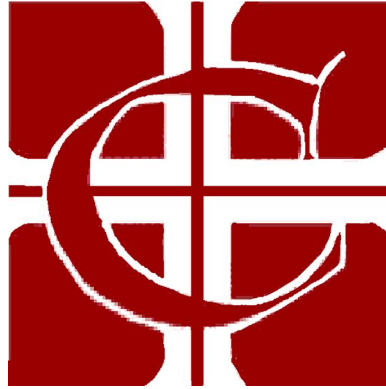


Saint Cyprian Catholic School



Admission Information

**195 Leota Avenue
Sunnyvale, CA 94086
Phone: (408) 738-3444
Fax: (408) 733-3730
www.saintcyprianschool.org**

Table of Contents

Section 1 – Welcome Letter.....	3
Section 2 – School Mission and Philosophy	4
Section 3 – Schoolwide Learning Expectations.....	5
Section 4 – Admission Requirements	6
Section 5 – Parent Participation Program.....	7
Section 6 – Tuition Rates.....	9
Section 7 – Admission and Termination Policies	10
Section 8 – Extended Care Program	12
Section 9 – Dress Code.....	13
Section 10 – School Schedule.....	14

Section 1 – Welcome Letter

Dear Parents,

Welcome to St. Cyprian Catholic School in Sunnyvale, California, a school that has served the Diocese of San Jose since 1968. As stated in the Mission Statement, St. Cyprian Catholic School provides a spiritually based education to its students in a multicultural environment founded in an atmosphere of respect. We strive to meet the needs of families and are committed to the individual growth of each student - spiritually, academically, physically, socially, and moral. Recognizing that you, the parents, are the primary educators of your child the school seeks to forge a partnership with you.

With an outstanding physical plant that has been recently renovated, St. Cyprian School strives to provide small class sizes that insure individual attention. In addition to the strong academic program, classes in Music, Art, and Computer are offered. Additional school programs that include Athletics, Choir, Band, and Science seek to enhance the strong curriculum. With full accreditation from the Western Association of Schools and Colleges, the academic program of St. Cyprian School follows the course of study outlined by the Diocese of San Jose and the California State Framework.

By integrating Catholic beliefs, knowledge, and skills, the academic program fosters the development of individuals who can learn from the past, live in the present, and impact the future.

Our Schoolwide Learning Expectations set the standards for a graduate of St. Cyprian School.

St. Cyprian School is staffed by dedicated, credentialed lay faculty, many who hold Master Degrees. We seek to carry on the traditions and education initially established by the founding religious order, the Sisters, Servants of the Immaculate Heart of Mary.

St. Cyprian School, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. St. Cyprian School does not unlawfully discriminate on the basis of race, color, national and/or ethnic origin, age, sex, or disability in administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs.

May you find an experience of God at St. Cyprian School.

Sincerely,

Mr. Paul Wilson
Principal

Section 2 – School Mission and Philosophy

MISSION STATEMENT

St. Cyprian Catholic School provides a spiritually based education to its students in a multicultural environment founded in an atmosphere of respect that is family oriented and supports the needs of today's family. We strive to meet the needs of local and commuter families and are committed to the individual growth of each student – spiritually, academically, physically, socially, and morally.

STATEMENT OF SCHOOL PHILOSOPHY

We at St. Cyprian School exist to form persons who will proclaim the Good News of the Gospel throughout their lives, as responsible citizens and committed Christians. In partnership with parents, the primary educators, we are dedicated to providing our students with a viable, complete, and comprehensive Catholic education. This partnership is based on trust and genuine concern for the well-being of the family.

We understand our call to the ministry of education and we seek to teach as Jesus taught. Our education challenges our students to understand their roles as contributors to each community in which they belong. We teach this message not only as a lesson to be learned, but also as a lesson to be lived. We believe Catholic education is a process of growth that engages the student in every dimension of his/her life—spiritual, intellectual, emotional, social, cultural, and physical. It is our intent, that through the students' personal growth, they may better serve the members of God's family.

St. Cyprian School adheres to the academic standards of the State of California, in conjunction with the high standards of the Diocese of San Jose. We provide a program tailored to meet the talents, abilities, and learning styles of individual students.

We affirm our task to instill religious beliefs and values, afford academic lessons and experiences, and develop interpersonal skills and relationships in forming responsible, compassionate Christian citizens.

Section 3 – Schoolwide Learning Expectations

An Eighth grade student who graduates from St. Cyprian Catholic School will be:

A Person of Faith

- who shows respect, kindness, and compassion for others and themselves thus modeling the message of Jesus Christ
- who understands the teachings of the Catholic faith
- who values the diversity of people's religion, culture, talents, and abilities
- who shows a sense of social justice and a responsibility to serve others

A Conscientious, Lifelong Learner

- who practices good study skills
- who reads, writes, and speaks effectively
- who uses critical thinking, problem solving, and research skills
- who uses the power of technology to access and evaluate information and communicate ideas
- who demonstrates an appreciation for the fine arts

A Responsible Individual

- who takes responsibility for his/her own actions and (who) considers the impact of his/her words and actions
- who interacts effectively with peers and the wider community by sharing his/her own gifts and talents
- who makes decisions to promote physical and mental wellness
- who exhibits good sportsmanship
- who develops an informed outlook regarding self and the process of growing up
- who demonstrates an awareness of global and environmental issues

Section 4 – Admission Requirements

Catholic Schools Week OPEN HOUSE Sunday, January 27 - 12:30 pm to 2:00 pm

Classroom Observations

- Tuesday, January 29 and Thursday, January 31 from 8:30 - 10:00 am
- Adults only
- PLEASE check in with the School Office

Applications due

- February 16, 2007
- FEE: \$60.00 non-refundable
- No application will be accepted unless **ALL** documentation is complete.

Documentation which MUST accompany application

- Birth certificate
- Sacramental certificates (if Catholic, baptism, First Communion, etc.)
- Immunization Record
- Most current report card (Grades 1-8)
- Standardized testing scores (Grades 2-8)

Kindergarten Screening

- by appointment

Entrance Testing

- by appointment

Interviews with Principal and Pastor – required before acceptance & registration is complete.

Acceptance based on the following priority:

- Siblings of current students
- Supporting members of St. Cyprian Parish
- Other Diocesan parish members
- Others

**When your child is accepted,
registration forms and non-refundable fees
(*\$350 per child plus \$150 per family PTG Fee* –
will be due in order to secure your student's place in the appropriate class.**



Section 5 – Parent Participation Program

Each family with a student attending St. Cyprian School is required to help the school or parish community with at least 25 hours of service during the school year. Five (5) of the 25 hours must be worked at the Festival which is traditionally held in May. This program helps in maintaining lower tuition rates as your time precludes paying for services and materials which results in at least \$200.00 savings per student. More importantly, it allows you to be an active participant in your child's education.

St. Cyprian School maintains the following policy to ensure total fairness in compliance with the program:

If the 25-hour requirement is not met by May 20th of the school year for families with students in K-8th grades, an amount equal to \$20.00 per outstanding hour will be assessed and billed. This amount MUST be paid before registration is taken for the following year. If there are any circumstances that would interfere with meeting your 25-hour obligation, you must contact the School Office as soon as possible in the school year.

Parents are asked to record the hours of service they have completed each month on the back of the Family Envelope. When the envelope is returned, the Office will acknowledge and record your progress and will keep an independent record of your hours.

Suggestions for fulfilling your 25 hour commitment:

Selling SCRIP	Driving on field trips
Compiling Book Club orders	Providing paper for classroom copies
Providing snacks for school activities	Typing
Coaching a school team	Yard duty
Lunch hour help	and on and on and on.....

Remember, 5 of the 25 hours must be worked at the Festival.

We are the family of St. Cyprian and we work hard for our children. Come join us !!

St. Cyprian School

Calendar of Events

August	Clean-up Saturday	January	Graduation Pictures
	New Parent Orientation		Restaurant Family Night
	School Begins		Open House
	Back to School Night	February	Catholic Schools Week
	Entertainment Book Sale		VIP Day
September	Back to School Nights		First Reconciliation
	Family Fall Event		Spaghetti Dinner
	School Pictures	March	Lent
	Gift Wrap Sale		Soup Suppers
	Iowa Test of Basic Skills		Spring Pictures
	Restaurant Family Night	April	Confirmation Retreat
October	Blessing of the Animals		Confirmation @ the Cathedral
	Restaurant Family Night		Walkathon
	Halloween Party		Passion Play
November	Book Fair		Triumph of the Cross
	Restaurant Family Night	May	Spring Festival
	Parent Teacher Conferences		Sports Banquet
	Auction		First Eucharist Retreat
	Cookie Dough Sale		First Eucharist
	Fall Open House		Music/Band Concert
December	St. Nicholas Sunday	June	8 th Grade Graduation
	Restaurant Family Night		End of Year Picnic
	Christmas Eve Children's Mass		Science Camp for Grade 5 TBA

Section 6 – Tuition Rates

Tuition for the 2008-2009 school year will be set in the early spring. Tuition schedules will be published as soon as they are approved by the Pastor, Principal, and the Finance Committee.

	Tuition for 2007-2008 (K-8)		
	<u>Supporting</u>	<u>Non-Supporting</u>	<u>Non-Catholic</u>
1 child	\$5,822	\$6,882	\$7,465
2 children	\$10,190	\$12,043	\$13,064
3 or more	\$13,100	\$15,485	\$16,796

Preschool tuition – see enclosed information packet

Supporting rate- a discounted rate offered to those who are registered, worshipping members of St. Cyprian Parish, who contribute regularly, in a trackable manner (identifiable church envelopes or checks). This contribution is monitored by the Rectory and expected to be regular and reasonable.
In order to qualify for the Supporting Tuition rate, families must be registered and contributing for at least six (6) months.

Non-Supporting rate - a rate offered to Catholics who are not registered or financially supporting members of St. Cyprian Parish.

Non-Catholic rate - a rate offered to those of other faith traditions who wish to participate in the educational program offered at St. Cyprian Parish School.

Tuition is collected by FACTS Tuition Management System through automatic withdrawal from a checking/savings account.

POLICY REGARDING FINANCES

Registration will be completed when you have met with the pastor and returned the Tuition Contract, FACTS Agreement and fees.

All 8th Grade tuition must be paid by May 31st in order to participate in graduation activities.

All financial obligations from previous school years must be met at the time of registration. Families are expected to meet outstanding financial obligations even after a student has withdrawn from the school.

Persons requesting financial aid will be required to supply full financial disclosure on Diocesan forms provided by the school. Documentation including tax forms will be required.

Tuition assistance may approach but not exceed 50% of the cost of tuition. Aid will be granted according to the following priority:

- Supporting St. Cyprian Parish members
- Other diocesan parish members
- Others

All special arrangements for tuition rates negotiated for a given school year will terminate with that school year and must be re-negotiated at the time of registration for the next year.

Section 7 – Admission and Termination Policies

General Policy

The pastor and principal in accordance with diocesan policies shall determine Admission to St. Cyprian School. The usual order of acceptance is 1) siblings of current students; 2) supporting parishioners of St. Cyprian parish; 3) other Catholics; 4) non-Catholics and students of other faiths.

Non-Discriminatory Policy

“St. Cyprian School admits students of any race, color, and national, and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin in the administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.”

Parental Responsibilities:

Upon admittance to St. Cyprian School, parents are expected to:

- support the school philosophy and policies by complying with rules and regulations found in the Parent/Student Handbook and other policies outlined by the principal during the school year, and by participating in service hours for the school (25 hours per family).
- participate in the educational experience by attending school meetings, participating in class and school activities, and supporting their child(ren)'s teacher(s).
- participate in educational expenses such as paying tuition, instructional fees, and classroom fees in a timely manner

Termination of Enrollment: A student's enrollment may be terminated for academic or disciplinary reasons or for lack of parental cooperation.

Termination for Academic Reasons: The following procedures apply to students clearly unable to profit from schoolwork by reason of ability:

- There is consultation between teacher(s) and principal as early as possible.
- Conferences are held with the parents to advise them concerning the possibility of withdrawal for reasons and to discuss possible remedial actions and educational alternatives.
- Follow-up conferences are held with the parents to evaluate academic progress of the student.
- Every effort is made to assist the parents to evaluate academic progress of the student.
- The principal makes the final decision after appropriate consultation with the pastor.
- Ordinarily, the transfer shall occur only at the end of the report card period.

Termination for Behavior/Attitude Reasons: With the exception of misconduct of a very serious nature or a serious moral situation that would call for immediate expulsion, the following procedure would be followed:

- Probation
- Conference with parents, student, teacher(s), and principal
- Suspension (in-school or at home)
- Conference with parents, student, teacher(s), and principal
- Dismissal

Guidelines for Behavior/Attitudinal Dismissal/Expulsion:

1. The final decision to dismiss/expel a student rests with the principal and, in parish schools, with the knowledge and consent of the pastor.
2. Full credit shall be given for all work accomplished by the student prior to the time of dismissal/expulsion.
3. A severance attendance report shall be made as requested to the county school attendance office.
4. Only in exceptional cases will dismissal/expulsion be allowed when the student is in the eighth grade and has been enrolled for three or more years.

Recommended Transfer on Grounds of Consistent Probation: Students who are consistently on academic or behavior/attitude probation may be asked to transfer from St. Cyprian.

Recommended Transfer on Grounds of Parental Behavior: Normally a student is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, the principal may recommend transfer of a student when parents have been persistently and overly uncooperative with school staff, policies, regulations or programs, or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other students. After a reasonable effort to elicit the minimum requisite parental cooperation and after appropriate consultation with the pastor, the principal may recommend transfer.

Withdrawals: When a student is going to withdraw from the school, the office should be notified. Transcripts are sent to the new school only upon a written request, signed by the parent, from the new school.

Section 8 – Extended Care Program

Our Extended Care Program is open Monday through Friday when school is in session. The program is not offered on school holidays. Our hours of operation are 7:00 a.m. - 6:00 p.m. It is also available from 12:30 p.m. - 6:00 p.m. on minimum days only. Any child on campus prior to 7:45 a.m. or after 3:00 p.m. (12:45 p.m. on minimum days) will be sent to Extended Care due to liability concerns. Parents will be billed accordingly. Please refer to the monthly School Calendar as to changes in the regular schedule. (Please note: there will be no Extended Care services on the last day of school before Thanksgiving, Christmas, Easter and the last day of school in June.)

No child/children will be released without a parent or guardian's signature. **Only those names that appear on your registration sheet and/or emergency card will be allowed to pick up your child/children.** Therefore, be very careful to complete the bottom of your registration sheet /emergency card as there will be no exceptions.

SERVICES

Extended Care Service includes an appropriate snack (the child may also bring his/her own snack); supervised homework time; supervised outdoor play (weather permitting); games and quiet play; and various activities.

NOTE: If any Extended Care supplies are intentionally damaged or removed by a child, that child's family is responsible for replacing that item.

On Minimum Days, if your child will be in Extended Care, be sure he/she packs a lunch. **NO LUNCH** will be provided. If your child has any allergies, be sure to pack them an afternoon snack everyday.

FEES

There is a registration fee of \$30.00 per family per year. The fee will be billed to you the first time your child/children are in Extended Care. This fee is non-refundable.

1 child	\$4.00 per hour or any part thereof
2nd child	\$3.00 per hour or any part thereof + 1st child charge
3 children	\$3.00 per hour or any part thereof + 1 st & 2 nd child charge

Bills will be available each Monday for the previous week's care and will be due upon receipt. **Non-payment renders the student ineligible until complete payment is made.** A \$10.00 fee will be charged on all returned checks.

LATE FEES

There is a late payment assessed to any individual who is late in picking up a child from Extended Care. Late means anytime after 6:00 p.m. The rate is \$2.00 per minute per child after 6:00 p.m. **The late charges must be paid, in cash, at the time you pick up your child.** Please note that these charges are in addition to the regular fees.

All billing, payments, and/or questions regarding Extended Care should be addressed to the Coordinator of Extended Care between 3:00 pm and 6:00pm.

Section 9 – Dress Code

Students are expected to be in proper uniform at all times except on special dress days designated by the principal. If a student has to be out of uniform because of a home emergency, a parent needs to write a uniform excuse for the student.

All items should be clearly marked in permanent ink with the student's name and grade. Lost items not marked will be placed in Lost and Found in the gym and given to an appropriate group after two weeks.

Uniforms are available at The Merry Mart in Santa Clara and Appletree Uniforms in Los Altos. Uniform items such as the logo'd shirts and sweatshirts, the lipstick red cardigan sweater and the girls' jumper and skirt must be purchased from official school uniform suppliers. However, the remainder of the uniform may be purchased elsewhere, but must comply with the uniform guidelines.

The following is the required St. Cyprian School uniform:

Boys

Navy blue pants (belt optional). Plain white collared short-sleeved polo shirt or white long-sleeved turtleneck shirt. Red St. Cyprian logo'd school sweatshirt or lipstick red cardigan sweater. Socks may be navy blue or white and must extend above the ankle.

Girls

Grades K – 4, St. Cyprian plaid jumper, Grades 5 – 8, St. Cyprian plaid skirt or navy blue pants for all grades. Plain white short-sleeved blouse or polo shirt or white long-sleeved turtleneck shirt. Red St. Cyprian logo'd school sweatshirt or lipstick red cardigan sweater. Socks may be navy blue or white and must extend above the ankle. Knee socks or tights must be navy blue.

Make-up, eye shadow, colored lip-gloss, colored nail polish (clear polish is acceptable), artificial nails or long nails may not be worn.

Boys and Girls

Shoes: are to be solid black, closed-toed rubber-soled shoes. Flip flops, clogs, sandals, heavy boots of any kind, and canvas shoes of any type are not permitted.

Physical Education Uniform: worn during assigned P.E. days only. St. Cyprian logo'd T-shirt. Red St. Cyprian logo'd school sweatshirt or lipstick red sweater. Grey sweat shorts or pants.

White socks. Tennis shoes.

Shorts: navy blue walking shorts.

Hair must be clean, neatly groomed, in the student's natural hair color and, for the boys, must be cut above the collar. Extreme haircuts or styles are not permitted. Extreme styles include, but are not limited to, shaved heads and extreme bi-level cuts. Razor cuts must be number 2 or greater. Acceptable jewelry is one pair of small tasteful earrings, one ring or one simple bracelet or watch. Hair accessories should be small and compliment the uniform. Students participating in any Scout group may wear the Scout uniform on the day of his/her meeting.

The administration reserves the right to ask a student to change what is considered inappropriate dress or grooming.

Section 10 – School Schedule

Regular day	Extended Care	Opens at 7:00 a.m.
	Warning Bell	7:55 a.m.
	School Starts	8:00 a.m. NOTE: Students are tardy if they are not in their classroom by the sound of the bell.
	Recess for all students	10:00 a.m. - 10:15 a.m.
	Lunch for all students	12:15 p.m. - 1:00 p.m.
	Dismissal	3:00 p.m. for Grades 1-8 2:50 p.m. for Kindergarten
First and Third Wednesdays	Dismissal	12:30 p.m. for Grades 1-8 12:20 p.m. for Kindergarten
		NO lunch period; students may bring a snack
Second and Fourth/Fifth Wednesdays	Dismissal	2:00 p.m. for Grades 1-8 1:50 p.m. for Kindergarten Lunch period as usual