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Santa Cruz Catholic School Family Handbook 2024-2025



Santa Cruz, Be Our Hope!



The mission of Santa Cruz Catholic School is to teach students to love God, self, and others, serve as a Christian community, and develop to their full academic potential.

ROOT BELIEFS

**Where there is a willing community,
there is always a way to success.**

We are a family united in Christ.

We are always learning.

Core Values and Student Learning Expectations

Santa Cruz students succeed with open ARMS!

**Active Christian
Responsible Citizen
Motivated Learner
Servant Leader**



NUT FREE School Policy

Our aim is to provide a safe learning environment for all the students in our school community. To support this, Santa Cruz School has designated our school to be a nut-free environment. This policy aims to increase our community awareness in order to minimize the risk for children with documented allergies to nut products. Our school has diligently developed and will effectively maintain a school-wide action and implementation plan when dealing with students who have critical life threatening allergies.

Anaphylaxis is a severe form of allergic reaction which is potentially life threatening. It can be fatal within minutes-either through swelling that shuts off the airways or through a dramatic drop in blood pressure.

Allergies to nuts are on the rise in children. According to the American College of Allergy and Asthma and Immunology, a 2017 study reported that peanut allergy in children has increased 21 percent since 2011.

What does this mean for faculty, staff, students, and visitors at Santa Cruz Catholic School?

- We will remain a peanut/nut free zone. Please do not send in any food items that contain peanuts/nuts (i.e. almonds, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios and walnuts)
- Read labels carefully to make sure the products are nut free. This includes labels that read “May contain traces of peanuts/nuts or processed in a facility that processes products that contain peanuts/nuts.”

If an item containing nuts is found on campus, it will be carefully disposed of immediately.

Thank you for your cooperation and support in keeping food allergic student safe from having a life-threatening allergic reaction at school

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INTRODUCTION

Santa Cruz Catholic School has a long and rich history, beginning with its founding by the Discalced Carmelite Fathers of Arizona. The school offers its students a faith-filled community tradition, building upon the dedicated support of the Carmelite fathers and brothers, generations of Santa Cruz Parish members, the generous services of a committed professional and support staff, and the commitment of school families, past and present.

Santa Cruz Catholic School is a Kindergarten through Grade 8 Catholic school under the jurisdiction of the Diocese of Tucson and Santa Cruz Parish, Tucson, AZ. The school is staffed by lay teachers. Santa Cruz School is accredited by the Western Catholic Accreditation Association and is a member of the National Catholic Education Association (NCEA).

The history of Santa Cruz Catholic School began in 1916 with the founding of Santa Cruz Parish by Bishop Henry Granjon of the Diocese of Tucson. The church was dedicated in 1919 and the school, facing 22nd St., officially opened in 1920. The Sisters of the Immaculate Heart of Mary had been contracted by the Carmelites of Arizona to direct the school. They remained at the school until 1954.

In 1947 a new four room school building was constructed at the cost of \$55,000. In 1954, four additional classrooms were added. The sisters originally lived on properties close to the parish. In 1954 a convent was built for the sisters which now houses two classrooms and the school library.

In the years following, the school was served by various congregations of women religious: the Sisters of the Holy Cross; the Mercy Sisters; the Adrian Dominicans; the Sisters of St. Agnes; and the Franciscan Sisters of Christian Charity of Manitowoc, WI, beginning in school year 2004-2005. In addition, since 1987, Santa Cruz School has been served by a faithful core of lay staff and administrators.

Santa Cruz Catholic School is associated with The University of Notre Dame's *Alliance for Catholic Education* (ACE) program which trains and places teachers in select Catholic schools. Santa Cruz Catholic School is also in partnership with the University of Notre Dame's PATH Program, a support bridge program for students as they go to and through high school.

SCHOOL-WIDE LEARNING EXPECTATIONS

Santa Cruz Catholic School Core Values

LOVE

To be an **ACTIVE CHRISTIAN**:

- Is a person of prayer who participates in a variety of prayer forms, including personal, liturgical, sacramental, and Scriptural prayer
- Visibly participates in school prayer activities
- Exhibits a knowledge of and reverence for the basic teachings of the Catholic Church • Respects life and all of God's creation through kindness and care

PERSISTENCE

To be a **MOTIVATED LEARNER**:

- Sets realistic goals and persists in achieving them; exhibits a "growth mindset" • Is always prepared with materials and assignments
- Completes all work in a timely manner and work is legible and organized • Actively participates in class and takes initiative in learning
- Maximizes all learning opportunities in and outside of the classroom

CHARITY

To be a **RESPONSIBLE CITIZEN**:

- Works toward justice and peace, always seeking a solution
- Adheres to the school's behavior expectations, setting an example for others • Builds empathy and compassion through awareness of current events
- Uses gifts and talents to serve the school and local community
- Sees needs and responds to them in a positive manner

DISCIPLESHIP

To be a **SERVANT LEADER**:

- Leads others to seek God first in all they do
- Demonstrates integrity in every word and action.
- Works towards social justice and community service for a better world. • Responds to the needs of others with empathy, compassion, and solutions.

Parent Participation Hours - Mandatory

Each family must commit to the following Parent Participation Hours per the Parent Contract:

- 40 hours will be in service to school needs/volunteering and fundraising events
- Each family is required to sell two raffle ticket books for the Parish Fiesta

SAMPLE Parent Participation Contract for 2024-2025 – Selections are made during registration and submitted with payment:

FULL PAYOUT

(\$400.00 + raffle ticket books) I elect to pay out **ALL** Parent Participation hours (40 volunteering/fundraising hours and two raffle ticket books for the Parish Fiesta) for the 2024-2025 school year. In paying out my hours I am **NOT** committed to any volunteering/fundraising hours for the remainder of the year.

PARTIAL PAYOUT

(\$200.00 + raffle ticket books) I elect to pay out 20 volunteering/fundraising hours **AND** Fiesta raffle tickets for the 2024-2025 school year. In paying out my partial hours I am **NOT** committed to 20 school/fundraising volunteer hours for the remainder of the year. **I am only responsible for 20 volunteering/fundraising hours for the remainder of the year.**

FULL VOLUNTEER COMMITMENT

(\$0) volunteering time, making donations to all fundraisers, and selling two raffle ticket books for the Parish Fiesta.. **Volunteering/Fundraising Hours:** I understand that I must sign in and out at each event/meeting in order for my hours to count. I understand that receipts for any donations I make must be submitted with my log in order to count for hours. I understand that any fundraising hours that have not been done will be billed via FACTS at \$10 per hour. **Fiesta:** I understand that I am responsible for selling two raffle ticket books or purchase the Fiesta raffle tickets and submit payment **no later than 4pm on the Friday before the Parish Fiesta (TBD).**

Procedures and Deadlines

Deadlines for submitting volunteering/fundraising hours will be communicated throughout the year. If hours and payments are not submitted by each deadline, you will be billed via FACTS. Fundraising Hours are due after the event you volunteered for. You must sign in and out of each meeting or event to receive credit. If you make a donation for any hours, you must submit a receipt with your Parent Participation Log in order to receive credit. **Fundraising Hours:** Fundraising hours include any volunteering or donating that is done specifically for school fundraisers.

<p><i>Volunteering includes:</i></p> <ul style="list-style-type: none"> ● running a booth at an event ● organizing a booth for a class ● attending meetings for planning ● set up and take down (clean up) ● any work done for a fundraiser such as distributing flyers or bringing in sponsors ● any work done for a school or classroom event ● selling any raffle tickets for a specific event 	<p><i>Donations include:</i></p> <ul style="list-style-type: none"> ● any items needed to run a booth ● any monetary donations made for a specific fundraiser ● any item such as printing flyers or cost related items for a fundraiser ● any items that are needed by the school or classrooms (lists will be made available in the weekly newsletter)
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Scholarships & Tuition

Scholarships & Parent Commitment: Santa Cruz Catholic School works in partnership with several Student Tuition Organizations to provide scholarship opportunities to all families in grades K-8. All families are expected to apply to the scholarships that are recommended by the Scholarship Director. All families are expected to pay a parent commitment as an investment in the education of your child and must sign a Parent Commitment form to complete the registration process.

FACTS: Families on the FACTS auto-payment plan will have their bank accounts debited, or credit cards charged, on either the 5th or 20th of the month. **If you will not be able to make your monthly payment, it is your responsibility to contact the Scholarship Director at least 5 business days before payment is due to work out alternative arrangements.** Families that have **qualified** for an exception from paying via FACTS will be required to pay their total parent commitment prior to the first day of school. Families are required to pay a \$50 activation fee to FACTS.

It is crucial that the school collect full tuition each month, so that we can continue to offer our students a Catholic education of the highest quality. As a reminder, if there is a reason you will not be able to pay your monthly tuition, please schedule an appointment with our Scholarship Director to discuss your options. Students will be prohibited from attending school if a family account is 90 or more days delinquent. If the account is not resolved, the family may be asked to withdraw.

8th Grade Graduates: Students in the 8th grade whose families have an outstanding balance on their account will not be allowed to walk at the promotion ceremony until the account is paid in full. All outstanding balances must be paid in full prior to **May 3, 2025** to be eligible for the promotion ceremony.

In addition to a positive financial standing, all required promotion documentation must be submitted by the given deadline(s). This information includes: name to be printed on promotion certificate, purchase of gown and any additional promotion fees.

Catholic High School Admissions

Santa Cruz Catholic School does not make decisions regarding admissions to Catholic High Schools. The following items are required and requested by each high school:

- High School Placement Test
- Teacher Reference – form provided by the high school
- Principal Reference – form provided by the high school
- Report Card

If your child is not granted admissions to the Catholic high school they have applied to, this issue must be taken up with the respective high school. We have no jurisdiction over admissions.

Academics

Curriculum and Standards

Grades K-8 provide self-contained general education classes that are aligned to the Arizona Common Core Standards and the Diocese of Tucson Standards: Integration of Catholic Identity Themes.

Religion

- Knowledge of the Faith
- Experience and love of the Liturgy
- Moral formation
- Prayer experiences as necessary in the rhythm of life
- Community and life of the Church, the history and our place in the Church's story
- missionary zeal modeled and integrated in service to God's call for our lives!

English Language Arts

- Reading: Text complexity and the growth of comprehension
- Writing: Text types, responding to reading, and research
- Speaking and Listening: Flexible communication and collaboration
- Language: Conventions, effective use, and vocabulary

Math

- Operations and Algebraic Thinking
- Number and Operations
- Measurement and Data
- Geometry
- Mathematical Practices
- Pre-Algebra and Algebra

Science

- Life Science
- Physical Science

- Earth Science
- Social Studies
 - American History
 - World History
 - Geography
 - Civics/Government

We also offer Physical Education, Library, Art, and Music to all K-8 Students each week.

Sacramental Preparation: Sacramental preparation is provided through daily catechism in the 2nd and 8th grades. Students in the 2nd grade will be prepared to receive their First Reconciliation and First Holy Communion. Students in the 8th grade will be prepared for the Sacrament of Confirmation. The sacraments of First Holy Communion and Confirmation are celebrated with a mass in the Spring and require parent participation. In order to be eligible for these sacraments, a Baptismal certificate must be on file with our school office.

First Reconciliation & First Holy Communion

The Sacraments of First Reconciliation and First Holy Communion are offered in the 2nd grade provided that the student has received the Sacrament of Baptism. A Baptismal certificate must be on file prior to the given deadline for that academic year. Any student who does not have a Baptismal certificate on file will not be offered the Sacraments of Reconciliation and First Holy Communion.

Any student who has not received the sacrament of Baptism can receive this sacrament if desired by the student and family. Please contact the Santa Cruz Catholic Church Parish office for information regarding this process: 520-623-3833

There is no official ceremony for First Reconciliation. This Sacrament is given during school hours and is a requirement for receiving First Holy Communion.

Required Attire for First Holy Communion Ceremony

~Girls **must** wear a white dress. **No hoops under the dress, no backless, no spaghetti straps and no strapless.**

~Boys must wear dark slacks (black or navy blue), white collared shirt and a tie. No polo shirts and no jeans are allowed.

~1st Communion kits are optional. (book, candle, rosary etc.)

~**During the receiving of First Holy Communion, no photography is allowed.**

Confirmation

The Sacrament of Confirmation is offered in 8th grade to any student who has received their First Holy Communion. This is not an obligation of the school, but a mere courtesy as students are given daily catechism in preparation. During the 8th grade year, students are prepared through classes of Theology and are required to attend all scheduled meetings and retreats. Students also attend mass one additional day per week.

Sponsor Selection – These guidelines are mandatory per Santa Cruz Parish Santa Cruz Catholic School has no authority to change or omit any requirements set forth by Santa Cruz Parish. Any disputes regarding the following requirements must be taken to the Santa Cruz Parish Office.

~Must be a Catholic in good standing, and at least sixteen years of age.

~Parents of the Confirmandi cannot be Sponsors to their own child.

~Sponsors must have received the Sacraments of Baptism, First Holy Communion and Confirmation to be eligible.

~Only one (1) Sponsor is allowed per Confirmandi. It is recommended that the Sponsor be of the same gender as Confirmandi.

~Unmarried Sponsors must present a letter from his/her parish stating permission to Sponsor and present proof of Confirmation.

Married Sponsors must be married in the Catholic Church and present proof of marriage in the Catholic Church.

Sponsor Meetings

In an attempt to provide guidance to sponsors and families in helping with the faith formation of their Confirmandi, sponsors, parents, and Confirmandi must attend **3** meetings prior to the receiving of the Sacrament. These meetings are mandatory.

Volunteering – Community Service Hours

Students must volunteer their time within their community as a preparation for using the Sacrament of Confirmation to do God's work. Volunteering cannot occur in the home or in the home of family members or for the direct benefit of their personal family. Volunteering within their community requires that students are giving their time to others, without any benefit to themselves. A list of approved volunteering activities will be provided at the beginning of the school year. A total of 10 hours are required to fulfill this obligation. Hours must be submitted by the given deadline for the academic year.

Ceremony

The Sacrament of Confirmation is a beautiful ceremony that requires the full attention of the Confirmandi and Sponsor. These requirements will be enforced to ensure reverence:

- The dress code for this event is semi-formal. We have asked that your child wear Sunday attire – there is no color requirement for this Sacrament. For girls, dresses should be an appropriate length and have an appropriate neckline. Spaghetti straps, strapless dresses, or dresses with a mid-drift cut are not permitted. For boys, no jeans are allowed. Shoes must be appropriate to the mode of dress, formal but practical. Modesty is required of all Confirmandi as this is a reverent ceremony.
- All Confirmandi will be required to wear their red robe on top of their attire for the Confirmation ceremony.
- Please do not allow your child to have their cell phone during the ceremony. It is extremely important that their full attention is given to the Mass.

- Photography will not be allowed while students are being confirmed. This sacrament requires students to respond to the presiding clergy as part of the receiving of this sacrament. Their full attention is required.

The school reserves the right to turn away any student from receiving a Sacrament due to missing documentation, persistent poor behavior, and/or lack of preparedness (i.e. missing mandatory meetings and/or requirements)

Classroom Management

Santa Cruz Catholic School incorporates the philosophy of the CHAMPS mindset (Randy Sprick, Civil Schools) to maintain student engagement and motivation in a positive learning environment. Students learn daily routines and procedures in a consistent manner and are expected to develop independence in managing their behavior to increase achievement.

Academic Honor Roll (Grades 4-8 only)

- **High Honors:** given to each student who meets the following criteria:
 - 3.7 – 4.0 GPA in academic subjects
 - no “x” for enrichment/specialist classes
 - no behavioral referrals
- **Honors:** given to each student who meets the following criteria:
 - 3.4 – 3.6 GPA in academic subjects
 - no “x” for enrichment/specialist classes
 - no behavioral referrals

Grading Scale

Santa Cruz Catholic School abides by the Diocesan approved grading scale:

Elementary Grading Scale (grades 3-8):

A+ 100-97	D+ 69-67
A 96-94	D 66-64
A- 93-90	D- 63-60
B+ 89-87	F 59 and below
B 86-84	F (0 - 59)
B- 83-80	
C+ 79-77	
C 76-74	
C+ 79-77	
C 76-74	
C- 73-70	

Grading Scale (K-2):

- 1: Exceeds Benchmark
- 2: Meets Benchmark
- 3: Needs Improvement
- 4: Needs Intervention

Behavioral and Specialist Grading Scale (K-8):

- + : Excellent
- / : Satisfactory
- x : Needs Improvement

Assessment Santa Cruz Catholic School and the Diocese of Tucson are aligned to administer the Northwest Evaluation Association Measures of Academic Progress assessment (NWEA MAP). Students are tested three times per year, Fall, Winter and Spring. These benchmark scores are used to inform instruction in the classroom and tailor instruction to meet student needs.

Students in grades 2 – 8 are required to take the Assessment of Religious Knowledge (ARK) each year. The ARK helps the school evaluate the faith knowledge and attitudes of our students based on religious education programs. This test is administered in the Spring of every academic year.

Students in grades Kindergarten – 3rd grade will be administered the DIBELS 8 Assessment. DIBELS ® (Dynamic Indicators of Basic Early Literacy Skills) is a set of procedures and measures for assessing the acquisition of literacy skills. Students in these grades will be tested three (3) times per year, Fall, Winter and Spring.

All 8th grade students are required to take the High School Placement test regardless of what high school the student will be attending. The scheduled date for the HSPT is December 9, 2024.

Enrichment/Specialist Classes

All students K-8 participate in several enrichment/specialist courses. Physical Education and Music/Art are graded on a 3-part scale: Exceeds (+), Satisfactory (/), Unsatisfactory (x). These courses provide enriching experiences in the following areas:

- Physical Education (K-8)
- Music (K-8)
- Art (K-8)
- Library (K-6)

***If staffing for enrichment/specialist classes is not available, students will be provided with alternative classes such as Health and Nutrition.*

Extra-Curricular Activities Santa Cruz Catholic School is proud to offer many extracurricular opportunities for our students. These activities occur after school hours beginning at 3:20pm. All extracurricular activities are optional. Some activities listed below occur during the school day.

Sports

Students in grade 4-8 are invited to join our school sports. A sports fee is included in tuition. Athletes will receive a jersey for each sport played. Additional cost may incur for sports shirts.

All students who participate in sports must submit diocesan parent consent forms and an up to date physical on file in the office. All students and families must follow all guidelines found in the Sports Handbook. Any violation of these policies will result in being removed from the team.

FALL SEASON

Girls Basketball
Boys Volleyball

WINTER SEASON

Girls Volleyball
Boys Basketball

SPRING SEASON

Track & Field

The success of our sports programs depends on parent and family participation. Coaching, drivers, referees, scorekeepers, and donations all count toward Parent Participation Hours. Parents interested in helping with any of our sports teams should contact the school office. All volunteers must be **in compliance** in accordance with the Diocese of Tucson policies.

Altar Serving

Students in grades 5-8 can receive training for altar serving. Students who complete training may be signed up to serve at school and parish masses. A commitment to reverent behavior, punctuality, and attention to detail is required.

Liturgy of the Word

Students in each grade are trained to read the Liturgy of the Word during our school mass. Students who are selected to read at mass must display behaviors and attitudes that are aligned with the Schoolwide Learning Expectations.

Student Council – CRUZERS

Students in grades 4-8 will have an opportunity to be formed as a leader and serve the Santa Cruz school and community through our Student Council CRUZERS program. CRUZERS are students that SERVE, LOVE, and LEAD.

Honor Guard

Students in grades 6 – 8 are selected each year to represent Santa Cruz Catholic School's Honor Guard. This student leadership position is responsible for the care of our American flag. Students in the Honor Guard learn about the American flag, how to respect the flag, and what the significance is of raising our flag and folding it. In addition to this responsibility, the Honor Guard learns discipline, respect, and being a good citizen.

Theater

Santa Cruz historically performs student theater productions each calendar year. When theater resumes, information on shows, try-outs and rehearsals will be sent throughout the year. Costs for show t-shirts or costumes may incur based on show needs.

Support Resources

Interventionist

The Interventionist provides support to families, teachers, and students to work with students with varied learning needs. The interventionist is also a liaison between the school, families, and the surrounding school districts with respect to Individual Education Plans and testing services.

Field Trips

Attending a field trip is a privilege and is not a mandatory part of the school curriculum. Students may be prohibited from attending a field trip due to poor behavior. A student may also be prohibited from attending a field trip if no permission slip is submitted. There are many diocesan and school policies that must be followed

Car Seats/Booster Seats

Parents must provide booster/car seats for students who require them by law or they will not be allowed to attend.

The Arizona Department of Transportation (ADOT) regulates the use of child restraint systems for children meeting certain age and height requirements while inside a motor vehicle.

Safety seat regulations for minors in the state include:

The use of a **child restraint device** for children:

- Under 8 years old **AND** 4 feet 9 inches tall and under.

A required **booster seat** for children:

- 5 years old to 7 years old **AND/OR** Under 4 feet 9 inches tall.
- The installation of the child safety restraint must be in accordance with the manufacturer's specifications for your child's weight and height. Once your child is 8 years old or older, or taller than 4 feet 9 inches, he or she may use the vehicle's safety belt. <http://www.dmv.org/az-arizona/safety-laws.php>

All students who by law do not require a car/booster seat must wear a seat belt at all times. Students may only sit in the front seat of a vehicle if they meet the requirements per height and weight.

Chaperone/Driver Compliance Requirements

Parent volunteers who are “in compliance” with the school may attend field trips **when selected or allowed** by the classroom teacher. Parents who are cleared for chaperoning must have the following:

- Completion of a volunteer application for Santa Cruz Catholic School
- Completion of the CMG Safe Environment Program
- Completion of a criminal background check
- Final Clearance Memo from the Diocese of Tucson
- Approval from the classroom teacher to attend the field trip

****NO ONE will be cleared on the day of a field trip. If a volunteer does not have clearance as listed above, they may not attend the field trip at any time.***

Additional clearance for driver:

A copy of a valid driver's license

A copy of current and valid car insurance for the vehicle that is being used

A copy of current and valid car registration for the vehicle that is being used

Any parent who violates field trip compliance policies and/or attends a field trip without proper clearance will lose their compliance for the remainder of the year and possibly consecutive years.

Chaperone/Driver Responsibilities

If a parent is selected to chaperone and/or drive for a field trip they are expected to comply with diocesan and school policies as listed:

- Chaperones may not bring siblings or any unenrolled student on a field trip. A chaperone's primary responsibility is to the supervision of the students they are assigned to.
- Chaperones may not separate from their assigned group at any time unless another chaperone or the supervising teacher is aware and available to supervise the group.
- **Chaperones may not allow any person to join their group that has not been cleared by the school. If a non-cleared parent or adult attempts to join, the chaperone must notify the supervising teacher immediately.**
- Chaperones may not engage in any behavior that is considered inappropriate or contradictory to the beliefs and policies of the Diocese of Tucson and Santa Cruz Catholic School.
 - Chaperones may not smoke or drink while supervising students.
 - Chaperones must report any injuries or incidents to the supervising teacher immediately.
 - Chaperones may not request cell phone numbers of students at any time.

Drivers

Any chaperone that is cleared for driving may only transport students to the approved field trip location and return to the school within the allotted time. A driver does not have the legal right to stop anywhere along the route. Drivers are expected to abide by all traffic laws when transporting students to and from a field trip.

Drivers may not drop off a student to any location other than the school. Drivers must bring all students back to the school after the field trip, no exceptions.

A driver that does not comply with these policies will not be allowed to drive for future field trips.

Routines, Policies & Procedures

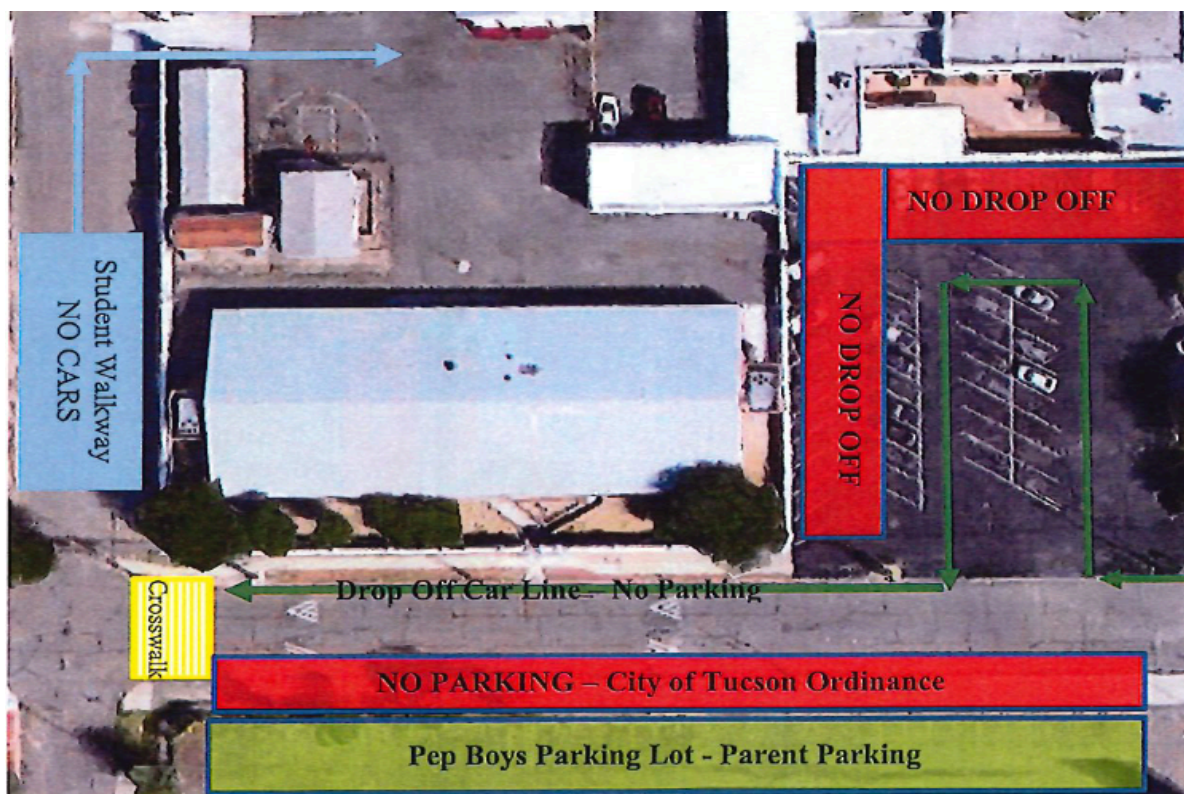
Drop Off Procedures

Drop off begins at **7:30am**. The student walkway will close at **7:50am**. Our school assembly will begin promptly at **7:50am**. Any students who arrive after 7:50am will need to enter through the 23rd Street gate and **must** be signed in by an adult at the Front Office. Classes are set to begin at **8:00am**. All families that are in attendance during assembly must exit through the 23rd Street gate through the main office at the end of our assembly.

To maintain the flow of traffic and provide the safest path into school, pull up as far as possible while in the car line. Only drop students off in designated areas and **DO NOT** speed. Speed limit is clearly marked at 15 mph during drop off and pick up times. The crosswalk must be used if you are crossing the street.

If you are dropping off in the car line, please **DO NOT** park. If you would like to walk your child into the school, you may park in the Pep Boys parking lot or the church parking lot.

There is **NO PARKING** across from the main school building during the hours of **7:30am – 3:00pm**.



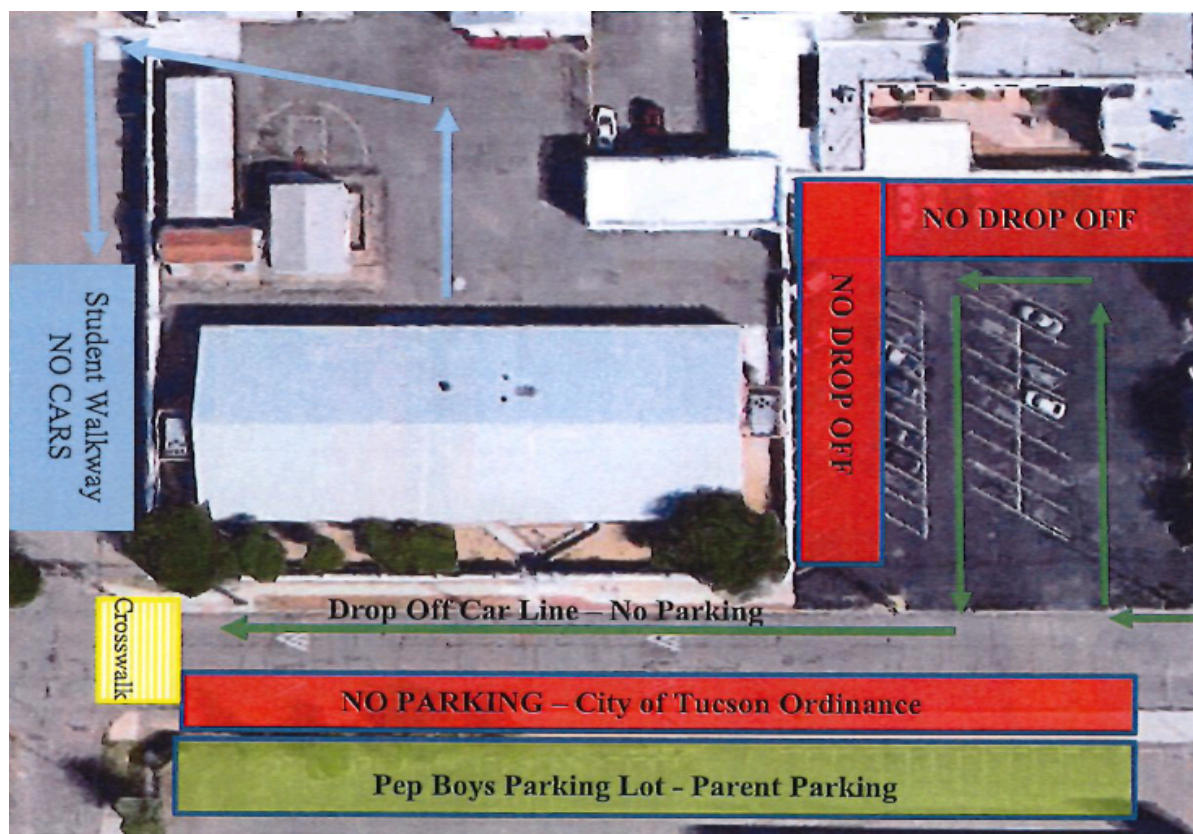
Pick Up Procedures

Dismissal begins at **3:00pm**. To provide a safe environment that is free from distraction, the school doors will not open until **3:20pm**. On half days, dismissal will begin at **1:00pm** and the doors will not open until **1:20pm**. Staff will be available outside during dismissal to take your child's name and communicate to the front office that the student may leave the building. All students remain in the classrooms until their name has been called via the school intercom system. Students will exit the playground gates unless otherwise noted.

To maintain the flow of traffic and provide the safest path into school, pull up as far as possible while in the car line. Only pick up students in designated areas and **DO NOT** speed. Speed limit is clearly marked at 15 mph during drop off and pick up times. The crosswalk must be used if you are crossing the street.

If you are picking up in the car line, please **DO NOT** park. If you would like to meet your child at the gate, you may park in the Pep Boys parking lot or the church parking lot. There is **NO PARKING** across from the main school building during the hours of **7:30am – 3:00pm**.

There will be no Aftercare Program. All students must be picked up by 3:20pm on Monday, Tuesday, Wednesday, and Friday; 1:20pm on Thursday. If you require aftercare services, please contact the Pio Decimo Center at 520-622-2801.



Tardies

It is extremely important that students begin the day on time. There are many routines that teachers have in place that prepare students for learning as soon as they walk through the classroom door.

Students are considered tardy if they arrive **after 7:50am**. **If your child is tardy, you must walk them into the school and sign them in to receive a tardy slip.** Students will not be allowed in class unless a parent/adult signs them in. Tardies will be tracked for each student.

Per Diocesan and School policy, students may not exceed 36 unexcused tardies for the academic year. Excessive tardies will result in a meeting with the principal and possible loss of scholarship. If a student has exceeded 36 unexcused tardies for the school year, a letter of academic probation must be signed in order to register for the following school year. The letter of academic probation indicates that the student may not exceed 36 unexcused tardies for the registering academic year. If this number is exceeded, future registration will be withheld.

Students who arrive after **9:00 am** without a doctor's note will be considered absent for the day.

Absences

If your child will be absent, please alert the front office **AND** the classroom teacher. Students with excessive unexcused absences will lose their scholarships. Scholarship policy indicates that students cannot miss more than 18 days of school within an academic year. **(Pursuant ARS 15-803)**

Students may not excuse themselves from school or class. Only a parent or guardian can excuse a student from school.

Students who are absent more than 18 days of school within an academic year are considered truant per **ARS 15-803** and may be reported to the Tucson Police Department as well as the Department of Child Safety if necessary.

Electronics

Any electronic device that is not a cell phone may not be brought to school. This includes Smart watches. Digital wristwatches must not have cell phone and/or internet capabilities.

All cell phones must be submitted to the classroom teacher as soon as your child arrives on campus. Cell phones are kept in the classroom until the end of the school day, in a locked space. Students may retrieve their device once they are dismissed from class.

If a student is using an electronic device without permission or if a device is found in your child's possession, it will be given to the school office immediately. Devices will remain in the locked safe until the end of the school year. Devices can be released at any time by a parent/guardian for a fee of \$50.00.

Protecting Instructional Time

We spend a great deal of time organizing classroom schedules that provide students the best opportunity at success. We will not interrupt scheduled class time unless there is an emergency. If you are on campus to pick up your child, please wait at the front office and our office staff will assist you.

Volunteers During Instructional Time

We welcome families to volunteer their time during school hours. ALL volunteers must be 18 years of age or older and in compliance with the front office before they begin; no exceptions will be made. Volunteers are expected to sign in when they arrive on campus and sign out when they leave campus. Volunteers must wear a badge to indicate that they are on campus as a volunteer.

Volunteering requires complete attention to the tasks that they are given. **NO** unenrolled siblings are allowed on campus while volunteering during school hours.

Volunteers are expected to abide by all diocesan and school policies while on campus. This includes wearing appropriate attire, refraining from cell phone use, and maintaining appropriate communication with all faculty, staff, and students. If a volunteer is found in violation of any of the aforementioned policies, they will lose their compliance status with the school.

Outside Playground Rules

The playground is sectioned off into three safety zones. Each zone will have one adult supervising the area to ensure safe play and that rules are being observed. No students are allowed in a zone unless there is an adult supervising that section.



Students are expected to observe the following outside playground rules:

- Respect and obey all teachers and other supervisory personnel
- Students may not leave the playground without permission from an adult on duty
- No throwing of objects not intended to be used in game play
- No rough play is allowed
- Engage in safe and respectful behavior at all times
- When using the slide, students must only come down the slide, not walk up the slide

Cafeteria Policies

Students are expected to use manners and exhibit appropriate behavior during lunch. Each class has a set of assigned tables and students must sit with their class. The cafeteria rules are as follows:

- No sharing of food or drink
 - Observe courteous table manners at all times
 - Before dismissal from the cafeteria, clear tabletop and floor
 - Maintain a voice level of 1 or 2 unless otherwise noted during dismissal •
- Remain seated at the same place at the table throughout the meal

- No running in the cafeteria
- Wait to be dismissed by the adult(s) in charge
- Raise hands for help as needed
- Students not ordering the school lunch may not bring, or have brought to them, fast food

National School Lunch Program

Free and reduced priced lunch is available for qualifying families. **Applications for free or reduced lunch must be filled out and returned to the school office for approval annually.** If a family's financial situation changes during the school year, the family may reapply. **Lunches can only be ordered monthly using the Renweb System. Lunch cannot be ordered after the monthly deadline.** If you qualify for free lunch, no payment is necessary. If you qualify for reduced lunch or do not qualify at all, payment must be made online at the time you place the order. Please only select lunches that your child will eat and please communicate these selections with your child.

Please DO NOT pack FAST FOOD for your child's lunch. It is against the National School Lunch Program Policy for students to have fast food in the cafeteria. Our school is audited yearly and if we are found in violation of the National School Lunch Program policies, we could lose our status and funding.

Santa Cruz Health and Wellness Policy

As part of the Diocese of Tucson, Santa Cruz Catholic School is required to create and enforce a school health and wellness policy. This policy provides guidelines on how to maintain a healthy environment for our children which includes nutrition, exercise, and safety education.

Chewing Gum/ Candy/Junk Food

Students may not chew gum, eat candy and/or have in their possession any items that are deemed unhealthy per the School Health and Wellness Policy. Any student who is found in violation of this policy will be asked to throw the item(s) away and a referral will be sent home.

Holiday Celebrations

No food and/or candy will be allowed for holiday celebrations. Any food related items that are sent to school for birthdays will be sent back to the home and will not be distributed.

Birthday Celebrations

Due to our National School Lunch Program status, birthday food/treats cannot be distributed at school at any time. Students can celebrate birthdays with non-food goodies.

Emergency Response Plan

Santa Cruz Catholic School has a detailed Emergency Response Plan, to be followed in the event of a crisis at school. This plan meets the criteria of the Diocese of Tucson and State Department of Education emergency management guidelines for schools. Staff and students are trained in the emergency response actions to be taken as applicable. This plan is updated on an annual basis.

Evacuation Drill

The Santa Cruz Catholic School evacuation plan requires that all students and personnel leave the premises and convene at Ochoa Elementary. This drill is practiced yearly.

Fire Drill

Per the Diocese of Tucson regulations, our school must perform one practice fire drill per month. Once the bell rings, classrooms are evacuated to the basketball courts in an orderly fashion. Each teacher must carry an emergency bag that contains necessary first aid resources as well as emergency information for each student.

Lockdown Drill

Per the Diocese of Tucson regulations, our school must perform periodic practice lockdown drills. All students and staff are alerted via intercom that a lockdown is in process. Each classroom must be locked, lights turned out and students are lined against the wall under the window to prevent visibility. Under no circumstance may a student or staff member open the door until the “all clear” has been called.

Communication

In the event of an emergency, all families will be notified via Parent Alert, email, and/or phone call.

SCHOOL UNIFORM POLICY

All students in all grades are required to wear the school uniform as described below.

Our dress code will be enforced every day. Please be mindful of purchasing items that are in line with our school dress code. **If your child is found to be in violation of the school dress code, you will be contacted and will be expected to bring a change of clothes that align to our dress code.**

Everyday Attire

HAIR

- No fad hair styles.
- No dyed or colored hair will be permitted.
- For BOYS:
 - No shaved art on their scalp and/or eyebrows
 - Hair length must not pass the collar of their school polo shirt if short
 - Hair must not cover the eyes and/or face.
 - If student has long hair for cultural purposes, it must be pulled back into a ponytail
 - No mohawks allowed or hair cuts that resemble a mohawk

***NAILS – All students must have short fingernails.**

ACCESSORIES

- No make-up, nail polish or fake nails will be allowed.
- No false lashes
- No earrings are allowed for boys, no hoop earrings for girls
 - Girls may only have 1 (one) set of stud earrings for a piercing. They must be worn on the ear lobe only
- No jewelry is allowed unless it is a wristwatch. The wristwatch may not be a smart

watch and cannot have cellular and/or internet access.

- No body sprays, perfume or strongly scented lotions may be brought to school or used at school.

Students may not have tattoos of any kind, temporary, permanent or self drawn on their bodies or their clothing.

****Students found in violation of these rules will be asked to remove unapproved items (jewelry, make-up, etc). Jewelry will be kept at the front office and can only be picked up by a parent.***

BASIC UNIFORM

- All students must wear a red school polo with the school logo on it.
 - all students must have their shirts tucked in at all times
- Navy blue pants, skirts and shorts may be worn. No shorts on mass day. Appropriate skirt length must be worn.
 - **Pants must be Docker style; no cargo style pants, no joggers and no leggings**
 - **No sweat pants, joggers, leggings or jeans**
 - **Skirts must be knee length, not shorter**
 - Belts must be worn with pants or shorts if belt loops are present
 - black or brown belts only (**no belts are required for grades K-2**)
- Socks must be solid black or white; no logos on socks
- Shoes must be tennis shoes or dress shoes
 - Solid white, solid black, OR black and white patterned (**NO OTHER COLORS ARE PERMITTED...not even gray**)
 - No sandals or flip flops
 - No boots
 - No high heels
 - No light up shoes or shoes with excessive decorations

Mass Attire

Mass will be every Friday unless otherwise noted (i.e. Holy Days of obligation). We ask that students observe respectful Mass attire. Students are **not allowed** to change out of their Mass attire after Mass.

GIRLS

- Red school polo
 - Navy blue skirt
 - White or black socks
 - Black or white, or black & white shoes
- Please be mindful of the length of the skirt as it must be knee length.**
Please be sure that they are wearing shorts underneath their skirts.

BOYS

- Solid white button-down dress shirt. It may be short or long sleeve.
- Solid red tie
- Navy blue Docker style pants
- White or black socks
- Black or white, or black & white shoes

NO white polo style shirts are allowed.

PE Attire

PE uniforms can only be purchased at the school front office and are mandatory for PE days.

PE attire consists of:

- Gray PE shirt with school logo
- Black PE shorts with school logo
- Black PE jacket with school logo

Optional

- Black PE sweatpants with school logo

Cold Weather/Outerwear

- Solid Navy-Blue outerwear OR the black PE jacket with the school logo
- **NO** logos other than the school logo
- **NO** pullover hoodie sweatshirts at any time – this includes spirit days! • **Students may wear a long-sleeved shirt under their school uniform. The only colors for long-sleeved undershirts that are permitted include: solid red, solid white, solid navy blue, or solid black. No patterns are allowed.**

Thursday Spirit Day

Every Thursday (except on days that we have Mass), students may wear:

- Reading Camp t-shirts
- Santa Cruz Honor Guard
- Any Santa Cruz Theater T-Shirts (Lion King, Frog and Toad, etc.)
- Santa Cruz Bulldogs T-shirts (on sale at the front office)
- Santa Cruz Sports Jerseys

Field Trip Dress Code

Students who attend field trips are representatives of our school community. Students are expected to wear their daily school uniform on field trips, unless otherwise stated by the administration. Exceptions may be considered depending on the nature of the field trip.

We thank you for observing our dress code daily and encouraging students to always carry themselves in a respectful manner.

Discipline Philosophy

Discipline is a set of learned inner controls, which help each of us follow rules established for the safety, well-being, and order of persons who live and work together. Discipline is considered a meaningful learning experience at Santa Cruz Catholic School (S.C.C.S.). It directly relates to

adjusting successfully with society. Through this process a student learns about responsibilities for respecting others and self. Any student who attends Santa Cruz Catholic School can expect to learn a Catholic system of values that will enable him/her to be Christ-like. Thoughtfulness, politeness and in general a Christian behavior is expected of everyone. Students will have the opportunity to achieve their full potential academically and creatively. This will be better attained by accepting and following the school's policies and regulations.

Disciplinary Action

If a student is in public violation of the law or morality outside of school, the Administration reserves the right to take disciplinary action, including expulsion, when the name of the school community is jeopardized. (**Diocese of Tucson, Handbook of Policies and Procedures, Section 3.14 – 3.17**)

Harassment/Bullying

Santa Cruz Catholic School takes complaints of harassment/bullying seriously. Harassment/bullying is defined as “an individual subjected to treatment or a school environment which is hostile or intimidating by a real or threatened infliction of physical, verbal, written, electronically transmitted (cyber-bullying), or emotional abuse, or through attacks on the property of another”. It may include, but not limited to such actions as verbal taunts, name-calling and putdowns, derogatory written words, drawings or gestures, extortion of money and/or possessions. Harassment/ bullying of any student by another student, school employee or volunteer are not acceptable. This causes emotional harm and often results in dropping grades and physical harm to self and others. If in the judgment of school officials any cyber activity occurring on or off-school premises could result in the harassment, intimidation or bullying of an S.C.C.S. student and or staff, such activity may be treated as an offense under the. (**Diocese of Tucson, Handbook of Policies and Procedures, Section 3.14 – 3.17**)

Diocese of Tucson, Handbook of Policies and Procedures

3.15. Student Withdrawal on Grounds Improper Behavior by Parent/Guardian

Typically, a child should not be deprived of a Catholic education or otherwise penalized for actions of parents/guardians. However, parents/guardians may so significantly reduce the school's ability to effectively serve its students that the parents/guardians may be requested to remove their child/children from the school for any of the following reasons:

- Refusal to cooperate with school personnel
- Refusal to adhere to school policies and regulations
- Interference in matters of school administration or discipline

General Rules of Conduct

As part of a Christian community, students will:

Be respectful during Liturgy and Faith community activities, including mass, assemblies, and prayer gatherings.

Respect the rights and property of others.

Adhere to the school dress code policy (pgs.) and be appropriately groomed such as: tucked in shirt,

wearing belts, groomed hair and nails.

Conduct themselves in ways that will not endanger self or others.

Arrive to class on time and be prepared every day.

Remain on campus until properly dismissed.

Conduct themselves in a manner conducive to the instructional process by adhering to all classroom rules, routines and procedures.

Conduct themselves in a manner that represents the school mission and core values during and outside of school operational hours.

Obey all federal, state, and local laws.

Conduct, such as public display of rudeness, violence and disrespect that harms the image of Santa Cruz Catholic School, on or off campus will not be tolerated

Obey ALL faculty and staff members.

Have in their possession ONLY material that is appropriate at school.

Refrain from the use of foul language and/or verbal abuse.

Refrain from violent assaults.

Refrain from lying, stealing, or cheating.

Refrain from any vandalism or damage of property.

Refrain from plagiarism and/or cheating or the use of AI programs

Refrain from forgery, signing a name other than one's own

Refrain from misuse of technology and adhere to the technology user agreement

Refrain from having possession or use of drugs, alcohol, tobacco, and/or vape pens/products

Refrain from lewd and vulgar behavior that is explicitly sexual in nature

Offenses

First Offense

For the first offense committed against the S.C.C.S. Discipline Policy or Classroom Rules by the student, a verbal warning or reprimand will be given to try to communicate to the student correct behavior. The teacher or school official will document this as a first offense extending the warning. Parents may be notified depending on the situation. All first offenses must be documented in Renweb.

Second offense

For the second offense committed by the student, a disciplinary referral will be sent home to the parents/guardians, which must be returned signed by parent/guardians. A conference may be conducted between the student, parents, teacher, and if necessary, a member of the administrative team. The signed notice will be placed in the student's file. This will be documented as a second offense. The student may lose field trips or other extracurricular opportunities. A disciplinary referral may be given for a first offense if it is deemed necessary.

Third offense

A third offense committed by a student regarding documented misbehavior will result in suspension. Suspension will be at-home suspension. Any student in violation of the Student Discipline Policy may be denied participation in extracurricular activities. Work assignments, and tests missed during a suspension will not be made up. Suspension may be given as a first or second offense if it is deemed necessary. In some cases the administration may determine to give the student an in school suspension.

Suspension

Out of School Suspension

Out of school suspension is utilized when a student's actions have become disruptive to student safety and function of the classroom/school. This is invoked when a student demonstrates a deliberate disregard for the school's guidelines and rules. While suspended, the student may not attend regular classes nor participate in any school activities or functions - this includes sports, theater, student council, or otherwise. The student is responsible for all class work missed. This time will be considered as "unexcused".

Automatic Suspension for ALL Grades

The following are grounds for automatic suspension and potentially :

Violating any state or local laws.

Conduct, such as public display of rudeness and disrespect toward any student or adult that harms the image of Santa Cruz Catholic School, on or off campus

Any acts of physical harm such as hitting, throwing objects, pushing/grabbing, scratching, or any act that physically harms another individual

Any form of harassment/bullying

Continually, by attitude and actions, demonstrating disregard for school personnel, fellow students, and the classroom/school routines and procedures

Failure of past disciplinary actions to bring about improved conduct (repeated referrals)

Failure to report to the office when sent from class for disciplinary reasons

Throwing anything at anyone that could cause personal injury or property damage

Obscenity (written, spoken, gestures)

Truancy – leaving campus without permission

Misuse or abuse of school property

The use of school equipment without proper permission

Stealing personal or school property from anyone, student or staff

Any type of vandalism, whether on or off campus

Misuse of technology to include cyber-bullying and/or illicit behaviors

Lewd or vulgar behavior that is sexual in nature

The Administrative Team determines length of suspension. A suspension notice stating the reason for suspension is written and sent home, keeping a copy in the student's cumulative file. In addition, the student must be accompanied back to school by his/her parents or guardians. A student may not return to school until a parent/principal meeting has occurred in person or via telephone. All suspensions are at the discretion of administration and are to be kept confidential.

Three or more suspensions in any one school year may result in permanent expulsion from S.C.C.S. (**Diocese of Tucson, Handbook of Policies and Procedures, Section 3.14 – 3.17**)

Grounds for Expulsion for ALL Grades

Expulsion is the removal of a student from attendance at S.C.C.S. as the result of:

Behavioral problems, so serious and persistent that future attendance is not productive to the school environment or student progress.

Involvement (possession, use, sharing) with drugs, tobacco, alcohol, vape pens/vaping products and/or any

other drug paraphernalia on and/or off campus is an immediate expulsion. If necessary, the local police will be informed.

A consistent pattern of violating the general rules of conduct and any items listed under automatic suspension in spite of all efforts made to redirect/reform the student.

Vandalism that is beyond repair.

Any act of physical harm as a result of a violent assault/attack.

Written or verbal threats of violence against any student, staff/faculty, and/or the school in general.

Possession of or use of a weapon, or anything which may be considered a weapon. If necessary, the local police will be informed.

Gang membership. If necessary, the local police will be informed.

Students may be requested to withdraw on the grounds of aggressive parental behavior and/or behavior that persistently violates the school/diocesan code of conduct.

Any behavior that is in violation of the Diocesan Code of Conduct as it pertains to inappropriate behaviors of a sexually illicit manner.

In some cases, a student may be allowed to withdraw prior to being expelled. These rules will govern the conduct of students, faculty and other staff and all members of the public while on the property of Santa Cruz Catholic School. All expulsions are at the discretion of administration and are to be kept confidential.

Boards and Associations

School Board : The mission of the Santa Cruz School Board is to implement the school's mission. It serves in an advisory capacity for the operation of the school. Specific responsibilities of the School Board are listed in that body's constitution. A copy of the constitution is available upon request. The schedule of School Board meetings is posted in the monthly school calendar. During the general session, meetings are open. If individuals desire to have certain items discussed, they should contact the president of the school board for permission. During the Executive Session, only board members may be present.

The School Board operates under the auspices of Santa Cruz Parish and the Diocese of Tucson Department of Catholic Schools.

Santa Cruz School Athletic Association: Santa Cruz Catholic School participates in the Diocese of Tucson Department of Catholic Schools Athletic Program. The school follows the directives and policies of these programs. The Santa Cruz School Athletic Director and the school's Athletic Committee administer the sports program in accordance with diocesan policy. The Athletic Committee members are volunteer parents/guardians who have children participating in the school sports program. The sports program includes both boys and girls basketball, volleyball and track.



PARENT AND STUDENT HANDBOOK

CONTRACTUAL AGREEMENT FOR THE 2024 - 2025 SCHOOL YEAR

Please Note:

- The principal retains the right to amend Santa Cruz Handbooks for just cause. Parents will be given notification if changes are made.
- A student will be admitted to the school only when a signed agreement is submitted.

I (We) have received the handbook and agree to read it and abide by its Policies and procedures.

I (We) understand that this handbook is a part of my (our) contractual Agreement and commitment with Santa Cruz Catholic School.

Any violation of these handbook policies may be grounds for withdrawal or denied enrollment at Santa Cruz Catholic School.

Student Name (s)

Grade (s)

Parent/ Guardian Signature

Date

Parent/ Guardian Signature

Date