

St. Cyprian Elementary School

Dear Parents,

As we begin a new school year, I wish to assure you that we, the faculty and staff of St. Cyprian's School, are committed to the individual growth of each student – spiritually, academically, physically, socially, and morally. This delicate and vital task requires good communication and united effort on the part of all of us.

As parents, you are responsible for your child's education. Your attitude toward every aspect of the school is reflected in your child's attitude and behavior. Your cooperation and participation are essential for the success of our educational program and the development of your child.

The PARENT/STUDENT HANDBOOK should be read carefully and reviewed with your child so that the philosophy, policies, and school regulations will be clearly understood by everyone.

The faculty, staff and I would like to thank you for the opportunity to work with you in educating your child and for your continued support of Catholic education at St. Cyprian School.

May God bless each of us and our school year.

Sincerely,

Mr. Paul Wilson
Principal

All students and parents should be familiar with and are held responsible for the contents of this handbook. It provides valuable information regarding the traditions, activities, policies and procedures of St. Cyprian School. The administration reserves the right to make necessary changes in the handbook. Should this occur, parents will be notified promptly via the Family Envelope. And SchoolSpeak

Please tear off and return this form to the School Office by November 4, 2008. Thank you.

We have read and agree to be governed by the PARENT/STUDENT HANDBOOK published by St. Cyprian School for the school year 2008-09.

Family Name (Please print) _____

Parent signature _____ Date _____

Parent signature _____ Date _____

Student signature Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

St. Cyprian School Parent/Student Handbook

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Revised 10/08

ST. CYPRIAN SCHOOL PARENT/STUDENT HANDBOOK

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School Schedule

Grades K – 8

Regular day

Extended Care opens at	7:00 a.m.
School starts at	7:55 a.m.
Recess for all students	10:00-10:15 a.m.
Lunch for all students	12:15 – 1:00 p.m.
Dismissal	Kindergarten 2:50 p.m.
	Grades 1-8 3:00 p.m.
Extended Care closes at	6:00 p.m.

1st and 3rd Wednesdays Dismissal Kindergarten 12:20 p.m. Grades 1-8 12:30 p.m.
NO lunch period Students should bring a snack

Second and Fourth/Fifth Wednesdays

Lunch time as usual Dismissal Kindergarten 1:50 p.m. Grades 1-8 2:00 p.m.

FACULTY AND STAFF

Pastor	Rev. Arthur Yabes	pastor@saintcyprian.org
Principal	Mr. Paul Wilson	pwilson@saintcyprianschool.org
Secretary	Mrs. Janet Borg	jborg@saintcyprianschool.org
Preschool Director	Mrs. Alicia Guitron-Smith	asmith@saintcyprianschool.org
Preschool Teachers:	Ms. Katrina Friebel	kfriebel@saintcyprianschool.org
	Ms. Nadine Gonzales	ngonzales@saintcyprianschool.org
	Ms. Margarita Mabugat	mmabugat@saintcyprianschool.org
Kindergarten	Mrs. Patricia McGaugh	pmcgaugh@saintcyprianschool.org
Grade One	Miss Natalie Navarro	nnavarro@saintcyprianschool.org
Grade Two	Mrs. Deidre Pierron	dpierron@saintcyprianschool.org
Grade Three	Mrs. Martha Young	myoung@saintcyprianschool.org
Grade Four	Mrs. Jane Wallace	jwallace@saintcyprianschool.org
Grade Five	Mrs. Gloria Miranda	gmiranda@saintcyprianschool.org
Grade Six	Mr. Adam Parker	aparker@saintcyprianschool.org
Grade Seven	Mrs. Denise Brady	dbrady@saintcyprianschool.org
Grade Eight	Miss Breigh Zack	bzack@saintcyprianschool.org
Instructional Aide	Mrs. Terri Tellez	
Art	Mrs. Claire Cristobal	ccristobal@saintcyprianschool.org
Athletic Director	Mr. David Briones	athletics@saintcyprianschool.org
Band	Mr. Craig Hiritsuka	trmptplyr@aol.com
Counselor	TBA	
Development Director	Mrs. Rachel Paniccia	rpaniccia@saintcyprianschool.org
Extended Care Coordinator	Mrs. Maureen Burke	
Extended Care Aides	Mrs. Patty Brown	
	Miss Sabrina Carr	
	Ms. Shahoney Campitan	
Maintenance Custodial Care	Mr. Manuel Cortez	
Music	Mrs. Donna Vehawn	
P.E	Mrs. Ethelita Wallace	ewallace@saintcyprianschool.org
Technology/Algebra	Mr. Greg Velasquez	gvelasquez@saintcyprianschool.org

I. HISTORY OF ST. CYPRIAN SCHOOL

In 1966, the Sisters, Servants of the Immaculate Heart of Mary, from Pennsylvania, came to St. Cyprian Parish at the request of Rev. John Gallagher. The IHM community provided the Pastor with three sisters to open the school in September 1968, with an enrollment of sixty-two students in Grades 1 – 3. Adding a new grade each year, the first graduation was held in 1974. In 1985, a multi-purpose hall was constructed and, in 1986, a library was added to this facility and the Church sacristy was converted for use as a Kindergarten. The Extended Care program was begun in 1990 and in the fall of 1991, the outdoor eating area for the students had concrete padding installed and Art classes were also begun. A Preschool was added in 2008.

St. Cyprian currently has an enrollment of 203 students in Grades PS – 8 with a staff that includes the Principal, a Preschool director, 12 lay teachers, an instructional aide, a counselor, a resource specialist, teachers for art, band, computer, music, and P.E., as well as 4 Extended Care staff members.

II. STATEMENT OF 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.

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

III. ADMISSION POLICIES

General Policy: Admission to St. Cyprian School shall be determined by the Pastor and Principal in accordance with diocesan policies. 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:

- participate in educational expenses by on time payment of tuition, instructional and other miscellaneous fees, and extended care bills.
- participate in the educational experience by supporting their child’s teacher(s), by participating in class and school activities, and by attending school and parent meetings including Back to School Night, 3 school-wide parent meetings, and the Christmas and Spring Musicals.
- 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 per year, 5 of which are festival hours). To help maintain affordable tuition, parents are expected to support the fundraising activities presented. Families are reminded that purchasing SCRIP is a means to easily raise funds for the school at no additional cost to them. SCRIP is available all year for the most frequently used merchants and, during the school year, a monthly special SCRIP order can be submitted for hundreds of merchants locally and nationally.

Termination of Enrollment: A student’s enrollment may be terminated for academic reasons, 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 academic 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 in finding other schools or agencies with facilities to help the child.
- The final decision is made by the Principal 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 will be followed:

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

Guidelines for Behavior/Attitudinal Expulsion:

1. The final decision to 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 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 from the school, signed by the parent.

IV. ATTENDANCE POLICIES

Attendance: The first bell rings at 7:55 a.m. and all students are to be inside their classroom by 8:00a.m. Please note there is no supervision prior to 7:45 am and therefore, unless accompanied by their parent, students should not arrive at school before 7:40 a.m. unless they check into our Extended Care. After 7:45 a.m., students are expected to stand outside their classroom until they are brought into the classroom.

School is dismissed at 3:00 p.m. except on certain designated Wednesdays, which are in-service days for teachers. Students should not remain after school hours unless they are in our Extended Care. This is a serious obligation of parents since the staff is not responsible for students after dismissal. Students who are on the school property 15 minutes after dismissal are required to sign-in to our Extended Care and will be charged accordingly. The only exceptions are students working with teachers and/or involved in supervised activities, such as sports.

Please call in illnesses to the school office before 8:00 a.m. so there will be no confusion as to whether a student should be present at school. Requests for homework for a day on which a student is absent must be received no later than 10:00 am in order for the teachers to prepare a packet. Because the office

telephone has voice mail, calls can be placed at any time. If a student is absent without a call from the parent, the school may call to verify the absence. This is done as a courtesy to ensure the safety of the student. Repeated failures to call in absences may result in the school no longer calling to verify the student's absence.

If a student is absent, he/she may not attend/participate in any after school activity on that day(s) without prior approval by the principal.

When a student is absent, a note must be sent to his/her teacher on the day he/she returns to school. It should be dated, explain the reason for the absence, and be signed by a parent or guardian. After an extended illness or one involving a contagious disease, the student should have a doctor's written permission before returning to school.

Please schedule routine medical or dental appointments during vacation or after school hours. If an appointment must be made during school hours, a note requesting permission to leave the school must be presented to the student's teacher at the beginning of the school day on which the appointment is made. Information in this note will be forwarded to the office. Parents are required to sign their student out, in the 'leaving school' log in the school office when taking the student from school.

Vacations and trips should be planned for times when school is not in session. Absences due to vacations, athletic events, family visits, and the like are considered unexcused. We strongly discourage these absences due to the negative effect on learning. The responsibility for making up work, quizzes, and tests rests with the student and parent. All work, quizzes, and tests must be made up in the same number of days as the absence and any not made up will become zero grades.

Leaving the Grounds: After arriving at school, no student is permitted to leave the school grounds during school hours or during the time he/she is expected to be in Extended Care. If there is an exception to this, a written note must be given to the office or Extended Care personnel.

Tardiness: Attendance is taken at the beginning of the day. Tardiness interferes with academic performance and is disruptive to the classroom environment. Being on time is an acknowledgment by both the parent and the student of the importance of the initial organization that takes place within each classroom. The faculty and staff ask that you take, seriously, the obligation to be on time.

When a student arrives after the 8:00 a.m. bell, he/she must report to the office to receive a tardy/admit slip before reporting to class. Students in grades K-3, at the discretion of the teacher whose class is missed, will make-up the lost classroom time during recess time. Students in grades 4-8 are responsible for following the guidelines established by the classroom teacher in acquiring any work missed due to tardiness. Excessive tardiness is defined as a student being late three times during a month. In Grades K- 3 written notification of excessive tardiness will be provided to the parents by the administration, and when deemed appropriate, contact will be made to follow up and assist in resolving any avoidable issues that might be contributing to a student being tardy. Students in Grades 3– 8 who are tardy to school three or more times in a month will be given a lunch detention. Note: occasionally, a student will be given an excused tardy for a long delay because of a traffic accident, an unusual storm that slows traffic, etc. These are usually known because of radio/TV announcements. Lateness due to routine traffic will not be excused.

Students are also expected to arrive on time for all their classes during the school day. Tardy slips may also be given for coming late to class.

Morning Announcements: Morning prayer and announcements are read from 8:05 am every morning over the PA except on Wednesday morning when the student body assembles in the church for prayer and announcements.

V. RELIGIOUS FORMATION

Participation: All students of St. Cyprian School, whether of the Catholic faith or not, participate in our religious program.

Religious Program: The Principal and/or religion coordinator work with the teachers, students, parents, and priests in providing the following:

1. Liturgies/Religious Celebrations: For the instructional and religious experience, individual classes and students take turns preparing for our monthly First Friday Mass and other Masses and prayer services. Since parents are the primary educators in instilling religious values, you are encouraged to attend these services as well as Sunday Mass each week with your child(ren). The 11:00 a.m. Mass on the first Sunday of each month (or other designated day) is set aside for our Family Mass. The school choir sings at this Mass.
2. Penance Liturgies: During the Church seasons of Advent and Lent, the students prepare and participate in a penance service and receive the Sacrament of Reconciliation.
3. Sacraments: In cooperation with the Parish, three sacraments are offered to the students. First Reconciliation and First Eucharist are offered each year to the students in the second grade and to others who are prepared for these sacraments. Parents are expected to participate in this preparation before their child may receive these sacraments. Confirmation is offered each year to the students in eighth grade. Parents and sponsors are expected to participate in this preparation before their child may receive this sacrament.
4. Family Life Program: This program is an integral part of the religious curriculum in grades 1 through 8 and usually is taught one week during each month. Parent participation is essential to the success of this program.

VI. ACADEMIC POLICIES

Classes: In addition to the required academic subjects of religion, mathematics, language arts [reading, English, writing, spelling, and phonics], social studies and science, our students also receive instruction in:

1. Art: Each grade receives 30 lessons of art during the year. A portfolio, with completed art work, will be sent home at the end of each semester.
2. Music: Each grade has a class once per week.
3. Computer: Each grade has a class once per week. Students are instructed in the moral and ethical responsibilities of the use of technology and will, along with their parents, sign the Diocese of San Jose Technology Use Agreement.
4. P.E.: All students receive instruction in physical education weekly. Students wear their P.E. uniform all day on the day they have P.E. unless it is a day that requires the formal uniform, e.g. picture day, a Mass day.
5. Band: Students in grades 4 through 8 may participate in the School Band Program. Lessons are conducted during the school day. Parents are financially responsible to Bronstein Music for all band fees. Band performances are scheduled during the year.
6. Spanish: Each grade has a 30 minute class once a week.

Homework: Homework planned to meet the needs of students has an essential place in the educational program. Homework should be assigned to reinforce concepts and skills that have been presented in class, to foster the student's creativity and discipline through enrichment projects or research, to train the student to work independently, and to accept responsibility for completing a task.

Policies regarding missing homework will be determined by grade level.

Guidelines for the maximum amount of time the typical elementary student should spend daily on homework are: Grade K: at the teacher's option; 1 & 2 – 30 minutes; 3 & 4 – 60 minutes; 5 & 6 – 90 minutes; 7 & 8 – 120 minutes. These times represent an average. Some nights the assignments may take more time and some students take longer to do their work. But if an excessive amount of time is spent on homework, please contact the teacher to discuss this matter.

Parents are expected to see that a regular homework routine is established so that homework can be completed effectively.

Homework or schoolwork (including notes) missed through absence should be completed and turned into the teacher within a given time. NOTE: TEACHERS WILL NOT PROVIDE MAKE-UP CLASSWORK OR HOMEWORK PRIOR TO TRIPS TAKEN BY STUDENTS.

Assignment Notebook: We provide each of the students in Grades 2 – 8 an assignment notebook to use on a daily basis. These assist students with valuable planning and time management skills by tracking current homework assignments, future exams, quizzes, research papers, and class projects.

Deficiency Reports: Deficiency Reports are sent home at mid-quarter and/or as needed. These indicate a need for improvement in subject areas, effort, conduct and/or home study.

Report Cards: Report Cards are issued four times a year. If a student is absent 10 – 14 days during a quarter, all work must be made up in order to receive a report card. If a student is absent for 15 or more days, no report card will be given. Samples of report cards for Kindergarten, Grades 1-3, and Grades 4-8 are included at the end of this handbook.

CJSF: California Junior Scholarship Federation, an Honor Society, is a junior branch of the High School CSF. Membership is open to eligible seventh and eighth graders. Eligibility is based on receiving both satisfactory citizenship and scholarship (a minimum of 3 A's and 3 B's in the six major subjects) for the previous quarter. Students who qualify for this honor will receive recognition each quarter and students who have received this honor for six or more quarters will receive special recognition at graduation. The CJSF record will follow the student to high school. Members of CJSF are under the direction of a faculty moderator.

Parent-Teacher Conferences: *Mandatory* Parent-Teacher Conferences are held for all families following the end of the first quarter.

Testing: The school testing program includes the following:

1. Basic skills and placement test for all new students
2. Readiness tests for all incoming kindergarten students
3. Assessment of Catholic Religious Education tests for students in grades 5 and 8
4. The Iowa Tests of Basic Skills (ITBS) for students in grades 2 through 8
5. Cognitive Abilities Test for students in grades 3, 4 and 7

Note: The ITBS (Iowa Tests of Basic Skills) are administered yearly. The students are tested in the areas of reading, mathematics, language arts, social studies, and science. The primary purpose of these tests is to provide the teachers with information regarding the strengths and weaknesses of individual students as well as the class as a whole and thus is a planning tool for the school year. A general evaluation of a student's performance in such tests will be discussed at the parent-teacher conferences in November.

Promotion/Retention/Placement: Students must master the skills of a given grade before being promoted to the next grade at St. Cyprian School. Possible retention will be discussed with the parent as the need arises. The final responsibility for a student's promotion or retention rests with the Principal.

School Records: Parents have the right to see the records of their student. Parents wishing to do so should make an appointment with the Principal who will review the records with them.

Non-Custodial Parents: St. Cyprian abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. It is also the responsibility of any non-custodial parent to pay postage for any reports, letters, etc. that are mailed to them.

VII. COMMUNICATION

Communication: Communication between home and school is essential to ensure your child's success in school. Parents are urged to confer with their child's teacher as often as necessary and especially if there has been some notification sent home regarding studies or conduct. If there are concerns, parents are asked to first communicate directly with the faculty/staff member involved. If desired, the Principal may be asked to be present at the meeting.

Teachers are present one half hour before and after school for school preparation, tutoring, and/or conferring with parents and other teachers. Parents are asked to email, write or phone for an appointment so that an appropriate time may be scheduled. Teachers will answer parent notes, e-mails, or phone calls within forty-eight hours (not including weekends). General school concerns should be referred directly to the Principal. Please call the office for an appointment.

Regular means of communication are:

1. Orientation meetings: Back-to-School Night acquaints the parents with faculty and staff, school policy and classroom procedures.
2. Bulletins and school news are sent home weekly
 - a. via SchoolSpeak (electronically) for families who have opted out of the paper method, or
 - b. Via the family envelope (paper copies.) The newsletters and school notices will be placed in the family envelope and sent home with the oldest student. Upon receiving a Family Envelope, please remove the papers and return the envelope with any correspondence to school the next day. Since this is an important means of communication, please check that your student brings this envelope home each time. A \$5.00 fee will be charged to replace a lost or unusable envelope.
3. Calendars: An annual calendar is sent home in June and August for the upcoming year. An updated monthly calendar is sent home in the family envelope each month. Please refer to these for all information regarding current activities, dismissal times, and the Hot Lunch Menu.
4. Regular teacher newsletters published by individual teachers.
5. Corrected work and tests will be sent home on a regular basis. Please follow the individual teacher's directions as to the manner of dealing with these papers.
6. Parent-Teacher Conferences are held for each student after the distribution of the first report card.
7. A Parent/Student Handbook, outlining in detail the school's policies and procedures is given to all families at the beginning of the school year.

VIII. DISCIPLINE CODE

Discipline: Discipline is considered a form of moral guidance and not a form of punishment. We, as educators, and you, as parents or guardians, must be examples who children will want to follow. Our spirit of courtesy, consideration, and cooperation will, hopefully, inspire them to develop similar traits.

Since children are in the process of development, we must give them definite guidelines and define our expectations in order to help them grow with self-discipline and to independently make correct choices in given situations. Consequences for inappropriate behavior must also be enforced consistently.

Discipline is handled in class by a classroom or appropriate teacher. The teacher will contact the parent when a problem occurs. This contact may be done via an infraction slip, detention slip, e-mail, or phone call. If the situation does not improve, a teacher-parent-student conference will be scheduled. The Principal may also be invited to attend.

Expectations: We expect each student to treat all adults, other students, and property with respect, to follow regulations, which are made for their safety and order, to cooperate with their teachers so that the instructional program, which has been planned, can be accomplished, and to be respectful to all other adults. The failure of a student to show respect for these expectations, either in words or by actions, is subject to a written disciplinary report.

Specifically, students will:

- be on time for school each day and not leave school without permission
- be well groomed and wear a clean school uniform in a neat manner each day
- cooperate with the teachers and all adults who are in a supervisory position at school
- show respect and concern for one another and for all adults by:
 - listening to the speaker
 - using polite language such as “please”, “thank you”, “pardon me”, etc.
 - avoiding physical, verbal, or written abuse of students or school personnel
 - keeping hands, feet, and objects to themselves
- maintain appropriate classroom behavior by:
 - not disturbing other students
 - maintaining appropriate silence during instruction times
 - participating in projects and discussions when assigned
 - having the necessary school supplies
- complete required assignments and participate actively in class work
- treat classrooms, books, materials, equipment, furniture, and other school facilities in an appropriate manner and with responsibility
- respect the personal property of others
- keep all books covered neatly
- pay for any damage or loss caused by negligence or inappropriate behavior
- walk in the corridor and walkways
- sit for the first fifteen minutes of lunch time to eat their lunch and remain seated until being dismissed to play
- play in designated areas on the playground and field
- play in ways that are fair and kind

- settle problems in a positive way
- when necessary and appropriate, ask adults for help in solving problems
- use containers for garbage and recycling materials to keep the school yard and classrooms free from litter
- only enter the garden areas when accompanied by a teacher or extended care staff member or if they are a St. Cyprian Ecology Club member
- leave personal toys and personal playground equipment at home unless permission to bring them has been granted by a proper school authority
- refrain from disruptive, loud, or boisterous behavior
- not chew gum at any time on school grounds
- not ride bicycles, skateboards or roller blades in the school yard
- not play or loiter in or near the lavatories, drinking fountains, alcoves, lockers
- not play games such as Tag, Keep Away, Tug of War, Dodge Ball, Red Rover etc., unless under the direction of the classroom or P.E. teacher or Extended Care staff
- not use obscene language, gestures, or other behavior not acceptable in a Christian environment
- not disturb any plant or décor on the campus grounds or within the garden areas
- not bring any tools, artifacts, dangerous items (ex. matches, exacto knife) etc., to school unless under the specific direction of a given teacher (item needs to be given to the teacher before school)
- not bring electronic equipment to school,(ipods, radios, CD players, etc.) Cell phones brought to school must be turned into the classroom/homeroom teacher in the morning and picked up at dismissal time. Cell phones may not be used after school while in extended care or while the phone is available in the school office.

Lockers: Grades 6 – 8 may be assigned lockers at the beginning of the year. No exterior or interior decoration of lockers is permitted. The students may only use the lockers before school, the first ten minutes of recess and lunch, and after school, unless special permission is given by a teacher. No student is permitted to open the lockers of others without express and proximate permission. Students are not to access their lockers prior to 7:40 a.m. unless under direct supervision of a parent or teacher. Students may not switch locks or locker assignments without teacher approval. Student may only use school-assigned locks.

Consequences For Not Obeying School Rules And Regulations: To keep rules consistent and empower all faculty and staff to correct unacceptable behaviors in students, each adult will have a pad of infraction slips to use at his/her discretion. Any time a student commits an infraction against the school rules, a faculty or staff member may write up an infraction slip. Infraction slips are a way of tracking consistently unacceptable behaviors, even in such places as Extended Care, Church, P.E., Band, or at recess/lunch. In order to allow for expected improvement and a “Fresh Start”, infractions will be counted separately each report card period. However, there is no “Fresh Start” for detentions issued for behavior. Consistent disregard of school rules over the course of the year may result in termination of enrollment.

Discipline Consequences:

3 infractions = 1 detention

(Note: Depending on the seriousness of the infraction, a detention may be given immediately.)

3 detentions for behavior issues = 1/2 day in-school suspension

(After 3rd detention, there will be no more infraction slips, but immediate suspension, etc.)

4th detention for behavior issues=full day in-school suspension

5th detention for behavior issues=at home suspension

Beginning with the second detention for behavior issues, there will be conferencing with the parent, student, teacher, and, as necessary, with the Principal. When applicable, the student will be put on probation.

Detention: Detention will be assigned for continued behavior problems. Detention will also be assigned for the reasons listed below. A student receives a detention slip that must be signed by the parent and returned the next school day. A student will receive a detention for the following reasons:

- Any reason for suspension with mitigating circumstances
- Discourteous behavior (disobedience, sassing, mimicking, arguing)
- Three (3) formal written warning slips per quarter
- Fighting
- Lying
- Teasing, threats, or bullying (including, but not limited to the provisions of the policy cited below)
- Disruptive behavior in church, at student assemblies, or on field trips
- Gum chewing (before, during or after school on school premises – or on school-sponsored trips)
- Violation of another's property (e.g. teacher's or student's desk)
- Purposely correcting papers in error to benefit another student's grade (middle school)
- Forgery
- Profanity of any type
- Failure to serve a scheduled detention
- Plagiarism

Suspension: A student is placed on suspension for serious misconduct, on campus or off campus during school related activities, or for continued misconduct. Suspensions will take place in the school office or at home and the student will be assigned academic work to make up for the loss of class time. Parents are notified of a suspension by administration in writing. Reasons for suspension are, but not limited to:

- Any reason for expulsion with mitigating circumstances
- Habitual profanity or vulgarity
- Open or persistent defiance of the authority of the teacher or adult supervisors
- Stealing
- Continued willful disobedience
- Excessive or habitual teasing, threats, or bullying, including on Internet (including, but not limited to the provisions of the policy cited below)
- Leaving school grounds without permission (before, during, or after school)
- Serious fighting (determined by the administration and teacher)
- Four (4) detentions in a year (not including tardy detentions)

- Serious lying (determined by the administration and the teacher)
- Deliberately deceitful behavior
- Failure to improve behavior after previous disciplinary actions have been enforced

Expulsion: A student will be expelled for the following reasons (ED. CODE 10602, 25608, 13401):

- Actions gravely detrimental to the moral, physical, or spiritual welfare of other pupils
- Incurable or disruptive behavior, which impedes the progress of the rest of the class
- Serious fighting (as determined by administration)
- Assault, battery, or any threat of force or violence directed toward any school personnel, pupils, or other persons on school property or during school related activities
- Any form of harassment of another student or school personnel (including but not limited to the provisions of the policy cited below)
- Habitual or persistent violation of school regulations
- The use, sale, distribution or possession of narcotics, controlled substances or alcoholic beverages
- Theft, extortion, or arson
- The use or possession of firearms or other potentially harmful objects or weapons
- Gang-related conduct/activity. Gang-related conduct/activity includes, but is not limited to symbols, graffiti, apparel, color, hazing/initiations, and hand signals commonly associated with gangs
- Habitual truancy
- Malicious damage or destruction of real or personal property at school
- Hazing
- Public scandal while under school jurisdiction (sports and/or field trips)
- Failure to improve behavior after previous disciplinary actions have been enforced

See sample of Discipline Report at end of Handbook

IX. HARASSMENT POLICY

St. Cyprian School believes in the sanctity and integrity of all persons: that we are created in God's image and are of inestimable value. Any form of harassment, bullying, or cyber-bullying is completely contrary to this belief and St. Cyprian School is committed to providing a healthy, holy and safe environment free of harassment and bullying. Therefore, all students, staff, and volunteers of St. Cyprian School are forbidden from engaging in any harassing or bullying behavior, which is directed at any member of the community -- adult, adolescent, or child—during arrival and dismissal time, during program hours, or during school related activities. This policy also extends to any visitor or guest to the school campus.

Harassment occurs when an individual is subjected to treatment or to a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any or all of the following:

- Verbal Harassment:**
Epithets, derogatory comments, slurs and jokes; threatening words spoken to another person.
- Physical Harassment:**
Unwanted physical touching or contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- Visual Harassment:**
Derogatory, demeaning or inflammatory posters, cartoons, photography, written words, drawings or gestures.

D. Sexual Harassment:

Unwelcome sexual advances and propositions, threats or demands to submit to sexual requests, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic or employment status or progress.
2. Submission to such conduct by an individual is used as the basis of academic or employment decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or of creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

- Making unsolicited sexual advances and propositions.
- Using sexually degrading words to describe an individual or an individual's body.
- Displaying sexually suggestive objects or pictures.
- Telling inappropriate or sexually related jokes.
- Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

E. Bullying: Bullying is understood as repeated physical, verbal or psychological attacks or intimidation directed against a person who cannot properly defend him or herself because of size or strength, or because the person is outnumbered or less psychologically resilient. Specific examples of bullying include, but are not limited to:

- Assault
- Tripping
- Intimidation
- Rumor spreading and isolation
- Demands for money
- Destruction of property, theft of valued possessions
- Destruction of another's work
- Name-calling
- Bullying of staff and volunteers by students
- Cyber-bullying: sending or posting harmful or cruel texts, messages, or images using the internet, or other digital communication/media devices such as cell phones.

F. Retaliation:

Reprisal or threat of reprisal for having reported or having threatened to report harassment or bullying. All individuals are encouraged to report any incidents of harassment or bullying forbidden by this policy to the Principal immediately. All allegations will be taken seriously and will be dealt with in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, if St. Cyprian School determines that harassment or bullying has occurred; effective remedial action commensurate with the severity of the offense (up to and including dismissal) will be taken. In addition, appropriate action will be taken to deter any future harassment or bullying. Anyone found to have filed false and frivolous charges will be subject to disciplinary action, up to and including dismissal.

IT IS THE RESPONSIBILITY OF ST. CYPRIAN SCHOOL TO:

1. Implement this policy through regular meetings with all faculty and staff, ensuring that they understand the policy and its importance.
2. Make all students and parents aware of this policy and the commitment of the school toward its strict enforcement.

3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

IT IS THE RESPONSIBILITY OF INDIVIDUALS TO:

1. Conduct his or her self in a manner that contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating or harassing.
3. Immediately tell anyone harassing him or her that the behavior is offensive and unwelcome.
4. When told that he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, that person must cease the conduct immediately.
5. Report all incidents of discrimination or harassment to the Principal.

COMPLAINT FILING AND INVESTIGATION PROCEDURES

St. Cyprian School encourages all individuals to report immediately any incidents of harassment forbidden by this policy so the complaints can be quickly and fairly resolved. The following procedures must be followed for filing and investigating a harassment claim:

1. The individual should tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the individual must report the harassment to the Principal or to a teacher/supervisor who will report it to the Principal.
2. The individual alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The Principal must report all allegations of sexual harassment to a member of the Diocesan Sensitive Incident Team immediately.
4. Once the facts of the case have been gathered, the Principal, in consultation with the Bishop, will decide whether disciplinary action is warranted. This disciplinary action will relate to the nature, context and seriousness of the harassment and can include any appropriate form including immediate termination or dismissal.
5. If the complaint is against a person who is not a student or employee, the Diocese will take steps, within its power, to investigate and eliminate the recurrence of the problem.

X. STUDENT THREATS

St. Cyprian School needs your help in keeping our school safe for everyone. St. Cyprian School will take seriously all threats to inflict serious harm to self or others. Just as airports have zero tolerance for certain statements, behaviors, or weapons at the security checkpoint or any other part of the airport, our 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 weapon possession. St. Cyprian School has an obligation to keep our school safe and will take any of the above seriously. This is not an area for practical jokes or offhand comments, as recent events demonstrate the importance of investigating thoroughly all potential concerns.

If you become aware of a threatening situation, you should immediately report it to a school administrator.

Procedures

Step One: Initial Response of School to a Student Threat

The Principal or his/her delegate should immediately:

- A. Keep the student who made the threat in the school office under supervision.
- B. Gather information about the threat (e.g. interview reporting/witnessing parties, gather past history on the student, interview the student who is alleged to have made the threat, interview the student's parent/guardian, etc).
- C. Notify the parent/guardian of a student who has made the threat.

- D. Carefully document all information on the situation. This documentation may be kept for a period of one year beyond the time the child leaves the school as a result of expulsion, withdrawal by parent/guardian, or graduation.

Step Two: Preliminary Assessment of Risk of Harm

Based upon the information gathered, the Principal or his/her delegate should assess the potential risk of harm. There are two basic assessments of risk of harm: the student presents little or no risk of harm or some potential risk of harm. These levels are defined as follows:

- A. Little or no risk of harm: Upon assessment it appears there is insufficient evidence for any risk of harm. Situations under this level can include misunderstandings, poor decision-making, insensitive remarks, inappropriate slang, false accusations from peers, etc.
- B. Some potential risk of harm: Upon assessment it is clear or unclear that the student is potentially dangerous to self or others.

Step Three: School Response to Preliminary Assessment

The Principal or his/her delegate should respond as follows to either basic assessment of risk of harm:

- A. **Response to little or no risk of harm**: The school should take whatever disciplinary action it deems necessary to prevent a recurrence of the problem and allow the student to return to school.
- B. **Response to some potential risk of harm**: The Principal or his/her delegate should:
 - 1. Notify the police.
 - 2. Keep the student in the school office under supervision until the police arrive.
 - 3. Seek the officer's assessment of the risk of harm after he/she has conducted an investigation. Police investigations may entail:
 - a. Interviews with reporting/witnessing parties;
 - b. Interviews with school representatives to gather history on the student;
 - c. Interviews with the student's parent/guardian;
 - d. Interview with the student;
 - e. Home search; and/or
 - f. Arrest and detention of the student.

Step Four: School Response after a Police Assessment of Risk of Harm

The Principal or his/her delegate should respond as follows to either preliminary police assessment of risk of harm:

- A. If the police and school conclude that there is little or no risk of harm: The school should take whatever disciplinary action it deems necessary to prevent a recurrence of the problem and allow the student to return to school.
- B. If the police and school conclude that there is some potential risk of harm: The school should:
 - 1. Suspend the student and not consider the readmission of the student to the school until the following steps have been completed:
 - a. If the parent/guardian of the student wants his/her child to be readmitted to the school, he/she must give the school the requested permissions (as listed below) and fully cooperate with the school.
 - b. A school appointed psychiatrist or a psychologist with a PhD must conduct a comprehensive mental health evaluation/risk assessment. If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a PhD psychologist for psychological consultation and/or testing. If a PhD psychologist performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The cost of all evaluation/risk assessments shall be the responsibility of the student's parent/guardian.

- c. The school shall provide the mental health care professional (psychiatrist and/or PhD psychologist) with the written permission of the parents, with all the relevant facts, including but not limited to, aggressive behavior, details of the threat as known to the Principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
 - d. The mental health care professional, with the written permission of the parents and child, shall provide the Principal a written, comprehensive, detailed evaluation, report and documented treatment plan stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address any other concerns raised by the Principal to the mental health care professional.
 - e. This evaluation and report and all subsequent reports be made available to the Principal who will share them with the school's Pastor/rector, the Superintendent of Catholic Schools, and any legal and/or mental health area consultants including the school counselor (if available) assisting the Principal in his/her decision regarding the readmission of the student to school.
 - f. With the concurrence of the school's Pastor/rector, and the Superintendent of Catholic Schools, the Principal may notify the parent/guardian of the student when he/she may be readmitted to the school. If the student is determined to be a possible danger to self or others, the school may remove the student from the school.
 - g. The mental health care professional shall provide the Principal a follow-up assessment of the student within 30 days of readmission to the school. This follow-up assessment and/or evaluation shall inform the Principal if therapy, counseling, and/or treatment will be needed and/or provided.
2. Contact the parent/guardian of any students who have been indicated as potential victims.
 3. Make counseling available to a victim of serious threatening behavior if it is determined that such is warranted or requested.

Documentation from the mental health care professionals concerning any student is to be placed in a separate, confidential file and should not be a part of the student's academic or disciplinary file. This documentation may be kept for a period of one year beyond the time the child leaves the school as a result of expulsion, withdrawal by parent/guardian, or graduation.

XI. DRESS CODE

Uniform: Students are expected to be in full, proper uniform at all times except on special dress days designated by the Principal. Full uniform includes the red St. Cyprian School logo sweater or sweatshirt. If a student has to be out of uniform because of a home emergency, a parent needs to write a uniform excuse note for the student. All uniform items of clothing are to fit and be sized appropriately for our Catholic school environment, e.g. clothing is not to be oversized, nor cling to the body. Pants, skirts, and shorts are to be worn at the natural waistline. The school maintains a supply of uniforms that have been donated by families as their children have outgrown the garments. Should your child be required to "borrow" an item from this supply to conform to uniform guidelines, please launder the item and return it promptly. These items are available for purchase at a nominal suggested price.

All uniform 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 and given to an appropriate group twice a year, at the end of each semester.

Your child's uniform is considered to be part of training their overall sense of responsibility. Students arriving at school out of uniform will receive a Dress Code infraction and lose the privilege to wear free dress on the next free dress day. A student who receives three dress code infractions will receive a detention. This detention is considered to be a behavior related detention.

Uniforms are available at The Merry Mart in Santa Clara and Appletree Uniforms in Los Altos. Uniform items such as the logo P.E. shirts, P.E. shorts and sweatpants, St. Cyprian sweatshirts, St. Cyprian cardigan sweater and the girls' jumper and skirt must be purchased from official school uniform suppliers. The remainder of the uniform may be purchased elsewhere, but must comply with the uniform guidelines and be in the exact fabric, style and color as the uniform item that is available at the above stores.

The following is the required St. Cyprian School uniform:

Boys

Navy blue twill pants (solid color, plain buckle belt optional). **Pants may not bag or sag on a student.** Pants must not be oversized and must be worn at the waist and not below the hips. A belt will be required if the administration deems one is necessary. Plain, white, collared, long or short-sleeved shirt ***that must be tucked in.*** Red St. Cyprian School logo sweatshirt or lipstick red cardigan sweater. Socks may be navy blue or white, must extend above the ankle and be visible one inch above the back of the shoe.

Girls

Grades PS – 4, St. Cyprian plaid jumper,

Grades 5 – 8, St. Cyprian plaid skirt

All grades - Navy blue twill pants or navy blue twill skorts without accessories or decorations.

Skirts/skorts must be no shorter than 4" from the middle of the knee. Plain, white, collared, long or short-sleeved shirt ***that must be tucked in.*** A Red St. Cyprian School logo sweatshirt or lipstick red cardigan sweater may be worn. Socks may be navy blue or white, must extend above the ankle and be visible one inch above the back of the shoe. Knee socks or tights must be navy blue.

Boys and Girls

Only plain, white t-shirts may be worn as an undergarment

Shorts: navy blue twill walking shorts.

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.

St. Cyprian School logo sweater/sweatshirt: is part of the full uniform and is required to be available at school daily. In cold weather students may wear a coat, if necessary, **over** the uniform sweater/sweatshirt when outside.

Physical Education Uniform: is to be worn during assigned P.E. days only. For the 2008-2009 school year students may wear either the old PE uniform (St. Cyprian logo T-shirt with the red band around the arms and neck and grey sweat shorts or pants) or students may wear the new PE uniform (St. Cyprian logo T-shirt with white bands around the arms and neck and navy blue sweats or shorts with the St. Cyprian logo.) Annually, the St. Cyprian Athletic Department will offer a Spartan logo t-shirt for purchase. If purchased, this shirt may be worn in lieu of the PE uniform shirt for the remainder of the academic year. Additionally students will wear the red St. Cyprian School logo school sweatshirt or lipstick red sweater, white socks and athletic shoes. Socks must extend above the ankle and be visible one inch above the back of the shoe.

Special/Free Dress: Students participating in any Scout group may wear the Scout uniform on the day of his/her meeting. Choir and student council members may wear their respective shirts, instead of the white shirt, on days designated by their moderators. Special dress or non-uniform days may be given by the Principal, or by the teacher with the Principal's approval. On special dress days, students are allowed to wear clothing that is clean, modest, not torn, and suitable for school. Logo T-shirts in poor taste, halter-tops, too tight or

baggy tank tops, or any tops that show the midriff are not allowed. No biking shorts or “short” shorts are allowed. Appropriate shoes must be worn on free dress days. NO flip flops or shoes with wheels may be worn. There may be special theme days determined by the faculty; students would be expected to follow the guidelines.

Grooming:

- Hair must be clean, neatly groomed and in the student’s natural, God-given hair color **without artificial highlights of any shade.**
- Make-up, eye shadow, colored lip-gloss, **colored nail polish**, artificial nails, designs on nails, French manicures or long nails may not be worn.
- No tattoos of any kind are permitted.
- Boys must be clean-shaven, and hair must be cut above the collar, ears, and eyebrows. Extreme haircuts or styles are not permitted. Extreme styles include, but are not limited to, hair shaved with designs, patterns, or words and extreme bi-level cuts.
- Hair accessories for girls should be small, simple and complement the uniform in color.

Jewelry: Acceptable jewelry is one ring or one simple bracelet or watch. One religious medal necklace is allowed to be worn under the uniform shirt. For girls, one pair of small stud earrings, one earring in each ear (no hoops or dangles.) **Boys are NOT allowed to wear earrings on campus at any time.** (A Medical ID bracelet/necklace is allowed to be worn in addition to the above.)

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

XII. PARENTAL RESPONSIBILITIES

Parents have a responsibility to cooperate with the school in carrying out the task of educating students for responsible behavior. Therefore:

1. Parents are encouraged to visit the school to support the philosophy of our partnership with parents in the education of their child(ren)
2. Parents must be fully informed of students’ rights, responsibilities, and the school regulations.
3. Uniforms are mandatory. Parents are responsible for the appearance of their child (ren) when they leave home each day.
4. Parents have an obligation to see that their child comes to school on time. Children should never be left off unattended at school before 7:40 a.m. but should be taken to Extended Care. They are not admitted into class until 7:55 a.m. Teachers are not responsible for students until that time. (See Attendance section.)
5. Parents are required to pick up their child(ren) as soon as school is dismissed. Students not picked up by 3:15 p.m. will be sent to Extended Care and parents will be charged accordingly.
6. Parental responsibility for children begins as soon as school is out. We would like to remind you of the serious dangers for young people left on the property unattended. Teachers cannot be responsible for the protection of students at this time or for their behavior. This is a serious obligation of parents, and failure to make accommodations for students after school could result in a request to transfer the child(ren).

No one is allowed entrance to any classroom without proper authorization from school authority. Parents who need to leave messages for their child(ren) should do so through the school office. Any forgotten items, (e.g. lunches, books, homework) should be labeled properly and left with School Office personnel for delivery to the classroom.

All visitors on campus, including parents who wish to spend lunchtime with their children or who are helping in the classroom etc, are required to check in at the Office and obtain a visitor’s pass.

Parents are required to report to the office and sign their child out when he/she needs to be dismissed early from school for any reason.

When necessary to meet with a teacher, parents should schedule a date and time that is convenient to both parties. It is difficult, if not impossible, to devote appropriate attention to a parent during a “drop-in “ visit.

XIII. EXTRA-CURRICULAR ACTIVITIES

Altar Servers: Students in grades 5 through 8 may apply for the altar server program. This program is directed by a parish priest or his delegate and training takes place after school. Participation in the altar server program requires a great deal of parental support since students are assigned to serve at various Saturday/Sunday Masses, marriages and funerals.

Choir: Students in grades 4 through 8 may apply for the choir program. Practice takes place on Thursday afternoon from 3:15 – 4:30 pm. The children sing at all school Masses as well as the monthly Sunday Family Mass at the church during the school year. Parental support is also necessary for this program.

Student Council: St. Cyprian School belongs to The Association of Catholic Student Councils (TACSC). Seventh and eighth grade students, whose academic grades permit, run for office. Representatives are chosen from grades 3 through 8 to attend the leadership meeting every other week. Student Council members are under the direction of a faculty moderator.

Sports: Students in grades 4 - 8 are involved in our after school sports program. These activities include flag football, basketball, soccer, baseball, volleyball, track and field for boys and softball, soccer, basketball, volleyball, track and field for girls. There may also be sports in which St. Cyprian School students join another school in order to field a team. This would occur if we do not have enough students to field a team of our own. Parents are asked to assist by their interest, cooperation and help, especially in coaching and/or transportation. Since the elimination of any student affects the entire team, students will not be ineligible unless it is clearly evident that the sports program is detrimental academically or physically to the student. The athletic director will provide the Principal with the names of students who are participating in seasonal sports.

If a student is absent, he/she may not attend/participate in any after school activity on that day(s) without prior approval by the principal.

XIV. EDUCATIONAL FIELD TRIP POLICIES

Educational Field Trips: These trips are a privilege afforded to a student for an educational purpose. A student may be denied participation if he/she fails to meet academic or behavioral requirements. A parent also has the right to refuse to allow their child to participate in an educational field trip.

The classroom teacher plans educational field trips with the assistance of room parents. Room parents are responsible for calling parents to provide transportation, unless it is a lengthy trip, in which case a bus will transport the children. Students and parents pay entrance fees. In fairness to all students and in compliance with liability guidelines, no driver may stop ‘going to’ OR ‘coming from’ the designated field trip (e.g., going to McDonald’s for a treat).

Educational Field Trip Form: Only the formal educational field trip form provided by the school/teacher will be accepted for participation in a trip. Informal notes or telephone calls will not be accepted.

XV. HEALTH AND SAFETY INFORMATION

Emergency Forms: We have no way to care for sick children at school. Please keep all emergency information up to date, notifying us of any change of address or telephone number, both at home and at work. Please keep us informed of any change of persons to call in the event you cannot be contacted.

Communicable Diseases: If your child becomes infected with a communicable disease, e.g., strep throat, chicken pox, measles, pink eye, or with head lice, you must notify the school office immediately. In the case of head lice, your child may not return to school until all nits are removed. You must bring your child to the school office in the morning before returning to class so your child may be cleared to enter the classroom.

Policy: A student should not be sent to school with colds, headaches, etc. and should be fever-free for 24 hours before returning to school.

Insurance: The Student Accident Program is provided for all students as part of the Instructional Fee paid at the beginning of the school year. This program assists in the medical expenses incurred due to accidental bodily injury sustained by students while attending school and while participating in a school-sponsored and supervised activity. Extra insurance is available.

Medication: The school is to be notified of any child on medication while attending school. Students who bring medication to school, including aspirin, allergy pills or any drug, must bring it to the office. Parents must provide a "Diocese of San Jose Physician's Statement Regarding Administration of Medicine by School Personnel" that has been filled out and signed by the child's physician. It is the student's responsibility to come to the office to take the medication at the appropriate time.

Traffic: Only students in Grade 3 - 8 are allowed to ride bicycles to school. Bicycles are to be walked along the sidewalk in front of the school. Bicycles must be locked at all times when left on campus. Bicycles are never to be ridden on school property.

Skateboards, roller skates and rollerblades are not allowed on the schoolyard at any time. (Exception: roller skates and rollerblades are allowed on designated days in Extended Care). Automobiles are to be driven in and out of the **schoolyard at 5 miles per hour**. We ask your cooperation, patience and consideration of other drivers at all times.

We request that all parents use only the sidewalk area outside the Gym on the 1-6-7-8 classrooms side of the school for pick up and drop off of children. If your car is stopped at this area the **driver should always** remain in the car. The children are never to walk across the driving area of the parking lot in order to leave or reach your car unless they are accompanied by an adult.

Parents intending to stay for any length of time should park in a parking space along the walls across from the Gym or at the back of the Conference Center.

In the interest of safety, parents should never stop or park on Leota Avenue in front of the school to deliver or pick up students.

Disaster Preparedness: St. Cyprian School is in compliance with safety/earthquake preparedness standards. Fire and earthquake drills are conducted on a regular basis. In the case of a severe earthquake, the school has developed an evacuation and survival plan, which includes ample supplies and first aid for all students and staff. The school will establish a "command center" where parents must check-in to pick up their child(ren). No child will be released until a parent or authorized adult claims them. Adult supervision will be provided until all children have been claimed.

XVI. GENERAL INFORMATION

Hot Lunch: A hot lunch will be sold Monday through Friday. Cost will be \$4.25 per lunch. A menu for the month will be sent home regularly and will appear on Schoolspeak. Lunch can be purchased and paid for on a daily basis or you may pre-purchase a coupon for 10 or 20 lunches. **(Please make checks payable to “Jackie Botros”.)** For safekeeping, pre-paid coupons are kept in the school office and provided to the student only on days when he or she orders a hot lunch for that afternoon. Regardless of your choice for payment, lunch orders are taken every morning in the classroom for each child having hot lunch that day.

Snacks: Students may bring a snack to be eaten during recess time. We encourage healthy food items rather than candy and “junk food”. No glass containers are allowed. Also, the office does not have spoons and forks available. There is no opportunity for students’ food to be heated or refrigerated. Students may purchase a snack from a selection of items offered daily at the Snack Shack tables.

Items Brought to School: Lunches, snacks, books, assignments, etc. that are brought to school after the 8:00a.m. bell are to be labeled and left with school office personnel. Parents should not disturb the teacher or any class by taking forgotten articles to the classroom.

SCRIP: SCRIP is the way to easily raise funds for the school at *no additional cost* to you. SCRIP is the name given to store-specific gift certificates that you can purchase at school and use at the store. Thanks to the generosity of the merchants, we purchase the SCRIP at a discount, while you purchase it, from us, at face value. **You get dollar for dollar value.** (If you purchase \$10 of McDonald’s SCRIP, you can spend all \$10 at McDonald’s in one trip or more than one. If you purchase \$25 of Starbucks SCRIP, you have \$25 to spend at Starbucks.

SCRIP is available all year from the most frequently used merchants and, during the school year, a monthly special SCRIP order can be submitted for hundreds of merchants locally and nationally.

Parties: Each class has several parties during the year, usually for Halloween, Christmas, Valentine’s Day, and at the end of the year. In most cases, the treats are donated by the parents. The Principal must approve any other parties, such as a teacher, instructional aide, or other staff member’s birthday. Student birthday party invitations may only be distributed at school if **everyone** in your child’s class is being invited. Otherwise, parents are asked to mail the invitations. In fairness to all, parents are asked not to send flower or balloon deliveries to a student in celebration of a birthday or any other event. Additionally, no class-wide goody bags, party bags, or lunches are to be provided. While these items are nice gestures, school is not the appropriate place for them. **Individual birthday treats (such as cupcakes, rice crispy squares, cookies, donuts etc.) may be provided for a class when arrangements are made with the classroom teacher several days in advance.** Please be mindful of food allergies and healthy food choices. These treats are usually distributed at recess or lunch. PLEASE no beverages.

XVII. PARENTAL INVOLVEMENT

St. Cyprian School Advisory Council (SAC): The School Advisory Council is an advisory body guiding the educational policies of St. Cyprian School, subject to such rules and regulations that proceed from the bishop through the diocesan superintendent of schools.

Duties and functions of the board:

1. To recommend policies to the school administrator and Pastor for governing the operation of the school.
2. To create better understanding and support of Catholic education and to act as a public relations group in making the work and achievements of the school better known to the entire parish and civic communities.

3. To analyze the school budget to determine if it realistically reflects the general financial and physical needs of the school.
4. To recommend resources needed for the development of educational programs.
5. To monitor and evaluate programs which were established as a result of its policy decisions.
6. To provide counsel to the Pastor in the hiring of the school principal.

Involvement: Parental involvement is crucial to the success of the educational program here at St. Cyprian School. As parents, you are primarily responsible for your children's education; the faculty is committed to working with you in the development and formation of your child. Your attitudes are reflected in your child's attitudes and behavior.

By supporting their child's teacher(s), by participating in class and school activities, and by attending school and parent meetings including Back to School Night, 3 school-wide parent meetings, and the Christmas and Spring Musicals you demonstrate your support of your child's education.

In addition to sustaining our school and the quality of its program, each family must recognize a responsibility for the material welfare of our school. Opportunities for contributing your services and financial support are readily available. Your participation is vital if we are to continue to reduce budget deficits and underwrite our excellent scholastic and athletic programs. Your participation in such activities will continue the family atmosphere on which St. Cyprian School prides itself. It also permits you to meet the parents of other children and to get to know the classmates and friends of your child.

Service Hours: Each family (which includes a single parent family) is required to give 25 hours of Service or \$20 per uncompleted hour. 5 of the required 25 hours are to be worked at the Festival. All hours must be completed by May 31. Some examples for completing hours and the amount of time earned are:

- Participating in work days - time donated
- Yard duty - 1 hour per duty
- Phone calling, driving on field trips or to/from sports games - time donated
- Serving refreshments on hospitality Sunday (first Sunday) - time donated
- Helping with the Scrip program - time donated
- Helping with organization of fund-raisers - time donated
- Donation of paper - 10 reams/1 carton = cost of paper
- Helping teachers in classroom or with projects at home - time donated

For every \$10.00 donated or spent, 1 hour of service may be claimed.

XVIII. FINANCIAL POLICIES OF ST. CYPRIAN SCHOOL

Tuition Rates

Supporting - 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 and expected to be regular and reasonable.

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

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

Policy

Registration will be completed when you have 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 (PSAS) 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 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.

XIX. ST. CYPRIAN EXTENDED CARE PROGRAM

Hours Of Operation: 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 7:00a.m. - 6:00p.m. It is also available on minimum days. Any child on campus prior to 7:45 a.m. or 15 minutes **after** the dismissal bell will be sent to Extended Care due to liability concerns. Parents will be billed accordingly. Please refer to the School Calendar for any changes in the regular schedule. (Please note: there will be no Extended Care services on the published dates included in the yearly calendar.) 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. On Minimum Days, if your child will be in Extended Care, be sure he/she packs a lunch. If your child has any allergies, be sure to pack them an afternoon snack everyday.

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

Fees:

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

1 child	\$4.50 per hour or any part thereof
2nd child	\$3.50 per hour or any part thereof + 1st child charge
3 children	\$3.50 per hour or any part thereof + 1 st and 2 nd child charge

Bills will be available each Monday for the previous week's care and will be payable on Thursday of the same week. Non-payment renders the student ineligible for attendance at Extended Care 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 \$5.00 per minute per child after 6:00 p.m. Please note that these charges are in addition to the regular fees. The late fee must be paid in cash by the following school day to the Extended Care Director.

All billing, payments, and/or questions regarding Extended Care should be addressed to Mrs. Brown. See the Extended Care Handbook for more information.