

# St. Cyril of Jerusalem

## Welcome

### PARENT-STUDENT HANDBOOK

On behalf of Fr. Danny Guinto and the entire St. Cyril community, we welcome you to the St. Cyril of Jerusalem family. We are honored to partner with you in the education of your children and thank you in advance for supporting our programs and policies. By reading the handbook and signing the acknowledgment, parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures. You can print out a copy of the handbook if you wish, but the binding document is the one that is online. All information contained in the Parent-Student Handbook may be amended or interpreted by the principal of St. Cyril of Jerusalem School. Parents will be notified in writing of any amendments or changes, which will be effective at the time of notification. The roles of the teachers, staff, parents or boards are advisory. The pastor and principal have the sole power of decision-making in regard to all policies and procedures.

## Chapter-1

### INTRODUCTION TO THE HANDBOOK

Sections of this Parent-Student Handbook are particular to St. Cyril of Jerusalem School. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found in the ADLA Administrative Handbook at <http://handbook.la-archdiocese.org/>





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## Section-2-01

### Mission Statement and Philosophy

#### **Mission Statement**

St. Cyril of Jerusalem is a Catholic school serving preschool through eighth- grade children of the parish and local communities. The school provides a faith-based education in a nurturing, diverse environment where a child can thrive spiritually, emotionally, socially, and academically. The school cultivates inclusivity, fosters academic excellence, and maximizes the use of cutting-edge technology. In conjunction with a high level of parent and community involvement, St. Cyril strives to develop the life skills necessary to become faith- filled citizens.

#### **School Philosophy**

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

## Section-2-02

### Integral Student Outcomes (ISO) / Learning Expectations

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

St. Cyril Students:

## Section-2-03

### History of the School

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

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

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

Bishop Maximus died in 348 A.D. and our Saint succeeded about two years later. St. Cyril never wavered in his adherence to the orthodox and Catholic faith for which, as the second ecumenical council observed, he suffered

adherence to the orthodox and Catholic faith, for which, as the Second Ecumenical Council observed, he suffered several times as a confessor. It appears that he played a leading role in the First Council of Constantinople in the 380s.

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

## **Section-2-04**

### **Accreditation**

St. Cyril of Jerusalem School is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.

## **Section-2-06**

### **School Personnel Lists**

#### **School Personnel**

##### Administration and Office Staff

Administrator: Reverend Danny Gunito  
Principal: Mrs. Angelica Pugliese  
Chairperson, Primary Grade: Mrs. Elizabeth Lopez  
Chairperson, Intermediary Grade: Mr. Christopher Ferris  
Chairperson, Junior High: Mrs. Eva Cohen  
Business Manager: Ms. Margaret Austria  
Attendance/Health Office: Jenifer Blake  
Religion Coordinator: Ms. Margaret Fabrizius

## **Section-2-07**

### **School Schedule and Calendar**

**School Hours are 7:45 a.m. – 2:55 p.m. Monday through Thursday and 7:45 a.m. – 1:05 p.m. on Friday.**

## **SCHOOL SCHEDULE**

7:45-7:55

2:55

2:55

Friday 1:15 Carpool ends,  
after school care. All gates

Below is a link to the school's calendar. Listed are dates relevant to parents, so please check this link regularly. Note that this is a working calendar so expect changes. [SCJ Parent Calendar](#)

Public address:

[https://calendar.google.com/calendar/embed?src=c\\_c67cdfa82c762bd234634b9bddd9ce1bf77d95dfcc335e15c82](https://calendar.google.com/calendar/embed?src=c_c67cdfa82c762bd234634b9bddd9ce1bf77d95dfcc335e15c82)

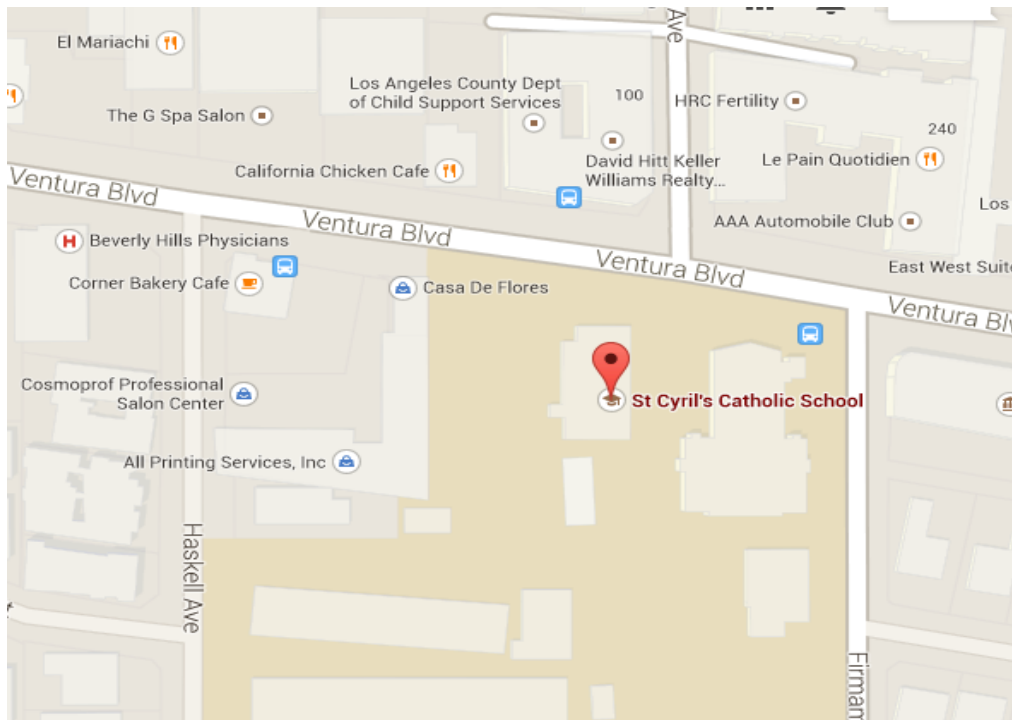
Ical Format:

[https://calendar.google.com/calendar/ical/c\\_c67cdfa82c762bd234634b9bddd9ce1bf77d95dfcc335e15c8216610f4c](https://calendar.google.com/calendar/ical/c_c67cdfa82c762bd234634b9bddd9ce1bf77d95dfcc335e15c8216610f4c)

## Section-2-08

### School Map

St. Cyril School is located on Haskell Avenue along the intersection of Ventura Blvd. The school is represented by its mascot which is a Trojan. The school address is:  
4548 Haskell Avenue  
Encino, CA 91436



## Section-2-09

### School website and social media

The school must own and control all internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. Failure to comply may result in the removal of student from school.

The St. Cyril website is  
[www.stcyril.net](http://www.stcyril.net)

## **Section-2-14**

### **Dress/Uniform Code**

#### **Personal Appearance:**

St. Cyril of Jerusalem's standards for personal appearance on both uniform and non-uniform days are based on what is appropriate, modest, and becoming of a St. Cyril student. Uniforms must be neat, clean (no stains), without holes, and be worn properly. All uniform tops must display the current St. Cyril logo (crest) as of August 2018. Long pants may not drag on the ground or bunch up around the shoes. Shorts may not hang below the kneecap. Skirts, jumpers, shorts, and skorts must be at or just above the knee or longer. Skirts, jumpers, shorts, and skorts that reach the thigh are considered too short. Undergarments should not show and no midriff skin or cleavage can be displayed. All shirts, whether uniform tops, spirit wear, or free dress must extend at least 2 inches below the top of the waistband, even when arms are lifted. Spaghetti straps, tank tops, see-through, form fitting, tight fitting, and off-the-shoulder clothing is not permitted.

Students are required to keep their hair clean, combed and properly trimmed. Hair should be kept out of the face and, if necessary, pulled back to maintain clear visibility, safety during play/experiments and to promote a neatly groomed appearance. Neither boys nor girls are allowed to have their hair hang in their eyes. Hair must be of natural color and be free of bleaching, dyes, highlights or temporary dyes. Hair adornments of the uniform colors are limited to headbands, hair clips, barrettes, hair ties or ribbons. Feathers, beading, headbands with ears, or extensions of any kind are not permitted. Boys' facial hair must be clean-shaven.

No makeup (including, but not limited to, concealer, foundation, lip gloss) or tattoos (including temporary) are allowed. A single-function watch, one single religious necklace or bracelet, or another single plain bracelet may be worn. Girls may wear one pair of stud earrings in their ears only. Boys may not wear earrings or piercings of any kind at school or when representing St. Cyril off campus. Smart watches may not be worn at school. No other jewelry is allowed – even on free dress days (including but not limited to stacks of bracelets). If any of the above items become a safety issue or distraction to learning, the student will be asked to remove them.

We encourage our students to be physically active during the school day. Therefore, shoes must be an athletic style tennis shoe that is conducive to their health and safety. The shoe must fit the foot securely using laces or Velcro closures. Shoes cannot have platforms, wheels, flashing lights, bells, or any other distracting feature. No Ugg boots or slip on shoes are allowed, even on free dress days.

Formal uniforms are mandatory and are expected to be worn on special days such as Mass days, Holy Days of Obligation, school picture days, etc. All other uniform pieces are considered optional. These formal uniform items are the same items that have already been available to you this year, so chances are, it is already part of your child's set of uniforms.

*Formal uniforms include:*

	<p>-Skort or jumper for grades PK-5th; -Ch skort/skirt for grades 6th-8th -Choice of with school logo from Tommy Hilfiger</p>
	<p>-Choice of any outerwear with school logo from Tommy Hilfiger</p>

Shoes must be black, brown, gray, dark blue, white, or dark green and must be predominantly one color. Shoelaces may be a different color, but must be approved by the classroom teacher.

Socks must be white or black and must extend above the ankle bone.

Undershirts, tights, or leggings must be black, white, or gray. Leggings must cover the ankle and tuck under the socks.

Skirts, Skorts, Jumpers & Shorts must be of **appropriate length and coverage**. Skirts, shorts, and dresses should be of modest length, generally no shorter than **3 inches** above the knee. Shirts and tops must cover the shoulders, midriff, and back. Tank tops, spaghetti straps, and low-cut tops are not allowed.

**Spirit Wear may be worn on Tuesdays only, unless formal uniform day fall on a Tuesday.**

SCJ Sweatpants- School sweatpants may only be worn beginning Trimester 2 through Easter Break. When we return to school after Easter Break, sweatpants are no longer permitted to be worn by students.

Non-Uniform Rain Wear is not allowed except on rainy days. This includes rain boots.

**Appropriate Free Dress Definition and Guidelines:**

On designated free dress days, students are expected to wear clothing that is modest, respectful, and aligns with the values upheld by the school. The following guidelines should be observed:

1. **Modesty and Fit:** Clothing must not be form-fitting or excessively tight. This includes leggings, which are considered form-fitting.
2. **Appropriate Length and Coverage:** Skirts, shorts, and dresses should be of modest length, generally no shorter than 3 inches above the knee.
3. **Condition of Clothing:** All clothing should be clean, neat, and in good condition. **Ripped jeans or any clothing with holes are not allowed.**
4. **Graphics and Text:** Clothing should not feature inappropriate language, images, or graphics that conflict with the school's values.
5. **Footwear:** Closed-toe, closed heel, shoes are required. Sandals, flip-flops, Uggs, Crocs and high heels are not allowed.
6. **Hats and Accessories:** Hats, caps, and headbands with ears or excessive accessories are not to be worn.

This dress code is designed to promote a respectful and dignified atmosphere in alignment with the teachings of the Catholic Church.

Visibility outside of school- If students or other members of the St. Cyril community are wearing a uniform or jersey or any clothing with a school logo, they represent St. Cyril of Jerusalem School.

uniform or jersey or any clothing with a school logo, they represent St. Cyril of Jerusalem School. Regardless if they are at school or off campus, behaviors exhibited by someone wearing school clothing should be representative of St. Cyril values. Students will be held accountable to the same discipline policies when wearing the school logo if St. Cyril is notified of any misconduct.

**\*\* Teachers and administration will be in charge of monitoring student compliance with the school dress code. In the case of a dress code infraction, a student may be given a verbal warning or may be issued a dress infraction form if issues persist.**

#### **A.15.b Uniform Code:**

All students are expected to stay in school uniform throughout the entire school day. **The St. Cyril uniform must be purchased by Global School Wear Tommy Hilfiger.** [The Tommy Hilfiger website](#) has a list of approved St. Cyril of Jerusalem uniform items and sells everything you need except shoes. Please note the grade level differences in approved uniform choices.

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

Additional dress options available to all students:

- Wear approved spirit wear and club attire on Tuesdays.
- Wear sports uniform on game days only.

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

## **Section-2-15**

### **Relationship of School to Parish**

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

## **Topic-2-16-3**

### **Additional School governance information**

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## Topic-2-16-4

### School Boards

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## Topic-2-16-5

### Parent or Parent-Teacher Organizations

#### Parent Association (PA)

President: Michaela Chaterjee

Vice-President: Staci Magcase

□ Secretary: Fab Carreno

Treasurer: Rosa Menart

#### Parent Associations

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

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

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

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

Visit the PA link on the school website [www.stcyril.net](http://www.stcyril.net) for information and how to contact PA Board members.

#### Room Parents

Room Parents are the direct link between the teacher, school and parents. They are expected to attend PA meetings so they can share pertinent information with the parents in each class. A Room Parent's responsibilities are as follows:

Obtain approval from the teacher before disseminating email communication to parents and copy teacher and administration.

### **Topic-3-1-1**

#### **Introduction**

In "[The Catholic Vision of Education](#)," Archbishop José H. Gomez describes the dynamic mission of Catholic education throughout the Archdiocese: "Catholic education is the Church's future. It is also the key to our society's future. . . . Our Catholic vision always calls us to see deeper — and to give more of ourselves in love. Our Catholic vision always calls us to see with the loving eyes of Jesus; with the eyes of God." The Catholic school is unique because it is an academic community within a religious community. As a school it is a community of learners and teachers, administrators and parents/guardians, staff and resource people. At the same time, it is a faith community of young Christians and adults. where Christ the Teacher is present among them.. A Catholic school always has a twofold purpose: learning and believing. It is exemplary when the school blends these well.

In the [Archdiocese of Los Angeles](#), [Catholic schools serve students from preschool through high school](#). Each local school is unique in its charism, foundation, and culture. All schools promote "knowledge of the faith, liturgical education, moral formation, teaching to pray, education for community life, and missionary initiation."

[General Directory for Catechesis](#). All schools are committed to providing an academic education that integrates Catholic values across the curriculum. In light of the great gift and contribution of Catholic education, Archbishop Gomez has expressed his strong commitment to "*make sure that our schools are open to every family and every child in our city. No matter who they are. No matter where they come from, or how they got here. No matter how much money they have.*" (The Catholic Vision of Education, Archbishop Gomez: August 23, 2013).

### **Topic-3-1-3**

#### **Additional Practices**

The Eucharist is "the source and summit of the Christian life" ([Lumen Gentium, 11](#)).

"The other sacraments, and indeed all ecclesiastical ministries and works of the apostolate, are bound up with the Eucharist and are oriented toward it. For in the blessed Eucharist is contained the whole spiritual good of the Church, namely Christ himself, our Pasch" ([Catechism of the Catholic Church, 1324](#)).

Liturgy celebrated properly in the school setting prepares students to participate in the liturgical life of their parish. The [School Mass Guidelines and Planning Sheet](#) for school liturgies aids campus ministers and students involved in liturgy preparation.

### **Section-3-2**

#### **Sacraments (First Reconciliation, First Communion, Confirmation)**

The administration, faculty, and students are to share in a school celebration of the Eucharist at least monthly. Liturgical preparation should involve cooperative planning by the celebrant and representatives of the school community. Faculty and students are to celebrate the sacrament of reconciliation periodically and in particular

community, faculty, and students are to celebrate the sacrament of reconciliation personally and in parish during Advent and Lent. Although preparation for the sacrament of confirmation is specifically a parish program, the school is to make every effort to encourage and support students and their parents/guardians to participate in their parish confirmation program (see "Confirmation Program" under [Faith Formation and Youth Ministry for High School-Age Students](#)).

### **Section-3-4**

#### **Campus Ministry**

"Community is at the heart of Christian Education not simply as a concept to be taught but as a reality to be lived" (To Teach as Jesus Did: A Pastoral Message on Catholic Education, 23).

Although the responsibility for spiritual and moral leadership rests with the principal, the principal must be able to rely on a unity of conviction and purpose in the entire faculty if a genuine community of faith is to be achieved. Religious activities at the elementary school level and campus ministry at the high school level are paramount in fostering this community climate in schools, in the gospel spirit of freedom and love.

The [elementary school religion coordinator](#), [high school campus minister](#), and high school campus ministry team, appointed and supported by the principal, help create, promote, and oversee multiple opportunities for prayer, liturgy, the celebration of sacraments, retreats, peer ministry, and Christian service programs. The active involvement and cooperation of faculty and students support these endeavors.

Every elementary school is to have a religion coordinator. Every high school is to have a campus ministry program and a campus minister.

### **Section-3-5**

#### **Christian Service Program**

This page intentionally left blank as it pertains to high school programs.

### **Section-3-6**

#### **Retreats**

The retreat experience is intended as an effective means of evangelization and spiritual development of both faculty and students. The principal, elementary school religion coordinator, or high school campus ministry team, as applicable, determines the type and number of retreat experiences that best meet the needs of the particular school community.

At least one full-day [retreat for the faculty](#) is to be calendared each year in a location conducive to prayer and reflection. Annual retreats for eighth graders and all high school students are also to be calendared. Elementary schools may provide a variety of retreat experiences for all students.

### **Chapter-4**

#### **ADMISSION AND ATTENDANCE**

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, national origin, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, medical condition, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single-sex schools.

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

[Note that this School Student Non-Discrimination Policy does not provide nor imply that the archdiocese waives any legal exceptions or exemptions that may apply to it as a religious nonprofit organization.]

This Catholic Elementary School publishes the above policy in the staff and parent/student handbooks, public relations/recruitment brochures and in other publications such as the parish bulletin and school newspaper. The school also publishes applicable grievance procedures in the staff and parent/student handbooks.

School: St. Cyril of Jerusalem School

City: Encino, CA

Principal's Name: Angelica Pugliese

Date of Publication in the Parish Bulletin: November 9-24, 2024

Signature of Principal: Angelica Pugliese

#### **Topic-4-03-4**

#### **Inoculation requirements of the CA Department of Health**

St. Cyril of Jerusalem School follows the inoculation requirements of the CA Department of Health detailed here: <http://www.shotsforschool.org>

#### **Topic-4-04-1**

#### **Absence**

##### Absences

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record. Elementary schools record absences in the school-wide platform Gradelink

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

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

appointments, the child must bring a note from the doctor/dentist, however, the child is still marked tardy or absent.

## DEFINITION OF ABSENT

An absence is defined as missing more than 30 minutes of the school day.

A parent/guardian or doctor's note is required upon return to school for absences due to medical/illness reasons.

o Example:

♣ Absent Monday → Make-up on Tuesday

♣ Absent Monday, Tuesday, Wednesday → Make-up on Thursday

### • Assessment Notifications:

o Teachers provide at least one week's notice prior to any assessment.

o Assessments are announced in class by teachers, in the weekly Sunday email, and/or noted in stu

### • Definition of Absence:

o An absence is defined as missing more than 30 minutes of the school day.

o A parent/guardian or doctor's note is required upon return to school for absences due to medical/il

### • Planned Absences:

o If a student knows they will be absent, the assessment should be completed **prior to the absence**

### • Assessment Policy:

**For Elementary students, each student may retake one assessment in each class per trime**

### • **Jr. High**

• Each student may retake one assessment in each class per trimester for a score of up to 1

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## **Make-Up Timeline: MISSED WORK SUBMISSION POLICY (Excused & Unexcused Absences)**

When a student misses work (excused or unexcused), they are responsible for checking with a peer, checking Google Classroom, collecting materials, and communicating with their teacher to stay current with assignments.

The following policy applies to all missed work:

### **Submission Timeline & Grading**

## DEFINITION OF TARDY

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A tardy is defined as missing the first 30 minutes of school. Arriving between 7:55am -8:25am is

## **ASSESSMENT MAKE UP POLICY**

Students who are absent (excused or unexcused) on the day of a scheduled assessment are required to make up the assessment upon their return. The following guidelines apply:

### **Additional SCJ Policies on Absences and Tardies**

1 day of absence = 1 additional day to submit work.

Work submitted after the allowed time frame will receive:

80% of the earned grade if submitted one day late.

0% credit if submitted beyond the late submission window.

**Example:**

- **Scenario 1: 1 Day Absent**
- Monday: Absent
- Tuesday: Return to school, gather materials, check Google Classroom, speak with teacher
- Wednesday: Submit to be graded.
- Thursday: Submit for 80% of earned grade
- Friday: No credit (0%)
- **Scenario 2: 2 Days Absent**
- Monday & Tuesday: Absent
- Wednesday & Thursday: Return to school, gather materials, check Google Classroom, speak with teacher
- Friday: Submit to be graded.
- Following Monday: Submit for 80% of earned grade
- Following Tuesday: No credit (0%)

**Topic-4-04-2**

**Absences with Acceptable Excuse**

Absences with Acceptable Excuse

When a student has been absent, a written note signed by the parent or guardian is required, and the note is kept on file for a period of one year.

An acceptable excuse includes illness, medical or dental appointments, IEP's, funeral services for immediate family members, court appearances, naturalization ceremonies, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. A written note from the doctor or attending professional must be submitted for all excused absence.

Excessive unexcused absences may result in loss of academic credit.

### **Topic-4-04-3**

#### **Extended Absences**

##### Extended Absences

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

### **Topic-4-04-4**

#### **Leaving School Early**

##### Leaving School Early

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

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

### **Topic-4-04-5**

#### **Tardiness**

##### Tardiness

A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session. Students who **arrive after 8:25 a.m.** or **leave before 2:25 noon** are marked **am or pm absent**. A record of all tardiness is kept in the attendance register and records. Students **are tardy after 7:55 a.m.** If students arrive after 7:55 a.m., they must sign-in at the health office, pick up a tardy slip, and give it to the applicable teacher. **WHEN YOUR CHILD IS LATE, YOUR CHILD MUST ENTER THROUGH THE SCHOOL OFFICE. NEVER DROP YOUR CHILD IN THE VENTURA PARKING LOT AND HAVE THEM GO DIRECTLY TO THEIR CLASSROOM.** Students will also be marked tardy who are late getting to their classrooms after the lunch bell. A late student gets off to a poor start behind his or her peers, misses socialization and instruction and disrupts the learning of others. Late students are responsible for any missed instruction or work and the school principal reserves the right to require summer school or retention for excessive tardies. Excessive tardies (more than 3 occasions) will result in the parent meeting with principal to discuss and resolve the issue. Failure on the part of the parent to address the situation may result in the parent being reported for neglect or the child reported as truant. The child also risks being placed on probation and subject to dismissal. Individual situations outside of the child's control will be considered.

### **Topic-4-04-6**

## Truancy

### Truancy

A student who is absent from school without an acceptable excuse **three full days in one school year** or is tardy or absent for **more than any 30 minute period** during the school day on three occasions in one school year, or any combination thereof, is a **truant** and shall be reported to the attendance office or superintendent of the public school district. In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities. A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times, is considered a habitual truant and is subject to dismissal. If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

## Topic-4-05-1

### Parent Teacher Conferences

#### Parent/Teacher Communication

*Appointments:* Parents can contact teachers to make appointments as needed through email or by leaving a message with the office. During the school week, you can expect a response within 48 hours. Please understand that during the school day teachers are focused on directly interacting with students and may not respond to calls or emails until the school day ends.

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

*Parent/Teacher Conferences:* These are scheduled during the 1<sup>st</sup> trimester or at any time the teacher or parent deems necessary.

## Topic-4-05-2

### Parent Messages and Phone Calls

#### Parent Messages and Phone Calls

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

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

### **Topic-4-05-3**

#### **Parent to School Communication**

##### Parent/Parent Communication

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

related information.

##### School/Families Communication: Weekly Family Bulletin (electronic) with Principal's Letter and pertinent information.

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

All information regarding school activities that you may want to have included in the weekly Family Letter must receive prior written approval from the vice principal. Please e-mail your letter, information, flyer, etc. to the leadership team. Include the date and event name (e.g. October 31, 2019 K Halloween Party) in the subject line no later than Thursday morning of the previous week at 9 a.m. The leadership team will get your material approved for you and contact you regarding edits if necessary. Please make sure that you leave your contact information in case of any questions. This helps keep everyone who needs to be aware of communications between home and school informed. Again, we thank you in advance for your cooperation and support.

### **Section-4-07**

#### **Safety and Security Procedures**

## Emergency Preparedness and Procedures/Disaster Response

In the event of a major disaster St. Cyril of Jerusalem School has specific assignments and procedures in place to ensure the safety of our students, faculty and staff. There is adequate food, water and medical supplies to care for students up to 72 hours. The faculty and staff are trained in CPR and first aid procedures on a regular basis and they will stay with your children until each one is picked up. Students will only be released to a parent or designated contact after that person has first checked out each student with the teacher, secretary or principal. Another parent/person can pick up your child if that parent/person is on your family's contact list or he/she has a note in hand from you granting permission to the school to release your child to that person. We follow the response of the Los Angeles Unified School District regarding any school closure and general safety drills are conducted on a regular basis.

### General Safety Drills

#### Fire Drill

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

#### Earthquake Drill

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

#### Evacuation Drill

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

#### Lock Down

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

#### Safe Place

In the event it is necessary to get the children to a safe and secure place, the teachers will be notified when and where to take them. The children will remain in the secure area until it is safe to leave. The children will be released to their parents from the secure site.

### School Emergency/Earthquake Preparedness and Procedures

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

#### In the Event of an Earthquake or Disaster

If students are indoors, they will remain indoors. All persons will DROP and take cover under desks, tables or other protective cover and hang onto the legs. If outside, the students will follow the directions of the staff and drop and get away from hazards when possible.

- When the quake or emergency is over, students will evacuate the building under adult supervision and walk to a designated open area.
- Attendance of students and staff will be taken and First Aid administered by qualified trained staff as needed.
- Students will be supervised at all times and grouped with their siblings at the earliest opportunity with the exception of Preschool & Pre-K. The Preschool & Pre-K will stay together as a class.
- If warranted, administration or its designee will contact local emergency services such as fire department for urgent medical aid, rescue of trapped persons and/or transportation of injured.
- Designated staff will check utilities. If water, electricity or gas lines show any evidence of leaking, they will be shut off at the main valves. Utility companies or district offices will be notified of any suspected breaks that may present an additional hazard.
- The emergency broadcast system will be monitored.

The principal will make the decision as to whether or not the buildings are safe. If they are deemed unsafe,

- The principal will make the decision as to whether or not the buildings are safe. If they are deemed untenable, students may be dismissed to go home as local conditions permit (no flooding, fires, or downed electrical lines).
- In the event of evacuation, parents and their designated contacts will be contacted through Gradelink.
- In the absence of communication or timely instructions from the Department of Catholic Schools, each principal is authorized and directed to implement these plans or to take such actions as may be necessary in his/her judgment to minimize injuries and save lives.

## Dismissal Procedures in the Event of an Emergency/Disaster

### Section-4-08

#### Arrival/Dismissal Procedures

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

#### Morning Drop-Off

The school gates on the Ventura Blvd. and Haskell Avenue opens at 7:30 a.m. The Ventura Lot Gate is the gate to use when driving through and dropping off children. If you plan on entering through Haskell you must park on the surrounding streets and walk your children through the gate. If you arrive late to school, you must park on Haskell and walk your child in through the office entrance and get a Late Slip from the Health Office for your child to give to the teacher.

#### Afternoon Pick-Up

The Ventura Gate opens at 2:45 p.m. While waiting in your car for the students to be dismissed, please create a second lane in the Ventura lot and keep Ventura Boulevard open to traffic. Do not wait until a dozen cars are lined up in the lot to create a second lane. If you plan to walk on campus to pick up your children, please meet them at the lunch pavilion or near the flagpole where we assemble for the pick-up lane. If you park in the Ventura lot, do not attempt to back into the busy pick-up lane to exit. Wait until the lane clears of cars. The priority is safety and keeping traffic flowing on Ventura Boulevard. Once the line is moving and you are inside the school grounds, remain in a single-file line of cars. No passing on either the right or the left is allowed. Please remember that the use of cell phones is prohibited in the drop-off and pick-up lines. Your full attention is required to maintain safe conditions for all pedestrians and other vehicles. If you arrive between 3:05 p.m. and 3:10 p.m. on Monday through Thursday or between 1:15 p.m. and 1:20p.m. on Fridays and short days, you must park and walk through the school office to pick up your children from daycare. If you arrive later than these times, please enter through the Firmament Gate. You will need to punch in a number code in order to access entrance through the Ventura Gate.

Students participating in after-school sports will be supervised by their coach and should be picked up from the Hall or the Pavilion, depending on the location of the practice or game. Your child must be dropped off and picked up at the designated practice location.

### Section-4-09

#### Automobiles/Parking Lot

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### Topic-4-11-04

## School Procedures for Immunization and Screenings

St. Cyril of Jerusalem School follows the immunization requirements of the CA Department of Health detailed here: <http://www.shotsforschool.org>.

### Topic-4-11-09

#### Allergies

*Peanut Allergies Alert:* There are students on campus who suffer moderate to very severe reactions to peanuts or peanut butter. Please instruct your children not to share any peanut butter snacks with their classmates, to clean the place where they ate and to wash their hands after they have finished eating. This reduces the opportunities for a chance encounter with peanut products. Thank you for your support in keeping all students healthy. **Please note we are not a peanut-free campus. Parents should inform the teacher/aide of their child's allergies.**

### Topic-4-11-12

#### Accident Procedures

##### Responding to an Injury

If an accident occurs and a person is injured, determine if the person needs immediate medical attention. This will depend on how serious the injury is or it appears to be: Is it life threatening (very serious) or non-life threatening (less serious or minor)?

##### When the Injury is Life Threatening

Call 911. Also call the injured person's emergency contact. Do not move the person unless he or she is in immediate danger of further injury. Cover the person and arrange for someone to meet the paramedics and bring them to the injured person.

**Note:** If a serious injury, serious illness, hospitalization or death of an employee occurs in a place of employment or in connection with any employment, regardless of whether the accident occurs during business or non-business hours, California requires the employer to report immediately (within 8 hours) to [the nearest District Office of the Division of Occupational Safety and Health](#) (Cal/OSHA); see [Reporting Work-Connected Injuries](#). Notify the [Insurance Department](#) of the archdiocese immediately as well.

Each location should have persons who are trained in emergency [first aid procedures](#).

##### When the Injury is Not Life Threatening

Administer minor first aid and then make the person comfortable.

If the injured person is an employee and needs medical attention, then arrange to transport the person to the location's assigned medical panel facilities. Contact the [Insurance Department](#) at the archdiocese for help and further instruction. See the [Medical Care Location Sheets](#).

If the injured person is not an employee or student and needs medical attention, then provide help:

Ask if the paramedics should be called. If so, dial 911 and then give the phone (if practical), to the injured person to make the arrangements directly.

- 

Ask if anyone else should be notified. If so, call that person on the injured person's behalf.

- 

File an accident report with the archdiocese, as described in [Reporting an Injury or Accident](#).

**Note:** Any injured person or a student/minor's parent/guardian has the right to refuse a medical examination and treatment. In this event, ask the person to sign the [Refusal of Medical Examination and/or Treatment for Non-Employees and Non-Students](#). If the injured person refuses to sign the Refusal document, make a note on the form that it was offered to the person.

## Topics to Avoid

Please DO NOT say:

- 

The location is at fault or is responsible for the injury

- 

The location will take care of or pay the medical bill

- 

The same accident or a similar type of accident has occurred at the location

- 

Staff members will be your [witnesses](#)

## Section-4-14

### International Students

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

All international students who do not live with a relative must live in approved housing identified on the student's I-20 forms.

The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required.

The parents/guardians, host family, and/or Agency, if used, shall notify the school if there is any change in the student's host family or residence. Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians.

Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events.

The school is not permitted to waive all or part of international students' tuition, or grant them any type of scholarship or financial aid. The full international student tuition must be listed on the [I-20 form](#) and the school is bound by federal regulation to collect the specified amount.

For more information about international students see:

<http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6>

## **Section-5-01**

### **Curriculum**

The curriculum at archdiocesan Catholic schools integrates the mission of Christ to teach the Gospel message to all. The archbishop and archdiocese are committed to providing strong academic experiences for students in school communities that reflect two purposes: the teaching mission of the Church and the need to educate youth for life in a way that relies on academic skills and requires sound preparation.

The curriculum consists of all learning experiences that are planned and organized under the principal's leadership, implementing the school's educational goals in a manner that reflects a commitment to Catholic teachings. The curriculum must be consistent with the philosophy of the school, educational policies of the archdiocese, and requirements of the applicable sections of the California Education Code. The commitment to ongoing academic excellence, personal growth, leadership, and service as components of Catholic identity extends to all aspects of the academic program.

The curriculum in elementary schools is planned at each school to meet these overall objectives and the particular needs of the individual school community. The [Department of Catholic Schools](#) provides support for curriculum matters. In parish elementary schools, the pastor and principal consult on these matters. While the principal may raise curriculum issues with consultative school boards and groups, the principal reserves responsibility for curriculum matters.

## **Topic-5-01-1**

### **Religion Curriculum**

The Roman Catholic faith is taught at St. Cyril of Jerusalem School. A wide variety of religious experiences are provided for all children. If a child wishes to attend daily Mass with his/her parent, a note from the parent must be given to the teacher and the office. Then the child will be permitted to enter school a little late. During Lent and Advent, it is not uncommon for an entire class to make attendance at the 7:30 a.m. Parish Mass a class project. If your child's class is doing this, please bring your child to church no later than 7:30 a.m.

The Profession of Faith Curriculum components include:  
The Celebration of the Christian Mystery/The Seven Sacraments of the Church  
Life in Christ; Man's/Woman's Vocation: Life in the Spirit  
Christian Prayer; Prayer in the Christian Life

These components are based on the four pillars of the [Catechism of the Catholic Church](#).

## Topic-5-01-2

### Honors/Advanced Placement/International Baccalaureate

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## Topic-5-01-3

### Homework

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

- Homework/classwork must be submitted on time, neat, legible and complete. It must be free of tears, spills, etc.,
- Homework/classwork will not be given as a punishment.
- Exceptions/adjustments for homework/classwork are made to accommodate students'/family's learning styles and circumstances. A written request from the parent/guardian must be approved by the teacher prior to due date.
- Suggested time allotments for homework are as follows:
  - Kindergarten – 1<sup>st</sup>: ½ hour per day or 2 ½ hours per week
  - 2<sup>nd</sup> – 5<sup>th</sup> Grades: ½ to 1 hour per day or 2.5 - 5 hours per week
  - 6<sup>th</sup> – 8<sup>th</sup> Grades: 1½ - 2 hours per day or 7.5 - 10 hours per week

Written assignments are limited to days on which school is in session unless the assignment is for make-up work or a long-range project.

- Homework/classwork is assigned in class and/or posted on Google Classroom. The student is responsible for all work assigned in class and Gradelink/Google Classroom is used to remind students and inform parents.
- Parents are encouraged to notify the teacher if their child consistently has no homework or excessive homework. When monitoring the amount of time spent on homework, do not include all the time spent doing other things such as daydreaming, chatting, snacking, etc.
- Extra credit will be given at the discretion of the teacher and not upon request of the student/parent.
- No late or missing work will be accepted 2 weeks prior to the end of the tirmester.

## Topic-5-01-4

### Graduation Requirements

Coursework must be completed with a passing grade (above F) and behavior grade above D. A student who earns two or more F's in their 8th grade year will be deemed to not have completed the prescribed academic expectations for graduation and will not be granted a diploma (students who fall into this category may still be able to walk at graduation).

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

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

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

## Topic-5-02-1

### Assessments

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

#### Standardized Testing

**STAR TESTING** - STAR assessments are computer-adaptive tests (CATs). Computer-adaptive tests continually adjust the difficulty of each child's test by choosing each test question based on the child's previous response. If the child answers a question correctly, the difficulty level of the next item is increased. If the child misses a question, the difficulty level is decreased. CATs save testing time and spare your child the frustration of items that are too difficult and the boredom of items that are too easy. STAR tests are designed to be as efficient as possible. On average, students will complete the STAR Math test in about 20 minutes, the STAR Reading test in about 15 minutes, and the STAR Early Literacy test in 15–20 minutes. However, some students may require more time. The STAR assessments are used to assess academic growth and achievement, as well as screen students for possible intervention and support. These assessments are taken 3 times per year and the results will be shared with families upon completion.

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

#### Standardized Test Results

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

### Curriculum-Based Assessment

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

## Topic-5-02-2

### Grading Scale

#### Grading Scale 1st – 2nd

O = Outstanding (93-100)

G = Good (85-92)

S = Satisfactory (75-84)

NI = Needs Improvement (74 and Below)

#### Grading Scale 3rd – 8th

A (97-100)

A- (93-96)

B+ (90-92)

B (87-89)

B- (85-86)

C+ (80-84)

C (75-79)

C- (70-74)

D (65-69)

F (64 and Below) Failing

*Grading Scale for Kindergarten is based on developmental stages.*

*X Concept or skill just emerging; T More Time needed on concept or skill; M Meets Grade Level Expectations for concept or skill*

### Extra Credit

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

## Topic-5-02-3

## **Elementary School Grade Reporting**

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

Report Cards for grades K – 8<sup>th</sup> will be emailed home three times a year at the end of each trimester, approximately a week after the trimester ends. You may keep a copy of the report card. The school assumes you receive it unless you notify us otherwise. It is the parents' responsibility to check Gradelink, GoogleClassroom, and contact the teacher to address issues related to grade reporting.

[https://drive.google.com/file/d/1yyBS\\_ea\\_YcSQq0RnVvEvh0E8tpCjIJ7g/view?usp=sharing](https://drive.google.com/file/d/1yyBS_ea_YcSQq0RnVvEvh0E8tpCjIJ7g/view?usp=sharing)

### **Topic-5-02-4**

## **High School Grade Reporting**

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### **Topic-5-02-5**

## **Make-Up Work/Absences**

Students who are absent from school due to illness or another excused reason will have makeup work provided to them. They will have one day for each day they are absent to complete the makeup work. Please coordinate with individual classroom teachers as needed. If a student has an unexcused absence or vacation, work is not guaranteed to be provided ahead of time. Students should also be prepared for any scheduled assessments upon return from an unexcused absence.

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

### Extended Absences

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

### **Topic 5-02-6**

## Course Deficiency/Failure

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

### Acceleration

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

### Retention

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

The teacher will make the principal aware of any pupil with significant learning or behavior problems no later than the end of January

- Retention is more successful in primary grades than in later grades; therefore, the primary grade teacher should diligently observe the slower learner or child who struggles with behavior or socialization so that issues may be addressed and resolved before the pupil reaches the upper grades. Although the opinions of the teacher and parents are significant factors, the final decision to retain a pupil is the responsibility of the principal. Failing in two subject areas is a significant cause for retention. A grade of Incomplete "I" will be cause for a conditional promotion.

The teacher is responsible for consistent evaluation, early detection and effective attention to learning problems or areas of weakness. Initially, the teacher should provide additional help to the pupil within the school setting, either by individualized instruction or support from C.L.A.S.S. Center staff. If such intervention proves to be inadequate, the teacher should advise the parents to arrange for more support at home and/or outside help such as professional tutoring, educational therapy, summer session or other professional intervention.

### Transfer

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

### Transfer Resulting from Parental Attitude

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

## Academic Probation

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

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

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

## Topic-5-02-7

### Conduct/Citizenship Grades

To effectively partner with parents/guardians and meet local reporting needs, the archdiocesan report card is the official vehicle to report student academic progress as well as work habits and behavior to parents/guardians.

## Topic-5-03-1

### College Entrance Exam Requirements

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## Section-5-04

### Recess and Lunch/Nutrition

Parents have the responsibility of making sure that their children have nutritious food for both recess and lunch. We encourage you to provide a healthy snack and lunch and ask that you refrain from sending soda or candy to school. You may provide a water bottle for your child as the temperature dictates. Our school is also contracting with Richard's Catering for a lunch purchase option. Information on this option is available in the family letter and via Gradelink.

*Peanut Allergies Alert:* There are students on campus who suffer moderate to very severe reactions to peanuts or peanut butter. Please instruct your children not to share any peanut butter snacks with their classmates, clean the place where they ate, and wash their hands after they have finished eating. This reduces the opportunities for a chance encounter with peanut products. Thank you for your support in keeping all students healthy. **Please note we are not a peanut-free campus. Parents should inform the teacher/aide of their child's allergies.**

## Section-5-05

### Supplies and Textbooks

Parents are provided with a list of necessary school supplies and novels to be purchased for the school year. These supplies may need to be replenished throughout the school year dependant upon student use.

Textbooks are provided by the school for student use. If books are lost or damaged, parents will be responsible for replacing these items.

## Section-5-06

### Honors and Awards

#### Honor Roll

Honor Roll will be calculated every trimester for grades 6th - 8th and will be based on final trimester grades. In order to be eligible for honors consideration, grades/conduct/effort in Art, Music, Spanish, P.E., Robotics, and Theatre must be no lower than a B. Awards will be sent home individually to students who have earned honors for families to celebrate the hard work of their individual student.

Honors will be given out as follows:

*First Honors:* 93% and above in ALL core academic subject areas

*Second Honors:* 93% and above in MOST core academic subject areas (Up to 2 grades may be between 85% - 92%)

*Third Honors:* 85% and above in ALL core academic subject areas

#### 8th Grade Awards

##### **California Junior Scholarship Federation:**

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

##### **☐Carondelet Award**

Since its opening, Saint Cyril of Jerusalem School has most generously been under the gentle wing of the Sisters of Saint Joseph of Carondelet. They have provided countless years of love, guidance, and education to our students. As a religious order, dedicated to their neighbor, part of their charism includes living the Spiritual and Corporal Works of Mercy. They are role models of those whose life is in the service of Jesus Christ. The Faculty of St. Cvril recognizes one of our graduates as someone who

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embodies this giving spirit, this attentiveness to their neighbor in a quiet, gentle manner.

### **Trojan Spirit Award**

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

### **Saint Cyril's Men's & Women's Club**

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

## **Section-5-08**

### **Academic Probation, Retention/Transfer**

#### Academic Probation

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

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

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

#### Retention

## **Topic-5-09-2**

### **Additional Counseling Information**

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## **Section-5-11**

### **Summer School**

St. Cyril of Jerusalem School currently works with different outside summer camps to offer summer enrichment for our students as well as students outside of St. Cyril. We also offer a summer athletic camp.

## **Chapter-6**

### **CO-CURRICULAR ACTIVITIES AND ATHLETICS**

## **Section-6-01**

### **Before & After School Policies and Programs**

#### **MORNING CARE**

Time: 6:45 am 7:30 am

Location: Morning Care Bungalow

Fee: \$3 per student per day

## Section-6-02

### School Field Trips and Excursions

Field trips should be educational or cultural and directly related to the curriculum. Ideally, they are to be limited to one day in duration and to a location that can be conveniently traveled to and from in that time. Special permission from the principal is required for field trips outside of the above description. **ALL PARENT CHAPERONES MUST BE FINGERPRINTED AND VIRTUS TRAINED PRIOR TO A FIELD TRIP WITH RECORDS ON FILE IN THE FRONT OFFICE.**

All field trips must comply with the following:

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

policies on safe environment must be followed.

### **Topic-6-04-1**

#### **Election rules**

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### **Topic-6-04-2**

#### **Authority**

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### **Section-6-05**

#### **Clubs/Organizations/Honor Societies**

##### **Co-curricular Fees:**

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

##### **Late Fees/Returned Checks:**

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

### **Topic-6-06-1**

#### **Formal Dances (Homecoming, Winter Formal, Prom)**

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### **Topic-6-06-2**

#### **Graduation Celebration/Grad Night**

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### **Topic-6-07-2**

#### **Additional Student Publications Information**

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### **Section-6-08**

## Parent/Guardian Release for Student or Minor (Noncommercial)

### Section-6-10

#### Student Identification Cards

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### Section-6-11

#### Yearbook

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### Topic-6-12-01

#### School Athletic Handbook [if applicable]

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

### Topic-6-12-02

#### Sports by Season Pep Squads, Cheer

All students in grades 5 through 8 are welcome to participate in the sports program at St. Cyril of Jerusalem (3rd grade and up may participate in track; all grades may participate in swimming if they meet the basic swimming requirements). Athletic programs are designed to foster growth in self-discipline, self-affirmation, and the ability to work well with others, including coaches and fellow athletes.

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

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

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

### Topic-6-12-03

## **Selection Process/Requirements for Participation**

All students in grades 5 through 8 are welcome to participate in the sports program at St. Cyril of Jerusalem (3rd grade and up may participate in track, and girls cheerleading; all grades may participate in swimming). Athletic programs are designed to foster growth in self-discipline, self-affirmation, and the ability to work well with others, including coaches and fellow athletes.

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

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

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

### **Topic-6-12-06**

#### **Athletic Fees, Equipment and Uniforms**

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

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

### **Topic-6-12-07**

#### **Discipline Policies and Procedures in Athletics**

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

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

## **Topic-6-12-09**

### **Sportsmanship Code for Spectators**

#### **Conduct at Athletic Events**

##### **Athletes:**

Must exemplify self-control and good sportsmanship. All team members must always shake hands with their opponents at the game's end.

Must never "cheer" when an opponent is hurt, or "taunt" an opponent for a mistake, failure to make a play, or for any other reason

## **Topic-6-12-10**

### **Coach/Trainer Certification [Play Like a Champion]**

Please contact the school Athletic Director for additional information regarding coach/trainer certification.

## **Section-7-1**

### **Tuition and General Fees**

## **Financial Responsibilities for the 2025-2026 School Year**

## **Section-7-2**

### **Tuition Collection**

#### **DELINQUENT TUITION AND FEES PAYMENTS POLICY**

The success of St. Cyril of Jerusalem School relies upon the commitment of our families to:

- ☐ Make Catholic education a financial priority.
  - Be involved in their student(s) education.
  - Make their tuition and fees payment(s) on a timely basis.

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

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

*30 Days Past Due*

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

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

#### *60 Days Past Due*

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

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

#### *90 Days Past Due*

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

- The pastor will be informed of family account balance and activity
- Report cards and transcripts will be withheld until payment in full is received
- Student(s) will be withdrawn from St. Cyril of Jerusalem School

### **Section-7-3**

#### **Tuition Assistance**

Tuition Assistance is available on a limited case-by-case basis to school families. In order to be eligible for assistance from St. Cyril, families must first apply for assistance through CEF (Catholic Education Foundation). A participating member of St. Cyril of Jerusalem Parish is defined as one who contributes to the Parish through the use of envelopes at Mass for 30 or more Sundays.

### **Section-7-4**

#### **Parent Service and Fundraising Requirements**

## **Service Hours**

**Required:** 30 hours per year (up to 25 hours can be completed in Parish ministries/activities).

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

### **Opportunities for Service:**

A variety of opportunities are available to all families for fulfilling their service hour requirements. Staffing fundraising events is the primary way to fulfill service hours to the community. Every family is expected to support our major fundraisers with service hours. Helping with hospitality, room parents and other types of services that contribute to the school's intellectual, administrative and spiritual life are examples of the types of opportunities which exist for fulfilling service hour requirements. Parents who are active in our Parish may also use their service in church ministries or other church activities towards their 30 hours of school service (see above).

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

## **Section-7-5**

### **Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)**

#### **Co-curricular Fees:**

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

#### **Late Fees/Returned Checks:**

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

## **Topic-8-1-01**

### **Discipline and Procedures**

St. Cyril students are expected to act as Jesus and be living models of our SLEs to Love God, Love Yourself, and to Love your Neighbors. Learning to behave in this manner is a process that begins with raising the students' awareness of appropriate behaviors through direct teaching and modeling. We also help individual students become aware of inappropriate behaviors and teach them more socially appropriate ways to behave.

The goals of our expectations and procedures at St. Cyril School is to ensure an atmosphere where all students may learn and all teachers may teach. These expectations focus on the development of attitudes, behaviors, and self-awareness/self-discipline in students. It is imperative that a student has the ability to manage his/her own behavior, with respect for self and others, within the limits set by school policies and procedures. The goal is to improve students' abilities to be responsible

citizens at school and in the community. Effective school discipline requires parents, students, and staff to work together to meet school expectations. When students have a clear sense of behavioral expectations, then the classroom becomes a true place of learning. In addition, the interests of the school extend beyond the school day and beyond the school hours.

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

### **The following are general behaviors and responsibilities expected from our St. Cyril Students**

1. Treat all others with respect, kindness and courtesy.
2. Be affirming and encouraging to one another.
3. Respect individual teacher/classroom rules.
4. Respect and care for the entire school environment: spiritual, social, academic, and physical.
5. Avoid any activity that may be considered discriminatory, intimidating or harassing, hurtful, bullying, dangerous, or unwelcome.
6. If you feel you are being harassed, inform the student who is harassing you to stop and that his/her behavior is offensive or unwelcome.
7. Report all incidents of discrimination, harassment or bullying to a faculty member.
8. Come to school dressed according to the dress code.
9. Use appropriate language at all times.
10. Keep hands, feet and objects to yourself.
11. Arrive on time to class and utilize passing periods effectively.
12. Keep your locker locked at all times.
13. Eat and drink in designated places at designated times.
14. Clean up after yourself indoors and out.
15. Place recyclables and trash in appropriate receptacles.
16. Leave each place a little neater (bathroom, classroom, yard, hall) than it was when you arrived.
17. Submit assigned classwork and homework on time, neatly and legibly.

Conduct yourself in such a manner that contributes to a positive school environment.

## **Grades K-4**

### **SUCCESSFUL LEARNING SKILLS- Work Habits**

*A successful St. Cyril of Jerusalem student begins each trimester with 100 points for work habits grade and can lose or possibly gain points for any of the items listed below:*

Completes tasks on time/remains on task (1 pt)



## **Chapter-11**

### **PARENT-STUDENT POLICIES AGREEMENT FORM**

[http://handbook.la-archdiocese.org/Handbook%20Resources/parent\\_student\\_policies\\_agreement\\_form.pdf#search=acceptance%2520](http://handbook.la-archdiocese.org/Handbook%20Resources/parent_student_policies_agreement_form.pdf#search=acceptance%2520)

