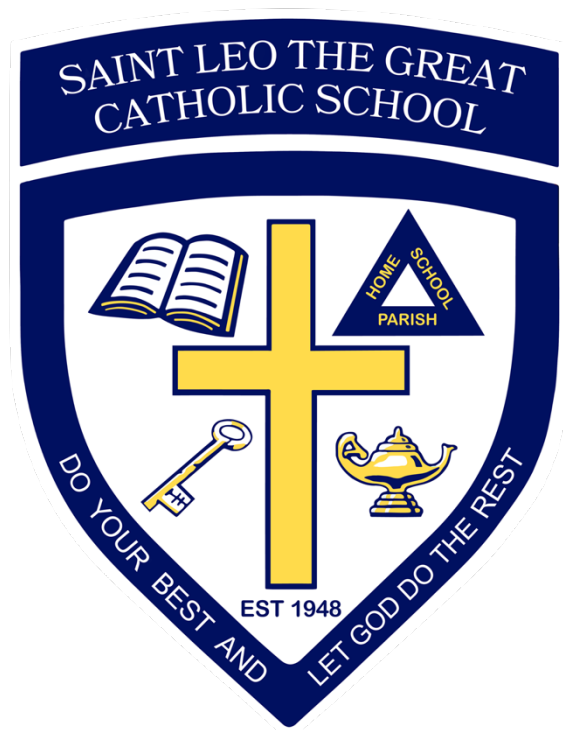


Parent & Student Handbook

Saint Leo the Great Catholic School



4238 Howe Street • Oakland, CA 94611 • (510) 654-7828 • www.stleothegreat.org

Introduction

The Purpose of this Handbook

June 2022

Dear Families:

This is the 2022-23 Parent and Student Handbook. As always, we reserve the right to adjust and update the handbook at any time. We will post updates online and families will be informed of the changes.

The information in the Parent and Student Handbook provides the rules, policies and procedures which identify the behavioral expectations of both parents and students of the Saint Leo the Great Catholic School community. It provides the foundation for solving problems and mediating difficulties. Please read and discuss the contents of this Handbook together with your student. This effort will be rewarded by a more positive and productive school year.

~ The Administration Leadership Team of Saint Leo the Great Catholic School

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School Personnel and Background

Administration and Faculty & Staff Administrative

Leadership Team:

Father Joseph Nguyen, Pastor
Sonya Simril, Principal
Dr. Beverly Watkins, Education
Consultant
Linda Murphy, Learning Specialist
Debbie Hill, Administrative Leadership
Team Assistant

Office Staff:

Jeanette Eichelberger, Office Manager
Diana Cross, Student Services
Stephanie Nguyen, Administrative
Assistant

Teachers:

Miaka Hill, Pre-Kindergarten
Paula Guerra, Kindergarten
Nicole Lewis, First Grade
Noelle Furrer, Second Grade
Crystal Thompson, Third Grade
Prudence Foran, Fourth Grade
Daniel Feldman Fifth Grade
Dana Bonner, Sixth Grade
TBD, Seventh Grade
Lily Driscoll, Eighth Grade
Kevan Peabody, Music Instructor and
Choir Director
Olaf Pollard, Physical Education
Heather Gibbons, Technology
Coordinator

Support Staff:

Taylor Anne Harris, Instructional
Assistant /Substitute
Chanthea Som, Instructional Assistant
Karen Chavez, Instructional Assistant
Michelle Collier, Extended Care
June Kreml, Instructional Assistant
Juan Ramirez, Custodian

History of the School

Under the direction of Fr. Lacey, the first request to build a school in Saint Leo the Great Parish was made in 1947, and within a year, the school was completed. The school was opened in October 1948 with kindergarten through 5th grade classes. A grade was added every year until the school finally incorporated an 8th grade.

The first teachers were the Sinsinawa Dominican Sisters (American Congregation of the Most Holy Rosary). They maintained their service to the school until 1989 when the last Sister completed her teaching career. An active parent group and parish-school organizations were formed to support the school and parish activities and needs.

In 70 years, the diversity of social, economic and demographic changes in Oakland has been reflected in the school's population. The School of Saint Leo the Great, currently serves students of various ethnic, racial and religious traditions. The school's positive reputation draws students from within and outside the local community. With the school and parish working together, the mission is to continue to spread the "Good News" of Jesus to parents, teachers and students.

School Mission Statement

Saint Leo the Great Catholic School, an educational ministry of the Church of Saint Leo the Great, is a Pre-Kindergarten through Eighth Grade Roman Catholic Elementary School. The School serves Oakland and surrounding communities and is open to families of any faith who accept its philosophy and mission. We offer a safe environment and promote age-appropriate religious, social, cultural, and physical values.

Philosophy of the Diocese of Oakland

The Catholic elementary and secondary schools within the Diocese of Oakland are the expression of the educational ministry of the parishes, religious congregation and of the Diocese itself. Under the authority of the Bishop, the schools share a common Christian vision, resources and responsibilities as they strive to serve the youth that are reflective of the diverse cultural, ethnic and economic population of Alameda and Contra Costa Counties. The Diocese and individual schools are committed to include the poor in Catholic school education.

The tenet and tradition of the Catholic faith are an integral component of the philosophy and goals of each school. All facets of Catholic education contribute to the faith principles founded in the liberating love of Jesus Christ and the Good News as proclaimed by the Roman Catholic Church in contemporary society.

The schools prepare youth to respect the sacred dignity of each person as an individual and as a responsible member of the community and also enable students to translate the Good News into action within a challenging and disciplined environment provided by caring and capable teachers.

Finally, schools acknowledge that parents, who have the primary responsibility for the moral and religious development of their children, are partners with the parishes and the entire Christian community in the continuing education process. Together, they participate in the development of school policies, curricula and the budgetary process based on Christian values within the constraints of the local resources. Consequently, Catholic schools are committed to provide:

1. activities that allow students to experience prayer and liturgy;
2. quality educational opportunities for students of varied academic abilities;
3. financial programs to assist those families unable to assume full financial responsibility for tuition; and
4. opportunities for students to serve others in order to fulfill the mandate of the gospel and the demands of justice and to recognize that society requires the cooperation and contribution of each of its members.

It is the sense of common purpose which inspires each school community to strive to meet the challenge of the goals set by the Catholic bishops of the United States: “to be communities of faith in which the Christian message, the experience of community, worship, and social concern are integrated in the total experience of students, their parents, and members of the faculty.” —Sharing the Light of Faith National Catholic Directory.

School Philosophy

Saint Leo the Great Catholic School is a Pre-Kindergarten through Eighth Grade parish school dedicated to a philosophy of education that works to serve its families in their primary responsibility to educate their children. We recognize the dignity of each person, the equal right to an education, and the development of the whole child.

We believe in educating the whole person, placing emphasis on positive self-image, religious values, and self-discipline. The Faculty and Administration of Saint Leo the Great Catholic School set high academic standards for all Students. Our Students are afforded the opportunity to learn, develop, progress, and be challenged as individuals according to their specific needs and abilities. We seek to enable our Students to become lifelong learners.

Saint Leo the Great Catholic School provides an environment where Students learn to recognize and respect the dignity of each person as an individual. We strive to practice peaceful and nonviolent interactions and resolutions. The School also provides opportunities for experiencing community and practicing social responsibility and Christian values. Students, Parents/Guardians, Faculty, and Staff are expected to actively support these goals.

Saint Leo the Great Catholic School is proud of its geographically, religiously, racially, and demographically diverse community of Students and their Families.

Recognition of this diversity gives a focus to the way we teach religion, values, and academic subjects. The School embraces this diversity by offering a variety of program that reflect the wide range of our constituency. Our philosophy is Roman Catholic in its orientation and in its outreach to the larger community that we serve.

Student learning expectations define the mission of Saint Leo the Great School. They are the expression of what a graduate from our school will be able to do, know and understand or value as a citizen of the world. All students can and will learn, achieve and grow each year.

Student Learning Expectations – Grades PK - 3:

A Graduate of Saint Leo the Great Catholic School is:

1. An individual with strong Christian values. He/She:
 - 1.1. prays every day and participates in morning prayer, Mass, and prayer services
 - 1.2. makes choices by thinking, “Do your best and let God do the rest”
 - 1.3. helps others in the community
2. An academically competent individual who will develop into a lifelong learner. He/She:
 - 2.1. does one’s best work in all subjects and uses time well
 - 2.2. learns and builds on beginning technology skills
 - 2.3. can work alone and with others
 - 2.4. shows patience and effort when exploring new concepts
3. An individual who develops and demonstrates self-esteem, respect and discipline. He/She:
 - 3.1. uses God-given talents
 - 3.2. controls one’s actions
 - 3.3. A socially active individual who models positive social skills and appropriate conflict resolution techniques. He/She:
 - 3.4. uses good manners
4. takes responsibility for actions
5. shares ideas and listens to how others feel
6. accepts differences in others
7. is a peace keeper

Student Learning Expectations - Grades 4 - 8:

A Graduate of Saint Leo the Great Catholic School is:

1. An individual with strong Christian values. He/She:
 - 1.1. prays every day and participates in morning prayer, Mass, and prayer services
 - 1.2. makes faith-based ethical and moral choices while applying, “Do your best and let God do the rest”
 - 1.3. is an active participant in community outreach
2. An academically competent individual who will develop into a lifelong learner. He/She:
 - 2.1. uses analytical skills and appropriate time management to produce one’s best work in all subject areas
 - 2.2. uses technology appropriately and consistently to develop 21st century skills
 - 2.3. is able to work independently as well as be a productive team member
 - 2.4. is able to be flexible and can adapt to various educational situations
3. An individual who develops and demonstrates self-esteem, respect and discipline. He/She:
 - 3.1. participates in activities which highlight his or her God-given gifts and talents
 - 3.2. engages in activities that support a healthy body, mind, and spirit
 - 3.3. demonstrates self-discipline
4. A socially active individual who models positive social skills and appropriate conflict resolution techniques. He/She:
 - 4.1. demonstrates good manners and uses proper etiquette in social situations
 - 4.2. accepts personal responsibility for his/her actions
 - 4.3. exercises ability to express his/herself while acknowledging the views of others
 - 4.4. respects the diversity of all people
 - 4.5. promotes peace

Religious Activities

As a Roman Catholic school, Saint Leo the Great Catholic School is a religious community within an academic one. As a Catholic community, we strive to live the Gospel message of Jesus by providing a number of religious activities for our children.

Formal religious education is a daily part of our curriculum. School begins with Morning Prayer on the school yard.

Students are encouraged toward Christian awareness of others by participating in a variety of activities; i.e., helping others through Thanksgiving, Christmas, and Lenten projects. Christian Service includes, but is not limited to, outreach to charitable community service organizations.

ADMISSIONS POLICY

Admissions

Saint Leo the Great Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, or national and ethnic origin, in the administration of its educational policies, admission policies, scholarship and assistance programs, and athletic and other school administered programs.

Priority is given to registered, active parishioners and to registered members of the surrounding Catholic parishes. An active parishioner is defined as one who participates in parish life by financial support of Saint Leo the Great Church, as well as giving beyond the required volunteer time to school and parish activities. The pastor will make the determination as to who qualifies as a parishioner.

We wish to make it clear that Saint Leo the Great Catholic School is not structured to accommodate students who demonstrate grade level deficiencies or behavioral problems. We do all in our power to recommend and/or schedule specialized testing where academic deficiencies may be caused by specific learning differences and may assist in referrals for alternate school placement.

Eligibility and Acceptance

At all grade levels there will be an academic assessment, a classroom visit, and interview for students being considered for admission. Verification of birth date is required. Eligibility is also based upon the student's previous academic effort and work, as well as the student's conduct.

Acceptance into Pre-kindergarten and Kindergarten is determined on the basis of screening and testing for the student's developmental maturity and readiness. Children applying for Pre-kindergarten must be age four (4) by September 1 of the coming academic year. Children applying for Kindergarten must be five (5) by September 1 of the coming academic year.

Student applications for the coming school year will be processed in a timely manner and notification to parents will take place no later than the end of May for test given in March. New students will not be accepted for the current school year after October 15th unless extreme circumstances are present and only when the principal of the school has expressly granted special permission.

New Student Probationary Status

All possible support will be given to new students in order to ensure satisfactory adjustment into the school. However, all new students are accepted on one-year probationary status only. Students and parents who fail to follow school rules may be dismissed from Saint Leo the Great Catholic School to be determined at the sole discretion of the school. School personnel will determine if the current school programs meet the needs of the applicant.

Re-Admission and Renewal of Student Enrollment

Re-admission each academic year will be based on a student having received passing grades, and average or above average grades in effort and conduct, as well as families having met their obligations as outlined in the Tuition Contract.

If Saint Leo the Great Catholic School determines that the school cannot serve the student, the student cannot benefit from its programs, and/or due to uncooperative or destructive attitude of the student or parent/guardian and/or the disregard of school rules,
24975

Saint Leo the Great Catholic School maintains the right not to accept the student for continued enrollment.

The administration and faculty of Saint Leo the Great Catholic School wish to remind every family that this school cannot meet the needs of those students who demonstrate grade level deficiencies or behavioral problems.

Procedures for Recommended Transfer

Students clearly unable to benefit from the school by reason of ability, emotional instability, uncooperative or destructive behavior, or the uncooperative or destructive attitude of parent / legal guardian will be asked to transfer when:

1. the school has explored means to meet the needs of the child;
2. there has been discussion with the parent / legal guardian concerning the child's condition or the parent / legal guardian's attitude; or
3. the final decision is made by the administration.

Parent Financial Obligation and Participation Policy

The parent participation program is an integral part of the education process.

Parents are asked to read the participation policy and to weigh this commitment carefully. Please understand that participation is required if a child is to remain a student at Saint Leo the Great Catholic School.

Parents are expected to clearly understand the financial obligation which they assume when educating their child(ren) at Saint Leo the Great Catholic School. Parents are required to obtain, complete, and submit to the appropriate personnel volunteer hour slips as duties are performed.

ACADEMIC POLICIES AND PROCEDURES

Grading Policy

Grading is an opportunity to evaluate a child's progress in specific subjects. Each child's effort, conduct, and consistency with daily class and homework assignments affect his/her grades. Report card grades reflect these factors.

Report Cards

Report cards are given in Pre-K through 8th grade. They are issued three times per school year. Student's progress is available to parents through PowerSchool. It is the parent's responsibility to check the progress of their child using PowerSchool throughout the year.

Homework

Homework is a necessary part of school life and is given as a meaningful part of education. Please work with the school and teachers in seeing that your child(ren) takes personal responsibility for completing daily assignments.

Homework reinforces work begun in school. It is a means of finding out how well a child has comprehended the day's lesson. Homework is also a device used to promote creativity, spark curiosity, and develop hidden potential. The student seeking to develop him/herself will see homework as a challenge, not drudgery. Long-range assignments are often given.

The assignment of homework has been left to the discretion of the teacher. Weekend homework may be given for enrichment purposes, long-term projects, and for the purpose of making up work missed through absence or poor effort.

All students are required to complete their assignments on time. When a student has an excused absence, it is his/her responsibility to obtain and complete missed work within two (2) days of return. Homework that is not handed in on the date due may earn a lower grade or it may not be accepted. If a student is suspended, he/she will not receive credit for homework. Students who miss five or more consecutive days for reasons other than illness or family emergency will be dealt with on an individual basis.

Parents are encouraged to help students develop a responsible academic attitude by

setting aside a quiet area in which each student may work. If your student has difficulty with time management and neatness, encouragement and suggestions from you would be helpful to your child.

The suggested time allotments for daily homework are:

Grades K – 2	20 - 45 minutes
Grades 3 – 5	40 - 75 minutes
Grades 6 – 8	up to 2 hours

Parents can help students by: providing a quiet place for study away from other activities, e.g., TV, stereo, telephone, etc.; providing reference books, especially a dictionary, thesaurus, computer, and scheduling a regular time for study each night. If a student has no written homework, quiet reading should be done so the habit of a regular study time is formed reviewing the quality of work and encouraging neatness, accuracy, and correct spelling, providing all the necessary supplies to complete homework. (Note: Parents, it is a disservice to your children to complete their homework for them).

Homework is posted on each teacher's Web page and updated on a regular basis. This year Saint Leo the Great School utilizes an on-line program called PowerSchool, which allows parents to access students' grades on a regular basis.

Testing Program

Iowa Assessment (IA) battery examinations are administered to students in the 2nd through 8th grades each year. This series measures student ability in the following key areas: Reading, Language, Mathematics, Social Studies, and Science.

As part of the IA exams, the Cognitive Ability Test (CogAT) is given to students in Grades 3, 5, and 7. This test is designed to provide a reliable estimate of general educational ability. First graders are given the Scholastic School Readiness Test. It is imperative that students be present and prepared (adequately rested and fed) on testing days. Test results are discussed at parent-teacher conferences each November.

Additionally, three times per year, the students in grades 1st through 8th complete STAR testing for the subjects Reading and Math. These test results are also given to and discussed with parents. These tests are completed online through a platform called Renaissance Learning.

Academic Probation

Students who are receiving grades of “C-” / “S-” or below in core subjects for grades 6th through 8th, or grades below “2” in core subjects for grades 1st through 5th, are automatically considered for academic probation.

At the conclusion of a trimester of probation, the principal will evaluate the student’s academic performance as well as his/her participation in extra-curricular activities and his/her individual needs and attitudes as assessed by the teachers.

They will make one of the following recommendations based upon this evaluation:

1. that academic probation be lifted from the student.
2. that the student continue on academic probation for another trimester.
3. that the student be disqualified from further attendance at Saint Leo the Great Catholic School.

After three (3) consecutive trimesters of academic or disciplinary probation, a committee will review whether the student will be able to return the following year.

Academic Dishonesty

Academic dishonesty will affect a student’s grades and will have serious consequences.

The following are considered dishonest by Saint Leo the Great Catholic School:

1. lending or copying homework, in or out of class
2. giving or receiving answers to quizzes or tests
3. plagiarism (not properly cited)
4. violating testing procedures as defined by the teacher
5. forgery

This list is meant to illustrate but not to exhaust all possibilities of academic dishonesty. These are matters of serious consequence, that may result in dismissal from the school.

CURRICULUM

Religion

The goal of the religious education program is to contribute to the growth of all people. As the truths of the Catholic faith are presented to the student, she/he is given an opportunity to practice the dynamics of the Christian message. An appreciation for a wide variety of religious backgrounds is fostered. We strive to prepare the student for a committed Christian life because faith is alive only when it is practiced. This influences every aspect of daily life.

Parents and teachers must be open to a faith and a way of thinking about worshipping God that is sensitive to the nuances of a time of social, religious, and cultural change. Student Body liturgical prayer services are planned with the students and all students take an active part in them.

Besides doctrine and liturgy, the religion program includes scripture, prayer, moral development, study of the Church, and participation in social justice activities.

Family Life and Sexuality

Education in family life and sexuality focuses on sexuality as a gift from God – a gift that is meant to help the students experience the goodness of themselves, others, and all of creation. Students are encouraged to develop the attitude and values necessary to appreciate sexuality as God’s gift and as an integral part of life. Our curriculum relates to respect for life, sexuality as relational, and sexuality as life-giving and love-giving. It will integrate moral and health considerations.

Reading / Language Arts

This subject is the core of all other subjects. The program begins in the early years with a strong phonetic base. Sounds are associated with letters that are then blended into words and sentences. A variety of literary skills are introduced as the student matures through the grades.

Reading is approached in a variety of ways: oral, silent, individual, small group and whole group. Teacher assistants in the primary grades work closely with teachers to give

students a solid foundation in this key subject.

This program also stresses writing, speaking and listening effectively. It includes the teaching of grammar usage, mechanics, spelling and handwriting, as well as creative writing, evaluative reading, and an appreciation of poetry and dramatic literature.

The main approach to language arts is through quality literature. Many students also participate in the Diocesan Young Author's Faire. Use of the computer lab and public library as resources is stressed.

Social Studies

The curriculum ranges from the study of family and neighborhood, to state, nation, and world history. Social studies encompasses exploration of geography, history, politics and economics. Current events are presented with historical perspectives. Students also learn research skills in the social studies curriculum.

Mathematics

Our math curriculum follows a scope and sequence of skill development. The teachers emphasize a creative approach to problem solving, calculator skills, and realistic application to other subjects and daily living. The curriculum includes critical thinking skills, number sense, and problem solving strategies.

Science

The curriculum is formulated in such a manner that a student is instructed in the physical and biological aspects of nature. Health and nutrition are emphasized. Students are challenged to discover their environment more thoroughly through investigation, research and experimentation. Grades 1-8 have an opportunity to participate in the Spring Science Fair, a school event. (Note: no students or parents are to be in the science center unsupervised and/or without permission).

Art

The art curriculum brightens a student's interest in the design and pattern of nature and stimulates creativity. Through the use of various media, students project individual understandings of the basic principles of art and are encouraged to develop a personal

dimension of interpretation. The teacher, through various projects throughout the school year, incorporates Art into core projects.

Music

Music theory and music appreciation are present at each grade level and plays an essential role in the education of all students. We believe that music is a gift from God.

Therefore, liturgical music is an essential part of the music curriculum. Music is a fine art, a discipline. It is a unique language for expression as a significant part of every culture.

Students in grades 4th through 8th may join the school's renowned Gospel Choir. (See eligibility requirements for extra-curricular activities).

ALL students are required to participate in the annual Christmas Concert. Lack of participation could affect the student's grade.

Physical Education

Supervised periods of physical education (P.E.) are held on a weekly basis. Skill development and sportsmanship are the key elements of this program. The physical fitness course provides a curriculum for fitness development. A doctor's note is required for a student to be excused from P.E.

Foreign Language

Spanish is taught to grades Pre-K through 8th. The language is taught in a conversational way, training the ear, introducing the language structure and developing fluency.

Technology

Saint Leo the Great Catholic School has a strong commitment to preparing its students for the future. This is exhibited by the school's commitment to technology and computer instruction. Technology is used as an enhancement of the learning experience that allows the students to merge their other studies with this indispensable tool.

Computers – including desktops, Chromebooks, and iPad - are used to reinforce learning in other subject areas such as word games to build vocabulary, math games to improve calculating skills, and other applications. To meet the challenges of the future and provide

the knowledge and experience necessary, Saint Leo the Great Catholic School continues to develop curricula that meet the needs of each grade.

The technology program at Saint Leo the Great is continually evolving. We have a strong focus on developing student technology skills. Concurrently, we have been establishing and revising our curriculum guidelines. Our existing curriculum guidelines are based on the age-appropriate technology skills through usage of practical software applications, as well as hands on experience with technology-based hardware.

No students or parents are to be in the computer lab unsupervised and/or without permission.

TELECOMMUNICATIONS RESPONSIBLE USE POLICY

Introduction

Saint Leo the Great Catholic School recognizes the various ways, both positive and negative, that students and parents can use technology both in school and at home. Our objective is to fully prepare students to use the resources available in ethical, constructive, productive and intelligent ways as Christian citizens in a global community. While using technology, students are expected to:

1. Treat others with respect and compassion in all interactions, including online communication.
2. Care for school devices and systems, and not vandalize or intentionally damage them in any way.
3. Respect others privacy and work, by protecting and not sharing or using passwords, messages, photos, recordings, or personal information of someone without their permission.
4. Use school technology resources for educational purposes only.
5. Use personal technology only as directed by staff while at school.

Students are expected to abide by this code of conduct anywhere or anytime their actions can affect the school or other students. While the school is not responsible for policing online activity, conflicts online between students, parents, or staff rarely stay online; the

school is notified when such conflicts affect the wellbeing of members of the school community. Students and parents who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.

Jurisdiction and Definitions

While using technology, students are expected to comply with the code of conduct published in the school's parent-student handbook. The school's jurisdiction with respect to conduct includes:

1. When the student is on school grounds, or on the way to or from school.
2. At officially sanctioned school-sponsored events, or on the way to or from such events.
3. Outside of the school when a student's actions negatively impact another student, staff member, or the school.

Parents are also expected to abide by the code of conduct found in the school's parent-student handbook, to the extent that their technology use affects other members of the school community.

For purposes of this document, "technology" includes, but is not limited to:

1. Hardware: computers, servers, tablets, e-Readers, phones, smartphones, digital cameras, gaming devices, wearable devices, networking equipment, or accessories.
2. Software: operating systems and programs.
3. Services: email, web sites, web apps, learning platforms, internet service.
4. Telecommunications: transmission or publishing text messages, chat room commentary, comments, pictures, videos, audio recordings, posts on social networking sites, blogs, wikis, gaming, chats, and other digital transmissions.

"Personal information" includes a person's name, address, email addresses, phone numbers, online accounts, or other contact or identifying information.

UNIFORM AND DRESS CODE

Saint Leo the Great Catholic School takes pride in its tradition of excellence. This tradition should be evident to those who come in contact with representatives of the school. The

best representatives of any school are its students. Hence, the faculty and administration of the School of Saint Leo the Great Catholic School believe that neatness and unity in attire are conducive to the learning process for all involved. We expect the attire of our students to enhance their self-image, rather than make “statements.” Therefore, we mandate the following guidelines.

School Uniform

School uniform must be worn every day including school picture day, panoramic picture day, and while at extended care. On spring picture day, students may wear appropriate spring attire. Neatness, cleanliness, and strict adherence to uniform regulations are required by all students.

THERE WILL BE NO EXCEPTIONS TO ANY PART OF THE UNIFORM REQUIREMENT AND VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING SUSPENSION. ALL UNIFORMS MUST BE PURCHASED FROM DENNIS UNIFORM CO.

In addition to the uniform requirements listed above, the following regulations apply to all students:

1. All shirts and blouses, with the exception of the middy blouse, are to be tucked into the pants or skirt at all times.
2. Pants are to be properly fitted at the waist and length. Baggy and oversized pants are not to be worn.
3. Black, brown or navy belts must be worn with shorts or pants for both boys and girls.
4. Only clear nail polish may be worn. No nail polish or artificial nails may be brought to school at any time. Exceptions may be made at Halloween.
5. Girls may wear post earrings, limited to two post in each ear; dangling earrings or hoops are not allowed for girls. Boys may not wear earrings. A crucifix or cross necklace is allowed as long as it is no larger than 1 inch (1”) in length and width. Only conservative watches may be worn. No other jewelry is allowed, including necklaces, rings, bracelets, rosaries, etc.
6. Caps/hats are not to be worn at school.

7. Shorts may not be worn from November 1st through February 28th
8. ONLY 6th, 7th, and 8th grade students may wear khaki pants or shorts
9. Label all student's clothing with his/her name. Monogramming is recommended.
10. Saint Leo the Great sweatshirts, jackets, and/or uniform navy sweaters are mandatory for all students, as well as all winter coats worn to school and purchased from Dennis Uniform only.
11. Saint Leo the Great P.E. uniforms must be worn only on the day student has P.E. in lieu of regular school uniform. Complete P. E. uniform must be worn, not a partial uniform. Students out of uniform cannot participate in P. E.
12. Only plain white undershirts are allowed to be worn under student's uniform. No writing or art is allowed on the undershirts. No make-up is to be worn or brought to school. Chapstick is permitted; lip gloss is not permitted. Heavy scented lotions and perfumes are not allowed.
13. Full dress uniform is required for all prayer services, masses, and assemblies.

Girls Uniform

- Hair:** Hair is to be kept in a neat and conventional hairstyle at all times.
- Extreme distractive hairstyle and/or color are unacceptable. Beads, bows, and other hair accessories may only be black, blue, white, clear, or gold.
- (The administration will determine the appropriateness of any haircut, color or style. Hair must be natural color).
- Jumper:** Mayfair plaid jumper
- Grades Pre-K to 4th — Scoop neck crop waist with pleats
- Skort:** Grades Pre-K to 8th — Mayfair plaid skirt*
- *skirt length may not exceed one inch (1") above the knee.
- Skirt:** Grades 4th-8th — Pleated Mayfair plaid skirt
- **skirt length may not exceed one inch (1") above the knee

- Pants: Navy twill pants with black, brown, or navy belt.
Grades 6th through 8th - may wear khaki pants with black or brown belt
- Blouse/Shirts: Grades Pre-K to 8th — white peter pan collar blouse, short sleeve, white or royal blue polo shirts, plaid button down shirt – short or long sleeves
Grades 5th to 8th— white middy over blouse, short sleeve
Grades Pre-K to 8th— white turtlenecks may be worn under any blouse or shirt
- Shorts: Grades Pre-K to 8th— navy twill shorts
Grades 6th to 8th—khaki shorts
****All shorts must be worn with a black, brown, or navy belt Shorts may not be worn from **November 1 to February 28****
- Sweater: Navy varsity style cardigan
Navy blazer with school crest Navy V-neck cardigan sweater Navy V-neck pullover sweater Navy V-neck vest
- t Navy sweatshirt with school crest
- Jacket: Navy jacket purchased from Dennis Uniform with school crest is required Winter coat purchased from Dennis Uniform is recommended
****must be worn in cold weather**
- Socks: Solid white or solid navy crew or knee-hi socks
****socks must cover ankles**
- Tights: Solid white or navy during the winter.
- Shoes: All-black leather shoes with rubber soles or solid black tennis shoes. Solid white tennis shoes without logos to be worn on P. E. days. Only

boots may be worn **November 1- February 28** (i.e., black Uggs and black rain boots); one inch (1”) heel solid black boots may be worn on cold or rainy days.

Boys Uniform

- Hair: No line designs, or Mohawks are allowed.
- Hair is to be no longer than 2 inches. Neat twists or braids are allowed (no longer than three inches in length. Neat cornrow braids are allowed.
- (The administration will determine the appropriateness of any haircut, color or style. Hair must be of natural color).
- Pants: Grades Pre-K to 8th—Navy twill slack with black, brown, or navy belt, double knee and/or with expandable waist.
- Shirt: Grades 6th to 8th—Khaki pants with brown or black belt.
White broadcloth dress shirt, short sleeve White interlock knit shirt, short sleeve White or light blue uniform polo shirt
- White turtleneck shirt may be worn under uniform shirts Plaid button-down shirt - long or short sleeves
- Shorts: Grades Pre-K to 8th—Navy twill walking shorts with black, brown, or navy belt
- Grades 6th to 8th—Khaki shorts with black or brown belt Shorts may **not** be worn from **November 1 to February 28**
- Socks: Solid white or solid navy crew socks only
- **Socks must cover ankles
- Shoes: All-black leather shoes with rubber soles or solid black tennis shoes.
Solid white tennis shoes without logos to be worn on P. E. days.
Steel toe boots are not allowed
- Sweater: Navy varsity style cardigan

Navy blazer with school crest Navy V-neck cardigan sweater Navy V-neck pullover sweater Navy V-neck vest

Navy sweatshirt with school crest

Jacket: Navy jacket purchased from Dennis Uniform with school crest is required

Winter coat purchased from Dennis Uniform is required

**must be worn in cold weather

ALL uniforms must be purchased from Dennis Uniform. Students are expected to be in full uniform unless special dress is specified. If a student is not in uniform at appointed times, the special dress privilege will be forfeited. Full uniform is required for all assemblies and prayer services. Any infraction of the school dress code will be considered the same as rejection of any other area of school discipline and will be treated accordingly. Further infractions will result in suspension or disciplinary probation.

P.E. Uniform

The school P.E. uniform — the same for both boys and girls — which consists of a shirt, shorts, with matching sweatshirt and sweatpants (preferred for cold days) may be worn only on P.E. day in lieu of regular school uniform. Only solid white tennis shoes must be worn on P.E. days. Full P.E. uniform must be worn.

Saint Leo the Great P.E. uniforms are to be purchased from Dennis Uniform Co.

Failure to wear P.E. uniform on P.E. day will result in student not being allowed to participate and will receive a “zero” in P.E. for the day.

Special Dress Code

Certain activity days, as determined by the school, will allow for students to dress differently than the uniform policy. These are not considered “free dress” days because it is still expected that students will dress in an appropriate manner for school. On these days, jeans of any color may be worn; however, low-rise jeans are unacceptable. All jeans

must be neat and clean and free of decorative patches or holes. All shirts or blouses, especially t-shirts, are to be appropriate to the environment of a Catholic school.

Care should be taken as to the pictures or messages contained on any type of clothing. Shirts that are designed to fall off one shoulder, mini-skirts (shorter than two inches [2"] above the knee), cut-offs, halter tops, midriffs, sloppy shirts, grubbies, tank tops, army fatigues, stretch pants, sandals, or long underwear, etc. are not allowed. In order to take part in normal school activities, sensible shoes without wheels are to be worn. Shoes may not have heels.

The school reserves the right to send home any student who appears in dress inappropriate for school. The school will make final determination of what constitutes appropriate dress.

GENERAL BEHAVIOR AND DISCIPLINE

Expectations (Grades Pre-K through 8th)

School Rules:

1. Walk silently in the halls (halls are considered "Quiet Zones")
2. Use quiet voices in the school buildings
3. Use your good manners
4. Be polite and respectful to all adults
5. Show proper respect for schoolmates and their property
6. Show proper respect for the school and its property
7. No bullying or harassment of any kind

Adhere to school dress code Lunchtime Rules:

1. Enter and exit eating area quietly
2. Use your good manners
3. Stay seated
4. Use quiet voices
5. Clean your area thoroughly and throw trash away
6. No throwing food Hallway Rules:

7. Halls are “Quiet Zones”
8. Backpacks are not to be rolled down the stairs

Disciplinary rules exist to create an atmosphere in which several hundred personalities work together toward common goals. Students are expected to always conduct themselves ethically. Respect for others, whether adults or students, is expected of all students. Courteous behavior is expected in the classrooms, on the schoolyard, immediately within the vicinity of the school, while being transported to school events, and at all school events whether on or off campus (i.e., field trips or basketball games).

Students are subject to suspension (removal from class and/or sent home) and/or expulsion for non-compliance.

The following offenses committed by students are reasons for expulsion:

1. Willful disobedience and violation of school rules.
2. Open, persistent defiance of the authority of any school employee and school volunteers.
3. Profanity or vulgarity.
4. Smoking or possessing tobacco.
5. Use, sale, or possession of habit-forming substances.
6. Vandalism to school property
7. Use, sale, distribution or possession of any alcoholic beverage on or near the school.
8. Truancy.
9. Assault or battery, or any threat of force or violence directed towards any school personnel or student(s).
10. Possession and/or assault with a deadly weapon and/or object which can be used to cause harm to another.
11. Theft.
11. Bullying, threatening and/or antagonizing.
12. Biting.
13. Sexual harassment or misconduct.

A student may be immediately expelled from school for violation of school rules if, in the

administration's judgment, immediate expulsion is necessary for the welfare of the school's other students, teachers, or administrators.

In other instances, the administration may (but need not) call for a Disciplinary Hearing.

Additional Expectations (Grades 6th through 8th)

1. Written work is to be completed in black or blue ink only (math in pencil).
2. Student's full name, subject, and student number are to be at the top right hand corner of each assignment. All assignments should have a proper title. (NO NAME = NO CREDIT).
3. All assignments are due on the assigned date. No late homework or projects, except for illness as outlined in the handbook.
4. All students are to be in their seats, ready with assignments, books, and supplies on desks, when each class begins. Do not get out of your seat without permission.
5. There is to be no talking when the teacher is addressing the class. This behavior is both rude and not conducive to learning. Blurting out answers is not acceptable. (Refer to the CLASS RULES for each middle school classroom).
6. During tests, questions will be answered individually. Raise your hand for assistance. Absolutely no talking during a test. The teacher will confiscate the test and give a zero to the student.
7. No tests will be returned until all tests have been completed. It is the student's responsibility to see teachers for make-up tests.
8. Gum chewing is not allowed anywhere on campus at any time.
9. There is no eating, littering, or throwing of any objects in the classroom.
10. Teachers' and students' desks are off limits without permission.
11. Use of restroom will not be permitted during classroom unless medical note from physician is on file.
12. In case of illness on the day a long-term assignment/ project is due, the student must turn in work the day they return to school. In addition, students will have two (2) days to complete any missed class work or homework assignments. A student may be expected to take a test if it is scheduled for the day the student returns.

13. Homework assignments for each day will be written on the board. It is the student's responsibility to get his/her assignments and complete them.
14. After two (2) days of absence, a student needs a doctor's excuse to make up any missed assignments.
15. Essays, reports, and special projects must be typed.
16. During the school year no regular or special assignments, packets, make-up tests, etc. will be provided for students who have unexcused absences (i.e., vacations).
17. Lockers and/or personal shelves are provided for each student in the 6th, 7th, and 8th grades. Students are responsible for collecting books and supplies during the allotted time. They may not go to their lockers during class time. Maintenance and upkeep are the responsibility of each student. Locker privileges may be revoked at the teacher's discretion.

Discipline

Discipline at Saint Leo the Great Catholic School has two parts: positive and negative.

It is very important that the school, the student, and the parent(s) work together, especially with matters concerning student discipline. It is important that the parent(s) support teacher and administrative decisions so as not to undermine the school's efforts to maintain an environment conducive to education and moral development.

If you disagree with a policy or decision that the school has made, do not share your feelings with your child. This will only serve to confuse the child, as well as subvert and weaken the school's mission. Instead, you may privately express your thoughts to the teacher or school personnel so that the situation can be dealt with professionally and constructively.

Parents and students should realize that disciplinary measures are intended to discourage negative behavior and encourage positive, Christian-like values, morals, and ethics.

Classroom activities and school assemblies are used regularly as positive reinforcement for good behavior. It is assumed that all students are trying their best and behaving appropriately.

Saint Leo the Great Catholic School does not practice any form of corporal punishment. Students are expected to respect themselves and others and seek peaceful resolutions to problems. Evidence of this must be on-going.

Saint Leo the Great Catholic School practices peaceful conflict resolution and teaches non-violence. We are proud to have clear, definable means for recognizing positive behavior and building self-esteem in all children. It is part of our curriculum, as well as part of our Parish, School, and School Advisory Board philosophies.

There may be times when it is necessary to discipline a student. Minor infractions will be remedied by the adult-in-charge at the time. The teacher or adult-in-charge may solve the problem with no other consequence. It may be deemed necessary to issue a Disciplinary Referral, Uniform Infraction, or a note to make parent(s) aware of the behavior.

If so, please sign it and return it the next day. Failure to return signed form may result in additional consequences. An after-school detention or suspension may also result.

Minor infractions may include (but are not limited to):

- | | |
|--------------------------------------|------------------------------|
| 1. chewing gum | 5. pushing in line |
| 2. being out of uniform | 6. late homework |
| 3. books not properly covered | 7. off-task in the classroom |
| 4. out of line after the second bell | |

More serious conduct violations will be referred to the Principal and/or the Administrative Leadership Team. The administrator will make determination of the seriousness of any offense.

These behaviors may include, but are not limited to:

- | | |
|------------------------------|---|
| 1. stealing | 8. fighting |
| 2. lying | 9. hitting |
| 3. cheating | 10. tripping |
| 4. forgery | 11. throwing of objects |
| 5. antagonizing | 12. bad language |
| 6. bullying / cyber bullying | 13. disrespect to an adult or another student |
| 7. sexting | 14. making threats against others |

If a student commits a serious offense or is repeatedly misbehaving, the Administrative Leadership Team may call for a Disciplinary Hearing. A decision will be made as to the student's future at Saint Leo the Great Catholic School (expulsion, suspension, strict probation, retention, transfer, etc.) A hearing may be convened to review academic concerns as well. In addition, a student may be immediately expelled from school for violation of school rules. Prior approval of the Superintendent is required before expulsion can take place. The parent(s)/legal guardian(s) may also appeal a decision to expel, first to the Principal, then to the Pastor, and later to the Superintendent. However, it is presumed that neither will overturn the decision if the established procedure has been followed and sufficient reason for expulsion exists.

Students who receive four (4) or more infractions in one of the following areas will receive an after-school detention: not completing homework/turning in late homework, and/or being out of uniform. If a student exceeds four (4) major disciplinary referrals, a disciplinary hearing may be convened to assess the status of the student at Saint Leo the Great.

Bullying and Sexting

Saint Leo the Great Catholic School prohibits bullying, cyber-bullying, and sexting as these terms are defined below. Bullying, cyber-bullying, and sexting can occur during school and after-school programs, at school field trips, school sponsored events, and when students are traveling to and from school.

“Bullying” occurs when a student, or group of students, repeatedly try to hurt, humiliate, intimidate or get power over another less powerful student in any of the following ways:

1. Physical bullying is when a student repeatedly uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, impeding or blocking movement, taking a student's belongings or stealing their money.
2. Verbal bullying is when a student repeatedly uses words, images or gestures to intimidate or humiliate another student e.g. by taunting, name-calling, teasing, put-downs, insults, threats and blackmail.
3. Relational bullying is when a student repeatedly and intentionally excludes or isolates another student e.g. through leaving them out, manipulating others against them, or spreading untrue rumors or gossip.

4. Cyberbullying is when a student repeatedly uses their cell-phone, text messages, e-mails, instant messaging, the Internet and social media to threaten, shame or isolate another student.

Sexting is defined as a harmful and dangerous practice that typically occurs when students use cell phones to send other sexually explicit messages or images electronically, primarily between cell phones.

Care of School Property

The appearance of the school and the way it is kept has a great deal to do with student pride in the school and the reputation of the school. Care shown toward school property and the schoolyard portray pride and school spirit. Students will regard with great care all school property from the yard itself to desks, furniture, books, audio-visual aids, P.E. equipment, and all parts of all school buildings. The Lunch area needs to be maintained in a manner which shows the pride and ownership by the students of their school.

Proper care must be taken of textbooks. Students will be required to pay for lost books, for any books defaced with writing or careless use or damaged school property. Books may, of course, be taken home for study. When taken home, books are to be cared for. All hardback books must be covered with non-adhesive book covers at all times.

No gum, candy, sodas, or sunflower seeds are permitted on school premises at any time. Students are not to bring glass-bottled beverages to school. Fruit juices, milk, and water are to be in non-breakable containers.

“Student of the Month”

One of the ways that Saint Leo the Great Catholic School honors its students is through “Student of the Month.” Every month, with the exception of August and June, one (1) or two (2) students from each grade are chosen for this honor. Students are chosen on the basis of academics and citizenship.

The names of the Students of the Month will be announced in the weekly bulletin. Students of the Month attend lunch at Fenton’s Creamery on Piedmont Ave. (across the street from the school) with the principal. Students may wear special dress on an assigned day after they go to Fenton’s. Not every child may be chosen for Student of the Month.

Student Council Code of Behavior

As members of the Student Council at Saint Leo the Great Catholic School, students are required to represent the school in ways that exemplify a reputation for excellence and decorum in the Diocese of Oakland.

At the induction ceremony, representatives receive a student council pin, which must be worn on a collar or shirt lapel every school day. In the classroom, members should always strive to do their best work.

Student council members must set the example for following the dress code: boys with belts and no sagging pants, etc., girls with appropriate dress attire and jewelry.

Students at Saint Leo the Great Catholic School should be able to look to the student council members as role models for academic excellence, and appropriate conduct and dress at all times. Representatives are expected to lead by example.

POLICIES AFFECTING PARENTS AND GUARDIANS

Parental Expectations

Saint Leo the Great Catholic School is fortunate to have families who believe that taking an active and participatory role in their child's education is critical. Careful review and understanding of the school's policies can assist us in making this year successful. A close partnership and cooperation between parents and staff has been a positive factor in working with students.

Our community at Saint Leo the Great Catholic School operates at its optimum when parent-teacher cooperation is at its best. We can achieve this when parents participate in and respect the academic, physical, social, and spiritual development of each student.

The students of Saint Leo the Great Catholic School attend an institution that is committed to the respect and well-being of the learner. Although we try not to deprive any child of a Catholic education, a destructive attitude undermines the very fabric of our hard-working, dedicated community.

Therefore, the Administrative Leadership Team, in cooperation with the Pastor, will make

an executive decision whether it would be appropriate to allow the family in question to remain at our school.

Although, periodic disputes do occur, our goal is to prevent conflict. We encourage open, respectful discussion of concerns/problems. In such cases, the parents will be asked to follow specific guidelines.

These guidelines include, but are not limited to, the following:

1. Contacting the teacher in the case of a student issue. THIS CONTACT WILL BE DONE IN A COURTEOUS RESPECTFUL MANNER.
2. All people visiting our school site must sign in and out at the office for a "Visitor's Pass".
3. Entry into any classroom is strictly forbidden unless prior arrangement has been made with the teacher. A "Visitor's Pass" is still required.
4. Parents will approach teachers and staff members politely and respectfully.
5. Parents are expected to dress appropriately while on school grounds and at school-sponsored events.

Parents, guardians, relatives, or other persons are not to approach students regarding discipline at any time, (other than their own) concerning school issues. Parents, guardians, relatives or other persons are not to approach Saint Leo the Great Catholic School families, (other than their own) concerning school issues. It is also not acceptable to approach school personnel outside of the realm of protocol. Failure to comply with any of these expectations may result in an Administrative hearing and possible expulsion of your child from Saint Leo the Great Catholic School.

In addition, the following are general rules for parents/guardians:

1. Parents may not enter the school at the back door near the girls' restroom, after Morning Prayer, nor at pick-up time after school. If parents are on the yard and would like to exit through the front door, after Morning Prayer, they should come up the stairs by the boys' restroom to exit.
2. Parents are to enter the school through the front door and stop at the office for further clearance. These are safety precautions to help insure a safe environment for the students and faculty & staff.

3. There is to be absolutely no congregating in the stairwells of the school, nor outside the teacher's classrooms, at any time. Parents are to drop off and pick up students from the designated areas or from extended care when applicable.
4. No smoking is allowed in or around school property.

All parents or guardians are expected to fulfill their responsibilities of paying fees and tuition in a timely manner, and participating in the minimum number of mandatory parent service hours and designated fundraising activities. Service Hours must be completed by May 1st.

Parents are required to obtain, complete, and submit to the appropriate personnel volunteer hour slips as duties are performed. Approach teachers early in the year concerning activities for volunteer hours. Failure may result in receipt of a billing for incomplete hours.

Non-payment of financial obligations will result in a student's exclusion from taking final examinations, attending school and school-sponsored activities; i.e., graduation, trips, and programs. Diplomas and report cards will be held for non-payment.

Consequences of Behavior or Attitude

Any uncooperative or destructive behavior and/or attitude of a parent / guardian will result in that family being asked to withdraw from Saint Leo the Great Catholic School.

Parent Code of Ethics

Parents of students enrolled at Saint Leo the Great Catholic School will:

1. provide moral guidance in nurturing the spiritual foundation of the child
2. model the behavior and attitude of Christ
3. abide by the guidelines set forth in the Handbook
4. respect confidential issues that may arise during volunteer time at school
5. treat students, faculty, staff, administrators and other parents with sensitivity and respect
6. respect all decisions made by the administration and staff, both academic and disciplinary and directly express concerns and questions to them
7. assure that the child comes to school prepared both mentally and physically

8. inform teachers of any problems or difficulties seen at home regarding homework or school
9. attend all parent-student-teacher conferences, which are mandatory
10. temper athletics and after-school activities with school commitments

Parent Involvement

Saint Leo the Great Catholic School acknowledges parents and guardians as the primary educators of their children. The school also respectfully acknowledges that it has a special role and mission in that education by providing a caring, supportive atmosphere where students will grow academically, spiritually, and socially. Reciprocal communication is vital to this cooperative effort as is participation by parents and guardians in the programs and events sponsored by the school.

Our school is fortunate to have families who believe that taking an active, and participatory role in their child's education is critical. Careful review and understanding of the school's policies can assist us in making this year successful. A close partnership and cooperation between parents and staff has been a positive factor in working with students. We look forward to a year of working with you.

A weekly bulletin is emailed to parents. You will find information on calendar changes, holidays, Extended Care, and notes from the principal. The "Weekly Bulletin" is also posted on the school website.

All parents or guardians are expected to fulfill their responsibilities of paying fees and tuition and participating in the minimum number of parent participation hours and designated fundraising activities. Non-payment of financial obligations may result in a student's exclusion from taking final examinations, attending school and school sponsored activities; i.e., graduation, trips, programs, and other activities. Diplomas and report cards will be held for non-payment. Students may also be expelled from the school for non-payment of tuition and fees.

Parent and School in Partnership

All schools in the Diocese of Oakland are intended to be environments that educate, nurture and support students according to basic Catholic principles. Everyone involved in

the development of children and youth - teachers, administrators, parents, family and friends - is required to behave in accordance with these principles. These Catholic principles include but are limited to the following:

1. Parents, guardians, family members, childcare providers and friends (including but not limited to grandparents, stepparents, siblings) are expected to work courteously and cooperatively with the school in all areas of the school and student life. This principle is intended to broadly apply to all on and off campus behavior that affects the school in any way.
2. Students, parents, guardians and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive and must use appropriate channels of communication to raise these concerns. Appropriate channels of communication include contacting the teacher or the principal directly by phone or email. Inappropriate channels of communication include posting information on Facebook or similar social media, using the school's contact list to email or text others. Such channels of communication are considered divisive and not designed to lead to a resolution of the issue in the most respectful and Christ-centered manner.
3. A parent with concerns regarding the behavior of another student must direct the concern to the classroom teacher, not to the child or the child's parents.

Parents, guardians or other responsible adults who violate these Catholic principles may be asked to withdraw their student from the school. Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated. These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The School reserves the right to determine, in its discretion, when conduct is of such a nature as to warrant any action including asking that the parent withdraw his/her student(s) from the School.

It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Catholic principles of the school, as determined by the School in its sole discretion.

Appointments with Teachers

Arrangements for an appointment must be made prior to a parent or guardian's arrival at school. Please no drop-in appointments. This can be done by a note to the teacher, a telephone call or email. It is requested that such a message arrive at least two (2) days prior to the date you wish to see the teacher.

In order to provide adequate time and the attention needed, please make an appointment with the teacher. The subject of the meeting should be explained when making the appointment. This will provide the teacher with the opportunity to gather the necessary data and information to facilitate the meeting.

1. Conferences/Appointments with staff are for parents/legal guardians only.
2. Parent/Teacher/Student conferences in November (1st Trimester) are mandatory. Students are to be present.
3. All other Trimester appointments must be made in advance.
4. One conference per family (i.e., regardless of parents' marital status, etc.)
5. Do not engage teachers in conversation while they are on duty.

Matters of concern by a parent regarding any aspect of their child's academic performance, attendance, behavior, and/or issues of discipline should always be directed first to the appropriate teacher. The general format followed will be to raise a concern with the teacher involved first.

The next step would be to involve the principal or administrative leadership team.

The final step, if the issue is unresolved, will be to raise the matter with the pastor.

Special Needs

The Special Needs Coordinator has a ministry to advocate for students with special needs relative to academic growth, social development, and emotional health. The Special Needs Coordinator also acts as a resource for parents and school staff members, facilitates the Student Success Team (SST) process, and delivers direct services to students with special needs. No permission slip required.

Custody and Release of Minors

No unauthorized organization, agency, or person may be allowed to visit or assume custody of any student on school premises during school hours or immediately before or after school unless explicitly authorized in writing by the parent /guardian. In order to cooperate with student and family needs, the school must be informed of custody arrangements. It is the responsibility of the parents /guardians to inform the school of custody status and any changes in that status or arrangement. The school may seek legal verification of these arrangements. Therefore, we will assume parents have equal authority.

Custodial and Non-Custodial Rights

This school abides by the provisions of the Buckley Amendment of 1974 with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other 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 AN OFFICIAL COPY OF THE CURRENT COURT ORDER. Only an official copy of the court order will allow the school to deny the non-custodial parent information.

Removal of Students Resulting from Parental Attitude

Under normal circumstances a student should not be deprived of a Catholic education on the grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

REGISTRATION, TUITION, AND OTHER FEES

Failure to comply with these rules regarding “Registration Fees and Tuition” is ground for immediate dismissal from Saint Leo the Great Catholic School. All registration fees and tuition are non-refundable and non-transferable. All registration and tuition payments for returning families and new families must be paid through the FACTS Management

Company. New families must pay their registration fee at the front office before they can make tuition payments through FACTS. Enrollment in a FACTS payment plan is required for all families. Once you receive an email from FACT with your access code, you may set up your family's payment plan with FACTS. If you need help to set up your family's payment plan, please contact FACTS customer service at (866) 441-4637 or (<http://online.factsmgmt.com>).

Registration Fees

A registration fee of \$395.00 is due for each student registered with the school. Newly-accepted students must make their registration payment within ten (10) days of acceptance. Returning students must make their registration payment in full by April 1st of the prior academic year.

Failure to pay a timely registration fee may result in the student becoming ineligible to attend Saint Leo the Great Catholic School for the following school year. The registration fee is non-refundable and non-transferable, regardless of whether the student commences attendance at the school.

For returning families: Registration must be paid through FACTS

For new families: Registration must be paid in the front office

Tuition

Tuition for students is calculated according to the School Tuition Schedules that follow in this section. All tuition payments are due on the first (1st) of the month and are considered late after the fifteenth (15th) of the month. Tuition is non-refundable and non-transferable, regardless of whether the student commences attendance at the school. Tuition payments will be accepted at the school.

All payments must be made through FACTS. No payments will be accepted through the school.

When tuition is not paid by the 15th day of the month, the following are the steps that will be taken:

1. An email notice will be sent to all families delinquent with tuition by FACTS.
2. A phone call will be made by FACTS.

3. The school will also contact families that are delinquent by email at the end of the delinquent month.
4. If tuition is not paid promptly (over thirty [30] days past due), the student will not be allowed to return to school. No homework or schoolwork will be given and all Late Payment Charges

A \$40.00 late fee will be charged for each tuition payment that is late. In addition, FACTS also charges a \$30.00 fee for any returned payments. Any tuition that is not current by the end of any trimester or accounts that have been late in at least half of the payments to the school may result in the dismissal of your child from Saint Leo the Great Catholic School.

If an account is past due (over 30 days), the student may not return to school. The school will request all tuition to be made current and/or paid in-full. Students who participate in the school trips, 8th Grade graduation, or Kindergarten promotion ceremony must have all fees paid and tuition current prior to participation. When tuition and/or any school fees are not current, the re-registration fee may be used towards the past due tuition. Students will not be registered for the new school year if the account has any past due amount.

Consistently late tuition payments may result in all tuition for the year to be paid in full immediately upon request. Failure to comply may result in the expulsion of your child from Saint Leo the Great Catholic School. No personal checks will be accepted for past due balances on accounts.

Tuition Schedules for 2022-23 School Year Yearly Tuition Rates

One Student	\$ 8,925
Two Students	\$17,000
Three Students	\$23,340
Single Student Active St. Leo In-Parish*	\$ 8,180
Two Students Active St. Leo In-Parish*	\$14,593
Three Students Active St. Leo In-Parish*	\$21,775

Monthly Tuition Rates

One Student	\$ 892
Two Students	\$ 1,700
Three Students	\$ 2,334
Single Students Active St. Leo In-Parish*	\$ 818
Two Students Active St. Leo In-Parish*	\$ 1,460
Three Students Active St. Leo In-Parish*	\$ 2,177

Active Saint Leo In-Parish criterion is defined by The Church of Saint Leo the Great. If a student does not meet this criterion, the tuition will be the same as non-parishioner.

Options for Tuition Payments

Tuition may be paid in two methods as outline below, either by:

Annual Lump Sum: A 5% discount will be given on the Yearly Tuition Rates set forth if paid in FULL on or before the first day of school.

Monthly Installments: Ten (10) equal monthly payments of the Monthly Tuition Rates set forth above. The first monthly payment is due on August 1, 2022, and all remaining payments are due on or before the first (1st) day of each subsequent month thereafter, through May 1, 2023. If a monthly payment is not paid by the (15th) day of the month in which such payment is due, a late charge of \$40.00 will be assessed to the parent/guardian (or financially responsible party). There are also additional fees charged by FACTS if payments are not paid on the scheduled date of the payment plan.

Tuition is Non-Refundable

TUITION IS DUE AND NON-REFUNDABLE UPON THE EARLIER OF EXECUTION OF THE TUITION CONTRACT OR PAYMENT OF THE REGISTRATION FEE.

Upon the earlier to occur of either (1) execution of the Tuition Contract, or (2) payment of the registration fee, the student(s) is/are registered for the entire school year. The Yearly Tuition Rates set forth above must be paid to the school for a registered student, regardless of whether or not the student attends the school.

This includes, but is not limited to, situations where the student registers and never commences attendance at the school, and where the student commences attendance at the school but withdraws prior to the end of the school year.

The school reserves all rights to collect unpaid tuition for the remainder of the school year regarding any registered student.

Nonpayment of Tuition

Non-payment of tuition and/or fees may result in the dismissal of the student from the school.

If any account is not current by the end of any trimester or there have been at least three (3) late monthly payments, this shall result in the dismissal of the student from the school.

Parent Support Programs / Fundraising

School Service Hours per Family

Each family with one or more students attending the School agrees to fulfill thirty school service hours per school year. If a family chooses not to fulfill its school service hours, an assessment of \$20.00 per hour will be assessed for each hour unfulfilled. The first set of fifteen (15) school service hours are to be completed by December 15th, and the second set of fifteen (15) school service hours are to be completed by May 1st. School service hours can be fulfilled through many different ways; please ask the School if you would like suggestions for how to participate in school service hours.

Candy Sale

Each family with one or more students attending the school agrees to either, before October 15th: 1) participate in the candy sale and sell three (3) cases of candy; or 2) pay \$240.00 to the school.

Summary of Additional Fees

Additional fees as listed below will be posted to your FACTS account as an incidental expense. All fees are non-refundable and non-transferable. Non-compliance may result in the dismissal of your child from Saint Leo the Great Catholic School.

Fees Applicable to ALL Families

Special Funding Fee	\$350.00 - Required by 7/15
Candy Sale	\$240.00 - Required by 10/15
Non-participation Service Hours	\$20.00/hr - Due upon billing

Non-participating families ONLY

Non-participation in any service hours	30 hrs. x \$20.00 = \$600.00
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Fees Applicable to SOME Families

New Parent ONLY

Capital Improvement Fee	\$100.00 Required by 9/1
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Kindergarten ONLY

Supplemental & Promotion Fee	\$175.00 Required by 9/1
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Pre-K ONLY

Supplemental Fee	\$150.00 Required by 9/1
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8th Grade ONLY

8th Grade Graduation Fee	\$250.00 Required by 11/1
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Fees as Applicable per Student

Extended Care

Extended Care Registration	\$50.00(Due upon registration)
Extended Care Late Pick-up Fee	\$6.00/min per minute after 6:00 p.m. Due upon billing

Athletic Fee

\$90.00 Due upon participation

Lost/Damaged Books

Replacement value or \$50.00 per book*

*whichever is the greater amount

Returned Check Fee

\$25.00 each occasion/check

Technology Damage

Repair/Replacement cost plus student service hours and possible fines.

ATTENDANCE POLICIES AND PROCEDURES

Attendance

Regular and punctual daily attendance is expected of students. School begins with the first bell at 8:10 a.m. and students will be marked tardy if not in line at 8:12 a.m., *even if they arrive at school on time.*

Absence

1. Parents are asked to notify the school the morning of the student's absence. If a student is to be absent for any reason, the parent or guardian must call the school office at
2. (510) 654-7828 by 8:30 a.m. to report the absence. When a student returns to school, a
3. note from the parent or guardian must be given to the school office explaining the reason for the absence.
4. A note stating the date and reason for the absence, including the parent's signature, must be presented to the office upon the student's return.
5. A child absent for medical or other emergencies during school hours must present this information in writing to the office. Upon returning to school, the parent must provide a medical slip from the doctor indicating illness and date(s).
6. Provisions should be made with the appropriate teachers for obtaining make-up class work/homework.
7. Excessive absences, even if necessary and excused, may be grounds for decreased credit (lower grades) or disciplinary action.
8. For extended absences—
 - Medical: The administrator will assist parents in requesting service from the public/county system to provide instructional support for the student. If appropriate, dual enrollment may be arranged.
 - Non-Medical: Non-medical/non-emergency absences, parents are responsible for providing the necessary instructional support for their child.
9. A written note to the office is required for leaving school early. This note must be

submitted to the office in the morning prior to class time.

10. Any student absent ten (10) or more consecutive days may be removed from the class list; therefore, no longer enrolled at the school or may be asked to attend summer school.

11. During the school year no special assignments, projects, make-up tests, etc. will be provided for students who have unexcused absences (i.e. vacations).

Tardiness

Students are also expected to be on time for class after all scheduled breaks (recess, lunch, etc.). Consequences will be given.

Excessive tardiness, even if necessary and excused, may be grounds for decreased credit (lower grades) or disciplinary action.

Excessive tardiness may also result in your child's expulsion from the Saint Leo the Great Catholic School.

GENERAL SCHOOL PROCEDURES AND REGULATIONS

Announcements

The school day will begin with a community prayer and the Pledge of Allegiance on the school yard. We ask that parents who choose to participate in morning assembly prayer, please stand quietly together along the wall behind the 6th grade class. This will help with a smooth transition from yard to classroom and will also allow lower grade students to see the participants leading them in Morning Prayer. During rainy days students will go directly to the multi-purpose room and remain quiet. Appropriate announcements may be made at that time. No announcements are permitted without approval by a teacher or the principal. Likewise, no notices are to be posted without proper approval from the school office.

Before and after school as well as lunch and recess breaks are not permitted to wander the first and second floor hallways.

Bicycles

To prevent injury and for the safety of all, no one is permitted to ride bicycles, skateboards, rollerblades, in-line skates, or any similar vehicle on school grounds at any time. The administration may allow a safe activity, on a specified day, involving rollerblades and non-motorized scooters only. Parents/guardians must sign the permission form provided by the school for students to participate. Parents/guardians and students must abide by all school rules and safety rules.

Cell Phones, Tablets, & Smart Watches

The following rules have been established in regards to student use of cell phones, tablets, and smart watches:

1. Teachers will provide direction to students as to when and if an iPad or other electronic tablet is permitted in class.
2. Students are not permitted to be in possession of a cell phone or smart watch at any point during class time. Students are instead required to lock their cell phones and smart watches in their lockers.
3. Teachers may assign tasks that require electronic devices with specific time limits; once the task has been completed or the time limit has been reached, students must close their iPad or other electronic tablet.
4. All notifications from social media, iMessage, gaming, and email on iPads must be turned off upon entering any classroom or the library.
5. The use of social media, iMessage, gaming, email and any other applications is prohibited at all times during school hours except during breaks and at lunch.
6. Headphones and earbuds are allowed only during breaks and at lunch. However, they are not allowed in the classroom or in the library.
7. The use of cell phones is acceptable before school, during breaks, during lunch, and after school.
8. Students are prohibited from recording video or taking photos of any classroom activities without explicit permission from their teacher.

Consequences for misuse of electronic devices

1. A student found in possession of a cell phone or smart watch in class will hand the device to the teacher who will report the violation to the Principle via email and turn it in to the Principal's office. The student will serve a detention and parents will be notified via email. The student may retrieve the cell phone or smart watch from the Principal at the end of the school day.
2. Should a second violation occur, the student will serve a two-hour detention. Parents again will be notified. The student may retrieve the cell phone or smart watch from the Principle at the end of the school day.
3. Should a third violation occur, the student will serve a Saturday detention and the student's parent must retrieve the cell phone or smart watch from the Principle.
4. Subsequent violations will result in more serious consequences and will be determined on a case-by-case basis. These consequences include suspension from co-curricular activities and suspension from school.

Classrooms

Students are expected to go directly to their assigned seats upon entering the classroom. The normal morning routine should then be followed as determined by the classroom teacher.

It is expected and mandated that students will observe quiet hallways when passing from one classroom to another.

At dismissal time, students should be sure to gather all books, supplies, homework and belongings. Students will not be allowed to return to the classroom once their teacher is gone for the day. Other teachers and staff will not provide access to locked rooms of other teachers.

Classroom Visits

We welcome your presence at our school and are grateful for the many hours that our parents volunteer. When you enter the school building, you must stop and sign in at the front office. You have to obtain a visitor's pass whenever your destination is beyond the

school office. If you do not have a visitor's badge on and you are in the school building, please be prepared to be approached by a staff member or even a student inquiring about your visitor's badge.

All parents who would like to visit a classroom or meet with a teacher, must first make an appointment and upon arrival register at the school office. No drop in appointments permitted. To avoid interrupting the class instruction and as a courtesy to our students and staff, please do not go directly to the classroom at any time.

Unscheduled meetings do not permit teachers to complete tasks necessary for effective class preparation. If you would like to go to your child's classroom for any reason, you must first schedule an appointment with your child's classroom teacher. Once again, for safety reasons, all visitors, including volunteers (coaches, helpers, room parents, etc.) must first register at the school office and obtain a visitor's badge.

Emergencies and Drills

Emergency Evacuation— in the case of an earthquake, fire or any other emergency situation students are to follow the directions of the classroom teacher. In general, if an earthquake starts, students and teachers should position themselves under their desks and away from the windows. If students and faculty are outside, they are to get into the open, away from buildings and power lines. Evacuation drills are conducted. No student will be released except to those approved on the Emergency Release form. Various locations in the school are stocked with first aid and other provisions. In case of any other emergency, students are to abide by the adult in charge. Any volunteers in the building during an emergency or emergency drill must follow school procedures for emergency.

Field Trips

Field trips are privileges. Students can be denied participation if they fail to meet academic or behavioral requirements. A field trip permission form is required. Students who fail to submit the proper form twenty-four (24) hours prior to the field trip will not be permitted to participate in the field trip. Full uniform is required for the students unless otherwise

stated. Telephone calls, hand written notes, and/or faxed copies cannot be accepted in lieu of the proper forms. Chaperones must be on the teacher's list prior to the event, at least 48 hours. No refunds for missed trips. Proper attire for chaperones is required.

Field Trip Transportation Policy: Saint Leo the Great School will employ a certified insured bus company to transport children on any approved field trip. We do not use public transportation.

To insure the overall safety of children, the following is required:

1. If parents want to use their private car to transport their child or other children in their child's class for field trips, the school is not responsible for any accidents or injury to the child or parent.
2. Children that are not enrolled at Saint Leo the Great School are not allowed to be on our chartered bus for field trips. (Our insurance only covers enrolled students).
3. In compliance with diocesan policy, NO ALCOHOL will be served in the presence of children during school-related activities.
4. Teachers may not transport students on a field trip.
5. Parents need to make alternate arrangements when their child does not pay for/attend the trip.

Insurance Claims

When an insurance claim is involved in the case of a serious accident, a "School Accident Form" must be completed by the Principal or Administrative Leadership Team. "Insurance Claim Forms" will be sent to parents or guardians (Orthodontic devices are not covered by insurance).

Jurisdiction of School Policies

All policies outlined in the handbook are in effect not only on school premises but also in the immediate vicinity of the school before, during, and after school hours and at all on- and off-campus school-sponsored events.

Littering

Students are expected to keep the schoolyard, classroom, hallways, bathrooms, and gym clean, especially during snack and lunch period. Garbage is to be placed in garbage cans. Pride in our school requires that we all play a role in keeping the school and the surrounding parish vicinity clean.

Lockers

Lockers are provided for Grades 7 and 8. Only locks purchased from the school may be used. Lockers are to be kept locked at all times. Lockers are school property and are subject to inspection. Students who do not comply with school procedures will lose locker privileges. Locks will be collected at the end of the school year.

Lost and Found

Students' belongings that are left at school will be placed in the "Lost and Found" container located in the multi-purpose room. Items will be held there until the end of each month, at which time if not claimed, will be given to a charitable organization.

Lunches

Lunch period is from 12:00 p.m. to 1:10 p.m. Students are expected to have their lunches at the start of the day. Because students are expected to be back in their classrooms after lunch recess, they will not be permitted to eat after their lunch period is over. (See lunch schedule in SCHEDULES section).

In addition, please note the following in regard to lunches:

- Teachers and staff are not responsible for calling to notify parents if their child does not have a lunch. Teachers are not responsible for heating students' lunches, with the exception of Pre-K.
- It may be necessary from time to time to deliver a student's lunch to school. Please deliver lunches directly to the office, NO LATER THAN 12:00 p.m. with the name

and grade of the child clearly indicated. Do not deliver lunches to your child's classroom.

- Healthy nutrition promotes academic success. Students cannot bring sodas or candy to school. (Also, glass bottles are not allowed and students are expected to keep their own eating area clean).
- “Choicelunch” meals are available and can be ordered in advance, online directly from www.choicelunch.com. Choicelunch meals are not available for purchase at school. Only Grades K-8 can purchase Choicelunch meals.

Parties

School parties (note: misbehavior at school results in NO classroom party) and birthday celebrations will be handled with the cooperation of the volunteer parents and the classroom teacher. Donuts or cookies only, must be delivered to the school office by 11:00 a.m. Distribution is decided by the classroom teacher. (Please do not provide red or purple punch. No frosted cupcakes, layer or sheet cakes permitted).

Home party invitations are NOT to be given out by students at school unless 100% of the class is invited (or all the girls if an all-girl party or all the boys if an all-boy party).

Children's feelings can be hurt if publicly excluded from a birthday or other party.

Personal Belongings

Please do not bring toys, trading cards, etc. to school. The school cannot accept responsibility for personal items and assumes NO liability if such items are lost or stolen. Any toys, trading cards, or reading material deemed inappropriate by the Administration are NOT permitted at school at any time.

Phone Calls

The office phone is for school business purposes only and not for student personal use. The office telephone may be used only in school-related emergencies. Forgotten books,

homework, lunches, P.E. clothes, etc. are NOT reasons to call home on the office telephone. Please work with your child to assume responsibility by remembering necessary items. Students are prohibited from using mobile phones at school or on school grounds.

Playground Behavior

- There should be no games that involve running before school. Students are expected to be prepared to begin the school day in an orderly fashion. Students MAY NOT leave the playground once they have arrived.
- Students are required to sit on the bench and while they eat their snacks prior to playing (no eating while playing).
- When the bell rings indicating the end of recess, all students are to immediately stop (freeze), and then proceed to their designated line.
- Recess and lunch games are to be orderly.
- Students are to follow the directions of the adults-in-charge at recess & lunch
- Students are reminded of positive behavior, infractions, referrals, and misbehavior and will be noted by the adult-in-charge.

Restroom Behavior and Procedures

Students are expected to use the restroom before and after school, or during recess and at lunch time only. This procedure makes using the restroom safe. A written statement from your child's doctor is needed for restroom use other than during the above mentioned times. If a student must use the restroom during class time it is up to the discretion of the individual teacher to administer a consequence (i.e. missed recess, etc.).

The restroom is not a place to play or socialize. Children are expected to use the restroom respectfully and reminded to: flush the toilet, wash their hands, and keep the restroom clean. Writing graffiti on the wall or throwing wet tissue on the ceiling is not allowed and will result in a parent contact or possible suspension.

Report of Injuries

All injuries are to be reported to the office immediately. Parents, guardians, or neighbors who are listed on the child's Emergency Card will be notified in case of a serious accident. Please try to include easy-to-reach "back-up" people on the Emergency Form.

Suspected Child Abuse or Neglect

Any teacher or other school employee who suspects or has reason to believe that a student:

1. has a physical injury or injuries inflicted other than by accidental means by any person;
2. has been sexually molested;
3. is suffering from neglect; i.e., deprivation of necessary food, care, clothing, shelter, or medical attention;
4. is suffering from infliction of physical and mental suffering;

is MANDATED to report the fact to the Principal. Reports must be made immediately, or as soon as practically possible, by phone. A written report must be forwarded within 36 hours of receiving the information regarding the incident. The written report must be submitted on a Department of Justice form (SS 8572), which can be obtained at www.ag.ca.gov/childabuse.

It is the responsibility of the county agency and not the school employee to prove that the child has been abused or neglected, or to determine whether the child is in need of protection.

Report of suspected child abuse or neglect may be made by a teacher, a Principal, a staff member or any other school administrator without incurring any civil or criminal liability (California State Penal Code Section 11172).

If the suspected abuse is not sexual or does not involve physical injury inflicted by other than accidental means on a child, it may not constitute child abuse.

The **obligation** to report and the absolute immunity against civil or criminal liability applies only in cases of conduct constituting “child abuse”. In case of doubt consult Children’s Protective Service for advice on whether to make the report.

Transportation and Traffic Safety

- On Mondays, Tuesdays, Thursdays, and Fridays, dismissal is 3:00 p.m. for Grades 1-8 and 2:30 p.m. for Pre-K and Kindergarten.
- When picking up your Pre-K/Kindergarten child, please do not park and leave your car unattended in front of the school on Howe Street.
- Dismissal time for Grades 1-8 on Wednesdays is 2:00 p.m. and 1:30 p.m. for Pre-K and Kindergarten. Dismissal on minimum days is 12:00 p.m. for Grades Pre-K and Kindergarten and 12:30 p.m. for Grades 1-8.
- All students walking home or taking the bus must exit through the front door ONLY!
- Kindergarten students need to be picked up outside of the Kindergarten driveway. Students who are signing into extended care are the only students to be dismissed to the schoolyard. They must sign-in immediately upon dismissal.
- All students being picked up by car will be lined up in front of the school on the apron (on Howe Street) by grade level.
- Traffic cones will indicate the curb lane for drivers picking up children in the afternoon and dropping them off in the morning. Enter the lane by the lower driveway (close to the rectory on Ridgeway). The first car will be loaded, at the front door, then it will drive away allowing the next car to proceed to the front of the line. If your child is not in line outside the school when you are at the front of the line, you will need to drive around the block and get in line again. In order to drop off students in the morning, the first car will unload at the front door then it will drive away allowing the next car to do the same. If there is no room in the car pool lane,

please circle the block until a space becomes available in the lane. NO U-TURNS.

- Teachers and staff will oversee and direct the entire loading and unloading process. Their directions are to be followed. Do not approach teachers on duty for a conference at that time.
- Please do not get out of your car under any circumstances. If you need to come in the school for any reason, you must legally park your car. No one is allowed to park directly in front of school. This is a no-parking zone during school hours controlled by the City of Oakland. The school will not be responsible if a citation is issued by the Oakland Police Department.
- ABSOLUTELY NO DROP-OFF OR PICK-UP ON RIDGEWAY AND/OR IN THE KINDERGARTEN DRIVEWAY.
- ABSOLUTELY NO DOUBLE PARKING AT ANY TIME!
- All children not picked up fifteen (15) minutes after scheduled dismissal will be signed into extended care.
- JAYWALKING BY ADULTS OR CHILDREN IS UNLAWFUL. It is important for all students and parents/guardians to use the walkways either at John St. or Ridgeway Ave. to cross the street.
- Please observe student traffic patrol at intersections.
- Parents/guardians are not to park in or block the entrance of the teachers' parking lot at any time.
- For students in Grades 4-8 only: it is incumbent upon the parent or guardian to inform the school if their student is NOT allowed to walk home or take public transportation (such as the bus) home. If the school does not receive communication regarding this, the school will assume that student has

parent/guardian permission.

- Bicycles and skateboards are NOT TO BE RIDDEN on the school grounds during school hours. Bicycles should be locked in the bicycle rack and are not allowed in the school building.

Yard Supervision

- Supervision begins at 8:00 a.m. before school and continues until fifteen (15) minutes after school is dismissed. Children who remain on the school grounds 15 min. after dismissal, will be signed into extended care. A fee of \$5.00 per hour will be charged until the student is signed out.
- Supervision is NOT provided, other than the Extended Care Program, before 8:00 a.m. or fifteen (15) minutes after school dismissal unless children are participating in after school sports, tutoring, music (band/choir), or journalism (newspaper/yearbook).
- For the safety of children, an Extended Care staff member will check the school grounds each afternoon at 3:15 p.m. Any student on the grounds will be signed in to the Extended Care Program and the family billed at \$5.00 per hour.

*(see EXTENDED CARE POLICIES AND PROCEDURES section).

HEALTH AND SAFETY INFORMATION AND POLICIES

Emergency Cards

Information must be current and accurate. It is the parent's responsibility to notify the school office, teacher, and extended care of any changes in address and telephone numbers, or special medical conditions or family situations regarding the student's custody, care, and welfare. Students may be prohibited from school until emergency forms are correctly updated.

Emergency forms are provided to parents electronically and must be completed and returned on or before the first day of school. Students may not be admitted to class until emergency cards are received.

In the event of an emergency, the 911 emergency number will be called and medical personnel will determine the medical care needed. Parents will be contacted immediately and will be expected to provide the follow-up care and monitoring.

Special circumstances: In joint custody cases, both parents have access to the student and school records. If legal decisions have been made that affect visitation or custody of your child, you must give us a copy so we can comply with the current court order. Otherwise, we will assume that both parents have equal rights.

Health Information

School Entrance and Continuing Attendance

All new students must have the required immunizations and examinations prior to admission. Each student who attends Saint Leo the Great must have a complete, current Health Record that complies with state laws. Students who do not will be excluded from school, according to state law.

Health Screening

The Diocesan School Department provides Vision and Hearing Screening, Saint Leo the Great participates in all Diocesan sponsored health programs.

We also offer free flu shots through a program sponsored by the Alameda County Public Health Department.

Policies Regarding Medication During School Hours

No student will be given medication during school hours except upon the written request from a licensed physician who has the responsibility for the medical management of the student. All such requests must also be signed by the parent or guardian.

Parents or guardians must assume all responsibility for the supplying of all medications. No medications are to be brought to school by students. All medications must be brought

to school only by a parent or guardian, an adult authorized by the parent or guardian, or an authorized employee of a pharmaceutical supplier.

Medications will be stored by the school in a secure location. School personnel will assist students in the taking of any medications in accordance with the physician's instructions.

A request form for each prescribed medication must be completed by the student's physician, signed by the parent or guardian, and filed with the school. The medication container must be clearly labeled with the following information: student's name, physician's name, physician's telephone number, name of medication, dosage, schedule and dose form, and date of expiration of prescription. Each medication is to be in a separate container labeled as above.

The dispensing of over-the-counter medication, i.e. aspirin, ibuprofen and Tylenol, etc. will be treated as a prescription drug. No over-the-counter medication will be administered to students by any school personnel without written authorization from the student's physician.

Personal Hygiene and Good Health Practices

All students are to remember that good and positive learning is dependent on good health practices. Good health is dependent on good grooming. All students are to be in clean, well maintained school uniforms. Daily bathing, hair washing, and deodorant use are necessary to maintain good health which will facilitate a positive environment. Students should not share drinks, eating utensils, combs/brushes or lip balm, etc. Hand washing is necessary to maintain a healthy school environment.

Communicable Diseases

If your child develops a communicable disease, please notify the office immediately.

Notices will be distributed to other students who may have come in contact with the disease. Children with or recovering from these diseases will need a doctor's release prior to returning to school. Such diseases include: polio, ringworm, small or chicken pox, scarlet fever, strep throat, whooping cough, impetigo, and pink eye. ARC and AIDS should be reported to school and health authorities, also.

Immunization

Each student must have on file a current record of immunization against polio, measles, rubella, diphtheria, tetanus, hepatitis B, and pertussis prior to entry into Saint Leo the Great Catholic School. (Senate Bill 277).

In addition, all students entering Grades 7-12 are required to have a Tdap booster shot (CA state law AB 354).

AIDS Policy of the Diocese of Oakland

The Diocese of Oakland's School Department has issued guidelines on what procedures schools are to follow if a student, teacher or member of the staff is diagnosed with AIDS. The guidelines are based on recommendations of the Centers for Disease Control of the US Public Health Service and current understanding of the AIDS virus by scientific and public health experts. These guidelines are available from the Principal.

Harassment and Discrimination Policy of the Diocese of Oakland

The Diocese of Oakland prohibits harassment or discrimination based upon race, color, sex, marital status, age, national origin, physical handicap, disability, or ancestry.

“Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes but is not limited to:

1. Verbal Harassment: Derogatory comments, questions and jokes; threatening words spoken to another person;
2. Physical Harassment: Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another’s movements; any intimidating interference with normal work or movement;
3. Visual Harassment: Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos. Visual harassment can be communicated in person, in hard copy, or electronically (including on social media); and
4. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors,

conversation containing sexual comments and other verbal or physical conduct of a sexual nature.”

Employee-to-Student Harassment

- Employee to student harassment is prohibited at all times whether or not the incidents of harassment occur on school property or at school-sponsored events.
- To prevent sexual harassment, amorous relationships between a student and an agent or employee of the Diocese is strictly prohibited.
- Any employee or agent of the Diocese who participates in the sexual harassment of a student is subject to disciplinary action including, but not limited to, verbal warnings, letters of reprimand, transfer, re-assignment, suspending without pay, dismissal.

Student-to-Student 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:
 - While on the school grounds;
 - While going to or coming from school;
 - During the lunch period whether on or off campus;
 - During, or while going to or coming from, a school-sponsored activity.
- Any student who engages in the harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and dismissal.

Retaliation

- The Diocese of Oakland forbids retaliation against anyone who reports harassment or discrimination (as defined in this handbook).

Reporting Procedure

- If a student or parent believes that the student has been harassed, it must be promptly reported to the Principal or a school faculty member. The complaint shall be as specific as possible regarding details. All such information is treated confidentially and the information will be reported to the Principal immediately for further action.
- The Diocese of Oakland has adopted administrative procedures for reporting prohibited harassment, discrimination or retaliation. Reports of prohibited harassment, discrimination or retaliation may also be reported to a school counselor, principal or administrative leadership team member. While a report may be verbal, the Diocesan policy is to put such report in writing and request the reporting person sign the report, to verify the particulars of the complaint.
- The Diocese of Oakland will investigate all reported complaints, verbal or written. Investigations into student conduct leading up to suspension and/or expulsion shall be kept confidential, except as necessary to investigate the student's actions. Information obtained from witnesses is to be shared with the accused student and as necessary to investigate the actions in question. The Principal has the discretion to withhold the identity of witnesses and/or certain information obtained from witnesses if the disclosure of such information poses a threat of physical harm or endangers the safety of students or school personnel. Similarly, the Principal has the discretion to disclose information to others if the withholding of information poses a threat of physical harm or endangers the safety of students or school personnel.

EXTRACURRICULAR ACTIVITIES

Eligibility Requirements

Academic

Students who participate in extra-curricular activities must maintain acceptable academic, conduct and effort standards. Students who fail to meet the standards will become ineligible until their standards improve. Students who are absent from school on any day are ineligible to participate in any extracurricular activity that day. It is the student's responsibility to obtain and complete assignments missed due to participation in extracurricular activities.

A student who receives any academic grade below a "C" is restricted from participating in any athletic/extracurricular event (including practices), except as a member of the viewing audience on the day of the scheduled games or event. In order to regain extracurricular eligibility, the student must demonstrate consistent and significant progress to the Principal for a period of two (2) consecutive weeks. Students may not regain eligibility without a written statement from the Principal.

Conduct

In addition, a student who receives any conduct grade of "C-" or below is restricted from participating in any extracurricular event (including practices) except as a member of the viewing audience. In order to regain extracurricular eligibility, the student must demonstrate consistent and significant progress to the Principal for a period of three (3) consecutive weeks. Students may not regain eligibility without a written statement from the Principal. Students who receive a Saturday Detention are ineligible for play on that weekend. Any student who violates this policy may be automatically suspended from school and restricted from Participation in any extracurricular event for a period of up to one calendar year at the administration's discretion.

Athletics

Program

The athletic sports program is an after school activity. It operates in addition to the school's regular physical education classes. Its goals are to introduce as many children as possible to competitive sports, to teach skills and rules of the game, and to achieve excellence in individual and team endeavors in an atmosphere that encourages good sportsmanship and respect for others.

The following sports are offered to both boys and girls in Grades 3-8: basketball and cheerleading. We encourage every child to participate in at least one sport. Sign-ups for the program are held during Back-to-School Night.

Each child participating in a sport during the year will be charged an annual fee. These fees cover the cost of gym use, sports insurance, and sports uniforms. The fee is \$90.00 per student participating.

The size of the program varies each year depending on the number of children who sign up for a given team and the availability of volunteer coaches. Teams generally practice 1-2 times per week after school or in the evenings and play one game a week during the sport's season.

Support

Volunteer support is vital to the athletic program. Parents are requested to volunteer as coaches and assistants. Coaches and assistants must be current with Safe Environment. Your presence at the events is, also, a strong statement of your support.

Parents and additional family members are not permitted inside gymnasium (building) during practice.

Our sports program is totally dependent on parent volunteers to coach, to drive, to distribute uniforms, to help collect fees and to maintain positive communication between the school and the parents.

Catholic Youth Organization (CYO)

The following excerpts come from the home page of the Oakland Diocese Catholic Youth Organization website:

“The Oakland Diocese Catholic Youth Organization is an athletic program for elementary and junior high age youth in the parishes of the Roman Catholic Diocese of Oakland. CYO Sports that are offered to young people by the Church is a ministry to young people...

The Catholic Youth Organization (CYO), through the vehicle of sports, provides youth with an opportunity to practice Christian attitudes and responsibilities and to become friends with other children throughout the diocese.

CYO activities should be examples of the meaning of Christian sportsmanship.—
www.oaklandcyo.org

East Bay Parochial League (EBPL)

Saint Leo the Great Catholic School is part of the East Bay Parochial League (EBPL) under the Catholic Youth Organization (CYO). The EBPL is made up of eight (8) parishes/schools in Oakland, Alameda, and Berkeley.

The 8 schools forming the EBPL league are:

- St. Anthony, Oakland
- Corpus Christi, Piedmont
- St. Elizabeth, Oakland
- St. Joseph, Alameda
- St. Leo the Great, Oakland
- School of the Madeleine, Berkeley
- St. Philip Neri, Alameda

- St. Theresa, Oakland

The league is responsible for securing playing fields and gyms, scheduling the games, supplying referees and umpires, and establishing rules and procedures.

Each school in the league has an Athletic Director who attends the league meetings and brings sports information back to the school. The Athletic Director is also responsible for running the Athletic Program.

The Athletic Director is responsible for placing coaches and assistants for our athletic teams. Therefore, all coaches and assistants report directly to the Athletic Director.

If a concern arises, parents must first bring it to the coach's attention. If the results are not satisfactory, the parents should bring it to the Athletic Director's attention. The Athletic Director will work with the parents to try to resolve concerns. If the concern is still unresolved, the Athletic Director will bring it to the Principal and/or Pastor for a final resolution.

Parents should set a good example, exemplifying the highest moral and ethical behavior possible. Parents should model Christian values and abide by the rules of the CYO and the school of which they are a part of.

The school administration has the discretion to prohibit a student's participation due to low grades, unsportsmanlike conduct, and/or school behavior. Failure to abide by the CYO and/or the school rules may result in the dismissal of your child from the school.

SCHOOL AND PARENT ORGANIZATIONS

School Advisory Board

The School Advisory Board of the Saint Leo the Great Catholic School serves as an advisory board to the principal and pastor. It advises the principal and pastor in areas of policy, budget, and long-term planning. It is composed of nine (9) appointed members.

The board does not act as an arbitration committee nor do they administer the school. The finance committee, (sub-committee of School Advisory Board) assists the principal

and pastor in setting fees and tuition, confers with the principal, teachers, and other school personnel as appropriate.

The School Advisory Board endorses the idea that parents have the primary right and responsibility for the education of their children and supports the concept underlying the Privacy Act of 1974 that school officials keep pupil information for parents and not from them.

It supports the procedures for compliance with IRS regulations which prohibit racial discrimination as outlined by the California Catholic Conference and is followed by all diocesan schools. Additionally, the board confirms the practice that the principal of the school is an executive officer of the School Advisory Board without voting rights and that other salaried employees of the school are not eligible for membership.

The School Advisory Board also affirms the Diocesan School Board policy on the use of alcohol on school campuses. Alcohol will not be served or consumed on school premises during the workday or while children are present, including extended care.

Alcohol will not be served by children, or served or consumed during school-sponsored field trips.

EXTENDED CARE POLICIES AND PROCEDURES

Philosophy

The Extended Care Center is a place where students at Saint Leo the Great Catholic School are able to come after school to play and grow in a well-organized, yet flexible, learning environment. Parents will have the security of knowing that the children are being provided for in a program devoted entirely to the growth and development of the whole child.

All activities are Catholic/Christian-centered and directed toward allowing the child to build and reinforce a positive self-image and a positive attitude about sharing and caring for each other in a group setting. In addition, the extended care program embodies the philosophy of the school.

Program

The Extended Care Program is designed to meet the needs of the whole child. The extended care program operates in the sheltered area on the school playground.

Activities include:

- Arts and Crafts
- Outdoor Recreation and walks through the neighborhood
- Indoor Games - both directed and independent
- Music
- Storytelling
- Dance & Movement Activities

Yearly Schedule

The hours of operation for Extended Care are Monday through Friday mornings from 7:00 a.m.-8:00 a.m. and after school to 6:00 p.m. The program is closed during the holidays observed/held by the school. Note: There is NO extended care provided on the first and last day of school. In addition, after school care is not provided on Graduation Day or the last day of school before Christmas and Easter Vacation.

Pick-Up

As a security measure, your child will only be allowed to leave the program with someone whose name has previously been stated on the registration form or school emergency health form. If someone other than the designated person is to pick-up your child, he/she will be released only if the director of the program has received written notice from the parent (telephoning this information is not acceptable).

Students may not leave extended care to go to the library, food establishments, etc.

without authorized adult supervision or written and signed parental permission.

Snacks and Lunches

Students will be given a snack each day. On minimum days students will be expected to bring a lunch and something to drink.

Morning/After School Care

Morning care is available from 7:00 a.m.- 8:00 a.m. Monday through Friday on school days. A parent must escort the child to the program and sign the child in. Breakfast will not be served. If you do not sign your child in (7:00 a.m.-8:00 a.m.) we will have no choice but to charge for the full hour. After school care begins 15 minutes after dismissal and ends at 6:00 p.m. Snacks will be provided. Failure to sign out will result in being charged until 6:00 p.m.

Any child who arrives fifteen (15) minutes prior to the start of school or who has not left the campus area within fifteen (15) minutes of dismissal will be signed in to extended care. *(Students are not to wait for rides outside of the front door, the gym steps or the Church parking lot).*

Illness

Sick children will not be allowed to attend Extended Care. Do not send students to school if severe cough or cold symptoms are present. Please be advised that no medication (aspirin/Tylenol, etc. included) can be administered unless prescribed by a physician.

Behavior Responsibilities

Respect for others, whether adults or other students, is expected of all students.

Courteous behavior is expected at all times. Students are not allowed to leave the campus unsupervised.

Inappropriate behavior may be corrected by the following (at Extended Care):

- a positive talk with the child;

- a five (5) to fifteen (15) minute “sitting only” time out;
- conference between the parent and the program director;
- yard cleaning duty;
- a writing exercise not to exceed two (2) pages; or
- a two (2) day suspension
- If unacceptable behavior continues, the child may not be allowed to continue in the Extended Care Program.

Procedure for Dismissal from Program

When there is a continual behavior problem, parents will be notified. If there is no change in the child’s behavior, the problem will be referred to the principal. The principal, program director, and parent will meet to determine whether or not the child may remain in the Extended Care Program.

Parental Responsibilities

Parents are asked to cooperate with the policies set forth by the extended care staff. These include but are not limited to: picking up children on time, and immediate notification if there is any change in schedule. Parents must also notify the school office in writing if anyone other than those listed on the application/emergency card are to pick up their child on a particular day.

- Please make sure to sign in and out each day on the students’ check-in sheet
- Provide lunch or extra snacks to your child (if applicable)
- Notify extended care of any health problems (i.e., allergies)
- Extended Care fees will be billed on your FACTS account. The fee is \$5.00 per hour.

Program Fee Schedule

Fee Schedule: 2022-23 School Year

The fee for our Extended Care services is \$6.00 per hour per student. A 10% discount will be applied for the second student.

Payment of the registration fee of \$50.00 per family is required upon the second occasion of use and will be billed to your FACTS account.

Hours of Operation

Morning Care

- 7:00 a.m.-8:00 a.m. All Grades After School Care
- 2:30 p.m.-6:00 p.m. Pre-K and Kindergarten
- 3:00 p.m.-6:00 p.m. Grades 1-8

Note: there are exceptions for after school sign-in times on early dismissal (Wednesdays) and Minimum Days.

MARKETING & PUBLIC RELATIONS POLICY

Use of Student Photographs, Video & Student

Schoolwork

Saint Leo the Great Catholic School uses various forms of media to market the school to the "outside world"— from brochures and flyers, to the school website (main site and teacher's classroom pages) and Facebook page. In order to share what our school is about, there will be times when it is necessary to use photographs and video of students (your child(ren)) and/or their schoolwork. There are also times when the school shares news items with the local media (i.e., The Montclarion, the Catholic Voice) and press releases are sent out. Press releases can end up in print and/or electronic form(s).

In general, a student's photograph, video, or schoolwork used in school marketing materials will not necessarily include the student's identification (i.e. full name, age, and

grade). However, press releases and local media will generally include a student's identification.

Consent & Authorization

It is the school's policy to respect the wishes of each student's parent(s)/guardian(s) in regard to the use of a student's photographs, video, and/or schoolwork.

If you consent to have your child(ren)'s photograph, video, and/or schoolwork be included in school marketing materials (brochures, flyers, websites, etc.), to be submitted to the local media, or used in a press release **YOU MUST PROVIDE THE SCHOOL WITH A SIGNED CONSENT FORM (see Appendix E)**, which will be kept on file for one (1) school year. Please sign and date the letter and include your child's name and grade.

NOTE: If you consent to the use of your child's photograph, video, and/or schoolwork, then you will also be consenting to your child's identifying information to be used.

SCHEDULES

Lunch Schedule

Normal Lunch Schedule

Pre-K	11:00 - 11:45
Grades K to 2	12:00 - 12:40
Grades 3 to 5	12:15 - 12:55
Grades 6 to 8	12:30 - 1:10 *

“Rainy Day” Lunch Schedule*

Pre-K	11:00 - 11:45
Grades K to 2	12:00 - 12:20
Grades 3 to 5	12:25 - 12:45
Grades 6 to 8	12:50 - 1:10

* students eat lunch in the multi-purpose room

Bell Schedule

Morning Arrival

First Bell	8:10
“Tardy” Bell	8:12

Morning Recess

Pre-K	9:00 - 9:35
Kindergarten	9:45 - 10:05
Grades 1 to 4	10:10 - 10:25 (no bell)
Grades 5 to 8	10:30 - 10:45

Lunch

Meal Time

Recess Ends

Pre-K	11:15 - 12:00	12:15
Grades K to 2	12:00 - 12:15	12:40
Grades 3 to 5	12:15 - 12:30	12:55
Grades 6 to 8	12:35 - 12:50	1:10

Regular Dismissal

M Tu Th F

W (only)

Pre-K	2:30	1:30
Kindergarten	2:30	1:30
Grades 1 to 8	3:00	2:00

Minimum Day Dismissal

Pre-K & Kindergarten	12:00
Grades 1 to 8	12:30