Parent & Student Handbook

Saint Leo the Great Catholic School

2026–2027 SCHOOL YEAR

Saint Leo the Great Catholic School

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

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WELCOME TO SAINT LEO THE GREAT CATHOLIC SCHOOL

A Message to Our Families

Dear Families,

Welcome to the 2026–2027 school year at Saint Leo the Great Catholic School.

Our Parent & Student Handbook is designed to provide families with a clear understanding of the policies, procedures, expectations, and responsibilities that guide our school community. These guidelines support a safe, respectful, faith-filled, and academically focused environment in which every student can learn and grow.

Please take time to read this handbook carefully and discuss its contents with your student. Understanding and supporting our shared expectations helps strengthen the partnership among students, families, faculty, staff, administration, and parish.

Our school community is built upon faith, respect, responsibility, service, and a commitment to the dignity of every person. We look forward to partnering with you throughout the school year.

With gratitude,

The Administration Leadership Team
Saint Leo the Great Catholic School

Purpose of the Parent & Student Handbook

The Parent & Student Handbook establishes the policies, procedures, behavioral expectations, and responsibilities that guide students and families at Saint Leo the Great Catholic School.

The handbook provides a framework for maintaining a positive Catholic school environment and for addressing questions, concerns, and difficulties in a respectful and constructive manner.

Families are expected to read the handbook carefully and to review its contents with their students. Enrollment at Saint Leo the Great Catholic School constitutes agreement to follow the policies and expectations contained in this handbook.

Handbook Amendments and Disclaimer

The Parent & Student Handbook is intended to provide general guidance and does not address every circumstance that may arise during the school year.

Because school policies and procedures are reviewed periodically, Saint Leo the Great Catholic School reserves the right to modify, amend, or update handbook provisions when necessary. Families will be notified of significant changes.

Enrollment at Saint Leo the Great Catholic School constitutes an agreement by the student and the student's parent(s)/guardian(s) to comply with the policies and expectations established by the School. Failure to comply may result in disciplinary action, loss of privileges, or non-renewal or termination of enrollment, as determined by the School.

I. SCHOOL PERSONNEL AND SCHOOL BACKGROUND

Administration and Leadership

The Administration and Leadership Team provides direction and oversight for the academic, spiritual, operational, and community life of Saint Leo the Great Catholic School.

Pastoral Leadership: The Very Rev. Fr. Erick Villa; Rev. Fr. Stephen Barber, S.J.; Father Thomas.

School Leadership: Sonya Simril, Principal; Dr. Beverly Watkins, Education Consultant/Leadership.

Faculty and Staff

The faculty and staff serve the academic, spiritual, social, and operational needs of our students.

Role	Name / Assignment
Pre-Kindergarten	Miaka Hill — Pre-Kindergarten 3 & 4
Kindergarten	Noah Reber
First Grade	Nicole Brox
Second Grade	Noelle Furrer
Third Grade	Crystal Thompson
Fourth Grade	Prudence Foran
Fifth Grade	Angie Soong
Middle School	Heather Gibbons — Sixth Grade Homeroom; Math & Science; Technology Coordinator
Middle School	Debbie Hill — Seventh Grade Homeroom; Social Studies; Administrative Associate
Middle School	Lily Driscoll — Eighth Grade Homeroom; ELA & Religion; Lead Middle School Teacher
Specialists	Elliott Nguyen — Music; Olaf Pollard — Physical Education
Office	Jeanette Eichelberger — Office Manager; Alejandra Suazo — Administrative Assistant
Support	Jasmine Martinez — Extended Care Director; Emily Walters — Counselor; Kira Jacob — Learning Support Specialist
Support	Cassandra Castellanos — Instructional Assistant; Paula Guerra — Instructional Assistant; Juan Ramirez — Custodian

History of the School

Saint Leo the Great Parish first requested the establishment of a school in 1947 under the direction of Fr. Lacey. The school was completed within a year and opened in October 1948 with classes from kindergarten through fifth grade. An additional grade was added each year until the school ultimately served students through eighth grade.

The first teachers were the Sinsinawa Dominican Sisters, who served the school until 1989, when the last Sister completed her teaching career. Throughout the school's history, parents, parishioners, and school organizations have played an important role in supporting the school and parish.

Saint Leo the Great Catholic School continues to reflect the diversity of Oakland and serves students and families from a variety of cultural, racial, socioeconomic, and religious backgrounds. Together with the parish, the School remains committed to proclaiming the Good News of Jesus Christ and providing a quality Catholic education.

School Mission Statement

Saint Leo the Great Catholic School is a COMMUNITY committed to partnering with families to produce lifelong LEARNERS of exceptional CHARACTER by building self-esteem, providing a SAFE environment, and promoting CATHOLIC, cultural, and physical VALUES.

Philosophy of the Diocese of Oakland

The Catholic schools of the Diocese of Oakland are an expression of the educational ministry of the parishes, religious communities, and Diocese. Under the authority of the Bishop, diocesan schools share a common Christian vision and responsibility to serve children and families throughout Alameda and Contra Costa Counties.

Catholic education is rooted in the Gospel message of Jesus Christ and in the dignity of every person. Our schools strive to provide an environment in which faith, academic excellence, community, worship, service, and social responsibility are integrated into the educational experience.

Catholic schools recognize parents and guardians as having the primary responsibility for the moral and religious development of their children. The School partners with families, the parish, and the broader Christian community in this continuing educational mission.

School Philosophy

Saint Leo the Great Catholic School is a Pre-Kindergarten through Eighth Grade parish school committed to supporting families in their primary responsibility to educate their children.

We recognize the dignity of every person, the right of every child to an education, and the importance of developing the whole child. Our educational philosophy emphasizes academic excellence, positive self-image, Catholic values, self-discipline, responsibility, and respect.

Students are challenged to learn, grow, and develop according to their individual abilities and needs. We seek to cultivate lifelong learners who understand their responsibility to themselves, their community, and the world around them.

Saint Leo the Great is proud of its diverse community. We recognize and respect the varied cultural, religious, racial, geographic, and demographic backgrounds represented within our school community while maintaining our identity and mission as a Roman Catholic school.

Student Learning Expectations

Grades Pre-K–3

A graduate of Saint Leo the Great Catholic School is:

- A person of strong Christian values who prays regularly, participates in Morning Prayer, Mass, and prayer services, makes positive choices, helps others, and contributes to the community.
- An academically competent lifelong learner who does their best work, uses time responsibly, develops appropriate technology skills, works independently and cooperatively, and demonstrates patience and perseverance.
- A person who demonstrates self-esteem, respect, and discipline by using God-given gifts and talents, taking responsibility for actions, and demonstrating self-control.
- A socially responsible member of the community who uses good manners, listens respectfully, accepts differences, shares ideas appropriately, uses positive conflict-resolution skills, and promotes peace.

Grades 4–8

A graduate of Saint Leo the Great Catholic School is:

- A person of strong Christian values who prays regularly, participates in Morning Prayer, Mass, and prayer services, makes ethical and moral decisions guided by Catholic values, and participates in community outreach and service.
- An academically competent lifelong learner who uses analytical skills, manages time effectively, produces their best work, uses technology appropriately, works independently, contributes productively to a team, and demonstrates flexibility and adaptability.
- A person who demonstrates self-esteem, respect, and discipline by developing and sharing God-given gifts and talents, supporting a healthy body, mind, and spirit, and demonstrating self-discipline and personal responsibility.
- A socially responsible member of the community who demonstrates good manners, accepts responsibility, expresses ideas respectfully, respects diversity, and promotes peace.

Religious Activities

As a Roman Catholic school, Saint Leo the Great Catholic School is a faith community as well as an academic community. Religious formation is an integral part of the school experience.

Formal religious education is provided as part of the daily curriculum. The school day begins with Morning Prayer, and students participate in Masses and prayer services throughout the school year.

Students are encouraged to live the Gospel through acts of kindness, service, generosity, and concern for others. Christian service opportunities include Thanksgiving, Christmas, Lenten, and community outreach projects.

II. ADMISSIONS AND ENROLLMENT

Admissions

Saint Leo the Great Catholic School admits students without discrimination based on race, color, national or ethnic origin in the administration of educational policies, admission policies, scholarship and assistance programs, athletics, or other school-administered programs.

Priority is given to registered and active parishioners of Saint Leo the Great and registered members of surrounding Catholic parishes, consistent with diocesan and school policies.

Because the School has limited resources and capacity, admission decisions also consider whether the School's academic, behavioral, and support programs can appropriately meet the needs of an applicant.

Eligibility and Acceptance

Students seeking admission are evaluated through an academic assessment, classroom visit, and interview. Verification of age and birth date is required.

Admission decisions may consider the student's previous academic performance, effort, conduct, developmental readiness, and ability to benefit from the School's programs.

New Student Probationary Status

All new students are admitted on a one-year probationary basis. The School will make reasonable efforts to support a new student's successful adjustment. Students and families are expected to follow school policies, behavioral expectations, and academic requirements. Failure to meet school expectations may result in the termination of enrollment.

Re-Admission and Renewal of Student Enrollment

Re-enrollment is considered annually. Continued enrollment is based on satisfactory academic progress, effort, conduct, compliance with school policies, and fulfillment of family obligations, including financial responsibilities.

The School reserves the right not to renew enrollment when it determines that it cannot appropriately meet a student's needs, when a student or parent/guardian demonstrates persistent disregard for school expectations, or when the family's conduct significantly interferes with the School's ability to fulfill its mission.

Procedures for Recommended Transfer

When the School determines that a student is unable to benefit appropriately from the educational program, or when persistent conduct or family circumstances significantly interfere with the School's mission, the School may recommend transfer.

1. Whether appropriate means of support have been explored.
2. Whether the concerns have been discussed with the parent(s)/guardian(s).
3. Whether the Administration determines that transfer is in the best interests of the student and school community.

Parent Financial Obligation and Participation

Parent/guardian participation is an important part of the Saint Leo the Great Catholic School community. Families are expected to understand and fulfill their financial obligations, participate in required service opportunities, and complete required documentation and participation requirements.

III. ACADEMIC POLICIES AND PROCEDURES

Grading Policy

Grades are intended to communicate a student's progress and achievement in each subject area. Academic performance is influenced by the quality and consistency of classwork, homework, assessments, effort, participation, and conduct, as appropriate to the subject and grade level.

Report Cards and Academic Progress

Report cards are issued three times each school year for students in Pre-K through Grade 8. Students in Grades 6–8 receive letter grades. Parents and guardians may monitor academic progress through PowerSchool. Families are encouraged to review academic information regularly and to communicate with teachers when questions or concerns arise.

Homework

Homework is an important extension of classroom learning. It reinforces skills and concepts, provides opportunities for practice, encourages responsibility, and helps students develop effective study habits.

Homework assignments are determined by individual teachers and may include daily assignments, long-term projects, enrichment activities, reading, and make-up work. Students are responsible for completing assignments by the assigned due date.

Following an excused absence, students are responsible for obtaining and completing missed work. Unless otherwise directed by the teacher, students will generally have two school days after returning to complete missed classwork and homework.

Testing Program

Students in Grades 1–8 participate in STAR assessments in Reading and Mathematics three times each year through Renaissance Learning. Assessment results are used to monitor student progress and may be shared with parents and guardians.

Academic Dishonesty

Academic honesty is an essential part of Catholic education. Students are expected to submit work that represents their own effort and to give appropriate credit when using the work or ideas of others.

- Copying or lending homework for the purpose of submitting another person's work.
- Giving or receiving unauthorized answers during quizzes or tests.
- Plagiarism or failure to appropriately cite sources.
- Violating testing procedures established by a teacher.
- Forgery.
- Submitting AI-generated essays or assignments as one's own work when such use has not been specifically authorized by the teacher.

Academic dishonesty may result in a reduced or failing grade, disciplinary consequences, loss of privileges, or more serious action, including dismissal when warranted.

Technology

Technology is integrated into instruction to support learning and digital literacy. Students are expected to use technology responsibly, respectfully, and in accordance with the School's Telecommunications Responsible Use Policy and Technology Acceptable Use Policy.

IV. TECHNOLOGY AND TELECOMMUNICATIONS RESPONSIBLE USE

Introduction

Saint Leo the Great Catholic School uses technology to enhance instruction, support student learning, develop digital literacy, and prepare students for future academic and professional environments. School technology resources are educational tools and are to be used responsibly, respectfully, and in accordance with school expectations.

Responsible Use Expectations

- Treat others with dignity, respect, and compassion in all online and in-person interactions.
- Care appropriately for school-owned technology.
- Respect the privacy of others.
- Protect passwords and personal information.
- Use school technology for educational purposes.
- Use personal technology only as directed by school personnel.
- Report misuse, security concerns, or inappropriate material to a teacher or administrator.

Jurisdiction and Definitions

Technology-related expectations apply when students are on school grounds, participating in school-sponsored activities, traveling to or from school-sponsored activities, or engaging in conduct outside school that materially affects another student, employee, or the School community.

Technology includes computers, Chromebooks, tablets, phones, smartphones, smart watches, other electronic devices capable of two-way communication, cameras, gaming devices, software, online services, email, websites, learning platforms, social media, messaging applications, photographs, videos, audio recordings, and other digital communications.

Student Technology Responsibilities

Students are responsible for using technology in ways that support learning and reflect the dignity and respect expected of all members of the School community.

Internet and Network Use

School Internet and network access is a privilege provided for educational purposes. Students may not use school technology to access, transmit, create, or distribute material that is threatening, obscene, discriminatory, harassing, unlawful, or inconsistent with the mission of the School.

Privacy and Security

Students may not access another person's account, password, files, messages, photographs, recordings, or personal information without permission. Students must protect their own passwords and may not attempt to gain unauthorized access to school systems or another person's account.

Copyright and Intellectual Property

Students must comply with applicable copyright laws and may not unlawfully copy, distribute, or claim another person's work as their own.

Cyberbullying and Cyber-Harassment

Cyberbullying, cyber-harassment, cyber-stalking, threatening communications, and the inappropriate sharing of images or other digital material are prohibited. Technology-related misconduct may be subject to school discipline even when it occurs away from campus if it materially affects the School community.

Photography, Video, and Audio Recording

Students may not photograph, videotape, or record another person without authorization when doing so violates school expectations, privacy, or safety. The transmission or distribution of inappropriate or unauthorized images, videos, or recordings is prohibited.

Consequences for Misuse

Technology privileges may be restricted, suspended, or revoked when a student violates the Responsible Use Policy. Depending upon the nature and seriousness of the violation, additional disciplinary action may be taken.

1:1 Chromebook Program

The School's Chromebook program is designed to provide students with reliable access to digital learning resources. Students and families are responsible for following the current Chromebook procedures, caring for devices, and accepting responsibility for damage or loss according to the School's published technology agreement.

Technology Acceptable Use Policy

The Technology Acceptable Use Policy and Telecommunications Responsible Use Agreement in Appendix C are incorporated into this handbook. Families should review and sign the agreement as required by the School.

V. UNIFORM AND DRESS CODE

Purpose of the Uniform Policy

Saint Leo the Great Catholic School believes that a neat, consistent uniform contributes to a positive learning environment, school pride, and a sense of community.

General Uniform Requirements

- Arrive clean, neat, and in complete uniform unless a designated special-dress day has been announced.
- Keep shirts and blouses tucked in.
- Wear properly fitted pants and shorts.
- Wear appropriate belts with pants and shorts.
- Follow School requirements for hair, jewelry, and accessories.
- Wear required school sweaters, sweatshirts, or jackets.
- Follow all P.E. uniform requirements on P.E. days.
- Clearly label clothing with the student's name.

Hats and caps are not permitted unless specifically authorized. Make-up, artificial nails, and excessive fragrances are not permitted at school.

Girls' Uniform

Girls' uniforms include the designated Mayfair plaid jumper, skort or skirt, navy pants or approved khaki pants for Grades 6–8, approved blouses and shirts, and approved sweaters or jackets. Skirts and skorts must meet the School's established length requirements.

Boys' Uniform

Boys' uniforms include approved navy or khaki pants and shorts, designated uniform shirts, sweaters or jackets, and approved socks and shoes.

Physical Education Uniform

The P.E. uniform consists of the designated P.E. shirt and shorts, with the approved sweatshirt and sweatpants for colder weather. Students are expected to wear the complete P.E. uniform on designated P.E. days.

Special Dress Days

Special dress days are not free-dress days. Clothing must remain appropriate for a Catholic school environment and may not include inappropriate language, images, messages, or designs. The Administration has final authority regarding the appropriateness of student attire.

VI. GENERAL BEHAVIOR AND DISCIPLINE

Student Expectations

- Walk quietly in hallways.
- Use appropriate voices.
- Practice good manners.
- Treat adults respectfully.
- Respect classmates and their property.
- Respect school property.
- Refrain from bullying and harassment.
- Follow the dress code.
- Follow directions from teachers, staff, and other adults in authority.

School Rules

Students are expected to follow school rules throughout the school day and at school-sponsored activities. Rules are designed to protect student safety, preserve an orderly learning environment, and support Christian character.

Lunchtime Expectations

- Enter and leave the eating area quietly.
- Use good manners.
- Remain seated as directed.
- Use appropriate voices.
- Clean the eating area.
- Dispose of trash properly.

- Do not throw food or other objects.

Middle School Expectations

- Submit assignments on time.
- Arrive prepared for every class.
- Remain in assigned seats unless given permission to move.
- Listen when teachers or classmates are speaking.
- Follow testing procedures.
- Refrain from gum chewing.
- Refrain from eating or throwing objects in classrooms.
- Respect desks and personal property.
- Use lockers responsibly.

Discipline Philosophy

Discipline at Saint Leo the Great Catholic School is intended to teach responsibility, encourage positive behavior, promote Christian values, and maintain an environment conducive to learning. The School believes that students, families, faculty, staff, and administration share responsibility for maintaining a respectful school community. The School does not use corporal punishment.

Minor Conduct Infractions

Minor infractions are generally addressed by the adult responsible for supervising the student and may include reminders, redirection, loss of privileges, reflection, parent communication, or other age-appropriate consequences.

Serious Conduct Violations

- Theft.
- Lying or forgery.
- Cheating.
- Bullying or cyberbullying.
- Sexting.
- Fighting or physical aggression.
- Threatening behavior.
- Profanity or vulgarity.
- Harassment.
- Vandalism.
- Possession or use of prohibited substances.
- Possession of a weapon or dangerous object.
- Willful or persistent defiance of school authority.
- Other conduct that seriously threatens the safety, dignity, or well-being of the school community.

Consequences may include loss of privileges, detention or other disciplinary measures, suspension, or dismissal, depending upon the seriousness and circumstances of the violation.

Bullying, Cyberbullying, and Sexting

Saint Leo the Great Catholic School prohibits bullying, cyberbullying, harassment, and sexting. These behaviors are prohibited during school, during Extended Care, on field trips, at school-sponsored activities, while traveling to or from school or school activities, and when conduct occurring outside school materially affects the School community.

Care of School Property

Students are expected to care for school property and to treat classrooms, books, furniture, equipment, playgrounds, lunch areas, and other facilities respectfully. Families may be responsible for the replacement or repair of lost or damaged school property.

Student Council Code of Behavior

Student Council members are student leaders and are expected to model the highest standards of academic effort, behavior, dress, responsibility, and school spirit. Student Council members should serve as positive role models and demonstrate leadership through respectful conduct and service.

VII. PARENT AND GUARDIAN PARTNERSHIP

Parent/Guardian Expectations

Parents and guardians are essential partners in their children's education. The School expects families to communicate respectfully with teachers, staff, administrators, and one another and to support an environment that promotes the academic, physical, social, spiritual, and emotional well-being of students.

Parent/Guardian Code of Ethics

4. Provide moral guidance and nurture your child's spiritual development.
5. Model Christian behavior and attitudes.
6. Follow the policies contained in the Parent & Student Handbook.
7. Respect confidential information encountered through volunteer service.
8. Treat students, faculty, staff, administrators, and other families with dignity and respect.
9. Communicate concerns directly and appropriately to the individuals responsible for addressing them.
10. Ensure that students arrive prepared for school.
11. Communicate with teachers regarding significant academic or school-related concerns.
12. Attend required parent-student-teacher conferences.

13. Balance athletics and extracurricular activities with academic and school commitments.

Parent Involvement

Saint Leo the Great Catholic School recognizes parents and guardians as the primary educators of their children. The School has a special role and mission in supporting families by providing a caring, Catholic, academically focused environment. Two-way communication and meaningful parent participation contribute significantly to the success of our school community.

Parent and School Partnership

All members of the school community are expected to contribute to an environment rooted in Catholic principles, dignity, respect, cooperation, and service. Parents, guardians, family members, childcare providers, and other responsible adults are expected to work courteously and cooperatively with the School in all areas of school and student life.

Communication and Resolution of Concerns

Families are welcome to raise questions and concerns regarding school operations or personnel. Concerns should be communicated respectfully and through appropriate channels.

14. The student's teacher.
15. The Principal or appropriate administrator.
16. The Pastor, when a concern remains unresolved.

Parents should never approach another student regarding a disciplinary or school matter. A parent with a concern regarding another student should direct that concern to the appropriate teacher or administrator.

Appointments with Teachers

Parents and guardians must make appointments in advance before meeting with teachers. Drop-in conferences are not permitted. Parents and guardians must check in at the School office upon arrival and obtain a visitor badge before proceeding beyond the office.

Special Needs and Student Support

The School's learning support personnel serve as resources for students, parents, and teachers. Support services may include advocacy, academic assistance, social-emotional support, Student Success Team processes, and referrals when appropriate.

Custody and Release of Minors

Parents and guardians are responsible for providing the School with current information regarding custody, visitation, and authorized release arrangements. No unauthorized person may assume custody of a student during school hours or immediately before or after school without appropriate authorization.

Custodial and Non-Custodial Rights

In the absence of a court order limiting a parent's rights, the School will generally provide both custodial and non-custodial parents with access to educational records and school-related information. A parent or guardian seeking restrictions on access must provide the School with an official, current court order specifying the applicable restrictions.

Parent/Guardian Conduct and Enrollment

Parents and guardians are expected to conduct themselves in a manner consistent with the Catholic mission of Saint Leo the Great Catholic School. Conduct that is threatening, hostile, abusive, irate, disruptive, discriminatory, or materially interferes with the School's ability to educate and protect students may result in administrative action. Depending upon the circumstances, the School may require a meeting with the family, restrict campus access, establish behavioral expectations, or determine that continued enrollment is no longer appropriate.

VIII. REGISTRATION, TUITION, FEES, AND FAMILY PARTICIPATION

Registration Fees

A registration fee of $395.00 is required for each student. Newly accepted students must submit the registration payment within ten (10) days of acceptance. Returning students must submit the registration fee by the deadline established by the School. Registration fees are non-refundable and non-transferable.

Tuition

Tuition is established according to the School's annual tuition schedule. For 2026–2027, the published yearly tuition rates are:

Family Enrollment	Yearly Tuition
One Student	$12,113
Two Students	$23,071
Three Students	$31,677
One Student — Active St. Leo In-Parish	$11,091
Two Students — Active St. Leo In-Parish	$19,802
Three Students — Active St. Leo In-Parish	$28,420

Monthly Tuition Rates

Family Enrollment	Monthly Tuition
One Student	$1,211
Two Students	$2,307
Three Students	$3,167
One Student — Active St. Leo In-Parish	$1,109

Two Students — Active St. Leo In-Parish	$1,980
Three Students — Active St. Leo In-Parish	$2,842

Tuition Payment Options

Families may choose either an annual payment, for which a 5% discount is available when the full annual tuition is paid on or before the first day of school, or a monthly payment plan consisting of ten installments beginning August 1, 2026, and continuing through May 1, 2027.

The current source handbook states that registration and tuition payments for returning and new families must be paid through FACTS, while another passage references payment at the front office. The School should confirm the final payment procedure before publication and use one consistent statement throughout the handbook.

Tuition is Non-Refundable

Tuition becomes due and non-refundable upon the earlier of execution of the tuition contract or payment of the registration fee.

Nonpayment of Tuition

Families are expected to maintain current tuition and fee accounts. Delinquent accounts may result in notices, late fees, restrictions on participation in school activities, non-renewal of enrollment, suspension of attendance, or dismissal from the School.

Parent Support Programs and Fundraising

Families are expected to participate in designated school support and fundraising activities as communicated by the School.

School Service Hours

Each family with one or more students enrolled at Saint Leo the Great Catholic School is expected to complete 35 school service hours during the academic year. The first 15 hours are to be completed by December 15, and the remaining 20 hours are to be completed by May 1.

The source handbook's fee summary lists a $20.00 per-hour assessment for uncompleted service hours, including a maximum family assessment of $700.00 for 35 hours. This amount should be confirmed by the Administration before final publication.

Additional Fees

Fee	Amount / Requirement
Special Funding Fee	$350.00 — Required by 7/15
Non-participation Service Hours	$20.00/hour — Due upon billing
New Parent Capital Improvement Fee	$100.00 — Required by 9/1
Kindergarten Supplemental & Promotion Fee	$130.00 — Required by 9/1
Pre-K Supplemental Fee	$100.00 — Required by 9/1
Eighth Grade Graduation Fee	$250.00

Extended Care Registration	$50.00
Extended Care Late Pick-Up	$6.00 per minute after 6:00 p.m.
Athletic Fee	$125.00
Lost/Damaged Books	Replacement value or $50.00 per book, whichever is greater
Returned Check Fee	$25.00
Technology Damage	Repair/replacement cost plus applicable charges

IX. ATTENDANCE POLICIES AND PROCEDURES

Attendance Expectations

Regular and punctual attendance is essential to student success. The school day begins with the first bell at 8:10 a.m. Students are considered tardy if they are not in line at 8:12 a.m., even if they arrive on campus before that time. Students are also expected to return promptly to class following recess, lunch, and other scheduled breaks.

Absences

Parents or guardians must notify the School office by 8:30 a.m. when a student will be absent. Upon returning to school, the student must provide a written note stating the date and reason for the absence and including the parent/guardian signature. When required, medical documentation must also be provided.

Students are responsible for obtaining and completing missed classwork and homework. Excessive absences, including excused absences, may affect academic progress and may result in additional administrative action.

Extended Absences

For extended medical absences, the School may assist families in seeking appropriate educational support through available public or county resources. For non-medical or non-emergency extended absences, parents/guardians are responsible for arranging appropriate instructional support.

Early Dismissal

A written note is required when a student must leave school before the regular dismissal time. The note should be submitted to the School office in the morning before classes begin.

Tardiness

Students are expected to arrive on time each school day and to return promptly to class after all scheduled breaks. Repeated or excessive tardiness may result in disciplinary action and may affect academic progress.

X. GENERAL SCHOOL PROCEDURES AND REGULATIONS

Announcements and Morning Procedures

The school day begins with community prayer and the Pledge of Allegiance. During rainy weather, students report directly to the designated indoor location and remain quiet while announcements are made.

Bicycles, Skateboards, and Scooters

For safety reasons, bicycles, skateboards, rollerblades, inline skates, scooters, and similar equipment may not be ridden on school grounds.

Classrooms

Students should report directly to assigned seats and follow the classroom teacher's established routine. Hallways are quiet zones.

Classroom Visits and Visitors

All visitors must report to the Front Office, sign in, and obtain a visitor badge. Parents and guardians must make appointments before visiting classrooms or meeting with teachers.

Emergencies and Drills

During emergencies and drills, students must follow the directions of the supervising teacher or adult. Students may be released only to individuals authorized through the School's emergency release procedures.

Field Trips

Field trips are privileges and may be denied when a student does not meet academic, behavioral, or other eligibility requirements. A completed permission form is required. Only approved chaperones may accompany students.

Insurance Claims

For serious accidents in which an insurance claim may be involved, the School will complete required accident documentation and provide applicable insurance claim information.

Jurisdiction of School Policies

School policies apply on school grounds, in the immediate vicinity of the School, during the school day, and at school-sponsored activities on or off campus. Expectations may also apply to conduct outside school when that conduct materially affects the safety or orderly operation of the School community.

Littering

Students are expected to help maintain clean classrooms, hallways, restrooms, playgrounds, lunch areas, and other school facilities.

Lockers

Lockers are provided to students in Grades 6–8. Only School-approved locks may be used. Lockers are School property and may be inspected as necessary.

Lost and Found

Lost items are placed in the designated Lost and Found area. Unclaimed items may be donated periodically.

Lunches

Students should arrive at school with their lunch. Parents who need to deliver a forgotten lunch should bring it to the Front Office by 12:00 p.m. and clearly label it with the student's name and grade. Glass containers are not permitted.

Parties and Celebrations

Class parties and birthday celebrations must be coordinated with the classroom teacher. Treats should be delivered to the School office rather than directly to classrooms.

Personal Belongings

Students should not bring toys, trading cards, or other unnecessary personal items to school. The School is not responsible for personal property that is lost, damaged, or stolen.

School Telephone Use

The School telephone is intended primarily for school business and emergencies. Students should develop responsibility for bringing required books, homework, lunches, uniforms, and supplies.

Playground Behavior

Students must follow the directions of supervising adults, participate safely, and respond immediately to the bell at the conclusion of recess.

Restroom Procedures

Students should use the restroom before or after school and during designated recess and lunch periods whenever possible. Restrooms are not places for socializing or playing.

Reporting Injuries

All injuries should be reported to the School office promptly. Parents/guardians or emergency contacts will be notified when appropriate.

Suspected Child Abuse or Neglect

School employees are mandated reporters under applicable law. When a school employee has reasonable suspicion of child abuse or neglect, the employee will follow applicable reporting requirements and School procedures.

Transportation and Traffic Safety

Families are expected to follow all School traffic and dismissal procedures. Drivers must follow staff directions, remain in designated lanes, avoid double parking, avoid blocking driveways, and use designated student crossing areas.

Yard Supervision

Students remaining on campus after the regular supervision period may be signed into Extended Care and billed according to the applicable fee schedule.

Cell Phones, Tablets, Smart Watches, and Two-way Communication Devices

Saint Leo the Great School recognizes that some students may need access to a cell phone or other communication device before or after school. To protect the learning environment, promote student safety, and minimize distractions, the following policy applies to all cell phones, tablets, smart watches, and other electronic devices capable of two-way communication. Students may bring a cell phone only when necessary for an approved after-school arrangement, such as walking, biking, taking public transportation, or changing households.

Required Check-In

- 7:00–8:00 a.m.: Cell phones are checked in through Extended Care.
- 8:00 a.m. and later: Cell phones are checked in through the Front Office.
- Tardy students: Cell phones must be turned in to the Front Office immediately upon arrival.

Students may not keep a cell phone in a backpack, locker, pocket, or other personal belongings during the school day.

End-of-Day Return

Students using carpool, walking, biking, or the bus may retrieve their phones according to the School's dismissal procedure. Students attending Extended Care will receive their phones when released from Extended Care. Students leaving early may retrieve their phone through the Front Office at dismissal.

Family Communication During the School Day

Parents and guardians should not communicate with students through cell phones, smart watches or any other two-way devices during the school day. Families needing to reach a student for an urgent matter should contact the Front Office.

Violation

Possession of a cell phone on campus during the school day, whether or not the device is being used, constitutes a violation. Disciplinary consequences may include loss of privileges, confiscation, suspension, or more serious action, including removal from the School when warranted. The same expectations apply to tablets, smart watches, and other two-way communication devices unless the School has provided specific written authorization.

XI. HEALTH AND SAFETY INFORMATION AND POLICIES

Emergency Cards

Parents and guardians are responsible for providing complete and current emergency information. Families must promptly notify the School of changes in address, telephone numbers, emergency contacts, medical information, custody arrangements, or other circumstances affecting student safety.

Health Records and School Attendance

Students must maintain required health records and immunizations consistent with applicable requirements. Students who do not have required health documentation may be excluded from school as required by law.

Health Screening

The School participates in health screening programs provided through the Diocese and appropriate health services.

Medication During School Hours

Medication may be administered during school hours only when the School has received the required written authorization from the student's physician and parent/guardian. Medication must be brought to School by an authorized adult and stored according to School procedures.

Personal Hygiene and Good Health Practices

Students are expected to practice good personal hygiene and arrive at school clean and appropriately groomed. Students should wash their hands regularly and avoid sharing personal items.

Communicable Diseases

Parents/guardians should notify the School office promptly when a student has a communicable illness. Students may be required to provide medical clearance before returning to School when appropriate.

Immunization Requirements

Students must maintain required immunizations and health documentation in accordance with applicable California requirements. Families are responsible for providing current documentation to the School.

Harassment and Discrimination Policy of the Diocese of Oakland

Saint Leo the Great Catholic School follows applicable Diocese of Oakland policies regarding harassment and discrimination. Harassment may include verbal, physical, visual, electronic, or sexual conduct that creates a hostile, intimidating, or inappropriate environment.

Employee-to-Student Harassment

Harassment of a student by an employee or agent of the Diocese is prohibited. Romantic or sexual relationships between students and employees or agents of the Diocese are strictly prohibited.

Student-to-Student Harassment

Student-to-student harassment is prohibited when connected to school attendance, school activities, school grounds, transportation, lunch, or school-sponsored events.

Retaliation

Retaliation against a person who reports harassment or discrimination is prohibited.

Reporting Procedure

Students and parents/guardians who believe harassment or discrimination has occurred should report the concern promptly to a teacher, counselor, Principal, or member of the Administration. The School will respond according to applicable School and Diocesan procedures.

XII. EXTRACURRICULAR ACTIVITIES AND ATHLETICS

Eligibility Requirements

Participation in extracurricular activities is a privilege. Students must maintain acceptable academic effort, academic performance, and conduct.

Academic Eligibility

A student receiving an academic grade below a C may be restricted from participating in extracurricular activities according to School policy. Eligibility may be restored after the student demonstrates sustained academic improvement as determined by the Principal.

Conduct Eligibility

Students receiving a conduct grade of C- or below may be restricted from extracurricular participation. Serious behavioral violations may result in immediate suspension from extracurricular activities.

Athletics

The athletic program provides students with opportunities to develop skills, teamwork, discipline, sportsmanship, and respect. Sports offered may include basketball, cheerleading, volleyball, and track, depending upon enrollment, scheduling, facilities, and volunteer availability.

Parent and Volunteer Support

The athletic program depends heavily upon parent volunteers. Coaches and assistants must meet applicable Safe Environment requirements. Parents and family members are expected to model appropriate sportsmanship and support students, coaches, officials, and opposing teams respectfully.

Catholic Youth Organization (CYO)

Saint Leo the Great Catholic School participates in Catholic Youth Organization athletics consistent with the Diocese of Oakland.

East Bay Parochial League (EBPL)

Saint Leo the Great Catholic School participates in the East Bay Parochial League. League policies govern scheduling, facilities, officials, competition, and related athletic procedures.

XIII. SCHOOL AND PARENT ORGANIZATIONS

School Advisory Board

The School Advisory Board serves as an advisory body to the Principal and Pastor. The Board advises on matters including policy, budget, and long-term planning. The Board does not administer the School and does not serve as an arbitration committee.

XIV. EXTENDED CARE

Philosophy

Extended Care provides a safe, organized, Catholic/Christian-centered environment in which students can continue to learn, play, socialize, and grow after the regular school day.

Program

Extended Care activities may include arts and crafts, outdoor recreation, neighborhood walks, indoor games, music, storytelling, and dance and movement activities.

Yearly Schedule

Extended Care operates Monday through Friday during designated morning and afternoon hours, subject to the School calendar and exceptions for holidays, minimum days, graduation, and other designated dates.

Pick-Up Procedures

Students may be released only to individuals authorized on the registration or emergency information. If someone not listed is to pick up a student, the Extended Care Director must receive written authorization from the parent/guardian.

Morning and After-School Care

Morning care is available from 7:00–8:00 a.m. After-school care extends until 6:00 p.m.

Illness

Students who are ill should not attend Extended Care. Parents/guardians should notify the School of significant health concerns and allergies.

Behavior Responsibilities

Students are expected to treat others respectfully and follow directions. Continued serious or inappropriate behavior may result in removal from the Extended Care program.

Procedure for Dismissal from Program

The School may require a student to leave Extended Care when behavior or circumstances make continued participation inappropriate or unsafe.

Parental Responsibilities

Parents and guardians are responsible for signing students in and out, picking students up on time, notifying Extended Care of schedule changes, providing required information, and keeping authorized pickup information current.

Program Fee Schedule

For 2026–2027, Extended Care is charged at $5 per hour per student, with a 10% discount for the second student. A $50 family registration fee applies as specified by the School.

Hours of Operation

Morning Care: 7:00–8:00 a.m. After-School Care: dismissal through 6:00 p.m. A $6-per-minute late pick-up charge applies after 6:00 p.m.

XV. MARKETING, MEDIA, AND PUBLIC RELATIONS

Use of Student Photographs, Video, and Student Work

Saint Leo the Great Catholic School may use photographs, video, audio, and student work to celebrate student accomplishments, communicate about School activities, promote Catholic education, and share information about the School.

Media Policies for Families

Media taken by students or families at School or School-sponsored events is intended for private use. Families may not publish or post media depicting other members of the School community without appropriate consent.

Media Policies for the School

Media taken by School personnel will be handled appropriately and according to the consent provided by the student's parent/guardian.

Student Work

Student work may be published with appropriate consent for educational, promotional, or celebratory purposes.

Consent and Authorization

Parents/guardians who authorize publication of student photographs, video, audio, or work must complete the School's Media and Student Work Agreement.

XVI. SCHOOL SCHEDULES

School Calendar

The following calendar reflects the 2026–2027 school year calendar contained in the current handbook source. Families should consult official School communications for changes or additions.

August 2026
Mon 10 First Day for Teachers
Wed 12 New Parent Orientation Meeting @ 5:30pm
Uniform Sale (Gently Used) @ 4:30pm – 6:00pm
Thu 20 First Day of school - Prayer Service (Church) 10:00am
MINIMUM DAY – NO EXTENDED CARE
Fri 21 MINIMUM DAY – EXTENDED CARE OPEN
Mon 24 First Full Day of School
Tue 25 Back to School Night @ 6:00 pm
MINIMUM DAY – NO AFTERNOON EXTENDED CARE
September 2026
Wed 02 New Families - Welcome Prayer Service (Church) 9:00am
Fri 04 Back to School BBQ @ 5:00pm – 8:00pm
MINIMUM DAY – NO AFTERNOON EXTENDED CARE.
Mon 07 Labor Day Holiday - NO SCHOOL
Fri 11 Elementary Staff Day – NO SCHOOL
W-F 23-25 Goal Setting Parent/Student Conferences
MINIMUM DAYS – EXTENDED CARE OPEN
October 2026
Mon 12 Indigenous People’s Day - NO SCHOOL
Wed 14 Peace Patrol /Student Council/Ambassador Installation @ 9:00am
Fri 16 WCEA MINIMUM DAY - EXTENDED CARE OPEN
Thu 22 School Picture Day
Fri 30 Halloween Carnival @ 6:00pm – 8:30pm
MINIMUM DAY – NO AFTERNOON EXTENDED CARE
November 2026
Fri 06 End of Trimester 1

MINIMUM DAY – EXTENDED CARE OPEN
Mon 09 Veterans Day – NO SCHOOL
Fri 13 Report Cards
Wed 18 Thanksgiving Prayer Service @ 9:00 am (Church)
Thu 19 Graduation / Retakes/ Staff Picture Day
Fri 20 MINIMUM DAY – EXTENDED CARE OPEN
M-F 23 – 27 Thanksgiving Holiday – NO SCHOOL (School resumes 11/30)

December 2026

Wed 02 Advent Prayer Service @ 9:00 am (Church)
Wed 09 Advent Prayer Service @ 9:00 am (Church)
Sun 13 Christmas Boutique & Breakfast with Santa @ 9:00am – 1:00pm
Thu 17 Christmas Concert @ 6:30 pm (Church)
MINIMUM DAY – NO AFTERNOON EXTENDED CARE
Fri 18 Start of Christmas Break – NO SCHOOL (School resumes 1/7/27)

January 2027

Wed 06 Teachers Workday - NO SCHOOL for Students
Thu 07 School Resumes (Post-Christmas break)
Fri 15 Diocesan Professional Development Day - NO SCHOOL for Students
Mon 18 Martin Luther King Jr. Holiday - NO SCHOOL
Thu 21 Parent Teacher Conferences AS NEEDED
MINIMUM DAY – EXTENDED CARE OPEN
Fri 22 Parent Teacher Conferences AS NEEDED
MINIMUM DAY – EXTENDED CARE OPEN
Sun 24 Catholic Schools Week Begins – Sunday Mass
Tue 26 Open House (9:00am – 12:00pm)

February 2027

Fri 05 WCEA - MINIMUM DAY - EXTENDED CARE OPEN
Wed 10 Ash Wednesday Service 9:00 am (Church)
Fri 12 MINIMUM DAY - NO AFTERNOON EXTENDED CARE
Mon 15 President’s Day - NO SCHOOL
Sat 20 Crab Feed Fundraiser 6:30pm – 10:00pm (Gym)
Fri 26 End of Trimester 2
Black History Month Program 10:00 am (Church)

March 2027

Fri 05 Report Cards - MINIMUM DAY
Mon 15 Elementary Staff Day - NO SCHOOL
Sun 21 Palm Sunday
Thu 25 Holy Thursday – Passion Play 10:00 am (Church)
MINIMUM DAY - NO EXTENDED CARE
Fri 26 Good Friday - NO SCHOOL
Sun 28 Easter
M-F 29 Easter Break - NO SCHOOL (3/29 - 4/2)

April 2027

Mon 05 School Resumes

Thu 15 Spring Picture Day
Fri 30 WCEA - NO SCHOOL
May 2027
Thu 27 Schoolwide Spring Extravaganza 1:15pm (Gym)
Fri 28 Principal's Holiday - NO SCHOOL
Mon 31 Memorial Day - NO SCHOOL
June 2027
Thu 3 Eighth Grade Graduation Prayer Service 9:00 am (Church)
Eighth Grade Graduation 6:00pm (Church)
MINIMUM DAY - NO EXTENDED CARE
Mon 7 Kindergarten Promotion 10:00am (Church)
MINIMUM DAY
Tue 8 Pre-Kindergarten & Kindergarten End of School BBQ
End of Trimester 3
MINIMUM DAY
Wed 9 Report Cards - Last Day of School
MINIMUM DAY – N0 EXTENDED CARE
Dismissal Times for Students
Grade	Regular Dismissal	Early Dismissal	Minimum Dismissal
Pre-K PrepPre-Kindergarten	2:30pmMonday/ Tuesday/ Thursday/ Friday	1:30pmWednesday	12:00pm**Will be specified on calendar\
Kindergarten	2:30pmMonday/ Tuesday/ Thursday/ Friday	1:30pmWednesday	12:00pm**Will be specified on calendar\
1st through 8th	3:00pmMonday/ Tuesday/ Thursday/ Friday	2:00pmWednesday	12:30pm**Will be specified on calendar\

Student Dismissal Times

Grade	Regular Dismissal	Wednesday Dismissal	Minimum-Day Dismissal
Pre-K	2:30 p.m.	1:30 p.m.	12:00 p.m.
Kindergarten	2:30 p.m.	1:30 p.m.	12:00 p.m.
Grades 1–8	3:00 p.m.	2:00 p.m.	12:30 p.m.

APPENDICES

Appendix A — Acknowledgment & Receipt of Parent & Student Handbook Agreement and Disclaimer

The Saint Leo the Great Catholic School mission is to foster Catholic values for the families it serves by teaching and modeling Christian moral development, service, community, respect, and self-esteem.

The Parent & Student Handbook provides the policies, procedures, and expectations of the School community. Parents and students are expected to read the handbook thoroughly, review it together, and return the signed acknowledgment form to the School office within the timeframe established by the School.

Disclaimer: The handbook is designed to support a quality academic and Catholic atmosphere. It does not address every circumstance that may arise. The School reserves the right to amend handbook guidelines as necessary and will notify families of significant changes. Enrollment constitutes agreement to comply with School policies; failure to do so may result in disciplinary action or disenrollment.

Student Name(s): _____

Grade(s): _____

Parent/Guardian Signature: _____

Date: _____

Appendix B — Code of Conduct Involving Interactions with Minors in the Diocese of Oakland

OFFICIAL DIOCESAN DOCUMENT — Insert the current Diocese of Oakland approved Code of Conduct here. The School should use the current official version supplied by the Diocese.

Appendix C — Saint Leo the Great Catholic School Telecommunications Responsible Use Agreement

FAMILY SIGNATURE AGREEMENT — Insert the current, approved telecommunications responsible-use agreement here. The current source handbook indicates that multiple versions exist and that they should be consolidated into one current agreement before publication.

Appendix D — Saint Leo the Great Catholic School Walk/Bike Off-Campus Permission Slip and Release

PERMISSION FORM — Insert the current School-approved Walk/Bike Off-Campus Permission Slip and Release here.

Appendix E — Saint Leo the Great Catholic School Media and Student Work Agreement

MEDIA CONSENT FORM — Insert the current School-approved Media and Student Work Agreement here.