

Family Handbook

**St. Kieran Catholic School
1347 Camillo Way
El Cajon, CA 92021**

**Fully Accredited by the Western Association of
Schools and Colleges
and
The Western Catholic Education Association
Member of National Catholic Educational Association**

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The Diocese of San Diego's - "Handbook for Catholic Schools" establishes the policy parameters within which this school operates. A copy of this handbook is always available in the school office. Policy numbers in this school handbook refer to the "Handbook for Catholic Schools."

At any time the policies in this handbook may be amended and/or revised by the Pastor and/or Principal. The final interpretation of each policy rests with the Principal and/or Pastor.

Revised 9/09

MISSION STATEMENT

The mission of St. Kieran Catholic School, in partnership with parents, is to create an educational environment for the students, which promotes academic excellence along with promotion of the Catholic Faith, emphasizing Gospel values.

PHILOSOPHY

St. Kieran Catholic School's students will be empowered to succeed in the twenty-first century within an environment which provides opportunities for spiritual, academic, physical, moral and cultural growth. They will develop their full potential, assisted by teachers working in partnership with their parents, who are the primary educators of their children. The students are called to live and proclaim the gospel message in worshiping God and serving the community.

Student Learning Expectations

A graduate of St. Kieran Catholic School will be:

1. A Catholic learner who:

- has knowledge of Church teachings and practices
- celebrates faith through prayer, sacraments, Christian service, words and actions
- strives to build a moral conscience empowering him/her to make decisions based on Catholic values
- has respect for all of God's creation

2. A life long learner who:

- can demonstrate a strong foundation in the basics of all subjects
- can use technology competently and responsibly to facilitate learning
- is independent and self-motivated
- can express written thoughts clearly, using correct grammar and mechanics
- can demonstrate good listening skills

3. A responsible citizen who:

- can demonstrate manners and courtesy for all occasions
- can express thoughtful opinions compassionately, appropriately and respectfully
- is able to work cooperatively demonstrating tolerance and respect
- takes responsibility for his/her actions
- is cognizant of global issues and their effects towards all of life

4. An integrated individual who:

- knows the importance of making healthy choices
- demonstrates proper sportsmanship in all areas of life
- understands the traditions of our families, our Church, and our country
- respects others who may look, act, or speak differently

As Catholic educators at St. Kieran Catholic School, we have a unique responsibility to encourage the students to achieve their maximum potential and to be God-centered, thus empowering our students to serve their families and communities.

NOTICE OF NON-DISCRIMINATORY POLICY (501)

St. Kieran Catholic School, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. St. Kieran Catholic School does not discriminate on the basis of race, color and national and/or ethnic origin in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

GENERAL SCHOOL INFORMATION

School hours: 8:15 a.m. - 2:45 p.m.

Before/After School CARE hours: 7:30 a.m. – 6:00 p.m.

Supervision is provided from 8:00 a.m. thru 3:00 p.m. on full days and from 8:00 a.m. until 12:15 p.m. on minimum days. Families are responsible for their children before or after specified supervised times. When picking up or dropping off a student, please follow the designated traffic pattern. **DO NOT ENTER** Church parking area with a vehicle anytime school is in session. **PLEASE DRIVE SLOWLY anywhere around the campus**. Bicycles may not be ridden in the school yard. The school is not responsible for bicycles. Skateboards and/or skates are not allowed anytime on the church/school property. This includes hours of Before and After School Care. If the cull de sac is used for picking up or dropping off students, please use the walkway on the lower level along the 3rd, 4th and 5th grade classrooms **rather than the upper walkway along the church**. This will avoid any distraction during any church services.

EMERGENCY INFORMATION (652.2)

The supervising teacher shall carry a roster of participants including names, addresses, and emergency telephone numbers of all students. Dismissal may be made at any time by the principal or designate when a serious condition such as epidemic, accident, natural disaster, etc. warrants it. The school will follow the same procedures as the local public school district. In an emergency, listen to a local radio station for instructions on school closures.

- **EMERGENCY/DISASTER DRILLS (591, 592, 593, 594)**

Students shall participate regularly in fire and disaster drills. Proper procedures for evacuation shall be explained to the students. Orderly and silent compliance is mandatory. It is the responsibility of the parent to provide the school with current and accurate emergency contact information. In case of an emergency, students will only be released to those listed on the Emergency Cards. The school shall also practice a “lockdown” procedure

MINIMUM DAYS (612, 613)

Minimum Days are designated on the annual school calendar along with vacation times. Notification will be made if changes to the calendar occur. If your child uses the Before/After School Care Program on a minimum day, you must provide lunch for him/her.

PARENT/VISITOR POLICY

We welcome visitors at our school. The guidelines for visitation of our campus are:

- Appointments must be made through the office for campus tours/classroom visits and teacher conferences.
- Visitors must be accompanied by school personnel.
- It is important to note that teachers are not free during a “visit” to discuss concerns or address inquiries. If additional information and/or time is needed from a teacher, the visitor should leave his/her name and phone number in our office and the teacher will make the next contact.
- Visitors must “sign in” at the office and must wear a “Visitor” badge. Visitor must also “sign out” in the office.
- **Lunches, school materials, gym clothes, etc., brought to school by a parent must be left in the secretary’s office with the child’s name clearly marked, not brought directly to classroom.**
- **No one may ever go to a classroom - in either building - without prior authorization from the school office.**
- Parents are welcome to eat lunch with their students in designated lunch areas. They must sign in and receive a visitor pass from the Lunch Supervisor or the School Office.

ATTENDANCE/ABSENCE/TARDY

Regular and prompt attendance is important for a successful experience at school. When a child is sick, a parent must call the school office before 9:00 a.m. to report the absence. Work may be picked up at 3:00 p.m. or 12:15 on a minimum day in the school office. The school accepts no liability for a student's absence unless the parent has contacted the school to inform the office that the student will not be in attendance that day. **Upon returning to school after an absence, a written excuse stating the reason for the child's absence must be presented to the teacher (State of California Education Code).** If your child is not well prior to the beginning of a school day, you are requested to keep the child home.

Excused absence is granted for medical and dental appointments when official verification is received from the doctor or dentist. Parents should request this from the doctor upon the occasion of the visit. Frequent absences of this type are detrimental to the student's class work and should be kept to a minimum. These appointments should not conflict with dates of standardized tests. It is requested that all doctor/dental appointments be made after school hours or during vacation days.

A student who has been absent 15 or more days in a quarter, and who has not made up the academic work, will not receive a grade in the class or classes missed for that quarter.

Taking students out of school for extended vacations is strongly discouraged. The school calendar and vacation days should help you plan your vacations on off school time. In the case of long term absence due to anything other than illness, parents must apply for permission from the principal and notify all of their child's teachers at least two weeks prior to the departure. Without the two weeks notice, assignments will not be given and all assignments, tests, etc., will have to be made up upon the student's return. No more than three (3) days advance work will be provided. Parents must understand that there is work that cannot be made-up. Work of this nature requires teacher instruction and classroom interaction. Because the length of assignments varies by grade, each teacher will determine the amount of time allowed to complete and turn in this advance work. There is no guarantee that an optimal environment for make-up tests can be provided nor can a guarantee be made that all missed tests can be made up.

If the absence occurs just before the end of the progress report or report card period, no teacher is obligated to accept make-up work beyond these deadlines.

Tardiness

It is the parent's responsibility to see to it that the student arrives on time for school each school day. A child who is tardy must report to the school office before entering his/her classroom. Three tardies in one quarter will result in detention. Any subsequent tardy during the same quarter earns a detention. A student who comes in after recess is marked absent for a half day. A doctor's note will be considered as an "excused tardy."

Absences from School Premises

No student is permitted to leave the school grounds at any time during school hours except in the case of sickness or accident. If the parent/guardian cannot be contacted, the responsible person listed on the emergency card may be contacted. No parent/guardian/visitor may go to the classroom for the student. The parent/guardian/visitor must go to the school office, request the child and then sign him/her out. School office personnel will send for the child.

At no time during the daily session of school are pupils allowed to leave the school grounds unattended.

A child who re-enters school the same day must report to the office and receive a tardy/admit slip to go back to class. The school assumes no liability in cases where students leave the premises in violation of the above policy.

It is necessary that you notify the school secretary when there is a change in your address or phone number (work or home). If you use the Before/After School Care Program, it is the responsibility of the parent/guardian to contact the director of that program with the same information.

VISITATION FOR STUDENTS DURING SCHOOL HOURS (581)

Persons, agencies, or organizations desiring to contact individual students during the school day are to seek permission from the principal or his/her designate. The principal or designate will cooperate with all lawful authority.

- The school may not be used by a non-legal guardian for the exercise of visitation rights.

- Procedures for the interview and removal from school of pupils by peace officers will be followed as outlined in the Diocesan “Handbook for Catholic Schools”.

BIRTHDAYS

Students may have a "free dress" day on the occasion of their birthday. The birthday "free dress" certificate must be obtained from the classroom teacher and must be signed and dated. **FREE DRESS CERTIFICATES MAY NOT BE USED ON MASS DAY. FREE DRESS CERTIFICATES ARE NOT TRANSFERABLE.** On free dress days, free dress guidelines must be followed. (Please refer to FREE DRESS GUIDELINES.)

Parents may send a treat for a child's birthday but parties are **not** allowed. (Treats must be individually packaged. There is no time for teachers to cut cakes or pour drinks). Invitations may be distributed at school for “outside parties” if "all students" in the grade are invited -- or "all boys" in that grade or "all girls" in that grade are invited. Balloons, flowers, decorations, favors or exchange of gifts are not allowed. A birthday treat, if provided, should be provided for recess time or lunch time and should be given to the classroom teacher ahead of time. It is requested that limousines not be sent to pick up students on the campus for purposes of parties or celebrations. This also applies to the school graduation.

ANIMALS/PETS

Pets may be brought to school provided:

- permission is given by classroom teacher
- a specific time at the beginning of the day or end of the day is determined
- an adult remains with the animal/pet and then takes it from the classroom

HOT LUNCH/SNACKS

Presently St. Kieran Catholic School participates in a hot lunch program provided by the Grossmont Union High School District. Monthly menus will be provided each family. Orders are taken each morning. Students are responsible for the payment of the lunches. The school discourages parents from providing fast food lunches. Bringing in fast food lunches provides unnecessary competition and may jeopardize our agreement with GUHSD. Occasionally for a special reason, a parent may want to have lunch with his/her child (e.g. birthday). A table in the lunch area will be available and the parent/child may sit at that table. See Office/Visitor Policy section for lunch visit guidelines. If a child forgets his/her lunch, an IOU may be issued from the school. A family may not accumulate more than three (3) unpaid IOU’s. When three (3) outstanding IOU’s exist, the family will be notified of the balance and informed that no more IOU's are available until the full balance is paid.

Soda or carbonated beverages are not allowed. Any drink in a glass container is not allowed.
Snacks should be healthy - candy is discouraged.

ADMISSION POLICIES (504, 505)

A child must be five years of age by September 1 to be admitted to Kindergarten. A child must be six years of age by September 1 to be admitted to Grade One. Any deviation from this policy is the sole prerogative of the Principal and/or Pastor.

New registrations require a Baptismal Certificate and Birth Certificate, Immunization Records and completed forms as required by the school office.

All new families must meet with the principal prior to the admissions process being completed. This is done for purposes of:

exploring the goals and motives of the parent/guardian in making application to the school

clarifying mutual expectations, and

eliciting and/or confirming those attitudes and value commitments that are essential preconditions for the success of the school's total program of Catholic education and Christian formation.

Parents/guardians must agree to support actively the spiritual and academic standards of the school and abide by the educational policies and regulations of the school and diocese. A pre-admission agreement will be provided each family annually.

Students must have a satisfactory academic and conduct record from their previous school.

At the discretion of the principal students seeking admission to grades 1 - 8 may be tested to determine the level of their basic skills and to ascertain at which grade level they would be most successful. If a question of readiness exists for interested kindergartners, then a developmental readiness screening may be administered at the discretion of the principal in consultation with the kindergarten teacher.

Admission priority is given to:

1. The number of years the family has been/is associated with St. Kieran Catholic School by child enrollment
2. New students in St. Kieran Catholic Preschool
3. Children of active, supporting members of St. Kieran Parish

The school affirms its right of non-acceptance of currently enrolled students who can no longer be adequately served by the school's educational program or philosophy. Ordinarily students who leave the school are not readmitted. At the discretion of the Principal and/or Pastor, a student may be considered for readmission.

MEDICATION (371)

Medications shall not be furnished to students by the school. No medications of any kind can be administered by school personnel. With written permission from the parent/guardian stating the student's name, name of medication and dosage, school personnel will monitor a student taking his/her own medication. All medication is to be kept in the office.

If a pupil must have medication during the school day, the following procedure is to be followed:

1. Release from a doctor or parent stating the nature of the medication
2. The day's dosage must be sealed, labeled and have pupil's name attached and is to be kept in the school's office.
3. The pupil is to come to the office for the medication
4. A pupil's medication is to be self administered.
5. The above applies to prescribed and over the counter medication.

ACCIDENT INSURANCE (390)

All students in Catholic schools participate in the Diocesan student accident insurance program. This insurance provides benefits for students injured at school, on playgrounds, while participating in athletic contests and while directly going or coming from a school related activity. All claims must be filed by the parent or guardian. The school's only responsibility is to give the form to the child. This is a secondary coverage. This coverage is in effect during the days of the current school year. The fee for student accident insurance is included in the student fees which are paid at the time of registration/re-registration.

HEALTH REQUIREMENTS (373, 374, 375, 376)

Kindergarten:

Copy of immunization record listing month, day and year when received.
(A booster is usually needed for DPT and Polio).

- a) DPT: 4 - 5 doses
- b) Polio: 4 - 5 doses
- c) MMR (measles, mumps, rubella): 2 doses
- d) Hepatitis B: 3 doses
- e) Varicella: 1 dose

7th Grade:

- f) Hepatitis B: 3 doses
- g) MMR: 2 doses both on or after the 1st birthday

First Grade:

Complete physical examination by a physician recorded on the Health Department form provided by school, within 18 months previous to admission in September. This may be done at the time of receiving boosters required for kindergarten as long as it is within 18 months of First Grade admission in September.

No pupil shall be admitted before a current record of immunization is presented and verified by school personnel.

The school shall make every effort to arrange vision screening for grades 1, 3, and 5. Scoliosis examinations shall be provided for seventh graders and a hearing screening for grades K, 1, 2 and 3.

Lice/Contagious Diseases

Parents are asked to report any contagious disease. Re-admittance will require proof of medication or doctor's note. When a report of lice is made all students in that classroom shall be examined. If a nit or lice are found, the child will be removed from the classroom and the child will be sent home. St. Kieran Catholic School will enforce a "No Nit" policy. Seven days later a second treatment is expected and the child will be re-examined.

STUDENT RECORDS (365)

RELEASE OF DIRECTORY INFORMATION (367)

- A. Directory information includes: student's name, address, telephone listings, date and place of birth, participation in officially recognized activities and sports, dates of attendance, and names of schools previously attended.
- B. Parents will be provided with the opportunity to request that some directory information not be released without their consent. A Release of Specified Student Information form will be provided to be signed at the time of registration/re-registration.
- C. Because of the need to require permission from a parent, random picture/video taping inside a classroom is not allowed.
- D. Parents not wishing their child/ren's picture to appear on the school's web site must notify the school in writing.

RECORD TRANSFER (368)

Student records shall be released as soon as possible to requesting schools. Parental/guardian signatures shall be required before records are sent to anyone. Records are only transferred via United States Postal Service.

ACCESS TO STUDENT RECORDS (365)

Access to records may include not only an oral description by the authorized school official, but permission to read or take away a copy of the original record. The principal only, as custodian of the record, authorizes the release of personal information about pupils. Only the following persons may receive such information:

parents of currently enrolled or former pupils have an absolute right of access to any and all pupil records related to their children which are maintained by school districts or private school. The editing or withholding of any such records, except as provided for in this chapter, is prohibited (EC 49069).

school professional, certified personnel shall have access to student records for legitimate educational interest only. The student records may not leave the grounds and prudence must be exercised that the Family Educational Rights and Privacy Act of 1974 is not violated.

designated clerical staff shall have access to student records for purposes of making entries or maintaining records, under the supervision of the principal.

via the student/parent handbook the school shall fully inform parents of their right of access to their child's records and of the individual school's procedures for review of student records.

the school has 45 days to comply with requests to inspect student records, but should make every reasonable effort to comply with dispatch.

CHALLENGING THE CONTENT OF STUDENT RECORDS (366)

Challenges to the content of the records are concerned with the correction of data in the student record, NOT with substantive decisions on academic grades.

- A. The parents of a student may file a written request to the principal to correct or amend any information in his/her child's permanent records which he/she alleges to be: inaccurate an unsubstantiated personal conclusion or inference a conclusion or inference outside of the observer's area of competence, or not based on personal observation
- B. If the request is denied, the parents shall be given an opportunity to present evidence relevant to the issue raised. This should be done in a meeting with the principal or responsible school official. After the hearing is concluded, the principal or official shall inform the parents in writing concerning the conclusion reached.
- C. If the decision is not to amend according to parental request, the parents shall be informed of their right to place in the student's records a statement commenting upon the information in the records and/or parental reason for disagreeing with the decision. If the contested portion of the record is released, the parental comment must also be released.

INSTRUCTIONAL PROGRAM/CURRICULUM

The school curriculum at St. Kieran Catholic School encompasses all the learning experiences (cognitive, affective, spiritual and psycho-motor) planned and directed under the leadership of the principal and compatible with Diocesan and school policy.

TEXTBOOKS

All hardcover textbooks are numbered and assigned to each child who is, in turn, responsible for proper care. Books must be protected with durable, non adhesive covers. Hardcover books are considered rented to each student. This rental fee is covered under the "General Fees" payment made at the time of re-registration. Payment is expected for lost or damaged books. This includes library books. Failure to compensate the school for lost or damaged books may result in withholding of the final report card. Every child is expected to have a book bag (the back pack type).

CURRICULUM (630)

The school curriculum shall encompass all learning experiences. This curriculum is planned and

directed under the leadership of the Diocesan Office for Schools and planned and implemented at the school site compatible with the Policy for Catholic Schools and the local school philosophy.

Courses of Study (635):

Religion
Language Arts (reading, literature, spelling, composition, speaking, listening, English grammar and writing skills)
Mathematics (Grade 7: Pre-Algebra; Grade 8: Algebra I)
Social Studies
Science
Computer literacy
Music, Arts, Crafts
Family Life
Health and Drug Education
Physical Education

No student shall be allowed to substitute participation in an activity outside school for any area of the curriculum.

RELIGION PROGRAM (670)

The educational mission of the Church and the reasonable expectations of parents require that the Catholic school be distinguished by an atmosphere and formal program which relates religious beliefs and practice with the normal development and education of children. Regular religious instruction shall be an integral part of the educational program for all students at St. Kieran Catholic School, at all grade levels.

Student progress in acquiring an intellectual grasp of the Religion course material will be tested, evaluated, graded and reported according to the same procedures established by the school for other subjects in the curriculum.

Regular planned liturgical and para-liturgical experiences shall be carefully integrated into the school program at St. Kieran Catholic School.

Catechesis for First Eucharist and First Reconciliation shall be given in Grade 2.

Any baptized Catholic student above Grade 2 who has not received First Eucharist or First Reconciliation may receive preparation. It is the responsibility of the parent to make this request for preparation to the school principal.

FAMILY LIFE PROGRAM (673)

St. Kieran Catholic School affirms the rights and responsibilities of parents as the primary educators of their children and recognizes the Catholic School as the most effective means of assisting parents in their educational task. In the area of Family Life, St. Kieran Catholic School seeks to provide an integrated Family Life educational program set forth, mandated and approved by the Bishop and the Diocese of San Diego. It is taught by qualified teachers. While Family Life is integrated into many subject areas and taught throughout the year, there is formalized instruction of Family Life. Parent/guardians are informed through the weekly envelope when the

formal Family Life Curriculum will begin and they will be offered the opportunity to view the materials that will be presented to their child during the course of study. Parent/guardian may at that time, through written request, inform the school that they, the parent/guardian, would prefer to be the teacher at home in this subject area and the student will be removed to a separate area during the formal teaching of this subject during the school day.

PHYSICAL EDUCATION PROGRAM

The physical education program shall emphasize the development of learning skills and positive personal attitudes. It shall be balanced and proportioned to the needs and abilities of all students. Instructional guidelines are provided by the Office for Schools, Diocese of San Diego.

Every student is required to participate regularly in his/her PE class. A doctor's note shall be an accepted excuse for non participation.

The PE uniform is mandatory. It is requested that names not be put on the outside of the PE uniforms. The school PE uniform is the only accepted apparel to be worn during the PE class.

SIXTH GRADE CAMP

Part of the Sixth Grade curriculum is the experience of five consecutive days and four nights at an established Sixth Grade Camp program. (The facility shall be approved by the Principal.) It is expected that each sixth grader participate in Sixth Grade Camp during the designated week. If a student does not participate, he/she is expected to be in school. Assignments will be given. While at camp each student is subject to the rules and regulations of the camp. If a student is removed from camp for discipline/behavior reasons, then that student is automatically suspended from school for the duration of the camp period. All other school suspension policies go into effect including exclusion from participation in extra curricular activities. If a student is removed from camp for reasons other than behavior, the student shall remain at home and is marked absent from school.

HOMEWORK (638)

Homework, designed to meet the needs of students, has an essential place in the educational program.

The primary goal of homework is:

- to reinforce concepts and skills that have been presented in class;
- to foster the student's creativity and discipline through enrichment projects or research;
- to train the student to work independently and to accept responsibility for completing a task.

The guidelines for daily homework time allotments are:

Grade 1	time will vary (approximately 15 minutes)
Grade 2	30 minutes
Grade 3	45 minutes
Grade 4	1 hour
Grade 5	1 hour
Grade 6	1 hour and a half

Grade 7 2 hours
 Grade 8 2 hours

A notification indicating a lack of homework or incomplete assignments will be sent to parents by the individual teacher. Generally homework is not given on the weekends or vacation times. An exception may be when a long term project/report or research project is assigned, a student may need to use weekend/vacation time to complete the assignment, or at the discretion of the teacher. Participation in any school or non school extra curricular activity is not an acceptable reason to not complete homework assignments.

TESTING (680)

St. Kieran Catholic School shall administer the standardized tests adopted by the Office for Schools, Diocese of San Diego. Standardized test results shall be entered on the permanent record cards. Results shall be sent to parents/guardians. Standardized tests are administered in grades 2-8.

GRADING (521)

Academic grades are based on the uniform grading system established by the Office for Schools, Diocese of San Diego. Formal reporting of grades is done four times a year.

I	II	III	I	II	III
A	93-100	O	C	73-76	S
A-	90-92	VG	C-	70-72	S-
B+	87-89	G+	D+	67-69	NI
B	83-86	G	D	63-66	NI
B-	80-82	G-	D-	60-62	NI
C+	77-79	S+	F	59 and below	U

PARENT/TEACHER CONFERENCES (531)

St. Kieran Catholic School believes that parents have the right to expect the school to confer with them regarding the progress of their child/children, therefore:

- A. first and third quarter report cards will be distributed by means of a Parent/Guardian conference only.
- B. progress reports will be sent home by way of students, approximately half way through each marking period for students receiving a grade of C minus or lower in any subject or Responsible Behavior.
- C. parents/guardians are encouraged to inquire and ask about the progress of their child/children.
- D. first, second and third quarter report cards need to be signed by a parent/guardian and returned to school within ten days of distribution. The fourth quarter report card may be kept by the families.
- E. a \$10.00 fee will be charged for a lost report card and \$5.00 for the envelope. If both are lost, the total fee is \$15.00.

HONOR ROLL

Students in grades 6-8 meeting Honor Roll criteria at the end of each marking period, will be recognized by an announcement in the Thursday Bulletin and receiving an Honor Roll certificate each quarter. Honor Roll criteria are as follows: Students in grades 6, 7 and 8 who meet the criteria listed below will be recognized on a quarter basis.

Principal's List

A's in all major subjects**
B or better in all other areas of assessment
A in responsible behavior

Honor Roll

Minimum of 3 A's in the major subjects and B's in the remaining major subjects
B or better in all other areas of assessment
B or better in responsible behavior

****Major Subjects**

Religion, Language Arts, Reading, Math, Social Studies and Science

Any student receiving a modified curriculum is not eligible for Honor Roll.

PROMOTION (522)

Only those students who complete the work of a particular grade in the basic skill area shall be promoted to the next grade. Credit for courses shall not be given solely on the basis of "seat time" alone.

RETENTION (524)

In case of slow progress, each student should be considered individually. Any decision concerning non promotion must be made after considering all facts related to the student's development (emotional, physical, social as well as intellectual and academic), documented throughout the year. The final determination regarding retention remains the right of the parent who must assume responsibility for this decision in writing. However, it is at the discretion of the principal whether the school can continue to meet the educational needs of the individual student.

ACCREDITATION

WASC/WCEA (682, 683, 684)

St. Kieran Catholic School is a member of the Western Association of Schools and Colleges and the Western Catholic Educational Association. The school has full accreditation in these organizations.

According to Diocesan Policy, every six years the school shall submit to evaluation and accreditation procedures.

EXTRACURRICULAR PROGRAMS (650)

The number of extracurricular activities held each year is relative to the availability of adult, preferably parent volunteers to coach or monitor the activity. Extracurricular activities may include cheer leading, yearbook, student council and any other activity that is before or after the regular school program. All extra curricular activities must have the approval of the principal. Volunteers must be twenty-one years or older.

SPORTS PROGRAMS (654)

As members of the City Beach Parochial League, we are eligible to participate in any sports program sponsored by the League, once we agree to the appropriate fees.

Students will be eligible to participate provided:

- a. They meet academic and conduct requirements and stay in good standing in this regard for the duration of the activity;
- b. Academic requirements mean that a child must have an overall grade average of C during the marking period in which he/she is participating in the extra curricular activity and conduct must be no less than a C;
- c. They pay the required fee. (The fee is non refundable.)
- d. If a student is suspended, even for one school day, that student may not participate in the next scheduled sport event until the following Monday.

Parent/Guardian signatures are required for participation in the sports program. The above requirements apply to participation in all extra curricular activities. If a sport uniform or any part of a uniform is not returned to the school, the student will be required to reimburse the school. A report card may be withheld until this financial obligation is met.

Students absent from school on the day of an after school activity (this includes sports and Brownies, Girl Scouts) may not participate that day or evening. Students absent on a Friday may not participate in a Saturday school activity.

STUDENT COUNCIL (653)

St. Kieran Catholic School provides an opportunity for students to assume leadership roles to help facilitate a community climate, and to provide a service oriented schedule of activities. Academic requirements are the same as "a, b and d" under Sports programs.

MISCELLANEOUS

HOLY CHILDHOOD ASSOCIATION

St. Kieran Catholic School is a member of the Holy Childhood Association. Various activities are planned during the school year and the proceeds are sent to the Missions through the Diocesan Mission Office. The involvement of all students is encouraged as it fosters the awareness of the needs of their less fortunate brothers and sisters.

FIELD TRIPS (652)

Field trips are a privilege, not a right. Field trips must have specific educational goals clearly

related to the curriculum, and must be planned. Each field trip must provide the following:

adequate transportation and supervision
preparation, follow-up and specific goals for students
parent/guardian approval in writing on the official school permission slip
prior approval of the principal
first aid kit
valid California Driver's license for drivers
Diocesan approved standard list of insurance should be between \$100,000 - 300,000 for each automobile used
safety belts for each passenger in the automobile.
use of car seats as referenced by law.

Restrictions may be placed upon a student's participation by administrators, teacher, or parents due to a child's lack of maturity or responsibility to cope with the activity.

With the exception of the eighth grade retreat and sixth grade camp, St. Kieran Catholic School does not sanction or sponsor overnight activities.

PERMISSION SLIPS (652.1)

No student shall go on a field trip unless a signed parent permission slip has been returned to the school. A separate permission slip must be obtained for every field trip. Permission cannot be granted over the phone or given by an unauthorized adult. No permission slip except the official school permission slip is acceptable. Only the official school permission slip may be accepted by FAX. Parent volunteers may be solicited to provide transportation and act as chaperones. Ordinarily, siblings may not accompany parents on field trips.

Drivers must follow directions as given by the teacher. No side trips for treats or "lunch" are allowed unless part of the plan as specified by the teacher. Chaperones/drivers who deviate from field trip rules will give up the privilege of driving/chaperoning field trips. **Chaperones are asked not to use cell phones while driving or serving as a chaperone or play movies in cars.**

BEFORE/AFTER SCHOOL CARE PROGRAM

For your convenience, St. Kieran Catholic School offers before and after school care for children registered in the school who are in good health and who abide by discipline policies. Please observe the following guidelines to ensure the safety and well being of your child:

AM Care: 7:00-8:00 a.m.

- **For safety reasons, any unsupervised child on campus between 7:00-8:00 a.m. must go to AM Care in the Hall.** There is no playground supervision prior to 8:00, so no child arriving early may wait outside. All early arrivals must go to AM Care in the Hall.
- No unsupervised child may be on campus before 7:00 a.m.

PM CARE: 2:45-6:00 p.m.

- **For safety reasons, any unsupervised child on campus between 3:00-6:00 p.m. must go to PM Care in the Hall.**
- No unsupervised child may be on campus after 3:00 p.m.
- **An "Unsupervised Child" is any child who is not in close proximity to and**

being carefully monitored by his/her parent or adult caregiver.

Services Provided:

AM CARE:

- Your child will sign in and be supervised in the Hall until 8:00, when he/she will go to his/her class bench until school begins.
- At 8:00 the AM Care supervisor will monitor the children at the class benches until the teachers arrive.

Minimum Days:

- **PM Care is provided on minimum days from 12:00-6:00 p.m.**
- PM Care does not provide lunch. The school lunches that are usually provided by GUHSD food services are not available on minimum days. **It is the responsibility of the parents to provide lunch for their child on minimum days.**
- **For safety reasons, any unsupervised child on campus after 12:15 p.m. on a minimum day must go to PM Care in the Hall.**

Cost:

- The cost for AM/PM Care is \$3.00 per hour, or \$1.50 per half hour. Any portion of a half hour is \$1.50
- Families will be billed bi-monthly for services rendered. Payment may be made through the school office.

Contact Information:

- AM/PM Care: 619-588-4540
- Director: Mrs. Agostino

The AM/PM Care program is a “drop in” program. It is the responsibility of the student to check in each day. This program is a service provided at this time and is always subject to financial evaluation. The program must pay for itself and failure to do so could result in termination of the program with a two week notice. Report cards maybe withheld for unpaid bills.

Students are not permitted to use either the AM/PM Care telephone or the office telephone to make transportation arrangements. All transportation arrangements should be made prior to school.

If the Hall is in use for an event, AM/PM Care will be provided in a classroom. Instructions will be left in the Hall regarding where to pick up your child.

GRADUATION (528)

Diplomas will be awarded to students who have completed the academic requirements of the school for successful completion of an eighth grade course of study only. St. Kieran School does not hold any graduation for any other grade. The graduation ceremony is usually held a few days prior to the regularly scheduled closing date of school. The date is determined by the Pastor and Principal. All financial responsibilities to the school (tuition, scrip, volunteer service hours, library fees/debts, textbook debts, athletic fees/uniforms, Before/After School Care) must be paid in order for a student to receive his/her report card or diploma. At the discretion of the Principal/Pastor, a student whose family has failed to meet its financial responsibilities to the school by graduation may be denied participation in any/all activities connected with graduation.

Report cards and diplomas may be withheld.

Families choosing to sponsor an activity not sanctioned by the school may not rent a hall or any venue in the name of the school.

COMMUNICATION WITH PARENTS

ORIENTATION

Shortly after the opening of school, a BACK TO SCHOOL NIGHT will be held to provide an opportunity for parents/guardians to meet the teachers and become acquainted with school policy. This evening shall also give the Principal the opportunity to welcome everyone and to highlight yearly goals and review any new policy.

NEWSLETTER

The school shall publish weekly, a bulletin of events and current information for the purposes of keeping families aware of what is going on and of any changes in scheduling and programs. It will be the oldest child's (enrolled at St. Kieran) responsibility to bring the Thursday envelope home. The parent/guardian has the responsibility to read the information, sign the Thursday envelope and return it to school by Monday after distribution, at the latest. Communication for distribution by parents or any committee must receive approval from the principal and shall be submitted to the principal. To ensure timely distribution, the information should be submitted to the Office by the prior Tuesday. No fundraisers may be scheduled without prior authorization from the principal. Inquiries should be made through the PTG.

Surveys, petitions or flyers may not be circulated without prior authorization from the principal/pastor.

GENERAL SCHOOL RULES

1. Toys and games are not allowed in school unless authorized by a classroom teacher.
2. All electronics are not allowed in school.
3. Gum is never allowed in school.
4. Any article that resembles a gun or weapon is NOT ALLOWED, even as a play item.
5. Cell phones are not allowed during school hours. This includes Before/After School and is applicable to all students. If a cell phone is necessary for parent communication, it may be checked in at the school office before school and picked up after school.
6. Students and/or family members are not allowed to sell merchandise on school premises.
7. Possession of illegal drugs, alcohol, tobacco, or weapons are grounds for suspension/expulsion. Look-alikes of any of the aforementioned are subject to the same rules and consequences.
8. Students do not have access to a school phone. Any emergency call will be made by school personnel.
9. During after school pick-up, drivers are expected to park in designated stalls. Students are to remain at benches until they make visual contact with their parents. All pedestrians are expected to cross within the cones.

DISCIPLINE (541)

Students will be treated WITH RESPECT in our school by all teachers and staff. Discipline will be administered consistently and fairly. Corporal punishment is NOT ALLOWED at St. Kieran Catholic School.

Because the Catholic School setting attempts to provide a climate that will facilitate the development of the whole person, attention will be drawn to specific inappropriate behavior. It is our intent to provide a safe environment for all students and staff.

Our philosophy requires that we work toward the integration of religious and moral values as a way of life and therefore we will require accountability for responses and behavior that interfere with the quality of life. Respect for the person is a priority in relating at our school.

The rules and behavior policies of our school are not set down to punish, but rather to teach and promote respectful behavior - behavior we sincerely believe is appropriate not only at school, but at all times. Students are expected to be accountable for their behavior.

Each teacher will establish age/grade appropriate classroom guidelines and rules which are designed to allow maximum learning and respectful interactions. These guidelines will be explained to the class and distributed.

If behavior is not changed for the better through this process, disciplinary probation may be issued at the discretion of the principal, the remaining options being suspension and expulsion.

Reflection sheets, behavior slips, conduct referrals and/or detention may be assigned by a classroom teacher and/or the Principal at their discretion for rules violations including, but not limited to:

- Vulgar and/or disrespectful language/ gestures
- Insubordination to adults (teachers, visitors, volunteers)
- Fighting or bullying
- Throwing of any objects, including food
- Stealing, cheating
- Destruction of or defacing of any property of the school/church or what may belong to any other student. (Destruction or defacing of property demands reimbursement.)
- Disruptive behavior in the classroom, in church, on field trips or at any school related activity
- Disrespectfulness to adults or peers and unkind, mean spirited playground behavior
- Disregard for any classroom policy/rule

DETENTION

Detention is held on Tuesdays and Thursdays from 2:45 p.m. - 3:15 p.m. in the school library unless another location is otherwise specified. A detention assignment will be given to the student and that assignment is expected to be completed either in detention or at home. This assignment must be turned in the next morning. All detention notices and conduct referrals must be signed by a teacher and parent/guardian.

PROBATION (546)

A student may be placed on probation if his/her conduct/academic record is seriously deficient, but not so serious as to warrant suspension. Students placed on probation will have the term and conditions spelled out in a behavior contract. A conference will be held with the parent/guardian. Violation of the probation may result in suspension or expulsion. A positive change in behavior is expected in order to remain at St. Kieran School. The school will make every effort to work with the child to assist in a change for the better.

SUSPENSION (546)

Suspension means that a student is to remain away from classes for a definite period of time. It may be "in house" (at school) or "off campus" (at home). Suspension will be handled on an individual basis and only through the Principal's Office. Suspension is meant to suspend the student from all academic and extra curricular activities during the time of suspension. Parents are responsible for a student during "off campus" suspension. **THE SCHOOL IS NOT RESPONSIBLE FOR ANY WORK OR MAKE UP ASSIGNMENTS.** Work and assignments missed are the total responsibility of the student when he/she returns to school.

EXPULSION (547)

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for repetition of behavior for which the student has already been suspended one or more times. Expulsion, the permanent termination of a student's enrollment, is the most serious penalty which the school can give and therefore, it is given only as a last resort for clear and serious cause.

GROUND'S FOR EXPULSION (547)

Grounds for expulsion are not to be applied automatically. There are, nevertheless, acts which constitute good cause for suspension or expulsion from school when the conduct is committed by a student while under the jurisdiction of the school or when the conduct is directly related to school activity or school attendance.

Among those offenses are the following:

- Actions gravely detrimental to the moral and spiritual welfare of other students.
- Incurable or disruptive behavior which impedes the progress of the rest of the class.
- Damage to, or theft of school, church or private property.
- Infliction of, or threatened physical injury to another person.
- Possession or sale of weapons.
- Possession or sale of drugs, including controlled substances.
- Possession or sale of intoxicants.
- Possession, sale or use of tobacco.
- Commission of obscene act(s) or engagement in habitual profanity or vulgarity.
- Disruption of school activities.
- Defiance of school authorities.
- Habitual truancy.
- Bullying

No student, or other person in attendance or any public, private, parochial, or military school,

community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

In regard to offenses which take place off school premises and which constitute grounds for expulsion, the school must have evidence of the offense and establish its relationship with school discipline and the welfare of students.

APPEAL AND REVIEW OF DISCIPLINARY ACTION (547)

Opportunity for appeal by the parents/guardians shall be provided in accord with the provisions of Diocesan Policies #547.

EXPULSION FOR ACADEMIC REASONS (548)

Certain students may be given a recommended transfer on grounds other than discipline. The following procedures apply to students clearly unable to profit from school work by reason of ability or emotional instability. The procedure to be followed is:

There is consultation between teacher(s) and Principal as early as possible in the first semester.

Conferences are held with the Principal, teacher and parents to advise the parents concerning the possibility of withdrawal for academic reasons and to discuss possible remedial actions and educational alternatives. It shall be the responsibility of the principal to provide a copy of these recommendations to the parents.

Follow-up conferences are held with the parents to evaluate academic progress of the student. The final decision is made by the Principal (after appropriate consultation with the Pastor). Ordinarily, the transfer shall occur at the end of the grading period.

EXPULSION FOR ACADEMIC REASONS (548)

If the parents of a student will not accept a recommended transfer after all the procedures cited in policy #548 have been completed, the procedures for (a) notification, (b) conferencing, (c) written documentation shall be followed as in cases for disciplinary expulsion. Opportunity for appeal by the parents shall be provided in accord with the provisions of policy #547.

STUDENT THREATS POLICY PROCEDURE

Any and all student threats of harm to self or others must be taken seriously. Diocesan Policy will be followed as outlined in the "Handbook for Catholic Schools".

DISPUTES/GRIEVANCES

Every effort should be made to resolve all differences and disagreements as quickly as possible at the organizational level as close to the dispute as possible.

TRANSFER ON GROUNDS OF PARENTAL BEHAVIOR (549)

Normally a child is not to be deprived of a Catholic education or otherwise penalized for the actions of parents. However, in rare instances, parents may so persistently and overtly refuse to cooperate with school staff, policies, regulations or programs, or may so seriously interfere in matters of school administration or discipline as to reduce significantly the school's ability to serve their own or other children.

In such cases, after reasonable effort to elicit the minimum requisite parental cooperation and after appropriate consultation with the pastor (in elementary schools) or the superintendent (in secondary schools), the principal shall recommend to the parents that they transfer their child in accord with the terms and procedures set down in policy #548. Documentation of the basis for this action and of all consultation with the parents on the matter must be retained on file.

If the parents refuse to accept the recommended transfer, the procedures for (a) notification, (b) conferencing, (c) written documentation shall be followed as in cases for disciplinary expulsion. (See #547).

However, in this case the Director of Schools shall be consulted prior to the actual expulsion in order to verify that proper procedure has been followed. Immediately thereafter, the Director of Schools shall inform the parents of their right to appeal the local administrator's decision in accord with Diocesan Policy and shall provide the parents with a copy of these procedures.

VANDALISM (550)

Students and their parents shall be liable for all damage caused by students to equipment or school property.

ABUSE OF TEACHERS (571)

Any parent, guardian, or other person who insults or abuses any teacher in the presence or hearing of other school personnel or students and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities, is guilty of a misdemeanor, and is punishable by a fine of not less than fifty dollars (\$50.00) nor exceeding five hundred dollars (\$500.00).

ASSAULT (572)

Whenever any employee of a school is attacked, assaulted, or menaced by any pupil, it shall be the duty of such employee, and the duty of any person under whose direction or supervision such employee is employed who has knowledge of such incident, to promptly report the same to the appropriate law enforcement authorities of the county or city in which the same occurred. Failure to make such report shall be a misdemeanor punishable by a fine of not more than two hundred dollars (\$200.00).

TUITION/FINANCES (313, 314)

All families enrolling a child or children in St. Kieran Catholic School shall sign a financial agreement in which all conditions for the fulfillment of their financial obligations to the school are outlined. A copy of this agreement shall be given to the family, the parish bookkeeper, and

one will be retained in the school office. Registration fees are non refundable.

Report cards may be withheld if a family is not current with all financial responsibilities. (#324)

Re-registration in the school for the next school year will be denied until all financial responsibilities are fulfilled.

Tuition delinquency of more than two months may result in the family being asked to withdraw from the school unless a payment plan is worked out with the Principal and/or Pastor. The plan may be subject to the review of the Finance Committee.

TRANSFER STUDENTS (315)

Students transferring from one Catholic School in the Diocese to another must meet all previous financial obligations before being enrolled at the new school.

TUITION ASSISTANCE (317)

Tuition Assistance is available on a limited basis. Application can be made in the spring for the next school year. Inquiry should be made in the school office. Ordinarily it is available only to families who have completed one year in the school.

All financial concerns are handled by the St. Kieran Catholic School Finance Committee. All financial policies are approved by the committee. The Pastor and Principal are ex-officio members of this committee.

UNIFORMS

Students are expected to comply fully and regularly with the uniform policy. Non compliance for the first time will earn a verbal reminder. A second occasion of non compliance will earn a uniform violation notice which will be sent home by the classroom teacher. This notice is expected to come back signed and immediate correction of the non compliance is expected. After three notices of non compliance have been sent home a detention will be assigned. When three notices are given in one quarter the student's responsible behavior grade shall be affected. If there is an emergency where a student cannot be in full uniform, parents are expected to send in a written note explaining reasons for non compliance and stating when the matter will be resolved. This should be an infrequent occurrence.

SCHOOL UNIFORM

All clothing items must be purchased at Dennis Uniform.

Girls:

- K-3 plaid jumper with white collared blouse (no polo shirts)
- 4th grade plaid skirts or jumpers with blouse or polo
- 5-8 plaid skirts with polo or blouse
- skirts and jumpers should touch the knee
- black shoes; black laces, do not have to be athletic shoes except on PE days
- socks(K-8) White, must be visible above the shoe.

White opaque tights are permissible on cold days.

- blouses and polo shirts must be tucked in at all times.
- shorts must be worn under skirts.

Boys:

- pants; Navy twill
- walking shorts; Navy twill
- polo shirt; white, must be tucked in at all times
- socks; white, must be visible above the shoe
- belts; Belts are required. Navy, dark brown, black. Plain buckles. Belts may not have decorations.
- black shoes; black laces
- boys wear **long pants** on Mass days

Boys/Girls:

- fleece jacket, sweater and vest; Navy, stitched with St. Kieran logo (optional)
- sweatshirt; Navy with school logo
- PE shirts, navy shorts, and sweats, Dennis only with St. Kieran logo

Single ball or stud earrings only. Only one earring per ear. Earrings in ears only and on lower lobe. (Absolutely no hoop or dangling earrings.) Students in violation will be asked to remove the earrings. Other forms of jewelry are not allowed. This includes necklaces, bracelets, rubber bracelets, pins, broaches (religious medals may be worn under clothing). No visible body piercings, other than one (1) earring per ear. One wrist watch is acceptable. Only one ring per hand is allowed. No purses/pocketbooks - personal items are to be kept in backpacks.

Make-up is not allowed. This includes fingernail polish, lipstick, colored lip gloss, eye make-up etc. Only natural nails. Hair must be kept its natural color. No visible tattoos, piercings or other wise. Hair spray containers are not allowed in school. No extreme hair styles. (Judgment is at the discretion of the principal). Boys' hair may not go below the collar. Boys' and girls' hair should not cover eyes.

FREE DRESS GUIDELINES

Clothing must be modest; shorts must not be three inches above the knee. Shirts, blouses, or tops must be able to be tucked in. No muscle or tank tops, spaghetti straps, or tight clothing. No beach wear and no halter tops. Jeans may be worn but must be clean and without holes. T-shirts may be worn but must be free of any inappropriate message. This includes any message that may be interpreted as a "hate message." Spandex, form fitting, baggy pants, low cut pants, bicycle shorts are not allowed. No "short shorts" or mini-skirts. Sweaters, sweatshirts, jackets may not be worn around the waist. Underwear may never be seen. No clothing that displays racist groups or juvenile gangs, obscene language, vulgar gestures, racist, ethnic or sexual slurs or symbols of hate, prejudice, intolerance or discrimination. This includes the symbol of the Iron Cross. No wearing apparel that advertises tobacco, alcohol, drugs, death or violence. No chains or spiked jewelry or belts.

Consequences may range from a change of clothing provided by the school to suspension. **A parent may be called to bring a change of clothing.**

Whether in free dress or uniforms, students should be clean, personal hygiene is appropriate. Clothes should be washed and look neat. Parental monitoring of the above policies and guidelines

is a necessity. To respect those suffering from asthma or allergies, students are requested to refrain from wearing cologne, spray deodorant, or perfume.

"St Kieran Spirit Wear" Dress Guidelines

On designated St. Kieran Spirit Wear days, students must wear school uniforms, but may add on St. Kieran spirit wear items sold through the school. St. Kieran spirit wear shirt may be worn in place of uniform shirt on these days. **A student may choose not to participate. In this case, the student will wear the full school uniform.**

PTG AND CONTRIBUTIVE SERVICE

Every family in the school is a member of the PTG. Dues are collected annually and are part of the General Fees.

Strong and total involvement in the school community has and continues to be one of the main objectives of St. Kieran Catholic School. Support of the school will always be a key component to the success of the school. Integral to that support is the volunteer system of contributive service.

The purpose of the Contributive Services program is to encourage strong and total involvement of parents/guardians in the affairs of the school. A Catholic school cannot function without volunteer help. Parental involvement is the life blood of our school, providing it with ideas and spirit which cannot be bought. The time and talent received from parents/guardians keep tuition within the financial range of our community. Without the volunteer help, tuition would have to be markedly increased.

Every family enrolled at St. Kieran Catholic School will be required to participate in the Contributive Services Program. The parents/guardians for each family will contribute a minimum of twenty-five (25) hours of service to the school by the last day of school (or by graduation in the case of an eighth grader). Families failing to complete their service hours commitment make themselves ineligible for re-registration for the next school year. Diplomas can be withheld for lack of service hour commitment fulfillment. No family will be allowed to buy-out their service hour commitment. (The principal reserves the right to determine who may or may not perform service hours for credit. Students in the school may not perform service hours.)

A notebook is kept in the office for the purposes of recording hours. It is the responsibility of each family to make sure the hours are recorded in order for proper credit to be given. Volunteers must sign in at the office and wear a volunteer badge. After completion of volunteer time, signing out is required.

A volunteer list will be presented to each family through the PTG. This list will describe the various services needed by the school, allowing each family to choose areas of interest.

Volunteer hours performed during school do not allow for siblings to be present.

The PTG will be responsible for the accounting of hours completed.

COMMITTEES

St. Kieran Catholic School organizations are supported by the functioning of committees composed of parents and/or interested parishioners. The following committees are currently in place at St. Kieran Catholic School.

ST. KIERAN CATHOLIC SCHOOL PARENT TEACHER GROUP

The purpose of this organization shall be:

1. to promote a broader appreciation of the ideals of Catholic education
2. to enlist the spiritual, educational and social resources of home and school in order to provide the best Catholic education possible
3. to provide a forum of exchange for parents and teachers, and an informal advisory function to the school administration
4. to provide a solid organization to improve the school's fund raising efforts
5. to foster the integration of families into the life of the parish community
6. to supervise the functioning of the After School Sports Program

Election for positions on the PTG Board are held annually in the spring of each school year. The PTG functions according to its present constitution. A copy of this constitution is available in the school office.

ST. KIERAN CATHOLIC SCHOOL FINANCE COMMITTEE

The purpose of the St. Kieran Catholic School Finance Committee is to assist the Pastor and the school Principal in the administration of the temporal aspects of the school.

The School Finance Committee is consultative on matters limited to the financial life of the school. It is not the function of the School Finance Committee to implement policies except when specifically instructed to do so in particular instances. Most often, policy implementation is the domain of the Pastor, the Principal and those persons who assist them.

Subjects on which the school Finance Committee should assist the Pastor and the Principal include:

1. Fund Raising and Development
2. Budget preparation
3. Budget performance
4. Tuition assistance
5. Building repair and maintenance

Members are appointed. Interested persons should contact the Principal and/or Pastor.

ST. KIERAN CATHOLIC SCHOOL DEVELOPMENT /MARKETING COMMITTEE

St. Kieran Catholic School Development Committee supports the educational mission of the school and works toward securing long term financial stability for the school. It may also involve

itself in promotions of a public relations nature.

Persons interested in serving on this committee should contact the current chairperson.

AFTER SCHOOL SPORTS COMMITTEE

The PTG Board oversees the After School Sports Program, the coordinator of the program reports directly to the principal and PTG Board as needed.