in the after school Day Care (EASE) Program.

Opening Exercises include Morning Bell, opening prayer, flag salute and announcements which begin promptly at 7:45 a.m. in the school yard and class begins at 7:55 a.m.. All students are expected to be present for Opening Exercises. Students who arrive after 7:45 a.m. will be marked tardy. Once students arrive at school they are not permitted to leave the school grounds until dismissal at 2:55 p.m. Monday through Thursday or 1:05 p.m. on Friday unless there is a reason and they have followed the directives for early dismissal.

Once students have been picked up, they may not return to school grounds without special permission. **For the safety of all, students are not allowed to leave campus (i.e. wait for or meet you at a parked car, parking lot, Corner Bakery, or walk home) without a parent or guardian accompanying them, unless there is prior written permission on file in the office.** We thank you in advance for observing this important safety rule and for not placing your child in the position of choosing which directive (school or home) to follow.

If you are late picking up your child, he or she will be placed in Day Care (EASE). Drop-in fees apply. Please see E3 Day Care(EASE) policy for details.

Bell Schedule

Monday - Thursday

7:45 Morning bell, prayer and announcements

7:55 Class begins

10:00-10:15 Junior High Recess

10:15-10:30 Grades 2nd-5th Recess (10:15-10:45 Kindergarten; 10:00-10:30 1st Grade)

12:05-12:35 Junior High Lunch

12:20-12:50 Grades 1st-5th Lunch (12:00-12:45 Kindergarten)

2:55 Dismissal

Friday

7:45 Morning bell, prayer and announcements

7:55 Class begins

9:55-10:15 Grades 2nd-5th Recess (10:15-10:45 Kindergarten; 10:00-10:30 1st Grade)

10:15-10:35 Junior High Recess

1:05 Dismissal

Student Lunches

Parents have the responsibility for making sure that their children have nutritious food for both snack and lunch. We encourage you to provide a healthy snack and lunch and ask that you refrain from sending soda or candy to school. You may provide a water bottle for your child as the temperature dictates.

Parents also have several options for purchasing lunch:

Mr. Jiffy Hot Lunch Program

Order monthly or call

(818) 982-1112 by 10:00 a.m. to place a daily order and pay by credit card. Cost of a lunch is \$5.00 a day.

Vendors listed below deliver on a daily basis if contacted no later than 1100 a.m. on the desired day. Check on-line or call for menu items, pricing and ordering.

Ameci's Pizza and Pasta of Encino

PIZZA • PASTA • SALADS • SUBS

15615 Ventura Blvd.

Encino, CA 9143

(818) 906-0597

www.ameciencino.com

You may also FAX your order the night before FAX: (818) 906-7529

Corner Bakery of Encino

Assortment of soups, sandwiches
and pasta dishes for @ \$5.00.

15626 Ventura Boulevard

Encino, CA 91436

(818) 981-7514

Subway Sandwiches

Order forms are available through electronic Family Letter. Order forms must be faxed to Subway (818) 990-5791.

Peanut Butter Alert: There may be students on campus who suffer moderate to very severe reactions to peanuts or peanut butter. Please instruct your children not to share any peanut butter snacks with their classmates, to clean the place where they ate and to wash their hands after they have finished eating. This reduces the opportunities for a chance encounter with peanut products. Thank you for your support in keeping all students healthy.

11. Zero Tolerance / Safe Environment

"Zero Tolerance Policy"

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the "Zero Tolerance Policy" of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a minor under the age of 18:

- May not have any paid or volunteer assignment in any "ministry" in the Archdiocese, and

- May not volunteer in any "non-ministerial" activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

Safe Environment Training for Children and Youth

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child sexual abuse. The approved programs include *Good-Touch/Bad-Touch*® and *VIRTUS*® *Teaching Touching Safety* (Mandated September 1, 2006).

Good-Touch/Bad-Touch® is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age- appropriate, to support children in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

VIRTUS® *Teaching Touching Safety* is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give children and young people the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning this program can be forwarded to Chancellor, Coordinator of Children's Programs at (213) 637-7460.

Guidelines For Adults Interacting with Minors at Parish or Parish School Activities or Events

Revised August 20, 2007

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.**

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Drivers need to be fingerprinted and Virtus trained. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.

- Parent or guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.

Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth

Revised August 20, 2007

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign this Code of Conduct form to verify that they understand their obligations.

12. Parent/Student Complaint Review Process

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

School Level

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.

If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).

For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.

After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

Department of Catholic Schools Level

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

B. ADMISSIONS AND ATTENDANCE

13. Guidelines for Admissions

Guidelines for Admission to Elementary Schools

- Preferences shall be given to active members of the parish.
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is 35.
- The recommended age for kindergarten students is five 5 years of age on or before September 1, but required by December 1.
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students.
- The pastor and principal will review a student's continued eligibility for enrollment in the parish school.
- Each school shall establish procedures for admission and enrollment.

14. Non-Discrimination Policy

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

15. Inclusion Procedures

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the student's needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the principal to address unresolved issues.

16. Absence, Tardiness & Truancy

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record. Elementary schools record absences according to the instructions on the Student Attendance Register.

If a child is absent from school, parents must call the school office prior to 8:30 a.m. each day of the absence. When a child returns to school from an absence, he or she must bring a written note from a parent listing the dates of the absence and explaining the reason for the absence. This note must be given to the classroom teacher when a child returns to school.

In cases of communicable diseases a note from a doctor is mandatory. All notes are kept on file for one year. A child should not be absent more than 10 days in a school year. Excessive absences (20) in a school year may result in retention or mandatory summer school. If a child is late or absent part of the school day for medical or dental appointments, the child must bring a note from the doctor/dentist, however, the child is still marked tardy or absent.

Absences with Acceptable Excuse

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.

Extended Absences

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (e.g., 15 or more days), official grades may be withheld.

Leaving School Early

A student may not leave the school before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for early dismissal and should be sent to the child's teacher when parents wish a child to be dismissed early from class.

Students will wait for pickup at the appointed time in the school office. ALL PARENTS, INCLUDING PARENTS OF PRE-K STUDENTS, MUST COME INTO THE SCHOOL OFFICE TO SIGN OUT A CHILD WHO IS TO BE DISMISSED BEFORE THE END OF THE SCHOOL DAY. Thank you in advance for observing this important policy pertaining to the protection and safety of our students.

Tardiness

A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session. Students who arrive after 9:30 a.m. or leave after 12:00 noon are marked absent half a day. A record of all tardiness is kept in the attendance register and records. Students are tardy after 7:45 a.m. If students arrive after 7:45 a.m., they must sign-in at the health office, pick up a tardy slip, and give it to the applicable teacher. WHEN YOUR CHILD IS LATE, YOUR CHILD MUST ENTER THROUGH THE SCHOOL OFFICE. NEVER DROP YOUR CHILD IN THE VENTURA PARKING LOT AND HAVE THEM GO DIRECTLY TO THEIR CLASSROOM. Students will also be marked tardy who are late getting to their classrooms after the lunch bell. A late student gets off to a poor start behind his or her peers, misses socialization and instruction and disrupts the learning of others. Late students are responsible for any missed instruction or work and the school principal reserves the right to require summer school or retention for excessive tardies. Excessive tardies (more than 3 per period) will result in the parent meeting with principal to discuss and resolve the issue. Failure on the part of the parent to address the situation may result in the parent being reported for neglect or the child reported as truant. The child also risks being placed on probation and subject to dismissal. Individual situations outside of the child's control will be considered.

Truancy

A student who is absent from school without an acceptable excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district. In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school

administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities. A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times, is considered a habitual truant and is subject to dismissal. If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

17. Communications Procedure

School/Families Communication: Weekly Family Bulletin (in print and/or electronic) with Principal's Letter and pertinent information

Each week the school generates a Family Letter informing parents of upcoming activities and relevant information. Items that need a parent signature and/or immediate parental attention are included in this communication which is sent online every Monday. Contents should be read and responded to if required. (In the event of a Monday holiday, the bulletin will be e-mailed on Tuesday). Thank you in advance for paying attention to the contents of the Family Letter and for responding as necessary in a timely manner. This helps facilitate the smooth running of the school and its programs.

All information regarding school activities that you may want to have included in the weekly Family Letter must receive prior written approval from the vice principal. Please e-mail your letter, information, flyer, etc. to apugliese@stcyril.net with the date and event name (e.g. October 31, 2014 K Halloween Party) in the Subject Line no later than Thursday morning of the previous week at 9 a.m. Mrs. Pugliese will get your material approved for you and contact you regarding edits if necessary. Please make sure that you leave your contact information in case of any questions. This helps keep everyone who needs to be aware of communications between home and school informed. Again, we thank you in advance for your cooperation and support.

Parent/Teacher Communication

Appointments: Parents can contact teachers to make appointments as needed through email or by leaving a message with the office. During the school week, you can expect a response within 48 hours.

Phone Conferences: Many teachers are willing to have phone conferences. Please contact the office and the teacher will return your call.

Parent/Teacher Conferences: These are scheduled twice a year during the 1st and 2nd trimesters or at any time the teacher or parent deems necessary.

Parent/Child Communication (messages, phone calls or items): Parents are asked to cooperate in limiting classroom disruptions, which interrupt learning for all students, to genuine emergencies only. Lunches, forgotten books and assignments, or messages about after-school pickup arrangements will not be delivered to class. Students may come to the school office during recess or lunch to pick up items or to check voicemail or text messages from an electronic device. Remember that electronic devices may only be used under the direct supervision of authorized staff.

In case of emergency, please call the school office to get a message to your child. Students may not use their cell phone at school for any other personal purpose, including but not limited to: call, text, e-mail, play games, instagram, or take and share photographs, etc. Students may call home from the office phone in urgent matters. In the case of an emergency or family crisis, students may make a call using a cell phone if, and only if, they are in the presence of a teacher or authorized staff member. Thank you for observing this policy and for instructing your children to do so.

Parent/Parent Communication: Parents can be a wonderful and reliable source of information and guidance for each other. Contact the PTO President or your head room-parent for school related information.

18. Arrival/Dismissal Procedures

The only place to drop-off or pick-up your children without walking them on campus is the pick-up lane, which is entered from Ventura Boulevard. All of the following rules have been implemented to ensure the safety of your children. We thank you in advance for observing them and for instructing your children to follow them, too.

Morning Drop-Off

The School Gates on the Ventura Lot, Haskell and Firmament opens at 7:30 a.m. The Ventura Lot Gate is the gate to use when driving through and dropping off children. If you plan on entering through the Haskell or Firmament Gates, you must park on the surrounding streets and walk your children through the gate. The office door is not to be used until after the first bell at 7:45 am. If you arrive late to school, you must park on Haskell and walk your child in through the office entrance and get a Late Slip from the Health Office for your child to give to the teacher.

Afternoon Pick-Up

The Ventura Gate opens at 2:45 p.m. While waiting in your car for the students to be dismissed, please create a second lane in the Ventura lot and keep Ventura Boulevard open to traffic. Do not wait until a dozen cars are lined up in the lot to create a second lane. If you plan to walk on campus to pick up your children, please meet them at the lunch pavilion or near the flagpole where we assemble for the pick-up lane. If you park in the Ventura lot, do not attempt to back into the busy pick-up lane to exit. Wait until the lane clears of cars. The priority is safety and

keeping traffic flowing on Ventura Boulevard. Once the line is moving and you are inside the school grounds, remain in a single-file line of cars. No passing on either the right or the left is allowed. Please remember that the use of cell phones is prohibited in the drop-off and pick-up lines. Your full attention is required to maintain safe conditions for all pedestrians and other vehicles. If you arrive between 3:05 p.m. and 3:20 p.m. on Monday through Thursday or between 1:15 p.m. and 1:30 p.m. on Fridays and short days, you must park and walk through the school office to pick up your children from day care. If you arrive later than these times, please enter through the Firmament Gate. You will need to punch in a number code in order to access entrance into the Firmament or Ventura Gate.

Students may not wait in the school office to be picked up. Students participating in after school sports will be supervised by their coach and should be picked up from the Hall or the Pavilion, depending on the location of the practice or game. During the flag football season in the fall, practices are at Hjelte Field unless otherwise notified. Your child must be dropped off and picked up at the designated practice location.

19. Security Procedures

Closed Campus

To preserve the academic environment and school security, archdiocesan and parish schools are designated as “closed campuses.” No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school. To insure the safety of the children while they are at school, the school gates are locked and the only entrance to school is through the school office. All adults and visiting minors must sign in at the school office and wear visitor tags to enter the school grounds during school hours. These badges must be picked up at the school office and be visible. The gates are unlocked just prior to dismissal and are relocked at the end of official supervised pick-up time. Entry to the schoolyard after 3:15 p.m. will be through the Firmament Gate. St Cyril will consider all threats to inflict serious harm to self or others as serious. The school will respond to any statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well being of students, staff or others and any possession of weapons. St. Cyril has an obligation to keep our school safe and will treat these matters seriously. This is not an area for practical jokes or offhand comments. Recent events demonstrate the importance of investigating thoroughly all potential concerns. If you become aware of a threatening situation, you must immediately report it to a teacher or principal. We thank you in advance for working with us by supporting the above safety measures that are in the best interest of our students.

Emergency Preparedness and Procedures/Disaster Response

In the event of a major disaster St. Cyril of Jerusalem School has specific assignments and procedures in place to ensure the safety of our students, faculty and staff. There is adequate food, water and medical supplies to care for students up to 72 hours. The faculty and staff are trained in

CPR and first aid procedures on a regular basis and they will stay with your children until each one is picked up. Students will only be released to a parent or designated contact after that person has first checked out each student with the teacher, secretary or principal. Another parent/person can pick up your child if that parent/person is on your family's contact list or he/she has a note in hand from you granting permission to the school to release your child to that person. We follow the response of the Los Angeles Unified School District regarding any school closure and general safety drills are conducted on a regular basis.

General Safety Drills

Fire Drill

All students leave the building quickly and quietly at the sound of the hand or electric bell. The last one out of the room should close the door. Teachers have attendance registers in hand and the names of those absent that day attached to the cover of the register.

Earthquake Drill

All students drop as soon as the announcement is made or as the earthquake is felt. Then wait for directions over the Public Announcement System and/or the sound of the electric bell or hand bell to leave the building.

Bomb Scare

All students leave the building and wait for directions. If dismissal is warranted, the administrator or secretary will contact the parents through the use of the SEND WORD NOW system.

Lock Down

In the event that a lockdown is warranted, the predetermined code message will be given to all staff. Students and teachers will remain inside of locked doors until notified that it is safe.

Safe Place

In the event it is necessary to get the children to a safe and secure place, the teachers will be notified when and where to take them. The children will remain in the secure area until it is safe to leave. The children will be released to their parents from the secure site. At this time, the evacuation site is Valley Beth Shalom, 15739 Ventura Blvd, unless otherwise directed.

School Emergency/Earthquake Preparedness and Procedures

We believe that advance planning, regular practice, and calm behavior can limit the impact of disaster. Therefore, no heavy objects are kept on high shelves unless secured behind a ledge or latched door. Tall or top heavy shelving, bookcases, aquariums, etc. are secured to the wall. Specific staff members are responsible for knowing the location of and how to shut off utility devices. We are prepared in the event that utilities are temporarily lost. Students participate in regular drills so that they are aware of necessary safety precautions and procedures. Parental choices regarding the release of a student from school are with the Emergency packet in each room. Faculty and staff are trained in CPR and First Aid on a regular basis.

In the Event of an Earthquake or Disaster

- If students are indoors, they will remain indoors. All persons will DROP and take cover under desks, tables or other protective cover and hang onto the legs. If outside, the students will follow the directions of the staff and drop and get away from hazards when possible.
- When the quake or emergency is over, students will evacuate the building under adult supervision and walk to a designated open area.
- Attendance of students and staff will be taken and First Aid administered by qualified trained staff as needed.
- Students will be supervised at all times and grouped with their siblings at the earliest opportunity with the exception of Pre-K. The Pre-K will stay together as a class.
- If warranted, administration or its designee will contact local emergency services such as fire department for urgent medical aid, rescue of trapped persons and/or transportation of injured.
- Designated staff will check utilities. If water, electricity or gas lines show any evidence of leaking, they will be shut off at the main valves. Utility companies or district offices will be notified of any suspected breaks that may present an additional hazard.
- The emergency broadcast system will be monitored.
- The principal will make the decision as to whether or not the buildings are safe. If they are deemed untenable, students may be dismissed to go home as local conditions permit (no flooding, fires, or downed electrical lines).
- In the event of evacuation, parents and their designated contacts will be contacted through the SEND WORD NOW system..
- In the absence of communication or timely instructions from the Department of Catholic Schools, each principal is authorized and directed to implement these plans or to take such actions as may be necessary in his/her judgment to minimize injuries and save lives.

Dismissal Procedures in the Event of an Emergency/Disaster

- Use the Firmament Gate to enter and exit when picking up students. All other gates will be locked and the school office will be closed.
- All Pre-K students will be with the Pre-K class and their teachers. The Pre-K students will not join their older siblings in family groups.
- Kindergarten through 8th Students will gather with the youngest sibling's class as a family group (with the exception of Pre-K, see point above).
- Students will only be released only to a parent or designated contact listed on your family Emergency Card. Another parent or person may pick up your child only if that parent or person has a note in hand from you granting the school permission to release your child to that person.
- Parents or authorized parties must check the children out with the appropriate teacher, secretary or principal. The authorized adult must sign your Family Emergency Card so

that St. Cyril staff will be able to notify any family members arriving at different times of exactly who picked up and signed for your children.

- After an authorized adult signs your Family Emergency Card, your child (ren) will be issued a Pink Release Slip that will be signed by your youngest child's teacher AND the adult authorized to take your child off campus.
- No parent, friend or relative will be allowed to take a child off campus without first presenting the Pink Release Slip to the monitor when exiting campus through the designated exit.

20. Parent or Guardian Right of Visitation

The school gates remain locked after the tardy bell at 7:45 a.m. until dismissal. DO NOT ASK A STUDENT ON THE PLAYGROUND, ANOTHER PARENT, OR A STAFF MEMBER TO OPEN THE GATE FOR YOU DURING SCHOOL HOURS. PLEASE HELP US KEEP OUR STUDENTS SAFE AND OUR SCHOOL GROUNDS SECURE.

All visitors must enter through the school office on Haskell Avenue. Every visitor, including parents and visiting graduates, must sign-in, obtain, and wear a Visitor's Badge. This badge must be visible at all times while on campus during school hours.

Child Custody

Divorced or separated parents must have a court-certified copy of the Custody Section of the Divorce or Separation Decree on file with the school office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

Restraining Orders

All Restraining Orders issued by a court that involve students or parents must be given to the school office. The school will try to comply with the orders; however, it is the responsibility of the parent to report any violation.

21. Extended School Day Program (EASE)

St. Cyril provides Day Care (EASE) for all registered students before school for free and after school for a fee. The goal is to offer a quality, safe, and loving affordable program for children of working parents.

Before School

Before School Day Care begins at 6:30 a.m. in the Day Care Bungalow. Students should not be at school earlier than 6:30 a.m. FOR SAFETY REASONS, ALL STUDENTS MUST BE WALKED TO AND SIGNED INTO BEFORE-SCHOOL CARE. Dropping them off is not appropriate.

After School

After School Day Care is provided by E3 (Enrichment Educational Experiences (EASE) as a contracted service for St. Cyril School.

Drop In Day Care

Parents must notify the school the day they want their child to attend Drop-In Day Care by writing a note to the classroom teacher or by calling the school office so that the teacher can make sure the child gets to the proper location and is supervised. This does not apply to regular Day Care attendees.

Monthly After School Day Care (regular attendees)

After School Care (EASE) begins at 3:05 p.m. on Monday through Thursday and at 1:15 p.m. on Friday. It ends at 6:00 p.m. daily. This program is sponsored by E3. Please refer to their handbook for specifics on the program.

22. Work Permits

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: www.cde.ca.gov.

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority." If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work." The "work permit issuing authority" is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit.

A copy of the signed work permit must be kept in the student's file. For additional information and forms see <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

23. Privacy & Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

Pupil Records

“Pupil records” means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include “directory information” or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

Directory Information

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

Verbal/Written Confidences

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a

writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

24. Transfer of Records

Student Transfers, Withdrawals and Graduation

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report will remain at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer.

Principals may be required by the County Board of Education to report the severance of attendance by any student.

Withholding of Records

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

25. Illness, Accident Procedures

Parents should not send a sick child (running a temperature of 100 degrees or higher or vomiting in the last 24 hours) to school. Parents are required to notify the school if their child has a contagious disease or condition (lice, chicken pox, measles, pink eye, pertussis, etc.) and not assume that the child will inform the office. Guidelines for readmission will be based on current medical knowledge and best practices. Parents should insure that their children are well rested and ready for school work and play. A well-rested child is less likely to succumb to the myriad of germs shared by 300+ individuals in reasonably close contact. Some children are more active than other children and are more prone to injuries or to injuring other children. Parents should

inform the principal if they see a problem in this area that should be addressed. Growing children are subject to falls and bruises. Sometimes children come to the health office to avoid some unpleasantness such as not having their homework or experiencing anxiety over a test. Some children don't come to the office or tell anyone they are hurt because they would rather play. Parents should instruct their children to report any injuries immediately to the appropriate supervisor. The office staff will check and address all wounds.

Health, Illness and Accident Procedures

Teachers send students to the office when they are hurt or sick. They are signed into an entry log when they arrive at the Health Room. If they have a scraped knee or cut, the wound is washed and a bandage is applied. (When treating open or bleeding wounds, our staff uses standard "universal precautions" which include the use of gloves. All blood spills and areas contaminated with blood are cleaned with a bleach solution). Sometimes the remedy is ice to prevent unnecessary swelling. If the injury is to the head, parents will receive a "Head Injury" letter and a phone call telling them their child has bumped his/her head. The letter gives care instructions. The office staff tries its best to take care of an injured child and it is school policy to notify parents when an accident is considered serious. If a child complains of something other than a cut or bump, the health office takes the child's temperature and notifies the parent if the temperature is either elevated or very subnormal. If the decision is made to send the child home because he/she is sick, parents should pick him or her up as soon as possible. The health office ices and rests all skeletal injuries. If the child feels he/she can return to class, he/she is sent back. Otherwise, if the injured area continues to swell or pain persists, the parent is called. If the injury might need a visit to the doctor an Accident Form is filled out. If the child does need further treatment, parents are asked to seek the treatment and then notify the office so the Accident Form can be filled out accurately. Every child is covered by the school's insurance policy for injuries received at school. However, the policy is a secondary policy to the child's own health insurance.

Each student shall have an Emergency Card that is complete, current, and readily available to the school. The student's parent or guardian is required to inform the school when there are changes to a home, cell or work number or address, the names of persons to notify in case of an emergency, or to give any medication prescription for a student. The Emergency Card shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency. In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date. When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted. Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

Medication Policy

No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians.

General Policy

No pupil shall be given prescription medications during school hours except upon the written request of a licensed physician who has the responsibility for the medical management of the pupil. The parent or guardian must sign all such requests.

Therefore, if a child is to take any prescribed medication while at school, parents must submit a REQUEST FOR MEDICATION FORM. This form is found in the Appendix.

Responsibilities of Parents:

Parents/guardians should complete the REQUEST FOR MEDICATION form and have it signed by the doctor. Parents will assume the full responsibility for the supplying of all medications. No medications may be brought to school by pupils. Parents/guardians shall deliver, or cause to be delivered by an adult or an authorized employee of a pharmaceutical supplier, any medication to be administered under the provisions of this policy. The medication and the form will be kept in the health room and the child will be given the medication according to the directions. A child should never have pills or medication in his/her personal possession. The only exception to this is if a child needs an inhaler for asthma. If a parent prefers that the child keeps the inhaler in his/her possession, a special form needs to be filled out and kept on file in the office. Otherwise, the inhaler should be kept in the office with other medications and the student may come to the office whenever necessary.

Responsibilities of the Physician:

A pupil's physician must complete a request form for each prescription medication. This form must also be signed by the parent or guardian and filed with the school administrator or designated representative. The container must be clearly labeled with the following information:

- Pupil's full name
- Physician's name
- Physician's telephone number
- Name of medication
- Dosage, schedule and dose form
- Date of expiration of prescription

Each medication is to be in a separate container labeled as above.

Responsibilities of School Personnel

Authorized school personnel will assist pupils taking medication. This shall be done in accordance with the Physician’s instructions. All medication administered by school personnel will be kept in a secure place in the administration office.

26. Student Insurance

The Student Accident Insurance Program is provided for all full time students in archdiocesan schools/parish. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs.

C. ACADEMICS AND CURRICULUM OFFERINGS

27. Curriculum Offerings

The Pre-Kindergarten offers a program for 4 year olds. It is operated by the school and licensed under the Department of Social Services.

Curriculum for Kindergarten through 8th

The K - 8 curriculum offers English, math, reading, science, social studies, spelling, vocabulary, music, art, Spanish and physical education. The school provides access to iPads, library and computer lab, a hands-on science program and a Safeguard the Children program called Good-Touch/Bad-Touch® for all grades. In addition, cultural experiences in the fields of drama, music, science, history or human interest are provided through onsite presentations, field trips and after school classes or clubs.

Time Allotment Chart for Grades K – 8th

Note: Language Arts includes: Reading/Literature, English/Grammar, Writing, Spelling, Handwriting in minutes per week

Subject	K	1	2	3	4	5	6	7	8
Religion	100	150	150	150	150	200	200	200	200
Math	200	300	300	300	300	300	300	300	300
Language Arts	300	890	890	775	725	625	575	575	575
Science	30	60	60	100	100	100	150/	150/	150/

Health & Safety							225	225	225
Social Studies	30	80	80	125	175	225	225	225	225
Art	60	60	60	60	60	60	60	60	60
Music Music and Movement	150	60	60	60	60	60	60	60	60
PE	60	50	50	50	50	50	50	50	50
Computer Literacy/ Spanish	120	150	150	150	150	150	150	150	150
Opening/Closing Recess/Lunch	150 225	300	280	280	280	280	220	220	220
Free Play and Rest	300								

Courses of Study

Most courses of study goals and objectives are defined by the Archdiocesan Curriculum Committee and are based on Common Core, state, and/or national standards. The school staff implements these standards through the choice of materials, textbooks and activities used in and outside of the classroom. There are grade level standards and learning goals in each subject for the student to achieve. Parents can review course content by looking at the textbooks, other materials and assignments.

Student Classroom Supplies

Each child is responsible for coming to school at the start of the school year and throughout with the tools necessary for doing the work. The ability of a child to fully participate and learn depends on having the correct tools and materials. Please make sure that your child gets off to a good start by purchasing all supplies prior to the start of the school year. Teachers generate supply lists which can be found on the school website www.stcyril.net. Parents may be asked to replace some items during the school year. If the item is difficult to find or needs to be exact, the school will order and ask parents to purchase from the school. The majority of items on the supply list should be readily available at any office supply store.

28. Religion Program and Expectations

The Roman Catholic faith is taught at St. Cyril of Jerusalem School. A wide variety of religious experiences are provided for all children. If a child wishes to attend daily Mass with his/her parent, a note from the parent must be given to the teacher and the office. Then the child will be

permitted to enter school a little late. During Lent and Advent it is not uncommon for an entire class to make attendance at the 7:30 a.m. Parish Mass a class project. If your child's class is doing this, please bring your child to church no later than 7:30 a.m.

29. Graduation Requirements

Coursework must be completed with a passing grade (above F) and behavior grade above D. Students who fail to successfully complete the prescribed course of studies must make up the work and pass it during a summer school session to receive their diploma.

Graduation Fees must be paid. This fee covers the retreat, gowns, diploma and graduation ceremony. It does not cover any field trips the class may be taking, pictures or the Graduation Party. Please note that the 8th Grade Beach Safety Day Trip is NOT part of the fees paid. The school pays 50% of each student's admission to Beach and the remaining amount for the trip will be billed to the parent/guardian in April/May. All tuition, other fees and service hours must be completed. This includes book fines, science fees, library fines, etc. prior to receiving the gown. Diplomas and report cards will only be given if all financial obligations have been met.

Dress Code for May Crowning/Graduation Mass and the Graduation ceremony will be given to the students prior to graduation, but a brief overview is included below.

- Boys: Long sleeve white shirt and tie, dress slacks and dress shoes and socks.
- Girls: Modest style and length dress and wearable, walkable shoes. The dress should have a back, modest front, and sleeves or straps three inches wide. A sweater may be worn to cover smaller straps. Make-up and nail polish must be very subtle.

30. Promotion/Academic Probation/Retention/Transfer

Promotion

Ordinarily, pupils who satisfactorily complete the prescribed course of studies are promoted to the next higher grade at the end of each school year. Exceptions may be made at the discretion of the principal.

Acceleration

Although acceleration may be cautiously granted at the discretion of the teacher and the principal with the approval of the parents, the student's social and emotional maturity shall be carefully evaluated whenever acceleration is considered.

Retention

The decision to promote a student to the next grade or to retain him or her in the present grade shall be based upon a consideration of the overall welfare of the student, i.e., made by carefully weighing academic, emotional, developmental and social factors. In the event that retention is under consideration, the following guidelines should be followed:

- The teacher will make the principal aware of any pupil with significant learning or behavior problems no later than the end of January
- The teacher is responsible for consistent evaluation, early detection and effective attention to learning problems or areas of weakness. Initially, the teacher should provide additional help to the pupil within the school setting, either by individualized instruction or support from C.L.A.S.S. Center staff. If such intervention proves to be inadequate, the teacher should advise the parents to arrange for more support at home and/or outside help such as professional tutoring, educational therapy, summer session or other professional intervention.
- Retention is more successful in primary grades than in later grades; therefore, the primary grade teacher should diligently observe the slower learner or child who struggles with behavior or socialization so that issues may be addressed and resolved before the pupil reaches the upper grades. Although the opinions of the teacher and parents are significant factors, the final decision to retain a pupil is the responsibility of the principal. Failing in two subject areas is a significant cause for retention. A grade of Incomplete "I" will be cause for a conditional promotion.

Transfer

- In the case of a pupil with severe learning or behavioral problems, it may be necessary to recognize that the parochial school is not equipped to meet the needs of every pupil and that, therefore, a recommended transfer is in the best interest of the student.
- Whenever a pupil transfers from one school to another, the former school upon a request from the school where the pupil intends to enroll shall transfer a copy of the Cumulative Student Report and the original Health Record. The original Cumulative Student Report will remain at the school from which the student transferred.
- A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.
- Copies of official transcripts are given to parents or legal guardians at their request. The original remains with the school.

Transfer Resulting from Parental Attitude

Under normal circumstances a pupil is not to be deprived of Catholic education on grounds relating to the attitude of parents. Nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school in acting in loco parentis that continuation of the pupil in school might be impossible in practice. In such a case, it is imperative that the opinion of the principal regarding practical impossibility be sustained from a pastoral viewpoint by the pastor of the parish.

Academic Probation

Students who earn D's and/or F's on any report card will automatically be placed on academic probation. An 8th grader who has earned an F on the cumulative report will not be presented a diploma until proof has been received that the subject has been successfully made up during the summer.

Students who are consistently not working to their full potential or behaving appropriately may be at risk of forfeiting their opportunity to participate in extracurricular activities such as after school sports, clubs or classes.

Students who are elected members of Student Council are official role models for the entire school and ambassadors to the greater community. Therefore, the President, Vice-President, Secretary and Treasurer of Student Council are held to a higher standard. These students are expected to maintain a 3.5 grade point average in academics and a B or higher in conduct to run for or remain in office. All other officers are expected to maintain a 3.0 grade point average and a B or higher in conduct to run for or remain in their office. Students who do not maintain the above grades or who earn a serious consequence for inappropriate behavior may forfeit the right to participate in Student Council including running for office, for a period of time which will be decided by the Student Council moderator in consultation with the principal.

Progress Reports and Report Cards

Progress Reports for 1st through 8th are sent electronically around the 6th week of each trimester. Progress Reports are to be signed by the parent/guardian and returned by the student to the teacher within a week either electronically or on paper.

Kindergarten report cards are developmentally based reports on each student's level of mastery (emerging, needs more time, meets grade level standards) on basic behavioral, social, physical and academic readiness skills and knowledge.

Report Cards for grades 1st – 8th will be emailed home three times a year at the end of each trimester. You may keep the copy of the report card. The school assumes you receive it unless you notify us otherwise. It is the parents' responsibility to see that each child brings home his/her report card and shows it to you. Dates for both Progress Reports and Report Cards are on the school calendar and announced in the Principal's weekly letter available both in the family envelope and on line.

31. Testing and Assessment

Assessment of student learning is a critical component of the educational program. Assessment is an ongoing process that's integrated into teaching and learning. It is both formal and informal, and formative and summative. The purpose of assessment is to both measure student mastery of material and to adjust teaching to meet the learning needs of the students. In archdiocesan schools, assessment goals may be met through standardized testing, benchmark assessments, and a variety of curriculum-based assessments and evaluations.

Standardized Testing

ITBS - The Los Angeles Department of Catholic Schools is responsible for a comprehensive standardized evaluation of pupil progress. Each year every Catholic elementary school administers the Iowa Test of Basic Skills (ITBS) which is a Norm-Referenced Test used to compare the performance of our students with the performance of other students on a national level. Students in grades 2 through 8 take a series of achievement tests and 3rd, 5th and 7th graders also take the CogAT , a test of cognitive abilities.

ITBS testing takes place during a period of two weeks in early fall trimester. IT IS IMPERATIVE THAT ALL STUDENTS BE PRESENT FOR THIS TESTING. Please refrain from scheduling

any medical or dental appointments during this time and make sure that your children get sufficient sleep and nutritious meals.

ACRE - Assessment of Catholic Religious Education is designed to assess the religious knowledge and outcomes of Catholic school programs. It is administered annually to 5th and 8th grade students and specifically measures religious beliefs, attitudes, practices, perceptions and religious knowledge.

Standardized Test Results

It must be stressed that the results and/or scores derived from any assessment are only one element indicating the level of a student's performance or the effectiveness of a program. A comprehensive approach that takes many factors into account must be used to ensure the welfare of the "whole child". Scores from Standardized Testing are required to be recorded on a student's permanent record card. These results will be viewed as part of the student's academic profile and used to help in assessing a student's level of achievement, ability and needs. Teachers use these results to design curriculum, plan instruction and identify individual academic strengths and areas of relative weakness.

Curriculum Based Assessment

Assessment of student learning is an integral part of the instructional process. The purpose of assessment is to guide decisions related to meeting instructional goals and to report student progress toward meeting/mastering content standards. Teachers employ a wide variety of assessments before, during and after lessons.

32. Homework

The purpose of homework is to reinforce material already taught, apply what has been learned, or preview what is to come. It is also a way to cultivate responsibility and independence in work and study habits. The following guidelines apply.

- Written assignments are limited to days on which school is in session unless the assignment is for make-up work or a long-range project.
- Homework will not be given as a punishment.
- Exceptions for not completing homework are made for compassionate reasons (illness or death of family member) upon the written request of the parent or guardian and approved by the teacher.
- Pupils with learning challenges may not accomplish as much as their classmates in the allotted time and may need to spend more time to complete an assignment. Please see the teacher for recommended minor adjustments.
- Suggested time allotments for homework are as follows:
 - Kindergarten – 1st: ½ hour per day or 2 ½ hours per week
 - 2nd – 5th Grades: 1 hour per day or 5 hours per week
 - 6th – 8th Grades: 2 hours per day or 10 hours per week
- Homework is assigned in class and posted on Edmodo. The student is responsible for all work assigned in class and Edmodo is used to remind students and inform parents.

- Parents are encouraged to notify the teacher if their child consistently has no homework or excessive homework. When monitoring the amount of time spent on homework, do not include all the time spent doing other things such as daydreaming, chatting, snacking, etc.

33. Grading

Grading Scale 1st – 8th

A	(97-100) Superior	O = Outstanding
A-	(93-96)	
B+	(90-92)	
B	(87-89) Above Average	G = Good
B-	(85-86)	
C+	(80-84)	
C	(75-79) Average	S = Satisfactory
C-	(70-74)	
D	(65-69) Below Average	NI = Needs Improvement
F	(64 and Below) Failing	

Grading Scale for Kindergarten is based on developmental stages.

X Concept or skill just emerging

T More Time needed on concept or skill

M Meets Grade Level Expectations for concept or skill

Extra Credit

Teachers give extra credit at their discretion. Extra credit is not given at the end of the grading period to improve the grades. A student's consistent effort throughout the trimester cannot be improved through an extra credit assignment.

34. Honors/Awards

8th Grade awards

California Junior Scholarship Federation:

The California Junior Scholarship Federation is a state organization whose purpose is to foster high standards of scholarship, service and citizenship on the part of students in the junior high schools of California. In order to qualify for CJSF Honors at graduation, a student must apply each semester and meet the requirements of 12 points, which are based on grades for two of the three semesters of 7th and 8th grades. (A = 3 points, B= 1 point, there are no points for a grade of "C"). Grades in the following subjects are eligible to meet the 12 points: Math, Religion, Science, Grammar, Literature and Social Studies.

Carondelet Award

Since its opening, Saint Cyril of Jerusalem School has most generously been under the gentle wing of the Sisters of Saint Joseph of Carondelet. They have provided countless

years of love, guidance, and education to our students. As a religious order, dedicated to their neighbor, part of their charism includes living the Spiritual and Corporal Works of Mercy. They are role models of those whose life is in the service of Jesus Christ. The Faculty of St. Cyril recognizes one of our graduates as someone who embodies this giving spirit, this attentiveness to their neighbor in a quiet, gentle manner.

Trojan Spirit Award

The Saint Cyril of Jerusalem Trojan Spirit Award is based upon a student's behavior over their career at St. Cyril: how they conduct themselves, how they treat others, how they perform academically, and how they manifest their spirituality.

Saint Cyril's Women's Club

The Saint Cyril's Women's Club Award is given for academic excellence and honorable character. The names of these two students are engraved on the plaque in the school entranceway, along with the names of the all of the past recipients.

35. Field Trip and Excursion Policy

Field trips should be educational or cultural and directly related to the curriculum. Ideally, they are to be limited to one day in duration and to a location that can be conveniently traveled to and from in that time. Special permission from the principal is required for field trips outside of the above description.

All field trips must comply with the following:

- Permission of the principal before preparations or announcement begin
- Preparation, follow-up and meeting of specific educational goals for students signed and dated Student and Youth Activity Permission/Release Form and Medical Authorization and Permission Form from parents. The form is attached as Appendix D.
- Emergency information signed and dated
- An adequate number of chaperones, staff and volunteer, appropriate for the age and number of students
- All Permission/Release and Authorization Forms must be in the possession of the supervising adult during the trip
- Any particular critical student medication
- State law requires that a first aid kit be immediately available to the supervising adult on all field trips. First aid kits (including snake bite kits when appropriate) must be carried in all vehicles transporting students to school sponsored activities.
- Transportation may be by personal car, school or chartered bus or van.
All school staff and volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current and valid California automobile insurance. A copy of the staff or volunteer's driver's license and insurance declaration page must be kept on file at the school. All archdiocesan policies on safe environment must be followed

36. Summer School

St. Cyril of Jerusalem offers a 4-week summer program to enrich the lives of our students. Programs are offered for Kindergarten through 8th grade students. A listing of courses offerings will be posted on the school website by the end of March.

37. Electronic Communication Policy

Systems, Devices and Materials

- Electronic communications systems include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web and any other communications systems that may be created in the future.
- Electronic communications devices include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.
- Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.

Electronic Communications Systems, Devices and Materials and Users Covered

- All electronic communications systems, devices and materials whether in a parish, school, or archdiocesan department or office;
- All electronic communications devices and materials taken from parish, school or archdiocesan office for use at home or on the road;
- All personal devices and materials brought from home and used on parish, school or archdiocesan premises during regular business hours;
- All personal devices and materials, regardless of location, that are used in such a manner that the parish, school or archdiocese may be implicated in their use.
- All users of electronic communications systems, devices and materials, including, but not limited to, students, employees, staff, contractors, volunteers, clergy and religious, and their families.

Ownership and Control of Communications

- All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used

primarily to conduct official parish, school or archdiocesan business, not personal business.

- With permission from the pastor, principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.
- Parish, school and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the pastor, principal or other person in charge at the parish, school or archdiocesan department.
- Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are “ON.”
- Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the parish or school.
- All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.
- Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

Guidelines for E-mail correspondence and other electronic communications

- All users of parish, school or archdiocesan communications systems and devices should use care in creating e-mail, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of e-mail and text messages are the same as other written documentation and cannot be considered private or confidential.
- E-mail and other electronic communications are not necessarily secure. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- Postings to "All Employees," "All Parents" "All Parishioners" and the like

on intranets or the Internet or the World Wide Web must be approved by the pastor, principal or other person in charge at the parish, school or archdiocesan department before they are sent out.

- Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

Prohibited Practices

Users of parish, school or archdiocesan electronic communication systems, devices or materials and users of personal devices and materials on parish, school or archdiocesan premises, during normal business hours or under circumstances when the parish, school or archdiocese may become implicated in the use, may not:

- Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
- Post or distribute personal contact information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
- Post or distribute communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
- Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
- Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
- Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment;
- Upload, download, view or otherwise transmit copyrighted, trademarked,

patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.

- Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files.
- Give unauthorized persons access to parish, school or archdiocesan systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.
- Introduce a virus, attempt to breach system security or tamper with a system.
- Alter, without authorization, a start up screen or the desktop, or install applications that will subvert these functions.
- Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.

Consequences of violations of electronic communications policy

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, or other appropriate disciplinary action.

38. Tutoring

- If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.
- Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.
- A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.

- All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

39. Counseling Policy

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy.

Schools may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Provide career counseling through career information centers and plan periodic career days or career sessions during which students meet representatives of different professions;
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense.
- Provide high school and college counseling, including providing information to parents and students about high school and college application procedures, entrance exam tests, scholarships and financial aid. Schools may also provide high schools college and university catalogs and information sessions.

In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse or neglect. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

40. Athletics

Philosophy

St. Cyril of Jerusalem is part of the Valley Catholic Sports League that embraces the “Play Like A Champion Today” philosophy developed at the University of Notre Dame. This approach considers youth sports a ministry and emphasizes the importance of having fun while developing character, emphasizing teamwork and developing the whole athlete: physically, mentally, socially, morally and spiritually. See <http://www.playlikeachampion.org/>

Participation and Membership

All students in grades 5 through 8 are welcome to participate in the sports program at St. Cyril of Jerusalem. Athletic programs are designed to foster growth in self-discipline, self-affirmation and the ability to work well with others, including coaches and fellow athletes.

All athletes are expected to act in accordance with the spirit of cooperation and healthy competition. Participants are expected to strive for continual improvement in skill and ability through practice, exhibit a positive attitude and conduct themselves in a manner that contributes to the welfare of the team. Students who choose to do otherwise risk suspension or dismissal from the team. **Each student and parent must sign a Code of Conduct Form prior to participation in a sports program.**

Students who are consistently not working to their full potential or behaving appropriately may be at risk of forfeiting their opportunity to participate in extracurricular activities such as after school sports, clubs or classes as stipulated on the Code of Conduct Form.

Due to space, equipment and/or coach availability, limitations are sometimes placed on the size of some sport teams.

Sports Fees

A fee will be assessed to each team member, with the exception of the swim team, to help cover costs such as tournament fees, referee expenses and/or equipment costs for each after school sport a student plays.

The swim team charges an extra amount because of the expenses to cover each swim meet/event.

Team Practice

Practices are typically held Mondays through Thursdays and occasionally on Friday. Check the website for details. On-campus sports teams practice from 3:00 to 4:15 p.m. and off-campus sports teams practice from 3:15 to 4:30 p.m. The “B” Teams (5th and 6th Grade)s practice 3 days a week and the “A” Teams (7th and 8th Grades) practice 4 days a week.

Athletes who are not picked up promptly at the end of practice will be checked into Day Care for a fee. They will be charged the Drop-in Day Care fee if they are not regular attendees of Day Care.

Conduct at Athletic Events

Athletes:

- Must exemplify self-control and good sportsmanship. All team members must always shake hands with their opponents at game's end.
- Must never "cheer" when an opponent is hurt, or "taunt" an opponent for a mistake, failure to make a play or for any other reason
- Must not respond to unsportsmanlike conduct on the part of opponents or spectators
- Must refrain from "dirty play" or vulgar language or gestures
- Must take care of the equipment and facilities that are being used when playing at home and at a host school

Student Spectators

- Are expected to be a good host and/or guest in relation to the opposing team
- Are expected to behave in a way that is representative of the ideal St. Cyril of Jerusalem student
- Exhibit the highest degree of good sportsmanship at all events.
- Must never "cheer" when an opponent is hurt, or "taunt" an opponent for a mistake, failure to make a play or for any other reason
- Must not respond to unsportsmanlike conduct on the part of opponents or spectators
- Must refrain from inappropriate language and behavior or gestures
- Must take care of the facilities that are being used

Parents

- Must insist that their children adhere to the highest standards of good sportsmanship on or off the playing field/court/pool
- Must refrain from questioning the decisions of coaches and referees
- Are expected to be a good hosts and/or guests in relation to the opposing team
- Exhibit the highest degree of good sportsmanship at all events. Failure to comply will result in a suspension from the next event
- Must never "cheer" when an opponent is hurt, or "taunt" an opponent for a mistake, failure to make a play or for any other reason
- Must not respond to unsportsmanlike conduct on the part of opponents or spectators
- Must refrain from inappropriate language and behavior
- Must take care of the facilities that are being used

- Make their tuition and fees payment(s) on a timely basis.

Our school relies upon the tuition and fees for a large portion of the budget to operate our excellent spiritual and educational programs. Therefore, when tuition and fees payments become delinquent it is a serious matter. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the administration as soon as possible.

When payments are not made in the manner described by a parent/guardian's tuition agreement, the following steps will take place:

30 Days Past Due

When an account becomes **30 days past due** under the arrangements established by the Tuition and Fees Agreement Form or an accepted alternate plan for payment, the family shall receive written notification via certified mail that their account is past due with copy of this delinquent tuition and fees policy.

It is the responsibility of the family to contact the administration *within 15 days of receipt* of the past due notice to correct the situation or make an acceptable alternate plan for payment.

60 Days Past Due

When an account becomes **60 days past due** under the arrangements established by the Tuition and Fees Agreement Form or an accepted alternate plan for payment, the family shall receive written notification that their account is past due with copy of this delinquent tuition and fees policy. Additionally:

- The pastor will be informed of family account balance and activity
- Report cards and transcripts will be withheld until payment in full is received
- Students will not be permitted to participate in athletic activities.
- Students will not be permitted to participate in extra-curricular activities.
- Students will not be permitted to participate in extended school, club, or field trips
- Students will not be permitted to pre-register or to return for the following academic year until the balance is paid in full or an acceptable alternate plan for payment is in place.

90 Days Past Due

When an account becomes 90 days past due under the arrangements established by the Tuition and Fees Agreement Form or an accepted alternate plan for payment, the family shall receive written notification that their account is past due with copy of this delinquent tuition and fees policy. Additionally:

- The pastor will be informed of family account balance and activity

- Report cards and transcripts will be withheld until payment in full is received
- Student(s) will be withdrawn from St. Cyril of Jerusalem School

44. Tuition Assistance

Tuition Assistance is available on a limited case-by-case basis to participating members of St. Cyril Parish and must be applied for online through FACTS. A participating member of St. Cyril of Jerusalem Parish is defined as one who contributes to the Parish through the use of envelopes at Mass for 30 or more Sundays. A committee consisting of members from school administration and the parish community reviews all applications and offers the awards.

45. Parent Service and Fundraising Requirements

Service Hours

Required: 40 hours per year.

Cost of Hours not served: Billed at rate of \$25.00 per hour

Opportunities for Service:

A variety of opportunities are available to all families for fulfilling their service hour requirements. Staffing fundraising events is the primary way to fulfill service hours to the community. Every family is expected to support our major fundraisers with service hours. Helping with hospitality, room parents and other types of services that contribute to the school's intellectual, administrative and spiritual life are examples of the types of opportunities which exist for fulfilling service hour requirements.

Please refer to the section in this handbook on the Parent Teacher Organization or contact your Room Parent for information on how to sign up to serve.

46. Co-curricular and/or Office Fees

Co-curricular Fees:

You will receive notice of fees for sports, activities, field trips, decathlon, etc. when they apply.

Late Fees/Returned Checks:

Late charges are \$25 per incident unless special arrangements have been made

E. DISCIPLINE

47. Discipline

Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

48. Maintenance of Effective Discipline

Effective discipline is maintained when there is

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through

49. Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping is unacceptable
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

50. Rules and Regulations

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

St. Cyril students are expected to act as Jesus and be living models of our SLEs to Love God, Love Yourself and to Love your Neighbors. Learning to behave in this manner is a process that begins with raising the students' awareness of appropriate behaviors through direct teaching and

modeling. We also help individual students become aware of inappropriate behaviors and teach them more socially appropriate ways to behave.

Parents are expected to review these guidelines with their children and cooperate with the school in holding their children accountable for compliance and for taking responsibility for their actions.

Expected Behaviors from Students, their responsibilities

- Come to school dressed according to the dress code
- Come to each class on time with required materials ready to learn
- Do own work to the best of his/her ability
- Let others do their own work, refrain from being a distraction
- Turn completed work in when due
- Treat all others with respect, kindness, and courtesy
- Be affirming and encouraging to one another
- Be welcoming and accepting of differences
- Use appropriate language at all times
- Keep hands, feet and objects to him/herself
- Avoid any activity that may be considered discriminatory, intimidating or harassing, hurtful, bullying, dangerous, or unwelcomed
- Students who are being harassed when possible, as a first step are encouraged to tell the student who is harassing him/her to stop and that this behavior is offensive or unwelcome
- Report all incidents of discrimination, harassment or bullying to a faculty member if unwanted behavior persists
- Conduct him/herself in such a manner that contributes to a positive school environment
- Leave each place neater (bathroom, classroom, yard) than it was when he/she arrived
- Only eat and drink in designated places at designated times
- Clean up after oneself indoors and out
- Place recyclables and trash in appropriate receptacles
- Respect and care for the entire school environment: spiritual, social, academic, and physical.
- Follow individual classroom and teacher rules as determined by the adult in charge

Inappropriate Behaviors for Students: Behaviors considered inappropriate or improper at St. Cyril of Jerusalem School that are subject to disciplinary action include but are not limited to:

Level I

- Wearing clothes or other items in violation of dress/uniform code
- Coming late (lingering outside of class) and/or unprepared for class
- Failing to do, complete or hand in class work or homework
- Littering inside or outside
- Engaging in off-task behavior or any actions that interfere with learning, cooperative play or appropriate socializing
- Not reporting to scheduled location/class at scheduled time; lingering in bathrooms, health office when not hurt or ill, or outside of class

- Chewing gum
- Failure to follow classroom or school yard rules.

Level II

- Unauthorized leaving of campus between the hours of 6:45 a.m. and 6:00 p.m.
- Fighting, teasing, bullying, hazing, name-calling, shunning, purposefully excluding, rude or aggressive behavior in person or electronically
- Cheating or plagiarizing including copying of homework, cutting and pasting work without giving credit to the author, procuring copies of test prior to taking of test, etc. Such behavior will result in a grade of “F” and/or zero credit. The student will be required to make up the project since the purpose of all tasks is learning, and is subject to suspension and or expulsion depending upon the circumstances.
- Defacing or destroying property
- Bringing or selling of drugs or weapons
- Willful or persistent failure to comply with any school regulation will be considered defiance and treated as serious
- Inappropriate use of cameras, phones, other electronic devices or internet

51. Consequences (including detentions, referrals, etc.)

Positive Consequences

- We will all enjoy a clean, neat, attractive, welcoming, happy and safe (physical and emotional) environment
- We will be able to optimize learning and student growth
- We will keep our happy family atmosphere
- Students may earn privileges to be determined by teachers and/or administration
- Examples of positive privileges are extra time on yard, special lunch, awards, good notes home, etc.

Negative Consequences

Specific consequences for inappropriate actions may be determined at the discretion of the teacher in collaboration with the administration. The goal of all consequences is to learn appropriate ways to handle emotions and behavior while fostering healthy constructive lifetime skills and habits.

Impact on the individual, on others and on the general atmosphere will be taken into consideration. Negative consequences will correspond with the age of the student and the seriousness of the behavior. Repeatedly engaging in the same inappropriate behavior will additionally be deemed as willful disobedience/defiance and be subject to a more severe consequence. Unwillingness to change behavior will ensure escalation in severity of consequences.

Incomplete or no homework will not be tolerated. The goal of homework is to advance learning. Therefore, students will be held responsible for completing all class and homework and turning it in. If students do not complete or turn in assignments, a Missing Work/Homework Notice will be

sent home (electronically or on paper depending on the grade/teacher). Each teacher will determine the amount of credit or grade earned for late work and any additional consequence.

Below you will find a gradual degree of consequences for students.

Kindergarten through 5th

- Create awareness of inappropriate behavior
- Warning
- Time Out
- Note/Call home/Conference
- Conduct Referral
- Detention
- Suspension
- Expulsion

Junior High

- Create awareness of inappropriate behavior
- Warning
- Conduct Referral/Detention
- Parent/Student Conference
- Suspension
- Expulsion

In the case of:

- Conduct Referral: parents must sign it and the student must return the signed Conduct Referral the next day to the teacher or the office, or communicate electronically
- Detention Notice will inform you of date, place, time and length of detention: parent must sign the Detention Notice and the student must return the signed Detention Notice the next day to the teacher or the office, or communicate electronically
- Damaged property: restoration or restitution is expected

The administration reserves the right to determine the severity of the student's behavior and the severity of the consequence for any disciplinary offense. The administration also reserves the right to search the private belongings of a student if there is suspicion of wrongdoing that would be detrimental to that student, physically or morally, or to other students. The principal or pastor retains the right to apply disciplinary actions for student behavior that occurs off campus if the occasion impacts school.

52. Expulsions, Detentions, and Suspensions

Expulsions

Reasons for Expulsion

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

Procedure for Expulsion

Except in cases involving grave offenses, the following steps must be taken:

- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If

the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.

- In no case will a teacher on his or her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.

Written Record

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports. The following form should be used, one copy kept on file and a copy mailed to the supervisor at the Department of Catholic Schools.

Name of Student:

Offense or situation:

Date:

Parents notified by: _____ Date

Remarks:

First Meeting:

Place:

Time:

Persons present:

Remarks:

Signature(s):

Second Meeting:

Place:

Time:

Persons present:

Remarks:

Outcome:

Signature(s):

Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference.
- The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.

- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians.

Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below

Reporting of Expulsions

- All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within 24 hours. The elementary school written report, Notice of Dismissal, should be mailed promptly to the supervisor.
- The County Office of Education shall be notified immediately of expulsions. A copy of the Cumulative Student Record should be held until requested.

Right to Make Exceptions

The principal, in consultation with the pastor if a parish school, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

Home Study

Circumstances may arise which dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given tests, etc. outside school hours so that grades can be reported.

Detention

- No student shall be required to remain in the classroom during the lunch break, or during any recess. All students shall be required to leave the school rooms at recess and lunchtime, unless it would occasion a danger to health.
- Detention before or after school hours is considered an appropriate means of discipline

- A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day.
- Under no circumstances shall a student be detained at school without the knowledge and consent of the parent or guardian who should also be informed of the reason for detention and the exact time the period of detention will begin and end

Suspension

- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation
- Notice of suspension must be given to the parents or guardians by telephone or in a conference
- The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference
- In no case will a teacher on his or her own authority suspend a student

53. Dress/Uniform Code

Personal Appearance:

St. Cyril of Jerusalem's standards for personal appearance on both uniform and non-uniform days are based on what is appropriate, modest and becoming of a St. Cyril Student. Uniforms must be neat, clean (no stains), without holes and be worn properly. Long pants may not drag on the ground or bunch up around the shoes. Shorts may not hang below the kneecap. Skirts, jumpers, shorts and skorts must be at or just above the knee or longer. Undergarments should not show and no midriff skin or cleavage can be displayed. Spaghetti straps, tank tops, see-through and off the shoulder clothing is not permitted. Boys must tuck in their shirts when in church.

Hair must be clean, combed, properly trimmed and of a natural color (no bleaching). Hair adornments of the uniform colors are limited to headbands, hair clips, barrettes, ribbons or other appropriate accessories. Neither boys nor girls are allowed to have their hair hang in their eyes. Boys' hair should not extend beyond their shirt collars and they must be clean-shaven.

No makeup or tattoos are allowed. Watches, religious medals on a short chain, religious, friendship or other simple quiet bracelet may be worn. Girls may wear one pair of stud earrings. No other jewelry is allowed – even on free dress days. Girls may wear clear nail polish only. (Colored nail polish will be considered as an earned eighth grade privilege.) Students forfeit these privileges if any of the above items become a safety issue or distraction to learning.

We encourage our students to be physically active during the school day. Therefore, shoes must be an athletic style tennis shoe that is conducive to their health and safety. The shoe must fit the foot securely and must have laces or Velcro closures. Shoe colors are limited to black or navy blue with little or no other colors except for the logo. Shoe laces or velcro closures must match the overall color of the shoe(exception to matching laces if earned as an eighth grade privilege). Shoes cannot have wheels, flashing lights, bells or any other distracting feature.

White socks must be worn at all times. Socks must cover the ankle bone and students should not wear “peds” or sports socks that can not be seen in the shoe. Girls may also wear navy or black tights. No leggings are allowed.

A.15.b Uniform Code:

All students are expected to stay in school uniform throughout the entire school day. **The St. Cyril uniform must be purchased from Dennis Uniform Company located at 6459 De Soto Avenue in Woodland Hills. You can contact them by phone (818) 703-7493 or on line at the link below.** Dennis has a list of approved St. Cyril of Jerusalem uniform items and sells everything you need except shoes. Please note the grade level differences in approved uniform choices. Go to the link below to see a list of uniform options that apply to your child.
<http://www.dennisuniform.com/onlstore/ShowSchoolCatalog.asp?sc=SH00AM&dis=7799176>

Approved gently-used uniform clothing may be purchased at a greatly discounted price during the school’s uniform exchange program. All exchange days are advertised in the electronic Family Envelope or via a school e-mail blast. Please contact PTO or check the school website if you would like to contact the Uniform Exchange Chair directly. A plain white long or short sleeve shirt (no logos) may be worn under blouses or shirts in cold weather. Non-uniform jackets and hats not be worn.

Eighth grade privileges

Eighth grade boys and girls have the privilege of wearing a special color class sweatshirt and polo shirt as part of the uniform throughout the entire 8th grade year. Eighth graders may also have the additional privileges of wearing different color shoelaces and appropriate colored nail polish for girls IF they, as a class, have earned these privileges. The principal, in consultation with the students’ teachers, will make this decision based on the overall behavior and attitude of the class.

Additional dress options/privileges available to all students:

- Wear approved spirit wear and club attire on Tuesdays (<http://stcyril.trilevelimages.com/>)
- Wear sports uniform on game day
- Scouts may wear their uniform on meeting days.

Please make sure all removable items are labeled with your child’s name. **Found items will be placed in a container stored under the lunch pavillion. If the appropriate student does not retrieve the item(s) by Friday of each week, they will be donated to the Christian Service Program.**

54. Harassment, Bullying and Hazing Policy

St. Cyril of Jerusalem School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any

form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents or guardians and students.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- *Verbal harassment*: Derogatory comments and jokes; threatening words spoken to another person.
- *Physical harassment*: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- *Visual harassment*: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- *Sexual harassment*: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs or on Web sites.
- Using someone else's user name to spread rumors or lies about someone.

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is

likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

It is the responsibility of the school to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents or guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

55. Student Threats

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to readmit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

56. School Searches

A student's legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his or her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

APPENDIX A

CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that any action inconsistent with or failure to take action mandated by this Code of Conduct may result in my removal from my volunteer or work assignment.

As a student volunteer I will:

- Respect the adults and supervisors with whom I interact
- Safeguard at all times children or other youth entrusted to my care
- Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth
- Avoid situations where I am alone with a child/youth
- Use positive reinforcement rather than criticism or comparison when working with children/youth
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location
- Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening. I will not encourage it. I will make my administrator aware of it so that the supervisor can resolve the matter, including reassigning me to other activities.
- Maintain appropriate physical and emotional boundaries with the children/youth
- Dress appropriately and not wear any clothing with offensive messages or pictures

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church
- Commit an illegal or immoral act
- Smoke or use tobacco products
- Use, possess or be under the influence of alcohol or illegal drugs at any time while at work or volunteering
- Verbally threaten or physically abuse anyone
- Use profanity in the presence of children/youth
- Use discipline that frightens or humiliates a child/youth
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone
- Place myself in a situation where my interaction with a child/youth cannot be witnessed
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth
- Fraternalize with minors over the internet or through other forms of communication

We, the undersigned, have read and understand the Archdiocese of Los Angeles *Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth* and will abide by them at all times. We also understand and agree the parent or guardian will be notified at the time of any infraction requiring dismissal from any work or volunteer assignment at the school or parish or other setting where the student is working or ministering, and that he/she will be sent home at the expense of his or her parent or guardian.

Print Name of Youth: _____

Work or Volunteer Position: _____

School or Parish: _____

Signature of Youth Volunteer: _____

Date: _____

Name and Signature of Parent or guardian:

Date: _____

Name and Signature and Title of Witness:

Date: _____

APPENDIX B

PARENTAL RELEASE FOR CHILD — NONCOMMERCIAL

This section to be completed by Archdiocese/School/Parish

Archdiocese/School Parish: _____

Class/Activity: _____

The Archdiocese/School/Parish intends to use your child's image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):

The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity: _____

This section to be completed by Parent/Legal Guardian:

I _____ am the parent or legal guardian of _____, a minor. I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

Please initial the applicable boxes

Image/visual likeness: _____ yes _____ no Voice: _____ yes _____ no

Name: _____ yes _____ no Work: _____ yes _____ no

I understand and agree that my child's image, name, voice and/or work (the "Personal Information") will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the "Materials").

The Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without my child's name or with a fictitious name, and with accurate or fictitious biographical material. The Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the Archdiocese/School/Parish will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. I release and discharge the Archdiocese/School/Parish and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for the Archdiocese/School/Parish's giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties or credit for use of the photographs or electronic

recordings by the Archdiocese/School/Parish. I understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.

I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Archdiocese/School/Parish and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Archdiocese/School/Parish. However, my new authorization will not have the effect of revoking this Authorization, and the Archdiocese/School/Parish will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.



Prntl_Release_Child_Noncomm_en | Updated 10/21/09

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Document available at: http://school.policy.la-archdiocese.org/Resources/Chapter_X/parental_release_for_child_non_comm/?i=883

APPENDIX C
STUDENT AND YOUTH ACTIVITY PERMISSION FORM

CHILD'S NAME: _____ GRADE : _____

Activity: Field Trip Other (specify):

Date: _____

Cost: _____

Educational Purpose:

Description of Activity _____ See Attached

Mode of Transportation: Walk Car Pool Bus Other (specify):

Teacher/Adult Leader: _____

Attire: _____

I request that my son/daughter be permitted to participate in the above activity. My child has no medical condition that would render it inappropriate for him or her to participate in this activity. I have returned the Health and Medical Release Form to the school/parish. I agree to direct my child to cooperate and conform to directions and instructions of the parish, school or Archdiocesan personnel responsible for this activity.

As a condition of participating in this activity, I hereby release and discharge The Roman Catholic Archbishop of Los Angeles, a corporation sole, Archdiocese of Los Angeles Education & Welfare Corporation and the school and parish, their respective employees and any parent/volunteer chaperone, from any and all claims for personal injuries, wrongful death or property damage that my son/daughter may suffer as a result of participation in the activity described above, whether or not such injuries or damage are caused by the negligence (active or passive) of the Archdiocese, the parish, the school or their employees or chaperones.

Should it be necessary for my son/daughter to have medical treatment while participating in this trip, I hereby give the responsible personnel or chaperones permission to use their judgment in obtaining medical service, and I give permission to the physician selected by the school personnel or chaperone to render medical treatment deemed necessary and appropriate by the physician. I agree to relieve the school and other participating adults from any liability in connection with this request.

I understand that the insurance benefits through the school or parish, if any, may have limited application, and that I am entirely responsible for the cost of all medical treatment provided to my child. I agree to indemnify and hold the school harmless from the cost of any medical treatment and related expense and cost incurred.

Parent/Guardian

Date

Home Phone

Cell Phone

Work Phone

Person to Notify in case of Emergency if Parent or Guardian is unavailable:

Name: _____

Day phone: _____ Cell: _____



Pmtl_Release_Child_Noncomm_en | Updated 10/21/09

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Document available at:

<http://school.policy.la-rchdiocese.org/Search.aspx?SearchFor=student+youth+activity+form>

APPENDIX D

ARCHDIOCESE OF LOS ANGELES

MEDICATION AUTHORIZATION AND PERMISSION FORM

Part A, B & C to be completed by a licensed Physician

Part D by parent/guardian – *please print*

A. _____
 Last Name of Student First Name Sex Birth Date

_____ or Diagnosis Name of Medication
 Purpose of Medication

_____ Dose Form (tablet/liquid) Color
 Dosage Prescribed Time Schedule at School

_____ Length of Time this Medication will be Necessary
 Date of Prescription

A. **Physician's Recommendations.** (check where applicable)
 _____ Please notify this office if patient misses medication at school.
 _____ Medication may have adverse effects (explain) _____

 _____ Special instructions and/or comments _____

C. **Physician's Authorization.** The student for whom this medication is prescribed is under my care.

_____ Signature of Licensed Physician
 Print Name of Licensed Physician

_____ Date
 Address Telephone

D. **To the Parent/Guardian:** The inhaler may be carried by the student and used as prescribed after this form has been filed with the school health office.

Permission for Medication to be Taken During School Hours

I request that my child, _____, be permitted to carry and use an inhaler at school during school hours as prescribed by his/her doctor. I will comply with the policies and procedures determined by the school district.

_____ Parent Signature

_____ Date Day Telephone Emergency Telephone
 9/01/02



Pmrl_Release_Child_Noncomm_en | Updated 10/21/09

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APPENDIX E

Revised 2/08/2006

ACKNOWLEDGMENT OF RECEIPT OF GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH/SCHOOL ACTIVITIES OR EVENTS

I have received and agree to comply with the *Guidelines for Adults Interacting with Minors at Parish, Parish School, Youth Ministry or Religious Education Activities or Events* of the Archdiocese of Los Angeles. As stated in the copy of these guidelines: “**All adults working or volunteering with minors are accountable to follow all policies contained in ministry Handbooks.** All adults acting in a staff, faculty, ministerial or other paid or volunteer* position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations.” These guidelines are part of the commitment of the Archdiocese of Los Angeles to keep children and youth safe and to provide a role model for all minors under our care.

Activity(ies) or Event(s) in which I am involved:

Name (please print legibly): _____

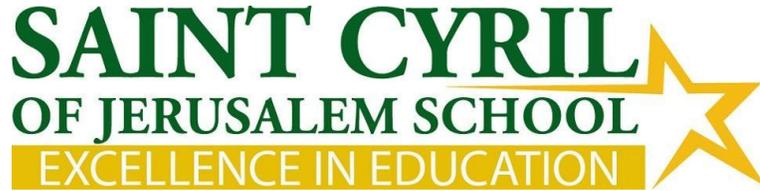
Signature: _____

Date: _____

ACCEPTANCE OF HANDBOOK

St Cyril of Jerusalem School

Parent/Student Policies Agreement Form



2014 - 2015

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has received and read the St. Cyril of Jerusalem School Parent/Student Handbook. We are aware of, understand, accept and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

PARENT SECTION:

Father's or Guardian's Signature _____ Date _____

Mother's or Guardian's Signature _____ Date: _____

STUDENT SECTION: *Print name and grade and then sign*

Student's Name _____
Grade _____

Student's Name _____
Grade _____

Student's Signature _____

Student's Signature _____

Student's
Name _____ Grade _____

Student's
Name _____ Grade _____

Please return this signed form promptly to the School Office.
This form will be placed in the students' permanent files