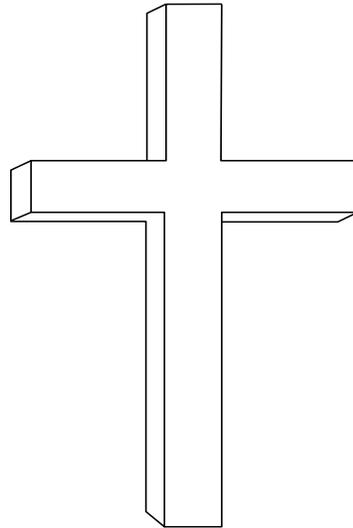


SAINT CYRIL OF ALEXANDRIA SCHOOL
HANDBOOK OF POLICIES



PEACEMAKERS ACTING IN LOVING SERVICE

HANDBOOK OF POLICIES

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PARENT/STUDENT HANDBOOK

This handbook has been prepared to help answer questions students and parents usually have concerning the activities, procedures, and rules for the successful daily operation of Saint Cyril School. We believe that following these handbook policies will help us to have an orderly school conducive to learning. There is no intent to develop a set of expectations that are confining or restrictive. Instead, a common ground of clearly understood policies and procedures will enable us to provide the best possible educational experiences for every student. In the event that problems or concerns evolve, we are available to discuss and help resolve them.

May God bless our many endeavors this year!

Let it be known

to all who enter here

That Christ is the reason

for this school,

The unseen, but ever-present

Teacher in its classes,

The Model of its faculty,

The inspiration of its students.

The spirit of an

IHM (Immaculate Heart of Mary) school

calls each person to a life of ...

Prayer, Love and Service,

Courtesy and Hospitality

In Saint Cyril of Alexandria School

Jesus is the Center

and Mary, the Model.

1. ***THE PHILOSOPHY OF SAINT CYRIL OF ALEXANDRIA SCHOOL***

Saint Cyril of Alexandria Catholic Mission School has a religious and academic purpose. Our commitment as a Catholic school is to teach Jesus Christ and His message of salvation through formal instruction and through the formation of a believing community that foster discipline, respect and pride. Prayer, loving service, courtesy and hospitality are the hallmarks that guide us in creating a safe and caring environment. The faculty and staff consider the diversity of our school an asset from which all can benefit. The individuality of each child is appreciated and cultural differences are respected. The spiritual and academic dimensions are integrated to teach the whole child to be a contributing member of the global society.

ACADEMIC POLICY

2. CURRICULUM AREAS

The learning program of Saint Cyril School, PreKindergarten through grade eight, is based on the Curriculum Guidelines of the Office of Catholic Education of the Archdiocese of Philadelphia. Faculty members follow the objectives of these guidelines in their planning and in their presentations. Lists of approved texts and materials for the implementation of the guidelines are also prepared and distributed through the Office of Catholic Education.

- ❖ **RELIGIOUS INSTRUCTION** - The schools in the Archdiocese of Philadelphia are conducted basically for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community in the faith. Therefore, each school offers a complete Catholic religious education program and makes every effort to develop the Faith in all the students, so that they live a full Christian life. As a condition for registration in a parish elementary school, the Catholic and non-Catholic student and the student's parent(s)/guardian(s) commit the student to attend Religion classes, to fulfill the requirements for this subject, and to attend religious functions offered as part of the school program. Parent(s)/ guardian(s) may not request that the student be removed from Religion class or liturgical functions nor may they remove them from these functions. **Policy No.: RE 414**
- ❖ **ELEMENTARY CURRICULUM MODIFICATIONS AND ADAPTED GRADING** - In an effort to enable students with certain *mild* special needs to participate in parish elementary classrooms, and to fairly assess their competence, effort, and progress, it is necessary to make certain adaptations in the curriculum and provisions for grading these students. These measures are taken according to specific circumstances, so that high expectations are nevertheless maintained for *all* students. Only those students who have received designated evaluation requirements are eligible to receive the curriculum modifications and adapted grading on assignments and report cards. Eligibility is determined on a year-to-year basis. To ensure that parent(s) understand *why* their child is receiving curriculum modifications and adapted grades, and *which* modifications and accommodations are being made, a written agreement between the principal, the teacher(s), the parent(s), and the student (when applicable) is discussed and signed. **Policy No.: CIA 610**
- ❖ **LEARNING SUPPORT PROGRAM** - Saint Cyril of Alexandria School Parish-based Learning Support Program uses media and materials tailored for use with students with learning differences. Each student is treated as an individual in an encouraging, supportive environment that best meets his/her academic needs. Students are mainstreamed to the maximum extent possible. They are members of their age appropriate homerooms and are incorporated fully with those classes for religion, art, music, physical education, lunch, recess, and other subjects. An individualized program is developed for each student in subject areas, with the input of the parent and any adjunct teacher. The goal of the program, as directed by the Office of Catholic Education, is to work with each student on an individual or small group basis, and nurture the child's development to a level where he/she can be included with age appropriate classes. This is accomplished on a gradual basis over the course of the student's career in the school. These students will continue in the Learning Support Program as long as necessary or appropriate in a supportive atmosphere that affirms their gifts and talents. **Policy No.: SE 806**

3. HOMEWORK - Homework refers to an assignment given by a teacher that will positively reinforce a concept presented in class and includes both written and study assignments. Assignments are issued in order to ensure independent mastery of subject matter taught in class and to provide enrichment. Homework is a vital part of the learning process. Students must assume responsibility for their class work just as they will assume job responsibility in the future.

Parental guidance and participation in home study, especially in the primary grades, is essential for the development of good and lasting study habits. Parental care, interest, and supervision are of prime importance for all grades.

The recommended time allotment for written and studied assignments suggested by the Archdiocesan Office of Catholic Education is:

Grades PreK, K, 1 and 2 - 30 minutes Grades 3 and 4 - 60 minutes Grades 5 and 6 - 90 minutes Grades 7 and 8 - 120 minutes

In all grades, parents should check written work for completeness and neatness. It is the parent's responsibility to see that the child comes to school prepared to do his/her schoolwork. If a child is unable to complete a homework assignment, please send a note. If a student is absent for illness or other reasons, then contact the school (preferably the teacher) regarding completion of assignments and tests that were missed. A homework referral will be issued, if a student continually does not complete homework.

4. REPORT CARDS

In order to enable students and parents to assess progress during the school year, report cards are issued three times a year -- December, March, and June. A report grade is never simply the average of major tests. Marks are determined by test marks, class work, homework, class participation, and independent projects. Parents should keep abreast of grades by signing tests and examining copybooks, and workbooks. All students will be issued a Progress Report eight weeks prior to the report card. Parents may then confer with the teacher and student before the problems become more serious. Progress reports are to be signed by the parent and returned to the teacher. Progress Reports are given to Pre K and Kindergarten students in December, March, and June. Report cards are to be signed by a parent and returned to school. A student who fails any academic subject on his/her final report card and who has shown little or no effort in these subject areas during the year **MUST ATTEND SUMMER SCHOOL. PROMOTION DEPENDS ON SUCCESSFUL COMPLETION OF SUMMER SCHOOL.**

Admission of Eligible Grade 8 Students to Archdiocesan High School: Eligible students are all those whose composite marks are 70 or above.

Elementary schools are asked to send the final eighth grade student placement cards to the Office of Catholic Education and a list of all students who have:

- A) Composite grades of less than 70 and recommended by the school for high school admission.
- B) Composite grades of less than 70 and recommended by the school for high school admission on a trial basis.
- C) Composite grades of less than 70 and not recommended by the school for high school admission.

According to the Office of Catholic Education, Grade 8 students who have a failing average and/or have failed in at least two of the three basic skill subjects must attend the summer school program at the local diocesan high school.

5. PROMOTION AND RETENTION

Promotion and retention are based on an evaluation of academic, social, and emotional growth. Careful assessment of a student's performance and ability are undertaken before retention is recommended. The ultimate decision in regard to non-promotion is a joint one between the principal and teacher. Parents will be informed in writing of possible retention at the beginning of the second trimester and arrangements made for consultation. Retention is usually considered as an alternative during the primary grades. If students in the middle or upper grades have one or more failures at the end of the school year, they must make up this work through summer school, structured tutoring, or retention. Proof of making up work must be presented to the administration before the beginning of the next school year. After consultation with parents and teachers regarding retention of a student, the final decision rests with the administration. No child may be retained in a grade for more than two years.

6. HONORS

Distinguished Honors, First, and Second Honor cards are awarded to students in **grades 4 - 8**. Effort awards are awarded to students in grades 4 - 8.

DISTINGUISHED HONORS	95 in Academic Subjects	<u>4</u> in Personal Development, Effort, and Study Skills
FIRST HONORS	90 in Academic Subjects	<u>3</u> in Personal Development, Effort, and Study Skills
SECOND HONORS	85 in Academic Subjects	<u>3</u> in Personal Development, Effort, and Study Skills
EFFORT AWARD	Consistent effort, cooperation, participation, completion of all home and school assignments both written and study	<u>3</u> in Personal Development, Effort, and Study Skills

ONLY those students, who have NOT received distinguished, first, or second honors qualify for the effort award.

7. AWARDS

On the First Friday of each month, distribution of awards will take place at the end of the 8:00 AM Mass - **ALL ARE WELCOME!** The Student of the Month, Literary Awards, Math Awards, and Peacemaker Awards will be presented to each class. Prior notice will be given to the parents of award winners.

DISCIPLINE SYSTEM

Discipline is a necessary reflection of the philosophy of a Catholic school. The school and individual classrooms should nurture a positive sense of self-discipline in order to provide an environment conducive to learning. Effective discipline has as its end the development of students who respect themselves, other persons, and those in authority. (Policies and Procedures - Archdiocese of Philadelphia, S319). It is the shared responsibility of the home and school to accomplish this goal. We expect that our students be trained by their parents in obedience, honesty, respect for fellow human beings, and respect for property.

At Saint Cyril School, we hope to motivate the students to develop proper attitudes toward discipline and responsibility. Permissiveness and severity are two extremes we hope to avoid. Discipline is the key to good conduct and proper consideration for other people. Students must be respectful, courteous, and attentive to teachers and staff members at all times. They must show consideration for their classmates. Good discipline is maintained by recognizing and encouraging appropriate behavior and taking corrective action when necessary.

In any school it is necessary that rules and regulations be established for the safety and well being of all. Each student is expected to recognize that the school authority extends from within the building itself to the walls surrounding it, to the playgrounds, and to the bus stops. Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote a safe, orderly learning environment. School and classroom rules and expected behaviors are explained to the children. It is our belief that with full cooperation and open communication between the faculty and parents, students will be able to pursue a quality Catholic education in a wholesome, pleasant environment. Any behavior or inappropriate language that causes the learning atmosphere to deteriorate or be disrupted, or which infringes upon the rights of others in the school, will not be tolerated and may subject the student to corrective measures. Acceptable corrective measures may include, but are not limited to, the following:

1. Teacher reminds student of appropriate behavior
2. Teacher-student conference
3. Time-out in the classroom or office
4. Behavioral referral, detention and communication with parent via note, telephone or conference
5. Referral to the principal
6. In-school suspension or out-of-school suspension

8. GENERAL STUDENT REGULATIONS

1. Appropriate behavior in Church is required.
2. Good speech is encouraged; therefore, no foul language will be tolerated in our school.
3. At no time may students show disrespect by either word or action to staff members or adult volunteers.
4. Students are not to engage in any action that is potentially or actually harmful to other students, such as fighting, running in the halls, pushing, shoving, or throwing objects.
5. Chewing gum is **not** permitted on the **school grounds**.
6. Students are never to leave the classroom or school property without the knowledge and consent of the teacher and principal. In urgent cases, if a child must leave the premises before dismissal, then a written note must accompany the request. Parents assume full responsibility and are asked to meet their child in the school office to sign the **Early Dismissal Register**.
7. Students may not enter the school building, nor remain in the classrooms or the school building **without proper supervision**.
8. Ipods, PSP's and any type of electronic games are **not** to be brought to school. The school is not responsible for these items.
9. To provide for the safety of each student the cooperation of everyone is required. Crossing Guards and members of the Safety Patrol supervise the corners. Every student is expected to show courtesy and cooperation at all times. **For the safety of our students**, blockades are placed at the corners of Penn Blvd. and Emerson Avenue and also at Emerson and Lewis at arrival and dismissal times. Parents who drive their child/ren to school may drop off along Penn Boulevard. **PLEASE DO NOT PARK ON LEWIS AVE. IN THE DESIGNATED BUS LANE. PLEASE** pull to the side of the road **NOT** in the middle of the street or at crosswalks. Blockades are also placed at the entrance and exit of the schoolyard at times when children are at play. Cars may not enter where these blockades have been placed.
10. Students are not to bring sharp or pointed instruments or matches to school.

11. **Cell phones** – If your child must have a cell phone for an important reason, you must register the cell phone in the school office and the reason why it is needed. The cell phone must be turned off and kept on the teacher’s desk during the school day. All calls from your child must be made from the school office during the school day. The school is not responsible for any loss or damage to cell phones.

9. **PRINCIPAL’S PLAN**

When a student is sent to the principal for disciplinary consequences, it is regarded as a serious matter. There will be a record of the student’s visit made by the principal. The following consequences will apply:

- 1st Referral Principal will have a conference with the student to counsel about behavior.
- 2nd Referral Principal will contact parent by telephone or in writing and/or a Behavioral Referral will be issued.
- 3rd Referral A behavioral contract among student/teacher/parent will be established.

It is in the best interest of elementary students that home and school work together for the child’s education. We will be in close contact with parents concerning the progress of their child/ren in school.

10. **TEACHER DETENTION**

Teachers may issue a Behavioral Referral and detention for infractions such as: disruption of class, incomplete assignments, or failure to bring test papers back signed by parents. Parents will be notified either by phone or in writing on a Behavioral Referral about these detentions. Parents responsible for providing transportation home.

11. **OFFICE DETENTION**

An office detention will be issued to those students who fail to serve a “teacher detention” or for showing no improvement after serving a teacher detention.

EXCLUSION FROM SCHOOL may take the form of suspension or expulsion.

12. **SUSPENSION/EXPULSION**

It is to be understood that the agreement when a student enters Saint Cyril of Alexandria School includes the consent to abide by present rules, regulations, customs, and traditions of this school. To any extent that a student brings disrepute to the school, the school has the authority to discipline a student for such conduct. Formal suspension is a serious disciplinary action taken by school authorities against a student whose actions constitute a major disciplinary infraction and are contrary to the good order of the entire school community.

Saint Cyril School policy for suspension and dismissal follows the guideline (S 319.2) of the Archdiocese of Philadelphia. Major disciplinary infractions that could incur immediate dismissal include, but are not limited to:

- | | |
|---|--|
| 1. Violation of the Criminal Code of Pennsylvania (an offense involving police) | 9. Destruction of school property or vandalism |
| 2. Gross defiance - failure to follow any reasonable request or directive by those in authority | 10. Conduct failures |
| 3. Unauthorized leaving of school grounds or school sponsored events | 11. Theft |
| 4. Skipping Classes | 12. Alcohol, Smoking |
| 5. Truancy | 13. Drugs |
| 6. Immoral or indecent behavior | 14. Possession and/or use of weapons and/or contraband
(Students who raise reasonable suspicion by action, speech, or dress can be questioned.) |
| 7. Fighting on school premises. Verbal, physical, or sexual harassment | 15. Bullying |
| 8. Physical/verbal threats against the faculty, staff, volunteers, students, or administration | |

*** **No student** may use, possess, sell, or distribute alcohol or other substances, nor use or possess paraphernalia for the purpose of illicit/inappropriate drug use on school grounds or at school-sponsored events. The term "alcohol, drugs, and other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to: alcohol, all forms of tobacco, inhalable substances, marijuana, depressant drugs, stimulants, hallucinogenic drugs, and steroids. The inappropriate and/or illegal use of prescription and over-the-counter drugs shall also be prohibited. Prescription

medication for personal use shall be allowed under the supervision of school medical personnel, with written orders from a physician. *Safe Schools Act 1997 - Actions Applicable to Parish Elementary Schools*

Archdiocesan School Protocol for Handling Violence:

- ◆ Listen carefully to information. Investigate thoroughly and document actions and information obtained.
- ◆ Student who allegedly threaten another student and/or teacher, or threaten to do personal bodily harm is to be removed from classroom while investigation continues as a protection for all.
- ◆ Notification to pastor, Office of Catholic Education, and parent/s of alleged violence and investigation.
- ◆ If corroboration is found regarding violence, student is removed from school, until parent seeks professional help for child/ren.
- ◆ Depending on the seriousness of the violence/crime, police are notified. A parish elementary school notifies the local law enforcement authorities, the pastor, and the Office of Catholic Education whenever a weapon is discovered on school grounds, or in the possession of a student under our care. (I.e. school bus, etc.)
- ◆ Student discipline for such actions may include expulsion.
- ◆ School personnel complete an incident report.
- ◆ It is the policy of the Archdiocese of Philadelphia to notify the school to which a student transfers if a student is expelled, or withdrawn from our school, and is involved with any of the following infractions:
 - An act or offense involving weapons
 - Sale or possession of controlled substances
 - Willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of the school.

(This policy reflects the diocesan commitment to the Safe Schools Act of 1997.)

IN - SCHOOL SUSPENSION

- ◆ This is issued, when a student must be removed from the class for some serious infraction.
- ◆ Parents are notified and asked to come to school to discuss student behavior before re-admission to class.

AT - HOME SUSPENSION

- ◆ This is issued in cases of major infractions or if a student's behavior warrants removal from the school community for a period of time.
- ◆ Parents are notified by phone and in writing of action taken.
- ◆ Parents will meet with the principal and pastor and are asked to sign an agreement in which they signify their understanding of the problem and the action to be taken.

Formal suspension is a serious disciplinary action taken by school authorities against a student whose actions constitute a major disciplinary infraction and are contrary to the good order of the entire school community. Formal suspension is a suspension that warrants the student's removal from the school community for a period of time. Suspension is a major step toward possible dismissal. Therefore, it is the responsibility of the principal to inform the parents of the seriousness of suspension and to seek their immediate cooperation in a corrective program designed to resolve the student's problems. The principal will inform and discuss the matter with the pastor. Suspension is warranted, when all other means of discipline have proven ineffective.

EXPULSION

Ordinarily a minimum of two suspensions during the academic year may lead to a student dismissal. In certain incidents, the seriousness of the offense may warrant immediate expulsion from Saint Cyril School (S 319.2). In other cases, it may require investigation and evaluation by the principal and pastor.

GENERAL INFORMATION / SCHOOL POLICIES

13. ADMISSIONS

Saint Cyril School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities made available to all students. Our school does not discriminate on the basis of race, color, national ethnic origin in the administration of its educational policies, its admission policies, or in any school administered program.

Registration - Transfers

1. Students admitted to Pre K must be four years old by September 1 of the school year. Students admitted to Kindergarten must be five years old by September 1 of the school year. Students admitted to first grade must be six years of age by September 1 of the school year.
2. The child's birth certificate and the child's baptismal certificate must be presented.
3. It is required that parents present some record of academic standing at the time of registration for students entering grades 1 - 8. A placement test will be administered to these students before they enter St. Cyril School in order to determine the grade placement in our school.
4. Immunization records and a non-refundable registration fee are required.
5. Parents of students **transferring** from our school must notify the principal of the date the child is leaving Saint Cyril School and the name of the school to which his/her educational records are to be sent. **RECORDS WILL NOT BE SENT, IF TUITION AND SCHOOL FEES ARE NOT PAID IN FULL.**

Registration for new students to Saint Cyril School takes place after the first trimester. Re-registration for students enrolled at Saint Cyril School for the upcoming school year takes place in early spring. Please check the school monthly calendar and/or the parish bulletin for dates, time, and place.

14. SCHOOL TUITION

Saint Cyril Parish School offers tuition packages. These packages are stated on the registration contract which is signed at the time of registration. Saint Cyril Parish offers the following plans for tuition payment:

1. Payment in full at the beginning of June.
2. Twelve payments, payable monthly from the beginning of June to the beginning of May.

FEES - If any fees (tuition, lunch fee, field trips, stationery, etc.) are paid by check and the bank specifies non-sufficient funds, a bank charge of \$25.00 is incurred to the parent/guardian.

ADMISSION CARDS - are issued monthly to all families. **NO** Admission Card will be issued to any family whose tuition is not current. For a child to be admitted to school each month tuition payments must be paid.

REPORT CARDS WILL NOT BE ISSUED, UNLESS TUITION AND LUNCH FEE ARE CURRENT.

STUDENTS ARE NOT PERMITTED TO ATTEND FIELD TRIPS, IF THE TUITION AND LUNCH FEE ARE NOT CURRENT.

15. TUITION REDUCTION PROGRAM

FOOD CERTIFICATE PROGRAM - This program runs throughout the year. Gift certificates can be purchased for use at various food stores. The certificates are available for sale at various times in the rectory. A credit of \$5 will be applied to your tuition for every \$100 worth of certificates purchased for your family. **It is necessary for you to receive and retain any and all receipts issued on behalf of your family.** The receipts may be redeemed for credits every three months. The four crediting Sunday dates will be announced. No credits will be given on receipts from any previous crediting period. For example, at the crediting Sunday in November, no receipts that were due in August will be accepted. In short, every receipt must be redeemed each quarter.

The **Tuition Reduction Program** is run by volunteers from the parish. They spend thousands of hours of their time to keep our school tuition within the financial reach of our school families. By using Tuition Credits you can reduce your out-of-pocket expenses by as much as you like. **Many families reduce their expenses by 25% to 50%.** The following is a summary of how the Credit System works to reduce your Actual Tuition:

In May, all school families receive a tuition bill for the coming school year. The bill indicates the monthly payments for June, July, and August. In August, a new statement, reflecting any tuition credits, is sent to every school family. This statement will show the new payment for each of the next three months.

You can figure out your new tuition payment by dividing your “balance due” by the amount of months remaining for the year. For example, if you owe \$810 as of August, then your payments for September, October, and November will be \$90 (\$810 divided by 9). In November you divide the balance by 6; in February you divide the balance by 3. Once your current tuition is paid in full, then any new payments or credits will be applied to the following school year’s tuition.

TRANSFERS AND GRADUATION - If you transfer your child during the school year, then a rebate will be given upon request. The rebate will be based on the amount you have paid. No credits can be converted to a cash rebate.

If your child is in Grade 8 and you have built up extra credits, then no rebate will be given. Also, please note that tuition credits cannot be transferred.

16. DRESS CODE

The Saint Cyril School uniform is worn by every student in Grades Pre K – 8 and should be worn with a sense of dignity. Recognizing the relationship between personal dress and personal attitude, we encourage our students to dress so as to demonstrate pride in themselves and in their school.

BOYS AND GIRLS GRADE PRE K - Gym suits and sneakers **Grooming** – Same as K -6

BOYS GRADES K - 8

Shirt	White perma press - long or short sleeve – Collars are to be buttoned.
Tie	Maroon
Sweater	Choice of: Maroon cardigan V-Neck or Vest pullover -“ St. Cyril School” embroidered in gold on the left side.

Mandatory October 31st until April 15th

- Pants** Gray dress - TWILL (65% polyester, 35% cotton) Must be purchased at Flynn and O'Hara Uniform Company.
Belt Solid black **NOT OPTIONAL**
Socks Solid dark colored socks - No ankle socks
Shoes Solid black tie, dress shoe - Sneakers, boots, or sandals are not allowed with the uniform.
Grooming **Boys must be clean shaven. Hair must be trimmed to the top of the collar and must be above the eyebrows. No fad styles, tails, shaved lines, tattoos or earrings are permitted.**

GIRLS GRADES K - 6

- Blouse** Pink Peter Pan perma press blouse - long or short sleeve – Collars and sleeves are to be buttoned.
Uniform Choice of: Tunic - maroon and gray plaid Jumper - maroon and gray plaid Uniform may be knee length or **no more than TWO** inches above the knee.
Sweater Choice of: Maroon cardigan or **V-Neck** vest pullover - “ St. Cyril School” embroidered in gold on left side.
Socks Maroon knee socks or maroon leotards. **Knee socks are to be worn as knee socks and not at the ankle.**
Shoes **Saddle Type TIE shoe** - solid black, wine, or burgundy leather or camel suede - **Slip-on shoes, athletic shoes, boots, sandals, heels or thick-soled shoes are NOT permitted with the uniform.**
Grooming Hair styles must be neat, simple and not exaggerated. **No fad hair styles are permitted.** Headbands are to be plain, simple and without ornaments.
No cosmetics, nail polish, artificial nails or costume jewelry of any kind may be worn. A religious cross or medal may be worn. If ears are pierced, **one post earring per ear and it is to be worn on the earlobe. Earrings at the top of the ear are NOT permitted.**

GIRLS GRADES 7 - 8

- Blouse** **White Oxford**, button down collar blouse. Blouse is to be tucked in at all times.
Skirt Maroon and gray plaid. Skirts may be knee length or **no more than TWO** inches above the knee. The skirt is not to be rolled at the waist. Any girl who does not wear the kilt and blouse correctly may be asked to wear the jumper.
Sweater **Maroon V-neck pull-over or a V-neck pull-over vest - Mandatory October 31st until April 15th**
Shoes and Socks - Same as Grades K – 6
Grooming Same as Grades K - 6

OPTIONAL WARMER WEATHER UNIFORM

Opening of school until October 31st and from April 15th until the close of school

- Shirt** White or maroon knit short sleeve with St. Cyril School embroidered in gold on left side.
Shorts **Khaki Walking Shorts - Must be purchased at Flynn and O'Hara Uniform Company.**
Belt Solid black or brown belt
Socks White, maroon, or gray **crew (covering the ankle)** socks
Shoes Brown dock-siders or sturdy school tie shoe, **no sneakers**

PHYSICAL EDUCATION UNIFORM

FRIDAY DISMISSAL - 2:05 PM

***** If your child/ren is not picked up by 2:50 PM (2:15 PM on Friday), they will remain in the school office and charged \$1.00 a minute.**

Upon arrival at school, children will go directly to the schoolyard. If there is inclement weather, then students will go directly to their classrooms. Students are expected to be present in the schoolyard, when the bell rings at 7:45 AM. Students arriving after 7:45 AM are considered late. They are to enter school by the front door and go to the office for a late slip. Students MAY NOT be dropped off before 7:20 AM. Saint Cyril School disclaims responsibility for any student who arrives before the designated time.

19. APPOINTMENTS

Medical/dental appointments should be scheduled on days listed as school holidays or days of early dismissal. When an emergency makes it necessary for a student to be dismissed early, the parent or guardian is asked to send a written request for such a dismissal, giving the reason for it. This note is first presented to the homeroom teacher and then forwarded to the principal for her signature. A student, who must leave school because of sickness, appointments, or for any other legitimate reason, must have a parent or someone authorized by the parent, meet him/her in the school office to sign the **Early Dismissal Register**. Parents do not go to the classroom for the child.

20. BUS TRANSPORTATION

Public School Districts provide transportation to eligible students. Philadelphia, Southeast Delco, Upper Darby and William Penn School Districts service the students attending our school. For the safety of all, students who ride the school buses are expected to show **courtesy** and **respect** to the bus driver and comply with safety regulations. The following bus regulations require that students: must get on and off the bus in order; must remain seated the entire time the bus is in motion; and must not engage in any type of activity that may prove to be disturbing to the bus driver, or dangerous to themselves or to other children. Any child who deliberately disregards these bus regulations will have his/her bus privileges suspended.

For legal purposes, **no student may ride the bus, unless registered with the school office.** For serious reasons only, registered bus riders need a note, if not riding the bus on a particular day. If a note is not presented, then the child will be required to ride the bus.

21. CARES The telephone number for the CARES Program is 610-622-2560.

Saint Cyril Parish offers to parents an after school program entitled **Children Are Receiving Extended Services (CARES)**. This program is after school care for Pre K- 8 students of Saint Cyril School. It is staffed by school personnel, serves only the students enrolled at the school, and operates only on days when school is in session. The CARES Program is open until 6:00 PM and provides professional care, supervision, recreation, and enrichment activities. It is not a tutoring program. It serves working families who desire both a parochial school education and supplementary day care in a Catholic environment.

22. CLASSROOM

1. Students may never leave the classroom without the permission of the teacher.
2. Students may not be in a classroom unsupervised.
3. Students are expected to complete all daily work.
4. Students are to keep their desks and books in a neat and orderly fashion.
5. Students must be on time for class each day. Anyone who comes late must report to the principal's office first.

23. COMMUNICATION WITH THE FACULTY

Faculty members are eager and willing to discuss a student's progress. Parents wishing to discuss their child or some aspect of his/her education or discipline should **first** address their concern to the homeroom teacher. If further need arises, the parent may opt to schedule another conference with the principal and teacher. Conferences with teachers are requested either by telephone to the school office or by a note. Teachers are not to be interrupted during school hours. A formal parent-teacher conference day is built into the school calendar.

24. EMERGENCY CLOSING

In the event of emergency closing, it may be impossible to contact the individual parent; therefore, please instruct children where they are to go in case of an unforeseen or emergency closing. **KYW (1060)** announces both delays and closings for Saint Cyril School. Kindly listen to the radio for the announcement of our emergency number -- **537**. Please do not call the school or rectory. Students whose parents cannot be contacted, will be kept in school until a parent or guardian comes for them. If the school closes early due to inclement weather, the CARES Program will still operate until 6:00 PM for children registered in the CARES Program.

Bus transportation is available in bad weather, **IF** the district schools are in session. When there is a delayed school opening of **ONE hour, no transportation is provided. If there is a delayed school opening of TWO hours, then transportation is provided for some school districts.**

25. EXTRA-CURRICULAR ACTIVITIES

Parents are encouraged to monitor their child's involvement in extra-curricular activities. Students involved in extra-curricular activities are expected to maintain grades equivalent to his/her ability, and be cooperative. Students who fail to maintain passing grades, fail to complete required assignments, or who show inappropriate conduct will be asked to limit such activity until sufficient improvement is shown.

26. FAMILY ENVELOPE

The youngest or only child in a family attending Saint Cyril School will be responsible for bringing home the family envelope each Tuesday. Please ask your child for communications from the school. Remove all papers from the envelope and return it signed the next day. Place any communications to the teacher or the office in the envelope to be returned.

27. FAMILY TRIPS

The school can understand that, on rare occasions and for an important reason, a child may be absent due to a family trip. Parents who must take their children out of school for family vacations must write a letter specifying the dates of absence. This letter must be sent to the principal well in advance of the vacation. Permission for the student to be absent in these situations must be received from the principal. In these circumstances it is the parents' responsibility to see that the student receives special instruction in lieu of lessons missed during the absence. The individual student must make up all work.

28. FIELD TRIPS

Educational field trips are encouraged. A written permission form from the parents for students to participate is required for each trip. A faculty member, assisted by other adults, must accompany students on any trip. **Field trips are a privilege.** Students not exhibiting appropriate behavior may be excluded from class trips. **Tuition and financial obligations must be up-to-date for a student to participate in class trips.**

29. FIRE AND EMERGENCY DRILLS

The safety of your child is one of our greatest concerns. Fire or emergency drills are held monthly to teach pupils to respond calmly in the event of an emergency. Every person leaves the building quickly and in an orderly fashion. Drill directions are posted in each classroom. In case of emergency, the school may be put in an External or Internal Lock Down.

External Lock Down – A crisis or situation that occurs and requires all external doors to be locked for protection.

Internal Lock Down – A crisis or situation that occurs and requires all classroom doors to be locked for protection.

Shelter in Place – If a chemical or biological release, regional explosion or severe weather occurs, all students will be moved to the designated areas indicated in the Shelter in Place Plan. Staff and students will remain in the designated area until clearance is given by the police or fire department. No one will be permitted in the designated area until the “all clear” occurs.

30. HOME AND SCHOOL

The success of any school depends upon the interest and support of the parents. The purpose of the Home and School Association is to assist parents and teachers in their mutual task of educating our children. At least one parent is asked to show his/her interest and support by attending the General Meetings of the Home and School Association. Parents’ support of the Association is also shown in their participation in projects that greatly help the school.

31. INTERNET USE POLICY FOR THE CATHOLIC SCHOOLS OF THE ARCHDIOCESE OF PHILADELPHIA

The major reason for the use of technology in the schools of the Archdiocese of Philadelphia is to serve as a tool to further the educational experience of our students. The Office of Catholic Education views technology as an effective and necessary tool, capable of enhancing both the communication skills and productive capacity of our students, staff, and parents. The students of diocesan schools must be competitive in an ever-changing world. The opportunity to develop technology proficiency will enable our students and staff to maximize their access to information, enhance problem-solving skills, encourage collaborative and lifelong learning, and become effective communicators and responsible citizens (**Policy No.: T 700.1**). One of the purposes of St. Cyril School is to encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the archdiocesan policy. Unauthorized and inappropriate use of the Internet in school is grounds for disciplinary action up to and including dismissal. The school reserves the right to seek financial restitution for any damage caused by a user. Another area of concern is inappropriate student Internet use at home. If the student in some way associates his or her wrongful conduct with the school, students of the school, and teachers and staff, disciplinary action may be taken.

Archdiocesan Guidelines for use of the Internet:

- ◆ Only students issued passes or permission, or who have completed training may use the school's computer to access the Internet.
- ◆ Use of the stations is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited if necessary.
- ◆ Transferring copyrighted material to or from a diocesan school without express permission of the owner is a violation of Federal Law. The illegal downloading of copyrighted software for use on home and school computers is prohibited. Violation of these rules may result in loss of Internet access, disciplinary or legal action by the school or other involved parties. Students will not plagiarize works they find on the Internet.
- ◆ Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is strictly forbidden. Students will not use obscene, profane, lewd, vulgar, rude, or threatening language. Students will not access material that is profane or obscene (e.g. pornography) or that advocates illegal acts, violence, or discrimination towards other people.
- ◆ For reasons of personal safety, students will **NEVER** post personal contact information about themselves or other people. This may include address, pictures, telephone number, school address, etc. Students will not knowingly or recklessly post false information about persons or organizations.
- ◆ Students will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by any other means. These actions are illegal.

- ◆ Any attempt to circumvent system security, guess passwords, or in anyway gain access to secured resources is forbidden.
- ◆ Users will not move, repair, reconfigure, modify, or attach external devices to the systems.
- ◆ Use of the Internet for commercial gains, political lobbying, or profit is not allowed from an educational site.
- ◆ The system operator has the right to monitor all activities. St. Cyril School or the Archdiocese of Philadelphia reserves the right to amend this policy.

ACCEPTABLE USE POLICY FOR TECHNOLOGY – APPENDIX A

32. LATENESS

Any child who arrives after 7:45 AM or 12:35 PM is considered late. Students must report to the school office for a late slip before reporting to class. **Parents should send a written note, if a child is late.** Three unexcused latenesses within a trimester will warrant a 45-minute detention. A late detention day will be listed on the monthly calendar. Any subsequent lateness within the month will warrant further detentions. **Consistent lateness** will result in a student, parent, teacher, and principal meeting.

Parents will be notified about a detention their child must serve and parents are responsible for providing transportation home.

33. LOST AND FOUND

All items of clothing should be marked with the student's name. Unclaimed uniform articles will be donated to the Uniform Exchange.

34. LUNCH PROGRAM

- ◆ Students **MUST** bring their own lunches to school with them each day.
- ◆ A **lunch contract must** be signed by parents, for students who remain in school at lunch.
- ◆ **Lunch Aides** are **employed** to care for the students during lunch; therefore, a fee is charged per family per year. If these fees are not paid by the designated time, there will be a \$10 late fee in October and \$20 late fee for November. If this fee is not paid, your child/ren **will not be permitted to stay at school for lunch.**
- ◆ **Students** who do **not stay** for lunch on a **regular basis** may remain in school, if an emergency or necessity arises.
- ◆ **All students** may eat in school on special sandwich/pizza days.
- ◆ Students must bring **healthy drinks** to school **NOT soda**. In keeping with the Wellness Policy, students are encouraged to bring **healthy snacks and lunches.**
- ◆ We request that parents **DO NOT** bring lunches to school. Lunches from FAST FOOD RESTAURANTS should NOT be bought for the students.

LUNCH REGULATIONS

1. Students bring their own lunches each day. The opportunity to purchase hot lunch is provided twice a month.
2. Students must remain at their desk while eating lunch.
3. Conversation during lunch is not only permitted but also desirable. However, loud and boisterous talk, yelling, or screaming is not acceptable, as well as banging on desks or throwing of food.
4. Students must place all trash in proper containers and clean up around their desk when finished.

5. Students are not permitted in the halls at lunchtime.
6. Student who do not comply with the lunch regulations will receive a Lunchtime Behavioral Referral. If a child continues to disregard the lunch regulations, they will be required to go home for lunch.

SCHOOLYARD

1. Lunch aides will take students to the yard. Therefore, they may not leave the classroom on their own.
2. Students are to play in their assigned areas. No fighting, pushing, tripping, or rough play will be tolerated in the yard at any time. Children who physically abuse one another will meet with the principal and parent/s.
3. No student may not re-enter the building at lunchtime except for an emergency.
4. No student maynot return to the classroom unless the teacher is present in the classroom.
5. No student may show disrespect to any lunch aide.

35. MEDICATION

NO prescription medications will be administered in school without specific orders from a physician. Medications provided by the family **MUST BE KEPT IN THE SCHOOL OFFICE AND LABELED WITH:** Name of student, Name of medication, Name of physician, Date(s), Time(s), and Dosage(s). **No medication**, including aspirin, Tylenol and cold remedies, will be given to students without a completed and signed Medication Authorization Form, that includes information concerning the dispensation of any medication and also the signature of the doctor and a parent. **We strongly recommend** that all medication be given at home. **If medicine is to be given 3 times a day, it can be given in the morning, after school and at night.** If it must be given during school hours, please request information concerning the papers that need to be filled out.

36. REGULATIONS FOR GYM

1. Students must wear the complete gym uniform including sneakers.
2. All students must participate in gym class. A note from a parent is necessary in order for a student to be excused from class (prolonged exemption requires a doctor's note).
3. Students may not leave the playing area without the teacher's permission.
4. Students must report an injury that occurs during gym class immediately to the gym teacher, so that the proper steps may be taken.
5. Lack of preparation for class will be reflected in the gym grade for students in Grades 4 to 8.
6. The gym grade for 4 - 8 students is based on preparation, conduct, and participation.

37. SCHOOL BOOKS AND SUPPLIES

1. All books must be covered neatly. Workbooks and paperback books are to be covered in clear contact paper; hardback books are to be covered with paper book covers or book socks.
2. Students may not scribble on or mark a book in any way.
3. Books that are lost or ruined must be paid in full.
4. All books must be carried to and from school in a schoolbag.
5. All designated stationery supplies (copybooks, theme tablets) **MUST BE PURCHASED AT SCHOOL.**
6. No large binders or Trapper Keepers are permitted.

38. SCHOOL TELEPHONE 610-623-1113

The telephone is to be used to transact school business only. No student or teacher will be called to the telephone except in a case of emergency. If a teacher is called, then the secretary will take the number and relay the message to the teacher.

Students are not permitted to use the phone except in case of an emergency and all calls must be made on the school phone and not on a cellphone. Forgotten books, homework, lunch, and gym clothes are not considered emergencies.

39. VISITORS TO SCHOOL

For the safety of all our students, the outside doors are locked and remain locked at all times. All parents or guardians and visitors are to report to the office using the main entrance of the school building. Please leave messages in the office; classes are not to be interrupted. Please do not park cars in the schoolyard during the day, even on rainy days.

40. VOLUNTEERS

In addition to our dedicated faculty, we are fortunate to have the assistance of many generous persons who give of their time in many ways. Not least among these are the board members of the Home and School Association, the Advisory Board, the Development Committee, library, classroom, lunch, teacher, business office, and schoolyard aides. Volunteer aides are a vital part of our school program. We welcome them, we thank them, and we pray for them and their families daily.

St. Cyril of Alexandria School reserves the right to amend or add to the policies, rules and regulations contained in this handbook and to make changes, when the situation dictates it.

TELEPHONE NUMBERS

School Office	610-623-1113	C.A.R.E.S.	610-622-2560
Attendance	610-626-7181	Nurse's Office	610-626-7181
Rectory/Tuition	610-623-5160	School Fax Number	610-623-2427

School website <http://teacherweb.com/PA/SaintCyrilofAlexandriaSchool/School/t.aspx>

CYO United Way Number 06837

APPENDIX A