



ST. JARLATH CATHOLIC SCHOOL

2013 – 2014

PARENT/STUDENT HANDBOOK

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Oakland, CA 94602
Phone: 510-532-4387
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www.stjarlathschool.org

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Dear Parents and Students,

***“What greater work is there than training the mind and
forming the habits of the young?”
St. John Chrysostom***

Welcome to St. Jarlath Catholic School! In choosing St. Jarlath, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Jarlath Catholic School for the 2011-2012 school year. Please read this document carefully and sign the parent/student agreement that was included in your back to school packet. This agreement states that you intend to abide by the policies of St. Jarlath Catholic School during the 2011-2012 school year.

The faculty and staff look forward to working with you to promote academic excellence and spiritual development in every child. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Peace and God Bless,

Rodney Pierre-Antoine
Principal

Diocesan Personnel

Bishop

The bishop, the Chief Pastor of the Diocese, is officially responsible for all educational programs within the diocese. This responsibility extends beyond the spiritual formation of his people and includes all those elements, which contribute to the development of the total Christian community.

The bishop delegates comprehensive regulatory and general supervisory authority on school related matters by appointing a superintendent. The Diocesan School Board is approved by the bishop to function as an advisory board to the Superintendent of Schools and to the bishop.

Superintendent of Catholic Schools

As an appointee of the bishop, the superintendent is responsible for reporting directly to the bishop, or his delegate, and the Diocesan School Board in all matters affecting the diocesan schools. S/he administers the operation of a school department and oversees this department in the administration, supervision, and strategic planning for education in the schools of the diocese.

The school department provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the principal. Although governance of the schools is at the local level, pastors and principals are expected to follow policies and guidelines approved for schools by the bishop. Schools are also expected to follow curriculum guidelines.

Diocesan Staff

Bishop.....	The Most Reverend Salvatore J. Cordileone
Superintendent.....	Sr. Barbara Bray, SNJM
Assistant Superintendent.....	Elizabeth Gunaratne
Assistant Superintendent.....	Linda Basman
Fiscal Controller.....	Margo Tammen

School Personnel

Pastor

The pastor, by direction of the bishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The pastor can render service and leadership to the parish or area school by acting as a religious leader, community builder, and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the principal and the renewal or non-renewal of the principal's employment agreement.

Pastor.....Father Francisco Figueroa

Principal

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. S/he understands the Catholic school as part of larger communities, both religious and secular. The principal collaborates with parish, area, and/or diocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds.

Principal.....Rodney Pierre-Antoine

Faculty and Staff

The faculty and staff of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

21 st Century Site Coordinator.....	Aysha Douglass
Office Manager.....	Ms. Vicky
Music Teacher.....	Ms. Labuguen
Kindergarten	Mrs. Corr
First Grade/Second Grade.....	Mrs. Sagan
Third.....	Ms. Jeter
Fourth Grade/Fifth Grade.....	Mr. Avila
Sixth Grade.....	Mr. McFall
Seventh Grade/Eighth Grade.....	Ms. Jordan

The History of St. Jarlath Catholic School

St. Jarlath Church and School are named in honor of St. Jarlath of Tuam, Ireland. Jarlath was a bishop of the late fifth century; he was said to have been humble and childlike in nature. Legend tells us that as a young man, he was told to take God's word out into the Irish countryside. Where his cart broke, it was there he was to stay and build his Church. Off he went, and when his wagon broke down in what is now County Galway, he founded both a church and a school. Statues of St. Jarlath usually picture him standing with a broken wagon wheel.

St. Jarlath Parish is located in East Oakland, near Fruitvale Avenue and the 580 freeway, in the area known as the Dimond District. Our brochure proclaims us to be "A Diamond in the Dimond". Since the founding of the parish in 1910, this area has seen tremendous change. Open fields and fruit orchards have given way to middle-class homes and neighborhood shops. Since the coming of the freeway in the mid-60's, the area has changed even more; many neighborhood homes and small businesses have disappeared, to be replaced by more apartments and commercial ventures.

Like the neighborhood, the parish has seen many changes in its ethnic composition. At one time, this was an area of Irish and German residents; the school population now reflects a veritable rainbow of nationalities, cultures and religions.

St. Jarlath School opened in the fall of 1930. Staffing at the time was provided by 15 Sisters of St. Joseph of Carondelet. The sisters served St. Jarlath School and Parish long and faithfully; the last sister/administrator left in 1989 and was followed by the school's first lay principal.

Diocesan Schools Mission Statement

Schools in the Diocese of Oakland provide students with a quality education rooted in the GOSPEL of Jesus Christ, Catholic TRADITION, and SERVICE to the COMMUNITY of Faith.

St. Jarlath Catholic School Mission Statement

St. Jarlath School is a Catholic school serving a diverse ethnic, cultural and religious population in the city of Oakland. As a community encompassing parents, staff and students, we model and foster Christian behavior and values, and dedicate ourselves to the spiritual, intellectual, physical, and psychological growth of each child.

Philosophy and School Learning Expectations

St. Jarlath School strives to provide an educational environment that develops the whole human person in relationship to God and others. While acknowledging that parents are the primary educators of their children, we strive to form an active partnership between home and school. The faculty, parish staff, and parents work together to motivate our students to develop their full human and spiritual potential. Our aim is that all St. Jarlath students will become increasingly responsible for their own faith life, learning, behavior and future.

St. Jarlath School Student Learning Expectations

Our **Student Learning Expectations (SLEs)** are statements of what a student should know, understand, value, and be able to do by graduation. These learning outcomes were collaboratively developed and represent the focus of the entire school community.

Prayerful Students Who...

- Strive to deepen their personal relationship with God each day
- Nourish their minds, bodies, and souls through active prayer lives at home and school
- Participate fully in the prayer life at St. Jarlath and at their parish/church

Collaborative Community Members Who...

- Successfully work with others giving freely of their gifts and talents while embracing/celebrating the gifts of those around them
- Identify problems, determine their causes, and implement solutions
- Listen attentively and with open minds

Faithful Disciples Who...

- Exhibit Christ-like behavior in words and actions
- Show love, empathy and care for others
- Demonstrate stewardship through charitable acts

Active Learners Who...

- Utilizes effective critical thinking skills and strategies in all curricular areas
- Express ideas clearly
- Have a genuine love for learning

Responsibility of Parents

Agreement to enroll your child/children at St. Jarlath Catholic School carries certain parental responsibilities. It is expected that the parents/legal guardians will:

1. Be active in the development of the faith life of their child/children and worship at Mass on weekends and Holy days.
2. Instill in the child positive values and attitudes.
3. Notify the school with a written note when the student has been absent or tardy;
4. Notify the school office of any changes of address or important phone numbers;
5. Inform the school of any special situation regarding the student's well-being, safety, and health
6. Complete and return to school any requested information promptly;
7. Read school notes and newsletters and to show interest in the student's total education;
8. Be familiar with and support the school and class regulations and policies.
9. Support the educational programs offered at St. Jarlath Catholic School by careful and conscientious supervision of student assignments.
10. Attend parent/teacher conferences and carry out teacher recommendations made at conference.
11. Fulfill all contractual obligations.
12. Support school and parish related functions.
13. Supervise students' standards of conduct over the weekends and holidays to assure the good reputation of the school in the community.
14. Be responsible for all damage and loss to school property caused by the student.
15. Follow the approved chain of command whenever a problem arises in the classroom. Discuss the matter with the teacher, next the principal, and finally the pastor.

Non-Discrimination Policy – Diocese of Oakland

“The Catholic schools in the Diocese of Oakland mindful in their mission to be witnesses to the love of Christ for all, admit students of any race, color, nationality and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in the schools. The Catholic schools in the Diocese of Oakland do not discriminate on the basis of race, color, national or ethnic origin, sex or disability in the administration of educational policies, scholarships and loan programs, and athletic, and other school administered programs.”

- Diocese of Oakland Administrative Handbook

Admissions

Students will be tested for readiness before acceptance into St. Jarlath Catholic School. The application form is to be filled out completely. A copy of a state certified birth certificate is required. A Baptismal certificate shall be required of all baptized Catholic students at the date of registration.

Priority of Acceptance

1. Siblings of students currently enrolled.
2. Catholic students whose parents/legal guardians are registered and worshipping at St. Jarlath Catholic Church.
3. Catholic students whose parents/legal guardians are registered and worshipping in another Catholic parish; verification of registration and worship must be submitted by the Pastor.
4. Non-Catholic students.

Parents/Legal guardians of students that qualify for enrollment are to meet with the Pastor/Principal to discuss family participation in the faith life and activities at St. Jarlath parish.

Admission of transfer students with special needs will be dependent upon the faculty's ability to meet these needs. A child may be admitted into Kindergarten only if he/she is 4 years and 9 months of age on or before September first of the current school year. A child may be admitted into the first grade only if he/she is 5 years and 9 months on or before September first of the current school year.

Where a child has been legally enrolled in another school, he/she may be admitted to the school and placed in a lower grade at the discretion of the admitting school.

Registration

In February of each year, pre-registration for all returning students takes place. Parents/Legal guardians pay a non-refundable registration fee to reserve a place for their student/students for the next year.

Early registration insures that students currently enrolled have the first opportunity to register for the next school year. Those families that do not contact the school or pay the registration fee by the due date will be put on the waiting list for the following year.

Applications are given for Kindergarten students, as well as new students in grades 1 – 8, are taken during Catholic Schools Week, at the Open House on the last Sunday in January.

Tuition

Tuition rates are established annually by the administration, with increases recommended by the School Board. Tuition contracts are available during pre-registration in the spring, providing parents/legal guardians with the rates for the following year.

Tuition Assistance

Tuition assistance is available from St. Jarlath, FACE (Family Aid for Catholic Education), Basic Fund and Independent School. These organizations raise money to provide tuition assistance to families whose needs or circumstances require financial help. Family income determines the qualifications, and the application requires a copy of the latest IRS form. Call the office for more information.

Tuition Payments

FACTS is the largest provider of tuition payment plans for Catholic schools, giving families at all levels a better way to manage education costs over time. Parents and guardians who do not pay tuition in one or two lump sum payments are required to enroll with FACTS tuition management. Please note there is a \$38 registration fee associated with FACTS that you pay directly to them.

Annual tuition can be paid with a 12-month plan or a 10-month plan. If tuition/fees have not been paid in full by June, or arrangements made with the Principal for late payment, the student(s) will not be registered/enrolled at St. Jarlath Catholic School for the following year.

Probationary Period

All students newly enrolled at St. Jarlath Catholic School will be placed on academic and social probation for their first year of attendance. The Principal has the authority to extend the probationary period to two years. Dates and criteria of the evaluation will be stated on the probation form. Failure to meet the academic and behavioral standards can result in dismissal.

School Transfer Policy

Students clearly unable to profit from the school by reason of ability, or serious emotional instability, will be asked to transfer. When possible, the transfer should take place at the end of the grading period, preferably at the end of an academic year. The Principal, in consultation with the Pastor, will make final decision in these cases.

Immunizations

Students entering St. Jarlath Catholic School for the first time must bring complete, updated immunization and health records. No child will be admitted into the school without these records.

Medical Records

Kindergarteners and new students in any grade must have a medical examination administered by their doctor. This form, completed by the doctor, is in addition to the Immunization Record. These are to be turned into the school office the first day of school. Students will not be allowed to attend class until these records are submitted.

Students who attended St. Jarlath Catholic School last year need only to keep their health records current. If he/she has received any immunizations during the summer, or there is additional information that should be listed, this is to be submitted to the office in August.

Health Program

The health program is conducted with consultation through the Alameda County Health Care Agency. The program includes are:

- Vision Screening
- Audiometric Testing
- Scoliosis Testing

The Diocesan Health Chairperson reviews health records annually.

Special Health Problems

If a child suffers from any type of seizure disorder, diabetes, epilepsy, serious allergic reactions, severe asthma, cardiac abnormalities or serious visual or hearing deficiencies requiring special considerations, parents/legal guardians must alert the teacher and the Principal and provide appropriate instructions in writing.

Medications

Students cannot bring non-prescription medications to school. Non-prescription medications shall not be administered to a student by the school staff. Also, students needing cough drops will have to keep their cough drops at the office, as students are not allowed to have these in their possession.

If a child is prescribed medication to be given during the school day, the following procedure is to be followed:

- A release form signed by the doctor and parent/legal guardian should be on file stating the nature of the medication. Forms are available in the school office or refer to the appendix for a copy.
- The child is to come to the office for medication.
- Where reasonable and feasible, a child's medication is to be self-administered.
- The student is responsible to come to the office to request the prescribed medication.

Bee Sting or Severe Allergy Reaction

Please contact the office if your child has severe allergies. This will allow us time to plan accordingly for his/her allergies.

Lice Policy

- According to the Diocese of Oakland Administrative Health Manual, the following procedure is to be employed if lice are found:
- Student will be sent home with a letter outlining treatment.
- Parent/Legal guardian should shampoo the child's hair according to directions and comb out nits. Nits must be removed before the child returns to school.
- Parent/Legal guardian must bring the child to the school office to be inspected for lice. If no nits are found, the child can go to class. Otherwise the parent/legal guardian will take the child home to start treatment over.

- On the eleventh day, the child will be inspected at school.
- Parents/Legal guardians who believe that their child does not have head lice and who refuse to treat the child must obtain a written letter from their doctor stating that the child is free from such an infestation.

The school maintains the right to evaluate this situation to insure the rights of all students. Please be aware that school parents volunteer to come to school to inspect for lice. In most cases they are nurses. Please be polite and respectful of their decisions.

Emergency Cards

Parents/legal guardians will complete a triplicate Diocesan “Emergency Health Information” form at the beginning of each school year or when enrolling at St. Jarlath Catholic School. If a child is enrolled in the 21st Century Program, parents will be asked to complete another emergency card. All relevant information should be correct and current. Please inform the school immediately of any changes in address, telephone number, email address, or cell phone number. Keep the name and phone number of the contact people current.

Parents/Legal guardians will be notified if a child becomes ill or is seriously injured. If parents/legal guardians are not available, those persons listed on the “Emergency Health Information” form will be notified.

If the parents/legal guardians or those listed cannot be contacted and school personnel deem that the child should be seen by a doctor “911” will be called. The parents/legal guardians will be notified as soon as they can be contacted.

Daily School Schedule

7:57 AM	First Bell
8:00 AM	Second Bell/Morning Assembly Gathering in the Auditorium
8:15 AM	School Day Begins
10:15 AM	Morning Recess Begins
10:35 AM	Morning Recess Ends
12:30 PM	Lunch/Recess Begins
12:45 PM	Students Dismissed from Cafeteria for Recess
1:15 PM	Lunch/Recess Ends
3:00 PM	End of School Day/21st Century Program Begins
6:00 PM	21st Century Program Ends

2:00 PM Early Dismissal Schedule

7:57 AM	First Bell
8:00 AM	Second Bell/Morning Assembly Gathering in the Auditorium
8:15 AM	School Day Begins
10:15 AM	Morning Recess Begins
10:35 AM	Morning Recess Ends
12:30 PM	Lunch/Recess Begins
12:45 PM	Students Dismissed from Cafeteria for Recess
1:15 PM	Lunch/Recess Ends
2:00 PM	End of School Day/21st Century Program Begins
6:00 PM	21st Century Program Ends

Minimum Days

To provide our faculty the time necessary to collaborate and identify school-wide instructional goals, improve student learning and conform to the Diocesan plan to implement Curriculum Mapping, early dismissal days are now bi-monthly on the 1st and 3rd Wednesday at 1:30 PM. The 21st Century Program will continue to be available from the time of dismissal on these days.

There are also several Noon dismissals during the school year. These days are noted on the yearly school calendar.

Absence

Upon returning to school after an absence, a dated, written excuse stating the reason for the child's absence must be signed by the parent/legal guardian and presented to the teacher (State of California Education Code). These excuses shall be kept on file until the end of the school year.

If a child is absent from school, parents/legal guardians must notify the office before 9:00 a.m. Parents/Legal guardians are requested to leave a message on the answering machine if they call before 7:00 a.m. The school accepts no liability for student's absence unless the parent/legal guardian has contacted the school to inform the office that the student will not be in attendance that day.

If a child has been diagnosed as having a contagious disease, (e.g., chicken pox, strep throat, lice, etc.) the parent/legal guardian should notify the office so that precautions can be taken and that notification can be sent home. A student who has had a fever may not return to school until 24 hours after the child is fever free without the use of medication.

If your child is not well prior to the beginning of the school day, you are requested to keep the child home. A child should not be sent to school with a temperature or if he/she experienced nausea during the night or early morning. A child cannot return to school

until he/she has been fever free for 24 hrs. The student is held responsible for any work missed.

“Excessive absence” is when a student is absent from school for ten (10) days per trimester or a total of thirty (30) days per school year. When a child arrives after recess he/she is considered to be a half-day absent.

Students who will miss school due to extended weekends, or off-season family vacations, etc., should not expect teachers to provide assignments in advance. These absences should be rare and should be discussed with the respective teacher(s) and the Principal.

Tardiness

Student tardiness is disruptive to the entire class, causing interference once teaching has begun. Every effort should be made to ensure that students are on time for school. School gates close at the 8:00 AM. Students arriving at the school site after 8:00 AM are to report to the office through the Pleasant Street entrance only. As a safety precaution, late students must be escorted to the office by the parent or person dropping them off. That person will be required to sign and complete an entry into the Tardy Book. Students will not be admitted to class without the parent/guardian signature.

Please try to keep excused tardies, for medical purposes, to a minimum. Please try and schedule appointments after school, on half days or even no school days.

Being late five (5) times per trimester, or a total of fifteen (15) times per year will be deemed excessive. It will be grounds for decreased credit and/or disciplinary action. Excessive tardiness will result in a parent conference with the principal.

Curriculum

The curriculum at St. Jarlath Catholic School is the responsibility of the Principal and faculty following the approved Diocesan guidelines. Our mission at St. Jarlath Catholic School is to provide a quality Catholic education that addresses the needs of the whole child while recognizing the abilities and talents of each individual child. Our curriculum follows the State, National, and Diocesan guidelines and offers an integrated and critical thinking approach to subject matter. The following is a generalized overview of the scope of the subjects offered. Specifics for each grade level are explained at Back-to-School Night.

Grading Policy

The administration and faculty of St. Jarlath Catholic School are seeking to evaluate students' performance in class work, homework, class participation and where appropriate, work on special projects. Therefore, written grades will be given to keep students and parents/legal guardians informed of the student's performance.

We want our students to always try to do their best student; student effort is factored into grading. It is our desire that parents/legal guardians and teachers recognize the necessity of consistent communication. The grading code is consistent with the policy recommended by the Diocese of Oakland.

Grades K – 3
Grading Code:

VG = Very Good Work
G = Good Work
S = Satisfactory
N = Needs to Improve

Grades 4 – 8
Grading Code:

A = 95 – 100
A- = 90 – 94
B+ = 87 – 89
B = 83 - 86
B- = 80 –82
C+ = 77 – 79
C = 73 – 76
C- = 70 72
D+ = 67 – 69
D = 63 – 66
D- =60 – 62
F = Below 60

Religious Education Program

The St. Jarlath Catholic School community strives to live the Gospel message by providing significant religious activities for our students. All students have the opportunity to attend a weekly liturgy in the church. In addition, prayer services, liturgical celebrations, and Holy Days of Obligation, will be observed by students. Complete formal uniforms will be required for the weekly school liturgies, (No optional uniforms are to be worn. Free Dress passes may not be used.) Guests are always welcome to attend. Non-Catholic students are expected to participate respectfully in these activities as they occur during the school year.

Students at St. Jarlath Catholic School begin and end each day with prayer. Religion is taught daily and the faith-life of the student is encouraged to grow.

The sacraments of Reconciliation and Eucharist are received after a preparation period. Parents of students enrolled in the parish sacramental program are expected to participate in the parish parent-education program. Older students who have not received these sacraments will be prepared on an individual basis. Parents are to request this instruction.

Language Arts

The goal of the Language Arts Program is to develop effective communicators. This means that all instruction will be with the intent to empower literate, fluent, and life-long speakers, readers, and writers.

Mathematics

The Mathematics Program is designed to provide a meaningful understanding of facts and the application of processes. It includes Problem Solving, Estimation and Mental Arithmetic, Numbers and Operations, Algebra, Geometry, Measurement, Relations and Functions, Probability and Statistics, and Logical Thinking.

Science

The Science Program is designed to develop in students the skills necessary for observing, communicating, comparing, measuring, organizing, relating, inferring, and applying. The emphasis is on textbook and hands-on learning, which incorporates lab experiences and creative challenges. It encompasses life, physical, earth and environmental sciences.

Social Studies

The Social Studies Program emphasizes the value of the diversity of our heritages. It is designed to promote knowledgeable and responsible citizenship. The Social Studies program includes the study of: People and Communities, California, the United States, Cultures of the World - ancient and modern, and the United States Constitution and Government.

Music

The Music Program teaches the love and enjoyment of music to every child and inspires students to praise their love for Christ through joyful song.

Textbooks

The school registration fee covers the rental fee for student textbooks. All classroom textbooks are the property of St. Jarlath Catholic School. Families will be charged for lost or damaged books. Books need to be covered during the school year. Infractions will be given for books that are uncovered.

Technology

The goal of the Technology Program is to produce young citizens who are competitive and productive in today's global market. By integrating the current curriculum with skills and information that are based on and utilize computer technology, students learn to apply technological skills to real life situations.

St. Jarlath Catholic School offers a fully networked learning environment. Students from Kindergarten through the 8th grade are encouraged to use advanced tools for learning, including the school's technological resources and instructional resources available on the Internet. Each student is expected to develop his/her technological skills through the general instructional program of the school. No child is permitted to access the school's network or the Internet without adult supervision. The use of the school's educational network is a privilege, not a right. All students have the opportunity to use the classroom and Portable Lab computers and other devices after reading the St. Jarlath Catholic

School Technology Acceptable Use Policy and submitting a signed Acceptable User Agreement Acknowledgement Form. Students and parents are both required to read and sign this form. Students without a signed Acceptable User Agreement Acknowledgement Form are not permitted to use the school's electronic resources personally; however, the student may have access to materials electronically delivered through group work or general class presentations.

Diocese of Oakland - Department of Catholic Schools –Statement on Responsible Use of Technology

The Diocese of Oakland recognizes the various ways, both positive and negative, that students can use technology both in school and at home. Students in our schools should always strive to use technology in a responsible and ethical way as they work toward becoming responsible citizens of our global community.

Pictures of the students may appear on the school website or in other publications. Parents who do not wish their child's/children's photographs to be placed in public media must notify the Principal in writing at the beginning of **each** school year.

As a community of faith that embraces technology, we recognize the following:

- Words transmitted using the Internet and related technologies are published materials, available for worldwide access, and are public documents.
- The values of dignity and respect for every person apply to all of our interactions with each other, be they in person or by virtual means.
- Using technology to publish opinions which are obscene, work against the values of dignity and respect of each person, or bring harm to the individual as well as to our school community are contrary to the mission of each of the schools.

The Diocese of Oakland discourages students from using technology in irresponsible ways both at school and at home and will hold students responsible for their published words. The posting of photos or videos taken at school or at school-sponsored field trips or activities are prohibited. Students who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.

Educational Trips

At times educational field trips are planned as part of the instructional program. Such field trips are a privilege and students can be denied permission to participate for academic or behavioral reasons. Students are required to have a signed, diocesan approved form to participate (Refer to appendix for a copy of the form). Phone calls or notes are not accepted, but faxed, signed diocesan forms are acceptable means for student participation. It is the policy of St. Jarlath Catholic School to use contracted buses as the means of transportation for these educational trips.

Homework

Homework is a necessary part of school life and is given as a meaningful part of each student's education. Parents/legal guardians are asked to help students by providing the following:

- A quiet place for study away from other activities and media sources. Many parents/legal guardians restrict the use of the telephone during homework time.
- Have student reference books available, a dictionary is a necessity.
- Schedule a regular time for study. IF a student does not have written homework, quiet reading is recommended so the habit of regular study time is formed. Homework is not to be so excessive that a student does not have time for home responsibilities or leisure. Discuss your concerns with your child's teacher(s).
- We suggest that assignments be completed BEFORE sports activities and social outings.

In elementary, intermediate and middle school the recommended time allotments are:

Kindergarten	Daily Assignments/Activities
First and Second Grades	20 – 30 minutes
Third, Fourth and Fifth Grades	45 – 90 minutes
Sixth, Seventh and Eighth Grades	90 – 120 minutes

Students must complete missed assignments when they are absent. Long-range research assignments should be carefully planned to avoid last minute efforts. Students are provided with timelines to assist them in appropriate planning and time management.

Middle School Homework Policy

Homework not handed in to the assigned teacher on the date due is penalized. If there is a family emergency, a note must be written to the teacher the day the assignment is due.

Report Cards

Report cards are given out at the end of each trimester. They reflect, by letter grade, number, and symbol, a student's effort, academic achievement, and conduct. Reports cards are to be signed by parent/legal guardian and returned within three (3) days.

Progress Reports

Progress reports are sent to parents/legal guardians at the middle of each trimester for students in grades K – 8. This report is formulated to inform parents/legal guardians of student achievement. The progress report must be signed and returned to the classroom

teacher the following day. If additional time is needed to review the report, a note to inform the teacher is required.

Standardized Testing

The latest edition of the Iowa Test of Basic Skills is administered in all schools in the Diocese of Oakland during the third week in September. All students enrolled in Grades 2 through 8 will be tested. The test is used to assist us in our efforts as professional educators to review our curricular programs. These tests are not used to determine grades for report cards. The results of these tests are shared with the parents/legal guardians. All test scores are included in the students' cumulative files. This testing is but one component of a rounded approach to assessing an individual, and the classroom program as a whole. High school counselors will use the test results from 7th and 8th grades during the admittance process.

Promotion

Students shall advance to the next grade upon successful completion of academic standards established for the grade and who demonstrates the maturity to advance to the next grade, in the professional judgment of the teacher in consultation with the Principal. Advancement of special needs students will occur upon completion of standards developed in consultation among the Principal, teacher and parents/legal guardians.

Retention

If a child is in danger of being retained, parents/legal guardians will be notified following the first trimester. It is the school policy that students who average a failing grade in more than two areas of the core curriculum will not be promoted. Core curriculum areas are religion, English, math, social studies and science.

Non-Renewal of Student Enrollment

St. Jarlath maintains the right to disallow the continued enrollment of a student (Section 640 Diocese of Oakland Handbook) if:

- it is determined that the school cannot serve the student
- uncooperative or destructive attitude of student/parent(s)/legal guardian(s)

Book Bags

All students are encouraged to use a durable, protective bag so that wear and tear on school material will be lessened. Label bag with name and grade. Please limit the exterior decorations on the book bags (key chains, patches, etc.) Any decorative material deemed inappropriate will be asked to be removed, if the item cannot be removed, a replacement book bag will have to be purchased at the parent/guardian's expense.

Lunch

Children can either bring their lunches to school or purchase hot lunch from Revolution Foods. **Canned beverages or soft drinks are not allowed at lunch, this includes glass containers as well as aluminum. No fast food lunches may be delivered to the school. If a student forgets his/her lunch, the school will provide a nutritional snack for a nominal fee.**

Discipline

Student's actions and attitudes should always reflect a Christian ethic, and their behavior should be in accordance with the moral and religious expectations outlined by our school philosophy. Discipline is attained when students work cooperatively with the teachers, fellow students, and principal toward the attainment of class and school objectives. Discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

- To provide a classroom climate conducive to learning.
- To educate students to an appreciation of the importance of developing responsibility and self-discipline.
- To build a sense of Christian community.

Respect and responsibility are essential in our Christ-centered environment, allowing optimal learning and growth.

The following are the guidelines for these expectations:

1. Respectful behavior toward oneself, others, and the surrounding environment is expected of students at all times.
2. Students are required to contribute to the learning environment.
3. Students are expected to follow all school procedures and policies.

Use of School Logo

No one may use the school logo for any reason without the expressed written permission of the administration.

Bullying

St. Jarlath Catholic School is a Christ-centered school; harassment in any form will not be tolerated. The faculty and staff work to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any

individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Off-Campus Conduct

The administration of St. Jarlath Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

Technology Concerns

Blogs: Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light, face detention, suspension, or expulsion.

Closets, Desks, and Computer Files

Closets and desks are joint property of St. Jarlath Catholic School and the students. Either tenant may access these areas at any time without notice. The school also reserves the right to check the download history of every school computer.

Emergency/Disaster Procedures

Fire

A monthly fire drill is held. The diocesan insurance agents make routine inspections of the school plant.

Earthquake Policy

This disaster plan will be tested at least once each trimester during the school year. When an earthquake occurs, all students and all adults present at the school will immediately duck, cover and hold; their backs are to be toward the windows. Should students and/or adults be outside during this occurrence, they are to move away from any building or structure and assemble in the back playground.

The Principal will ring a hand bell to evacuate the building. All students will assemble at the designated outside assembly area. Once students are assembled:

- Teachers will take roll and report results to the Principal
- Teachers will notify the Principal of any injuries and/or special problems.
- Students and staff will remain outside until given the signal to return to the classroom.
- Parents/legal guardians are **NOT ALLOWED ON THE ASSEMBLY AREA!**

Earthquake Retention Policy

Should a serious earthquake occur, all students will be retained at school until dismissed to an adult who has been designated by the parent/legal guardian to pick up the student. Parents/Legal guardians will indicate who those adults will be on the “Emergency Disaster Release Form” each year. **NO CHILD WILL BE ALLOWED TO GO HOME ALONE, STUDENTS WILL BE DISMISSED TO ONE OF THE ADULTS LISTED ON THE “EMERGENCY DISASTER RELEASE FORM.”**

The access road to the school will be closed to all vehicles. Parents/legal guardians are to walk to the school gates used for dismissal. Parents/Legal guardians must follow the dismissal procedure that will be posted.

- **DO NOT PANIC!** Your child/children will be cared for.
- Follow the posted signs.
- Check in at the Release Area and fill out the release form. Students will be brought to you.
- In the event that phones do not work, have a designated person pick up your child/children if you are unable to do it yourself. This person **must** be listed on your child’s/children’s emergency form.

School Lockdown

In some situations it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

- Doors will be locked.
- Drapes and/or blinds will be closed.
- No one will be permitted to enter or leave the building.
- Lockdown will continue until the school receives an “all clear” signal from emergency personnel.
- Parents should not call the school so the phones will be available to emergency personnel.

Insurance

Included in the yearly registration fee is the student accident insurance fee. If a child is injured during school hours, parents/legal guardians may apply to the school for an insurance claim form. This must be done within twenty (20) days of the incident. At the beginning of the school year, each family receives a copy of the policy outlining the benefits.

Parent As Educators

Parents/Legal guardians are the primary educators of their children, especially in the area of faith and commitment to a relationship with God. Weekend Mass attendance is a serious obligation for all Catholic families. Parents/Legal guardians model the importance of building a relationship with God by their weekly participation with their children at Sunday Mass. The school has a commitment to support parents/legal guardians in this obligation by providing formal religion classes, daily prayer, and regular liturgical experiences for the children.

Parents/Legal guardians are encouraged to confer with their child’s teacher regularly. Formal conferences are scheduled for parents/legal guardians following the first trimester of the school year. Conferences, however, may be requested by either parents/legal guardians or teachers whenever necessary. All concerns should be shared first with the teacher. If further clarification, information, or resolution of a problem is necessary, the parents/legal guardians should bring the matter to the Principal.

The following disciplinary rules will be enforced to insure student safety and maintain an environment suitable for learning:

1. Gum chewing is not allowed anywhere on school property.
2. No student can be in the school building/classroom without adult supervision.
3. No electronic devices (I-pods, radios, cameras, stereos, electronic games, toys, laser pens, etc.) or toys may be brought to school unless specifically requested, in writing, by a teacher.
4. **Cell Phones & other electronic devices** are not part of the instructional program at St. Jarlath Catholic School. Students are **not** allowed to use cell phones & other electronic devices on campus. If this occurs, the electronic device will be confiscated and returned only to a parent or guardian. Students with cell phones are required to turn them in to their teacher at the beginning of each school day. The cell phone will be returned to the student at the end of the school year.

Consequences for non-compliance of a school rule

- Students will conference with the teacher and/or the Principal on infraction. Parental/Legal guardian contact will be made if necessary. Detentions can be issued.
- Habitual violation of any rule(s) will result in serious consequences that are appropriate to the infraction.
- Each teacher will establish class rules at the beginning of the year. Parents/legal guardians will be informed of the class rules during school orientation meetings. The teacher will communicate with parents/legal guardians when repeated instances or problems occur.
- Conduct that takes place outside of St. Jarlath Catholic School that damages the good name of the school may result in disciplinary action at the discretion of the principal.

Detention

Detentions are given to students as disciplinary measures. Parents/Legal guardians should receive and sign the detention form before the punishment of a detention takes place. A log of all detentions is kept in the school office.

Detention after school hours is an acceptable school measure. Parents/Legal guardians should be notified, in advance, if a student is to be detained on a particular day because of the detention. Only serious conflicts, given in advance in writing to the Principal, will allow the detention to be rescheduled.

Morning/Lunch Recess Rules

In order to have a safe and caring environment for morning and lunch recesses, the following rules apply to students:

1. Stay in their assigned class area
2. Respect every person with words and actions
3. Keep school buildings, restrooms and grounds clean
4. Walk to and from play areas

Consequences for Infractions

The yard duty personnel may give any of the following disciplinary actions:

1. Time-out on the playground
2. Cleanup Duty
3. Detention
4. Parent notification

Repeated infractions will result in a conference with the student, parent/legal guardian, and the Principal. Disrespect, talking back, gestures, or defiance to any school personnel or volunteer will result in disciplinary action.

Suspension Policies

Suspension from school will be used when other means of corrections fail to result in proper conduct.

In-School Suspension

After a review of the issues, the parent/guardian will be informed of an in-school suspension (from 1 to 3 days, at the Principal's discretion). Any student who has received five (5) detentions will automatically be given a one-day in-school suspension. After three (3) additional detentions, a three (3) day in-school suspension will be scheduled. During an in-school suspension, the student will work independently in the school library on class assignments. Recess and lunch periods will be spent in the office. Students are to meet with the Principal or his/her representative at 2:55 p.m., before the student leaves the school.

Out-of-School Suspension

The Principal may suspend a student for one to five consecutive days for a specific incident. Students are responsible for making up work that would have been given had he/she been in class. Parents/Legal guardians will be informed of the suspension. This action is a **SERIOUS DISCIPLINARY MEASURE**. Following an out-of-school suspension, a conference between the parents/guardians and the Principal is mandatory.

Student suspensions will occur for the following reasons:

- Fighting, hitting or any threatening of force or violence directed towards students or school personnel
- Intimidation or threatening teachers, other students or school personnel
- Serious misconduct as determined by the faculty, staff, or Principal
- Extortion
- Continual misbehavior and disregard for school regulations in the classroom, in or about the buildings, and on school grounds
- Leaving school grounds without permission

Expulsion Policies

Expulsion is an extreme but sometimes necessary measure for the common good. Consultation with the Pastor and Superintendent of Schools is required before expulsion can take place.

Reasons for Expulsion

The following offenses committed by students while under the jurisdiction of the school are reasons for expulsion:

- Involvement with law enforcement outside of school
- Continued willful disobedience or consistent violation of school rules
- Open, persistent defiance of the authority of any school employee
- Habitual profanity or vulgarity

- Use, sale, distribution or possession of tobacco, a habit-forming substance, or any alcohol on or near school premises
- Vandalism on school property
- Habitual truancy

- Assault or battery, or any threat or force or violence directed toward any school personnel or student
- Possession and/or assault with a deadly weapon and/or any object that can be used to cause harm to another

- Theft

Procedures for Disciplinary Expulsion

1. The Principal shall arrange a conference with parents/legal guardians and the student. The pattern of conduct meriting an expulsion is discussed. The student at this time can present a statement. Courses of action for improvement of attitude will be discussed. The Principal, in consultation with the Pastor, will make a final decision.
 2. Parents/legal guardians may appeal the decision, first to the Principal and later to the Pastor and Superintendent of Schools for the Diocese of Oakland. However, it is presumed that neither will overturn the decision if established procedures have been followed and sufficient reason exists.
 3. Written record of various proceedings leading to expulsion will be filed.
- The Principal is the final recourse in any disciplinary situations.

Cases Involving Serious Offenses or Threats to Safety

There is no requirement that the school follow progressive discipline. In cases involving serious offenses or threats to safety, which may include a possible criminal, conduct or outrageous actions, the student is immediately suspended, the initial parent/legal guardian-Principal conference is dispensed with, and the process begins with the procedures outlined above. (In this case it would be a first conference with the parent/legal guardian.) This procedure should be followed where the continued presence of the student will, in the reasonable judgment of the Principal, pose a serious threat to the health and welfare of another student, or school personnel.

Class Visitation By Parents

ANY VISITOR MUST CHECK IN WITH THE SCHOOL OFFICE. Visitors must sign the ledger book near the office and take a visitor's pass.

Parents/Legal guardians are welcome to visit their child's/children's class in order to become familiar with the course of instruction at St. Jarlath Catholic School. Such visits require prior coordination to ensure that the visit provides the utmost value to the parent/guardian and does not interfere with testing periods or special activities. Please contact the teacher prior to the visit. An appointment can be made with the teacher by contacting the office.

Parent Communications with School

If parents/legal guardians have concerns, questions, or complaints about classroom or school expectations, they should speak directly with the teacher. If further clarification or resolution of a difficulty is necessary, then the parent should bring the matter to the Principal. It has been our experience that direct and immediate communication leads to resolution of difficulties and an improved learning/growing experience for the child. In order that each person may be given the time and attention needed, parents are asked to make an appointment with the teacher or Principal.

This is the appropriate chain of command for parent concerns:

- Appropriate teacher
- Principal
- Pastor
- Superintendent

Thursday Family Envelope

The designated means of school-home communication is the Family Envelope. Messages and announcements from the school are sent home every Thursday via the oldest child in each family.

Parents/legal guardians are asked to read all enclosures, sign the envelope and return it to school the following day. On occasion, if there is a short week, the envelope will be sent home on a different day. The student is responsible for delivering the contents of the envelope to the parents/legal guardians, and delivering their response to the appropriate staff member.

Contacting Teacher

When it is necessary to contact the teacher with questions, concerns or general information you may contact the teacher using the following methods:

- Note sent to school via your child
- E-mail
- Phone call to the school office
- Brief conversation with the teacher before or after school

Please consult the teacher during school orientation to confirm the preferred method of communication.

Fundraising Responsibility

St. Jarlath Catholic School is a non-profit organization of learning, and as such our School Board plans and organizes specific revenue generating fundraisers to meet our yearly budget commitment. We also rely on all of our families to actively participate in our fundraising activities to meet these budget commitments. Our fundraising revenue is an integral part of the effort to supply our students with learning materials such as textbooks and computers, and provide them with a devoted faculty and staff. All revenues we generate benefit and potentially help reduce the amount of annual tuition increases.

As a parent/legal guardian of a student at St. Jarlath Catholic School you are required to actively participate in any and all scheduled fundraisers via direct participation or through the buy-out program. Any parent/legal guardian, who does not complete the predetermined family goal, will be billed the difference.

Diocese of Oakland School Department
Student Sexual Harassment Policy

Policy Statement

The schools of the Diocese of Oakland prohibit any form of sexual harassment of students whether verbal, physical or environmental. It is a violation of this policy for any employee or agent of the Diocese to harass a student or for a student to harass another student in a sexual manner as defined below.

Definition of Sexual Harassment

For the purposes of this policy, sexual harassment is defined as including, but not limited, to unwelcome sexual advances, requests for sexual or physical conduct of a sexual nature directed toward a student under any of the following conditions:

1. Submission to, or toleration of, sexual harassment in an explicit or implicit term or condition of any services, benefits or programs sponsored by the Diocese;
2. Submission to, or rejection of, such conduct is used as a basis for an academic evaluation affecting a student;
3. The conduct has the purpose or effect of unreasonable with a student's academic performance, or of creating an intimidating, hostile, or offensive environment;
4. Submission to, or rejection of, the conduct is used as the basis for any decision affecting the individual regarding benefits and services, sponsored by the Diocese.

Employee to Student Harassment

1. Employee to student harassment is prohibited at all times whether or not the incidents or harassment occur on school property or at school sponsored events.
2. To prevent sexual harassment, amorous relationships between a student and an agent or employee of the Diocese are strictly prohibited.
3. Any employee or agent of the Diocese who participates in the harassment of a student is subjected to disciplinary action including, but not limited to, verbal warnings, letters or reprimand, transfers, reassignment, suspension without pay, and dismissal.

Student-to-Student Sexual Harassment

This policy prohibits student-to-student sexual harassment whenever it is related to school activity or attendance and occurs at any time including, but not limited to, any of the following:

1. While on school grounds;
2. While going to or coming from school;
3. During the lunch period whether on or off campus;
4. During, or while going to or coming from, a school sponsored activity.

Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension and expulsion.

Retaliation

The Diocese forbids retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report.

Grievance Procedure

The Diocese has adopted administrative procedures for filing sexual harassment complaints. A copy of the formal complaint procedure is contained in the Diocese of Oakland Department's Administrative Handbook. At an informal level, complaints may be reported to a school counselor, the Principal, or Assistant/Vice Principal or designee. Complaints should also be presented in written form to the Principal.

St. Jarlath Catholic School affirms the Christian dignity of every student.

Child Abuse Reporting Obligations

All school employees are mandated by law to report suspected abuse of children. This abuse includes physical, emotional, or sexual abuse and all suspected acts of omission or commission that can endanger the child. This law requires that the school report suspected abuse immediately to Child Protective Services. In this very serious area the school will not contact the parent/legal guardian in advance of making a report to the authorities.

Student Cumulative Records

Student records are maintained by the school and kept locked in the office.

It is the responsibility of the parent/legal guardian to inform the school of any change in custody arrangements. The school may require legal verification of such arrangements.

The school abides by the provisions of the Buckley Amendment with respect to the non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to the school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with the official copy of the court order. All the student's records shall be made available for inspection by the student's parents or legal guardians except that behavioral records (e.g., counselor's reports) shall be released only in the presence of a person qualified to interpret the records. The school has five (5) days to comply with a request to inspect student records, and will make every reasonable effort to comply with the request. When requesting access or copies of student records, please use forms 6003 or 6004, located in the appendix.

The school may not permit access or release of school records to any other person or agency without the authorization of the parent/legal guardian. The authorization shall be in writing, signed and dated by the person giving consent. It must include a specification of records to be released, the reasons for release, and the names of the parties to whom the records will be released.

Uniforms

In order to provide an environment that reflects our Catholic tradition, promotes respect for school and individuals, and enhances self-esteem, students at St. Jarlath Catholic School are required to wear uniforms. Any deviations from the uniform (dress-up days, school spirit, team recognition, etc.) are at the discretion of the administration. The principal will make all final decisions regarding uniforms. **All students are required to be in approved uniform daily.**

St. Jarlath Catholic School uses a single source supplier, Bancroft Uniforms. It is **required** that all uniform items are purchased at this site to provide school wide conformity to our uniform code.

Personal Appearance

Grooming for all students should be in keeping with the students' age. Hairstyles should be plain and simple. Boys' hair must be cut above eyebrows, earlobes and shirt collar. Girls' hair must not cover eyes; girls are welcome to use hair accessories to keep long hair from covering eyes.

Lipstick, lip-gloss, makeup, fake nails, and nail polish may not be worn in school. Only two pieces of jewelry may be worn at a time. Earrings can only be studs, no dangling or hoop earrings allowed. Each teacher will be responsible for seeing that his/her students are wearing proper uniforms. The appropriateness of all personal appearance will be left to the discretion of the administration. Violations will be handled immediately. They will be noted and submitted to the office each morning and afternoon. Parents will be called to bring the proper attire.

Non-Uniform Days

“Free dress” is a privilege earned by the students allowing them to wear clothing other than the uniform. Clothing can be casual or dress but must be appropriate for school. Examples of clothing *not* considered appropriate for school include but are not limited to:

- Clothing with a bare midriff
- Halter and tube tops
- Clothing with un-Christian or lewd printed material
- Clothing made of sheer material
- Writing on back of pants
- Shorts above mid-thigh length
- Sleeveless shirts or blouses
- Skirts shorter than knee length

The decision of the principal as to what is acceptable attire will be final. If students come to school inappropriately dressed, the parents/legal guardians will be called to bring a change of clothing. If you think you shouldn't wear it, you shouldn't wear it.

Lost and Found

Please permanently mark all uniform items. Embroidered names or initials on sweatshirts and sweaters allow these items to be quickly returned or retrieved by the students. Lost items can be claimed in the Lost and Found bin. Any uniform article not claimed will be sent to the Uniform Exchange inventory. All other items will be given to charity.

Girls Formal Uniform

Grades K – 5

- White Peter Pan blouse with jumper/skirt
- Solid black shoes with no other colors

Grades 6 – 8

- Oxford blouse with and skirt
- Solid black shoes with no other colors

Girls Normal Uniform Options

Grades K – 5

- White Peter Pan blouse with jumper/skirt
- V-Neck Sweater
- Sweater Vest
- Sweater with St. Jarlath Logo
- Light blue polo with navy pant or walk shorts
- Long sleeve turtleneck
- Solid black shoes with no other colors

Grades 6 – 8

- Oxford blouse with skirt
- V-Neck Sweater
- Sweater Vest
- Sweater with St. Jarlath Logo
- Light blue polo with navy pant or walk shorts
- Long sleeve turtleneck
- Solid black shoes with no other colors

Boys Formal Uniform

Grades K – 5

- White Oxford shirt and burgundy tie
- Navy pant
- Solid black shoes with no other colors

Grades 6 – 8

- White Oxford shirt, blazer and burgundy tie
- Navy pant
- Solid black shoes with no other colors

Boys Normal Uniform Options

Grades K – 8

- Light blue polo with navy pant, walk shorts, or long shorts
- V-Neck Sweater
- Long sleeve turtleneck
- Sweater Vest
- Sweater with St. Jarlath Logo
- Solid black shoes with no other colors

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.

****Right to Amend**

St. Jarlath Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Thursday Envelope or through e-mail communication.