

# **ST. LEANDER SCHOOL**

451 Davis Street

San Leandro, CA. 94577

Phone: (510) 351-4144

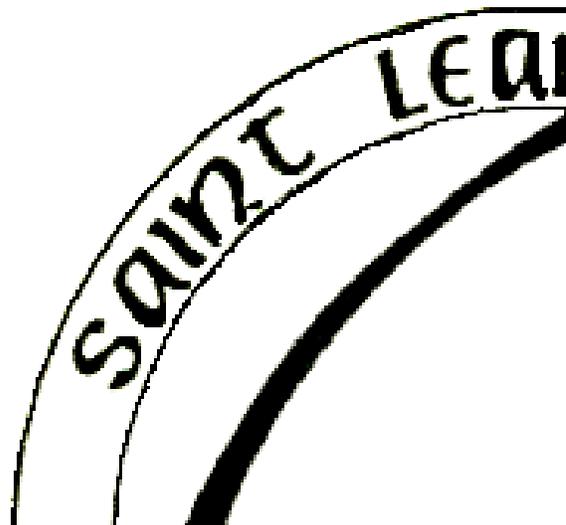
Fax: (510) 483-6060

Website: [www.stleanderschool.org](http://www.stleanderschool.org)

Accredited by the Western Catholic Educational Association and the  
Association of Schools and Colleges.

## **PARENT AND STUDENT HANDBOOK**

**2014-2015**



### **St. Leander Mission Statement**

St. Leander Catholic School, an educational ministry of St. Leander Parish since 1881, empowers prekindergarten-eighth grade students to achieve their highest level of academic success and creative potential in preparation for the challenges of the future. Teachers and families work collaboratively to inspire excellence in a safe and welcoming Catholic environment that supports and fosters each child's spiritual, emotional, intellectual, and physical gifts. We educate and nurture students to live in faith through prayer and service to all.

# Our Goals Are CLEAR!

## **C**ommitted Christians who

- : understand the teachings of the Catholic Church
- : demonstrate a faith in God through service to others
- : actively show respect and take responsibility for self, others and all of God's creation
- : appreciate the diversity of others by exhibiting caring behaviors
- : know that they are valued members of St. Leander School

## **L**ifelong Learners who

- : demonstrate age appropriate skills in all subject areas
- : use technological skills to meet the challenges of today's society
- : develop study skills necessary to be successful in future endeavors
- : believe in their ability to do their personal best as well-rounded individuals
- : utilize organizational skills and possess the ability to set goals
- : express themselves creatively and develop their own individual talents

## **E**ffective Communicators who

- : express themselves in a confident and coherent manner
- : write a cohesive paragraph using a variety of writing skills
- : think, read, and listen critically and creatively

## **A**ctive, Positive Leaders who

- : use appropriate skills to interact with individuals and groups
- : demonstrate leadership skills
- : use problem-solving skills to work through differences with others

## **R**esponsible Citizens who

- : respect and appreciate cultures and religions of the larger global community
- : work toward their goals
- : develop self-confidence while acting independently and taking responsibility for their actions

## **I. GENERAL INFORMATION**

### **A. History of the School**

In August 1881, four Dominican Sisters from San Rafael arrived in San Leandro to establish the first Catholic School. Through hard work they transformed the former courthouse into an all-girls' school. Two years later, St. Mary's became a coeducational grammar school. In 1926, due to increasing enrollment, a new building was constructed on the site of the courthouse. During the 1950's the name of the school was changed from St. Mary to St. Leander School to reflect the name of the parish. A primary school was built in 1958 on the site of the original church. Over the next twenty years, a prekindergarten and a kindergarten were added.

### **B. Mission Statement**

St. Leander Catholic School, an educational ministry of St. Leander Parish since 1881, empowers prekindergarten-eighth grade students to achieve their highest level of academic success and creative potential in preparation for the challenges of the future. Teachers and families work collaboratively to inspire excellence in a safe and welcoming Catholic environment that supports and fosters each child's spiritual, emotional, intellectual, and physical gifts. We educate and nurture students to live in faith through prayer and service to all.

### **C. Philosophy Statement**

Saint Leander School graduates students who understand the teachings of the Catholic Church, respect all life, and are committed to serving others. We recognize parents as the primary educators of their children who support and cooperate with teachers to provide curricular instruction and opportunities for varied learning experiences. The school provides a safe and disciplined environment where students are expected to do their personal best as they strive toward academic excellence. Students learn to show respect for themselves and others by demonstrating an appreciation for the cultural, economic and religious diversity of the community. In an atmosphere of respect and tolerance, students grow in appreciation of their God-given value and the dignity of each person.

#### **1. Purpose**

The provisions in this handbook are designed to provide parents and students information and guidance as to the procedures and rules of the school. The provisions in this handbook are not a contract and impose no obligation on the school. This handbook is not a part of the tuition agreement. The contents of this handbook may be changed as necessary at the school's discretion and, if changed, written notification of such changes will be provided to parents and students.

## **D. Personnel**

### **1. Bishop**

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

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

Bishop Michael C. Barber, SJ  
2121 Harrison Street  
Oakland, CA 94612

### **2. Superintendent of Catholic Schools**

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

Sister Barbara Bray, Superintendent  
2121 Harrison Street  
Oakland, CA 94612

The School Department provides information, guidelines, assistance, and services to the school that are ordinarily site-based managed and under the leadership of the Principal. Although governance of the schools is at the local level, Pastors and Principals are expected to follow policies and guidelines approved for schools by the Bishop. Schools are also expected to follow curriculum guidelines.

In some special circumstances, decisions may need to be made by the School Department that would ordinarily be made at the local level.

### **3. Pastor**

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

Fr. Paul R. Vassar, Pastor  
St. Leander Parish  
474 W. Estudillo Avenue  
San Leandro, CA 94577  
(510) 895-5631

### **4. Principal**

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will

nurture the growth and development of each person. The Principal fosters community among faculty and students. S/he understands the Catholic School as part of larger communities, both religious and secular. The Principal collaborates with parish, area, and/or Diocesan personnel in planning and implementing policies, programs, and/or the use of facilities and grounds.

Lynne Kennedy Mullen, Principal  
451 Davis Street  
San Leandro, CA 94577  
(510) 351-4144

## 5. Faculty

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

## 6. Secretary

The school secretary is responsible to the principal for the efficient operation, of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the Principal's office.

## 7. Other Support Staff

Other staff is responsible to the Principal for the efficient operation of the school and for the performance of duties according to their job descriptions.

## 8. List of School Personnel

### Administration

Mrs. Lynne Mullen, Principal  
Ms. Amy Cross, Vice Principal

### email

[lmullen@csdo.org](mailto:lmullen@csdo.org)  
[across@csdo.org](mailto:across@csdo.org)

### Faculty

Mrs. Bernadette LaNoue, Prekindergarten	<a href="mailto:blanou@csdo.org">blanou@csdo.org</a>
Mrs. Beverly Jitosh, Kindergarten	<a href="mailto:bjitosh@csdo.org">bjitosh@csdo.org</a>
Ms. Traci Franco, First Grade	<a href="mailto:tfranco@csdo.org">tfranco@csdo.org</a>
Ms. Rebecca Martinez, Second Grade	<a href="mailto:rmartinez@csdo.org">rmartinez@csdo.org</a>
Mrs. Sharon Williams, Third Grade	<a href="mailto:swilliams@csdo.org">swilliams@csdo.org</a>
Mrs. Rosa De La Pena, Fourth Grade	<a href="mailto:rdelapena@csdo.org">rdelapena@csdo.org</a>
Miss. Kara Tiedemann, Fifth Grade	<a href="mailto:ktiedemann@csdo.org">ktiedemann@csdo.org</a>
Mr. Mark Ruiz, Sixth Grade	<a href="mailto:mruiz@csdo.org">mruiz@csdo.org</a>
Mrs. Donna Joseph, Seventh Grade	<a href="mailto:djoseph@csdo.org">djoseph@csdo.org</a>
Ms. Mariflor Medrano, Eighth Grade	<a href="mailto:mmedrano@csdo.org">mmedrano@csdo.org</a>
Miss. Jessica Moore, Art	<a href="mailto:jmoore@csdo.org">jmoore@csdo.org</a>
Mr. John Hall, Computers	<a href="mailto:jhall@csdo.org">jhall@csdo.org</a>
Mrs. Felicia DeWald, PE	<a href="mailto:fdewald@csdo.org">fdewald@csdo.org</a>
Mr. Timothy Silva, Music	<a href="mailto:tsilva@csdo.org">tsilva@csdo.org</a>

### Teacher Assistants

Mrs. Araceli DeAnda  
Ms. Agnes Madriaga  
Miss. Brianna Soto  
Mrs. Shirley Collins

### email

[adeanda@csdo.org](mailto:adeanda@csdo.org)  
[amadriaga@csdo.org](mailto:amadriaga@csdo.org)  
[bsoto@csdo.org](mailto:bsoto@csdo.org)  
[scollins@csdo.org](mailto:scollins@csdo.org)

**SLED**

Mrs. Lorraine Dutra, Program Leader [ldutra@csdo.org](mailto:ldutra@csdo.org)  
Miss. Brianna Soto [bsoto@csdo.org](mailto:bsoto@csdo.org)  
Mrs. Alma Swayne  
Mr. Robert Talley

**Office**

Mrs. Kathy Heisick, Secretary [kheisick@csdo.org](mailto:kheisick@csdo.org)  
Mrs. Pat Rosas, Tuition/SLED billing [prosas@csdo.org](mailto:prosas@csdo.org) 351-6354  
Mr. Victor DeFreitas, Custodian [vdefreitas@csdo.org](mailto:vdefreitas@csdo.org)

**Hot Lunch Program**

ChoiceLunch [www.choicelunch.com](http://www.choicelunch.com)  
(School Registration Code: **Leander**)

## **G. Boards, Committees, Organizations**

### **1. Diocesan School Board**

A Diocesan School Board is appointed by the Bishop to act in an advisory capacity to the Superintendent and to himself.

The responsibilities of the Diocesan School Board include: discussion of any major change in the operation or organization of a school, recommendation of policies affecting the standards of education, finance, salary scales for school personnel, and promotion of effective public relations on behalf of Catholic education.

### **2. Local School Board**

Just as the Diocesan School Board acts in an advisory capacity to the Bishop and Superintendent, so does the local school board act in an advisory capacity to the Pastor and Principal.

The local school board's mission is to bring its wisdom, talent, experience, faith life, and good will into the process of providing quality education for all the children served by the school. The local school board furnishes the support and leadership to carry out the Church's commitment to Christian education.

Those who serve on Catholic school boards, both Diocesan and local school boards, support an environment for the teaching of the Catholic faith, the building and experiencing of community, the serving of others and the opportunity for worship. They are called to model what they identify as the purpose of Catholic education.

## **3. Committees, Organizations**

### **St. Leander School Board**

The St. Leander School Board serves as an advisory board to the Principal and Pastor. Recommendations in areas of policy, finance, enrollment, plant maintenance and long term planning are made to the Principal and Pastor. The School Board does not act as an arbitration committee nor are they involved in personnel or discipline issues within the school.

Open board meetings are held monthly and committee meetings are held monthly as often as needed. Items for the agenda must be submitted in writing at least two weeks before the next board meeting. School Board meetings are held in the Computer Lab as noted on the school calendar.

### **St. Leander School Parent Teacher Group (PTG)**

The Parent Teacher Group is a support system that is structured to offer a social atmosphere to St. Leander School. The parents work together to create a spirit of community within the school and parish. The PTG provides a social atmosphere through various gatherings to incorporate new families into the school and parish community, to assist the school through the implementation of fundraising events, and to provide opportunities for as many parents as possible to participate in school activities.

Open Parent Teacher Group (PTG) Meetings are held in the Computer Lab as noted on the school calendar. Parents are encouraged to attend.

## **PTG Parent Leadership Team**

### **Executive Committee**

#### **President:**

Duties: Serving as President of PTG includes the responsibility to lead our PTG toward specific goals chosen by its members in conjunction with the administration of St. Leander School. The goals must be consistent with the mission of the school to ensure a successful term of office. The President is the presiding officer and the official representative of the association. The President will recruit chairs and committee members, striving for a balance of experienced and new members. When filling positions, the President should ensure that all areas of the community are represented.

#### **Vice President:**

Duties: The Vice President serves in support of the President and may temporarily assume the place of the President. Therefore, the Vice President should make a thorough study of the President's duties and responsibilities. The Vice President also acts as an aide to the President and assumes responsibility for duties assigned by the President. Additional duties may also be outlined in the bylaws. Other duties of the Vice President include:

- Lead meetings in President's absence
- Accept delegated responsibilities
- Participate in executive board meetings and provide input for decisions
- Serve as liaison for new families
- Lead the annual membership drive

#### **Recording Secretary:**

Duties: The Recording Secretary compiles, organizes, and shares meeting minutes and agendas.

#### **Communications Secretary:**

Duties: The Communications Secretary focuses on the public relations aspect of PTG; serves as liaison with local newspapers and parish bulletin. This office gets the good word out about St. Leander School!

#### **Fundraising Chairs:**

Duties: The Fundraising Chairs coordinate the major fundraisers of the school. They coordinate ordering, collecting, tabulating, and overseeing of delivery and distribution of products as appropriate.

## **Standing Committees**

### **Health Chair:**

Duties: The Health Chair assists the Vice Principal with health records; attends Diocesan health meetings once per year.

### **Hospitality Chairs:**

Duties: The Hospitality Chairs will organize refreshments for PTG meetings, Back to School Nights, Parent meetings, and teacher lunches.

### **Campbell's Soup Labels/Boxtops for Education Chair:**

Duties: This Chair will advertise to the parent community to send in boxtops and soup labels. She will collect and tabulate the collections for supplemental income for St. Leander School.

### **Outreach Chairs:**

Duties: These Chairs organize outreach to school families experiencing illness or crisis.

### **Events Chair**

Duties: These Chairs organize the fall Family BBQ, Cookies with Santa, Book Faire, and Grandparents Day Tea. Planning information is available from the office.

### **Room Parents Chair**

Duties: Room Parents Chair makes sure we have at least one Room Parent per grade and holds a meeting at the beginning of the year with all Room Parents to discuss Room Parent Handbook (provided by school office) and is a point of contact for the school and Room Parents.

### **Uniform Closet Chair:**

Duties: The Uniform Closet Chair takes periodic inventory of donated uniforms, makes sure they are in good condition, labels sizes with masking tape and displays uniforms on tables at all parent and family functions.

## II. ACADEMIC INFORMATION AND STANDARDIZED TESTING

### A. Textbooks

Textbooks shall be selected in accordance with school policy developed by the Principal in close consultation with the faculty and will be used to implement Diocesan Curriculum Guidelines.

Textbooks should be covered with regular, not sticky, paper or stretchy fabric bookcovers. Lost books will be replaced at the parent's expense and there will be no refund if the book is then found. Individual damages will be assessed at the end of the year and appropriate charges made.

### Supplies

Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper and pens. Refer to the grade level supply list. Some supplies may need to be replenished throughout the year.

### B. Daily Schedule

The school office is open from 7:30 a.m. to 4:00 p.m. The school day for grades PreK through 2 is 8:00 a.m. to 2:45 p.m. The school day for grades 3-8 is 8:00 a.m. to 3:00 p.m. A warning bell rings two minutes before we start. When the second bell rings prayer begins. **Students not in line when the second bell rings will be considered tardy.**

Minimum days are scheduled for faculty in-services and before certain holidays as granted by the Department of Catholic Schools. The Department of Catholic Schools allows a maximum of 20 minimum days. These days are noted on the school calendar and in the weekly parent newsletter.

The lunch period is as follows:

PreK	11:00 - 11:40
K	11:45 - 12:15
1st and 2nd grades	11:50 - 12:25
3 <sup>rd</sup> – 5 <sup>th</sup> grades	11:50 - 12:20
6 <sup>th</sup> – 8 <sup>th</sup> grades	12:40 – 1:10

On a daily basis, students are to bring a lunch from home, or they must have preordered Hot Lunch. Bags/lunch boxes are to be labeled with student's name. Parents may include a snack for recess.

In the event that you occasionally must bring your child's lunch to school, please leave it at the office with the child's name and grade on it. For health reasons, please limit the number of fast food lunches delivered to your child.

**Soda is not permitted in school.** Parents may not provide pizza or lunches to the entire class without checking with the teacher first. Some of our students have allergies and certain foods are not allowed in the classrooms. All birthday treats must be cleared through the teachers in advance. We discourage sugary or excessive sweets in school.

## **C. Curriculum**

Local curriculum development is the responsibility of the Principal and faculty following the approved Diocesan guidelines.

### **1. Religious Education**

Religious instruction is an integral and continuing element of the educational experiences of students in all grades.

As a Catholic community, St. Leander School strives to live the Gospel message of Jesus by providing a number of religious activities for the students. Formal religious education is a part of our daily curriculum. School begins with a daily prayer assembly. Parents and caregivers are welcome to join us for morning prayer and we ask that you participate in prayer and be respectful by not socializing during prayer and pledge.

An emphasis is placed on providing a Catholic education for all students. Religious activities normally participated in by all students attending St. Leander School are:

- Morning Prayer
- Daily classroom prayer
- Special liturgies and prayer services scheduled monthly throughout the year
- Mass on Holy Days of Obligation
- Stewardship activities
- Faith Families
- Class Service Learning Projects

St. Leander School participates in the parish sacramental program. Preparation for the sacraments of Reconciliation and Eucharist occur in the Second Grade. Parents and students participate in the preparation for Reconciliation and in the First Communion celebration held the beginning of May. To be a candidate for the Sacraments of Reconciliation and First Eucharist, students need to be baptized and attending weekly Mass with their parents, parents need to be using the Sunday offering envelopes, parents must attend formation meetings as scheduled, and parents and students must attend the family liturgies. You will receive a calendar at the first parent meeting.

### **2. Family Life/Christian Sexuality**

Maximizing the wholesome influences of the Catholic classroom requires an approach which integrates the Catholic value system and moral convictions throughout the curriculum.

The Oakland Diocesan Catholic elementary school program in human sexuality is an integral part of the education program planned for each student. The integration of Catholic values in human sexuality occurs as appropriate throughout the entire curriculum.

## D. Homework

Homework is assigned to reinforce class work and to encourage the habit of responsibility and self-study. The Department of Catholic Schools suggests the following daily homework schedule. Times may vary depending on student ability and work habits. Homework is expected to be completed on the evening that it is assigned unless stipulated by the teacher. Suggested time allotments are:

Prekindergarten	4 times a week (weekly packets)
Kindergarten	4 times a week (weekly packets)
Grade 1 and 2	20 to 30 minutes
Grade 3 and 4	30 to 40 minutes
Grade 5 and 6	45 to 60 minutes
Grade 7 and 8	60 to 90 minutes

### **Parents can help students by:**

- providing a quiet place for study away from other activities (T.V., distracting noise)
- supplying reference books if possible, especially a dictionary
- scheduling a regular time for study each night
- not doing homework for your child
- reviewing the quality of work/encouraging neatness, accuracy, spelling

If a student has no written homework, quiet reading should be done so the habit of a regular study time is formed. Homework should not be so excessive that a student does not have time for home responsibilities or leisure. If your child is experiencing homework that exceeds these guidelines on a regular basis, please contact his/her teacher.

Weekend homework may include completing unfinished assignments, past due assignments or working on a long-range project. Assignments will not be made available to students prior to absences due to vacations. Upon return to school, students will be given a reasonable period of time to complete missed assignments. Please do not ask teachers to provide work for vacations taken outside of school-scheduled vacation periods during the school year.

Students are expected to complete and submit all homework assignments on time. If a child is unable to complete a homework assignment because of an emergency, please send a note informing the teacher and extra time may be given.

## E. Grading

### GRADING SCALES USED AT ST. LEANDER

#### GRADES PRE K & K

GRADE RANGE

G 80 - 100  
S 70 - 79  
N 0 - 69

#### GRADES 1 - 3

GRADE RANGE

VG 95 - 100  
VG- 90 - 94  
G+ 87 - 89  
G 83 - 86  
G- 80 - 82  
S+ 77 - 79  
S 73 - 76  
S- 70 - 72  
N 60 - 69  
U 0 - 59

#### GRADES 4 - 8

GRADE RANGE

A 95 - 100  
A- 90 - 94  
B+ 87 - 89  
B 83 - 86  
B- 80 - 82  
C+ 77 - 79  
C 73 - 76  
C- 70 - 72  
D+ 67 - 69  
D 63 - 66  
D- 60 - 62  
F 0 - 59

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**The grading scale is as follows for grades PreK - 3:**

VG = Very Good  
G = Good Work  
S = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory

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**The grading scale is as follows for grades 4-8:**

- A Indicates an exceedingly high quality of work
- B Above average; indicates good progress above the average
- C Average achievement; indicates a quality of work usual for this grade
- D Below average; below satisfactory requirements
- F Unsatisfactory; indicates failure to produce an acceptable quality of work

## **F. Progress Reports/Reports Cards**

Progress reports are sent home at the midpoint of the trimester and as needed. In this way, parents will be alerted to the successes or areas of improvement for their child.

In prekindergarten through grade eight, report cards will be issued at the end of each trimester. These reports are indications of your child's progress in school. Mandatory Parent/Teacher Conferences are scheduled in October for students in all grades. If your child is experiencing difficulty, please make arrangements to meet with the teacher to see what can be done to help your child.

The Principal is always available for consultation, but only after the parents have discussed the matter with the teacher.

## **G. INDIVIDUALIZED LEARNING PROGRAM**

(The \* is placed next to a grade on a report card to indicate above or below grade level achievement in a particular subject. The \* is given only after consultation with and written agreement of the parent/legal guardian and with consultation and approval of the Principal. Conditions of modification should be expressed in written form and signed by all parties.

### **Academic Probation**

#### **1. Academic Warning**

Parents/care givers of students who receive below a C - in any area in a trimester will receive an academic warning letter. Students are expected to improve the area in question to a C or above by the middle of the next trimester.

If such progress is not attained, the teacher will call a conference with the parents to discuss strategies to improve the grade(s).

Students who receive repeated Academic Warnings may be placed on Academic Probation.

#### **2. Academic Probation**

A student may be placed on Academic Probation if he/she earns a grade of D or below in one or more subjects in a trimester, or repeated Academic Warnings. The procedure is as follows:

- a.** A conference will be scheduled for the child and parent(s) with the recommending teacher and the principal.
  - b.** At this conference, the specific problems will be discussed and an agreement (Student Success Plan) will be drawn up which states:
    - a.** how the child is expected to improve.
    - b.** how and when the improvement will be evaluated.
3. Copies of the agreement will be given to the child, parent(s), teacher(s) and administration.

\*Students on Academic Probation will not be allowed to participate in extracurricular activities such as dances, CYO sports, and school sponsored after school clubs until grades have improved.

4. Students are expected to meet the minimum requirements necessary for promotion to the next grade.

## **H. Conferences**

### **1. Scheduled by School**

Communication between parent and teacher is essential for establishing a good working relationship. Compulsory Parent-Teacher Conferences are scheduled half way through the first trimester during progress report time for students in grades Prekindergarten through grade 8. Parents are encouraged to prepare for the conferences by making a list of questions about how their child is doing academically and/or socially. We also hold spring conferences to follow up with and support our students.

### **2. Requested by Parent**

Parents desiring longer conferences than those scheduled by the school or parents who wish to meet with the teacher at times throughout the year are encouraged to contact their child's teacher to arrange an appointment.

### **3. Guidelines**

- a) Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority in front of the child is not helpful. If you have such a disagreement, please request a conference or meeting with the teacher privately.
- b) Please try to be open to both sides of the story if a problem arises. Information reported incorrectly can lead to unnecessary confrontations with the teacher.
- c) Discuss classroom difficulties with the teacher first before bringing them to the Principal.

## **I. Academic Honesty**

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment and detention. Academic dishonesty may lead to other disciplinary procedures.

## **Electronic Information/Communications**

The mission of St. Leander School is to educate students to become self-directed continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

The school is networked and connected to the Internet. The school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church's mission of spreading the Gospel to all people. The Bishops of the United States have supported the use of technology as a means of evangelization. The St. Leander School "Student and Parent Internet Acceptable Use Policy" is included beginning on page 61 of the Handbook. Parents and students should review it carefully.

## **J. Graduation**

### **1. Graduation Ceremony**

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. While these exercises should be scheduled so as not to conflict with high school graduation dates, they cannot take place earlier than five (5) school days before the completion of the school year.

### **2. Graduation Attire**

Appropriate attire should be worn for the occasion: dress shirts and dress pants for boys; dress attire for girls to be modest. Eighth grade students purchase gowns which are worn at the graduation ceremony.

## **K. Promotion and Retention**

### **1. Promotion**

A student satisfactorily completing each grade's work will be promoted to the next grade.

### **2. Retention**

Retention is only appropriate for developmental readiness reasons, in grades PreK, K and 1. Beyond those grades, it should not be considered without an extraordinary reason and then only after consultation with the Superintendent. Both parent/legal guardian and teachers must consider the necessity of providing special assistance (e.g., tutoring, summer school, etc.) to the student in question or of directing the student toward some alternative program which is more realistically suited to his/her needs.

## **L. Standardized Testing**

Schools participate in the Diocesan standardized testing program in the fall. IOWA TEST OF BASIC SKILLS (ITBS) is administered to second through eighth grade students each year. This series covers reading, math, language arts, science, social studies, and study skills. These assessments help the teachers and parents measure the students' progress from year to year. Parents are requested to make every effort to have their child(ren) in school and rested during the testing. Tests will not be made up for reasons other than illness. Please do not schedule family vacations during this week.

## Homework/Corrected Papers Policy

### **School policy mandates the following:**

- Homework is regularly assigned.
- Corrected papers are sent home in the Wednesday envelope for parents to review.
- Papers with a score of S- or below (Gr. 1-3) or C- or below (Gr. 4-8) must be signed and returned the next day. We strongly recommend that parents carefully review that work with their children.
- Progress reports are sent home mid-trimester and as needed.

### **The student's responsibility is to:**

- Complete and turn in homework as assigned and when due.
- All corrected work is to be brought home for parent review and papers with a score of S- or below (Gr. 1-3) or C- or below (Gr. 4-8) must be signed and returned the next day.
- Teacher/parent communication is to be brought home by the student for parent review. This includes not only corrected papers but the Wednesday folder as well.

### **The parent's responsibility is to:**

- Make sure that the homework is complete and neatly done.
- Review all student work and sign papers with a score of S- or below (Gr. 1-3) or C- or below (Gr. 4-8) must be signed and returned the next day.
- Return all required communication to school with your child the next day.
- Question your child about incomplete work and/or failed assignments and expect only the best work from your child.
- Communicate with the teachers when you feel there is a concern.

### **The school's responsibility is to:**

- Present and review the curriculum to the students.
- Prepare and correct class work and weekly tests and return to the student.
- Review homework and clarify any questions and/or concerns.
- Send home progress reports mid-trimester, or as needed, indicating student progress.
- Communicate with the parents when there is a concern.
- Corrected papers and tests will be sent home every Wednesday for your review with the Wednesday folder.
- Papers with a score of S- or below (Gr. 1-3) or C- or below (Gr. 4-8) if any, will be included with the corrected papers.

### III. ADMISSIONS AND WITHDRAWAL

It is the goal of St. Leander School to provide an atmosphere for academic excellence, spiritual growth, and physical and social development of the students. We assist parents in the religious and educational formation of their children. Families are expected to comply with school policies and participate in activities and programs, that support the mission and the philosophy of St. Leander School.

#### A. Application Process

Students applying to St. Leander School are required to fill out an application form, provide a birth certificate, provide verification of reception of the sacraments of Baptism and Eucharist if applicable, submit a \$40 fee, sign up for an assessment, and schedule an interview with the Pastor. If these qualifications are met, then the order of acceptance, based on space available, is as follows:

- siblings of current students
- parishioners of St. Leander Catholic Church
- other Catholic families
- families who are non-Catholic

**Final acceptance is dependent upon the following:**

- required physical exam and current immunization
- reference form and report cards from previous school (Gr. K-7)
- entrance test results
- application and registration fees
- verification of age of prekindergarten and kindergarten
- required interview with Pastor, parents, and applicant

#### PreKindergarten and Kindergarten Admissions

##### 1. Minimum Age

Prekindergarten students must be four (4) years old by September 1st of the year in which they are admitted. Kindergarten students must be five (5) years old by September 1st. When a child has been legally enrolled in another school, s/he may be admitted to the school and placed in a lower grade as age appropriate at the discretion of the admitting school.

##### 2. Records at Entrance

Students entering school for the first time or who are new to our school are required to have on file a birth record, a baptismal certificate (if applicable), a record of state-required immunizations, a current TB test with results, and a current physical signed by a doctor. Kindergarten, first grade and middle school students must follow-up with current immunizations and physical exams. The school will advise parents as to what is required. Parents are expected to provide the proper paperwork in a timely manner or your child may be excluded from school.

## Required Immunizations for Incoming Students

Grade	Immunizations Required
Pre Kindergarten	<p style="text-align: center;">3 Polio 4 DTap 1 MMR 1 Varicella 3 HEP B 4 HIB</p> <p>* TB test on or before March 1<sup>st</sup> of the current year. (Pediatricians can note “low risk factor” in place of issue TB shot).</p> <p>**Physical on or after March 1<sup>st</sup> of the current year.</p>
Kindergarten	<p style="text-align: center;">4 Polio 5 DTap 2 MMR 2 Varicella 3 HEP B 4 HIB</p> <p>TB test on or before March 1<sup>st</sup> of the current year. (Pediatricians can note “low risk factor” in place of issue TB shot).</p> <p>**Physical on or after March 1<sup>st</sup> of the current year.</p>
First	**Physical within 18 months of start of school
Seventh	1 TDap Booster. Note: one dose on or after the 10 <sup>th</sup> Birthday
New Incoming Students	<p style="text-align: center;">4 Polio 5 DTap 2 MMR 2 Varicella 3 HEP B 4 HIB</p> <p>* TB test on or before March 1<sup>st</sup> of the current year. (Pediatricians can note “low risk factor” in place of issue TB shot).</p> <p>**Physical on or after March 1<sup>st</sup> of the current year.</p>

**Updated 9/10/12**

- \* Please make sure that the doctor’s office signs and stamps medical forms.
- \* Parents need to sign medical form.

### **3. Transfer Student Process and Requirements**

All financial obligations to previous school must be current and all entrance requirements must be met.

### **4. Special Needs**

Admission of transfer students with special needs will be dependent upon the school program's ability to meet these needs.

### **C. Diocesan Nondiscrimination Policy**

The Church shares in the mission of Jesus Christ who called all followers to lead a just life. In fidelity to that mission, the Diocese strives for justice in employment practices. To this end, the Diocese promotes equal opportunity for all persons with regard to recruitment, hiring, training, transfer, promotion and separation from employment. Employment decisions are made on the basis of qualifications that meet the needs of the Diocese, and not on the basis of race, color, national origin, ancestry, sex, age, religion (except where ordination or religious belief or practice is determined by the Diocese, in its sole discretion, to be a qualification for a position), marital status or veteran status, sexual orientation, physical or mental disability or medical condition, or any other characteristic protected by law.

### **Notice Of Nondiscriminatory Policy As To Students**

St. Leander 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. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

### **D. Withdrawal Process**

Families who withdraw from the school:

- must fulfill all financial obligations
- return all textbooks
- will not receive a refund for application and registration fees
- will have academic records forwarded upon request by the new school

### **E. High School Admissions**

Eighth graders who wish to attend a Catholic high school are required to take a placement test at the school of their choice. The test is usually administered the first Saturday of February. The high school requests a transcript of the student's academic record of 7th and 8th grades, conduct, effort, achievement results, and attendance.

## IV. ATTENDANCE

Regular attendance is required of all students in order to ensure student success.

### A. Reporting Process

Parents must notify the school by 8:00 a.m. by phone or email [kheisick@cndo.org](mailto:kheisick@cndo.org) if their child will be tardy or absent from the school that day. The school office phone number is (510) 351-4144.

### B. Absence/Tardy

Prompt regular attendance is important. If a child is kept home due to illness, the parent must notify the school office at 351-4144 by 8:00 a.m. A written excuse from the student's parent or guardian is required in all cases of absences, tardiness due to appointments or early dismissal and is to be sent to the classroom teacher the day the child returns to school. Tardies and absences may only be excused with a note from the doctor. If a student is absent three or more days due to illness, a doctor's note must be submitted upon the student's return.

Our school day begins each day at 8:00 a.m. with prayer, pledge, and announcements (outdoors, weather permitting). Please be sure your children arrive at school on time to be in line when the bell rings and prayer begins. After the second bell, children will be stopped at the school gates and asked to wait until morning assembly is over. They will be escorted to the office for a tardy slip. Students are considered "TARDY" if they are not in line when the 8:00 am bell rings.

"Excessive absence" is being absent from school for 10 absences per trimester or a total of 30 days per school year. When a student arrives after recess, s/he is a half-day absent.

"Excessive tardiness" is being late 4 times per trimester or a total of 12 times per school year. A student is tardy if s/he arrives after the time fixed by school policy for the beginning of the morning, afternoon or any class session. A warning bell sounds two minutes before the final bell. Students not in line at the final bell will be considered tardy. Students tardy four times in a trimester will be assigned detention.

Excessive absence or tardiness, even if necessary and excused, may be grounds for decreased credit or disciplinary action at the discretion of the principal.

#### 1. Homework During Absence

If a student will be out of school due to vacation, the parents are to notify the principal and the teacher in writing about the time and duration of the absence. **Assignments will not be made available to students prior to absences due to vacations or trips.** They will be given to the student upon his/her return to school. It is the student's responsibility to see that missed work is completed. Parents are strongly encouraged not to schedule vacations or trips during the school year.

## **2. Medical Absences**

A medical-excused absence is given for time spent in medical and dental treatments only if dated slips are brought from the doctor or dentist stating the time spent there.

## **3. Credit**

Excessive absence or tardiness, even if necessary and excused, may be grounds for decreased credit or disciplinary action.

## **4. Appointments/Early Dismissal**

If a child must be excused early, a written excuse must be sent to the child's teacher the morning of the appointment stating the reason for the early dismissal. The person picking up the child must come to the main office at 451 Davis Street and sign out the child on the school log. Students will not be allowed to leave school for appointments unless accompanied by an adult. Phone calls will not be accepted in lieu of a written request. Notes may be faxed to school at 510-483-6060.

## V. DISCIPLINE

Students should be instructed that their actions and attitudes should reflect a Christian ethic and that their behavior should be in accordance with the moral and religious expectations as outlined by St. Leander School in its philosophy and goals.

Discipline in the Catholic school is to be considered as an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

1. To provide a classroom situation conducive to learning.
2. To educate students to an appreciation of the importance of developing responsibility and self-control.
3. To build a sense of Christian community.

Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions. Questioning a disciplinary action involving a child who is not your own is inappropriate. **Parents should never contact other children or parents to discuss discipline matters.**

### A. Abuse of School Personnel

1. "Any parent/legal guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period of not more than ten (10) days, or both."
2. "Every person who, with intent to cause, attempts to cause, or causes, any officer or employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his/her duties, by means of a threat, directly communicated to such person, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such threat could be carried out, is guilty of a public offense punishable as follow:
  - (1) Upon a first conviction, such person is punishable by a fine not exceeding ten thousand dollars (\$10,000), or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.
  - (2) If such person has been previously convicted of a violation of this section, such previous conviction shall be charged in the accusatory pleading, and if such previous conviction is found to be true by jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, s/he is punishable by imprisonment in the state prison."

As used in this section, 'directly communicated' includes, but is not limited to, a communication to the recipient of the threat by telephone, telegraph, or letter." Penal Code Section 71. We consider e-mail, text, and social media to fall within this category as well.

### B. Discipline Policies

The school will do all it can to encourage positive discipline and self-esteem. Daily praise, concern, and caring will be provided. The good things children are doing will be

recognized. Classroom activities and school assemblies are used regularly as positive reinforcement for good behavior. The school will do all it can to help students achieve these goals.

The following are examples of standards for students:

- Respect all faculty members, adults, and students
- Make a sincere effort to learn and do your personal best
- Respect the rights and property of others
- Pay for lost or damaged books
- Uniforms are to be worn daily unless otherwise designated
- Students are expected to be considerate and orderly within the vicinity of the school, while being transported to school events, and at all school events whether on or off campus

### **1. Cell Phones/Pagers**

We discourage student possession of cell phones on campus, and they will be confiscated if they are seen, heard, activated during school hours or in SLED. Cell phones must be powered off and not used for calls or texting any time during the school day. The school is not responsible for loss, breakage, or theft of cell phones. If the phone is confiscated for use during the school hours, it will be the responsibility of the parent/guardian to pick up these items from the Vice-principal.

### **2. Consequences for Behaviors**

There may be times when it is necessary to discipline a student. School and classroom rules will be clearly stated and based upon definite, clearly understood and reasonable rules of conduct. Some of these expectations may seem obvious, e.g. being quiet in class, kindness to others, not pushing in line, playing too hard, etc. These minor infractions will be remedied by the teacher or adult-in-charge (e.g., teacher aide, yard duty monitor, or parent volunteer) who may solve the problem or refer it to the administrator.

Concerns about student behavior should first be discussed with the classroom teacher. Parents should **not** contact the students involved. Parents should **not** contact each other regarding an incident. Use of social media such as Facebook, Twitter, or similar sites to discuss school matters is inappropriate.

### **3. Dress Code/Uniform**

St. Leander School takes pride in its tradition of excellence. This tradition should be evident in those who come in contact with representatives of the school. The best representatives of any school are its students. Therefore, certain basic regulations exist for dress and grooming. These regulations are in the interest of creating an atmosphere conducive to learning and in demonstrating our pride in St. Leander School.

Students must be in complete school uniform unless free dress is authorized by the principal. Uniform shirts must be tucked in at all times. The uniform sweater, burgundy Gaels sweatshirt or navy blue polar fleece jacket may be worn in the classroom. Non uniform sweaters or jackets may not be worn in the classroom. Unavoidable circumstances for lack of uniform requires a written note from the

parent to the teacher. In the absence of a written note, the student will be issued a "Uniform Infraction." **A uniform infraction results in loss of "Free Dress."**  
**Three uniform infractions in a trimester results in a detention.**

### **Sweatshirts**

**3a. Eighth Grade Students**

Students may wear the class sweatshirt available from the uniform company. Upon acceptance to high school, eighth grade students may wear the sweatshirt representing their high school.

**3b. Seventh Grade Students**

Students may wear their sweatshirt from Caritas Creek providing it is appropriately sized.

**3c. All Grades**

All students may wear the burgundy Gaels sweatshirt

### **FREE DRESS CODE**

The school regards Free Dress Day as a privilege and expects students to conform to rules of good taste and dress appropriately.

The decision of the Principal and Vice-principal as to what is acceptable dress for any student will be final. If a student comes to school inappropriately dressed, parents will be called to bring a change of clothes.

Free Dress will be permitted at the discretion of the Principal and will be noted on the school calendar. **Student Council will notify parents of Special Dress for Spirit Days.**

The following are **not** allowed on Free Dress days:

- tight or baggy/saggy pants
- biker, or exercise shorts/pants
- miniskirts, tank tops, crop tops, bare midriffs, or halter tops
- wallet chains
- shirts advertising alcoholic beverages, objectionable groups, or other inappropriate sayings

### **MAKEUP/JEWELRY**

Cosmetics are not to be brought to school. Makeup is not to be worn. This includes nail polish other than clear. If a student has pierced ears, small post earrings (no hoops) may be worn, and only one small earring per ear is allowed. The following are not allowed:

- extreme hairstyles – including but not limited to Mohawks & shaved hair designs
- hair coloring of any kind

If necklaces or chains are worn, they must be tucked under the student's shirt for safety reasons. Accessories of any kind should be kept to a minimum so as not to cause distraction in the learning environment.

### **The complete uniform for St. Leander School is outlined below.**

Girls: white, short or long sleeved blouse or polo  
blue plaid jumper for grades PreK-3  
blue plaid skirt for grades 4-8

solid white or navy blue socks, knee socks, or tights (black, white or blue)  
uniform navy shorts (optional) or pants  
shoes in solid colors of **solid white, or black only – no patterns**  
athletic or buckle shoes are acceptable  
uniform navy blue cardigan, vest, polar fleece jacket or sweatshirt (no hoods)

Boys: white uniform short or long sleeved shirt or polo (no emblems)  
navy uniform pants or shorts  
uniform navy blue cardigan, vest, polar fleece jacket or sweatshirt (no hoods)  
solid white or navy blue socks  
athletic shoes in solid colors of **solid white, or black only – no patterns**  
**shoes must be laced and tied**

**Eighth Grade Students:** Students may wear the class sweatshirt available from the uniform company. Upon acceptance to high school, eighth grade students may wear the sweatshirt representing their high school.

**Seventh Grade Students:** Students may wear their sweatshirt from Caritas Creek providing it is appropriately sized.

**All Grades:** All students may wear the burgundy Gaels sweatshirt

Only white tee-shirts with no printing or logos may be worn under uniform blouses and shirts. Shirts and blouses are to be tucked in. Long sleeved white turtlenecks (optional for boys and girls) are allowed. A uniform top with collar showing must be worn under sweater or sweatshirt. Uniform skirts and shorts should reach almost to the knees. Socks are to be worn at all times. Socks must be visible above the shoe line and must cover the anklebones for safety reasons. If a student wears hightop shoes, socks must be visible above the top of the shoe. For safety reasons, no slip-on shoes are allowed at anytime. Sweats may be worn only on P.E. days. No saggy/baggy pants are to be worn at anytime.

**\*\*Mass Days – uniform sweater, vest, sweatshirt or fleece jacket is required\*\***

#### **THE FOLLOWING WILL NOT BE ALLOWED AT ST. LEANDER SCHOOL**

- Hats
- Bandanas
- Shoes with inappropriate logos
- Saggy/baggy pants
- Heeleys
- Flashing or lighted shoes

Only uniform polar fleece jackets, sweatshirts or sweaters may be worn within the school building and in the church for morning prayer on Tuesday.

Students are not allowed to change clothes before they leave school unless they are in the SLED program or have a written request from their parents for a specific occasion.

Regulation uniforms are available at Bancroft Uniforms at 590 Dutton Avenue, San Leandro at (510) 638-1622 or (800) 528-3623. The school has a limited supply of used uniforms available to interested parents.

#### **4. Hall Conduct/Restrooms**

- Use “quiet” voices in the halls, on the stairs, and in the restrooms.
- Walk on the right side of the stairs and in the corridors.
- Throw litter in the proper containers.

-Use drinking fountains and paper products in the restrooms for the purpose for which they were intended.

### **5. Illegal Substances**

The use, possession or exchange (whether or not for sale) of illegal substances on or near school premises or at school sponsored activities, including but not limited to tobacco, drugs, alcohol, and various types of inhalants is prohibited and is grounds for disciplinary action up to and including expulsion.

### **6. Leaving School Grounds During School Day**

No student may leave the school grounds during school hours without the permission of the Principal and written authorization of parents or guardian. Students in grades 3-8 are to go directly to SLED after school.

### **7. Littering and Gum Chewing**

Students are not allowed to chew gum or eat sunflower seeds anywhere on school premises whether indoors or outdoors. With the exception of rainy days and class parties, no food or drinks are allowed in the school building or classrooms at any time.

### **8. Valuables**

Radios, CD's, game systems,iPads, iPods, and trading cards or other toys and electronics are not to be brought to school unless requested by a teacher for a class assignment. These items will be confiscated and parents may pick them up from the Vice-principal.

We discourage student possession of cell phones on campus, and they will be confiscated if they are seen, heard, or activated during school hours. Cell phones should be powered off and not used for calls or texting any time during the school day. The school is not responsible for loss, breakage, or theft of cell phones or any other electronic devices brought to school. If the phone is confiscated for use during the school hours it will be the responsibility of the parent/guardian to pick up these items from the Vice-principal.

Students are not allowed to bring any gang-related accessory items, clothing or any symbols which would denote membership in such a group as identified by the administration or by law enforcement.

Students may not ride bicycles, skateboards, scooters, or rollerblades on school premises. Bicycles must be walked onto the campus and locked in the basement area. Skateboards, roller blades and scooters are not to be brought to school.

All books and personal property (i.e. uniform, sweaters, jackets, lunches, etc.) must be clearly marked with the student's name. These markings should be checked periodically to make identification easier.

### **9. Vandalism/Property Damage**

Students and their parent/guardian are liable for all damage to equipment or school property. It is the responsibility of the parent/legal guardian to pay for property damages not to exceed ten thousand dollars (\$10,000) due to willful conduct by the child. Grades, transcripts or diplomas will be withheld until the damages are paid.

Damage to books, equipment or parish or school property by students will be paid for by the parents. This includes the cost and replacement of materials. Any student who defaces school property with graffiti will be required to clean the damaged area and will receive a disciplinary consequence. Parents are responsible for any costs incurred.

### **C. Disciplinary Actions**

#### **1. Detention**

Requiring a student to serve a detention after school hours or during lunch time is an acceptable disciplinary measure. Students may not be detained for more than one hour for after school detentions. If a student is to serve a detention after school, parents/legal guardians will be notified in advance. Parents are informed of the detention in writing and must have their child return the signed form the following day.

Some reasons for assigning detention are:

- Unacceptable behavior in the classroom or yard
- Disrespect and/or disobedience
- Use of unacceptable language
- Failure to observe school or classroom rules
- Failure to observe uniform regulations
- Gum-chewing and/or eating at unspecified times or places
- Routinely missing homework or incomplete assignments
- Bullying behavior
- Excessive tardies (4 in a trimester)

The number of detentions will be monitored. The third detention in the same trimester will result in an in-house suspension. Seventh and eighth grade students who have more than two detentions in the trimester or an in-school or out-of-school suspension during the trimester will not be allowed to attend school or diocesan sponsored dances or events.

It is expected that students will serve detention on the day assigned. Detention is held in the main school Tuesday, Wednesday and Thursday from 3:15pm – 3:45pm. Detention is held in the Little School on Tuesdays from 3:00 – 3:15 pm. If a student neglects to attend detention, the time will be doubled the following day. Failure to serve a detention may result in a suspension.

#### **2. Deficiency**

A student may be issued a “Deficiency” notice to inform parents that behavior must change or a detention will be issued.

#### **3. Lunch Study Hall**

Students who do not complete homework or classwork may be assigned lunch study hall.

### **ATTENDANCE AT EXTRACURRICULAR EVENTS**

Students will not be allowed to attend school or diocesan sponsored events (Including 7th and 8th grade dances or assemblies) if the following occur:

- More than two detentions for the trimester**
- An in-school or out-of-school suspension during the trimester**

## BEHAVIOR CONTRACT

A student may be put on a behavior contract for violations of school or classroom rules. A conference will be held with the student, parent, teacher and administration to discuss the provisions in the behavior contract. Failure to adhere to the provisions stated may result in a transfer to another school.

### **2. Suspension Policies**

Suspension should be used when other means of correction fail to bring about proper conduct, or for serious misconduct or for investigations of serious misconduct. Out-of-school suspension is an acceptable disciplinary measure but, when possible, in-school suspension is preferred.

No student shall be suspended from school for more than five (5) days at a time unless exceptional circumstances exist, such as to complete an investigation when the student's return poses a threat to the safety of others. The student must be given the opportunity to complete work that was given during the time of suspension.

Notice of suspension shall be given to parent(s)/legal guardian. The parent(s)/legal guardian shall be informed of the reason(s) for the suspension and its duration. Parents will be contacted by the Principal or Vice principal to discuss the reason(s) for the suspension/expulsion. Upon completion of the suspension, the parents and the student must meet with the principal and vice-principal before the student is readmitted into class. Considering the severity of the offense, suspension remains at the discretion of the Principal. The school reserves the right to suspend any student whose behavior, either on or off campus, results in any law enforcement investigation until such time that any charges are proven. If any such charge is confirmed, the student may be removed from St. Leander School.

### **3. Suspension Procedures**

In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general or school staff, the Principal may remove the student from class, or the yard, etc. and contact the parent/legal guardian as soon as possible. In cases such as this, where the suspension has occurred, requirements as to due process as stated below may be adhered to after the fact.

In all other cases where suspension is necessary, but no real or immediate danger to the health and welfare of another student or the students in general or school staff exists, the following procedures should occur.

a. NOTICE: This is satisfied by telling the student that you are going to suspend him or her; informing him/her of what school rule or regulation has been broken; and indicating to the student, by way of reference to the rule, that such violation is a suspendable offense.

- b. EVIDENCE: This is satisfied by making the student aware of what information the Principal has which would lead the Principal to reasonably believe that a rule has been broken and that this student is the one who is responsible.
- c. OPPORTUNITY TO RESPOND: This means an informal give and take between student and Principal. In other words, “Do you have anything to say?” etc. and listening to his/her side. Then, the Principal may make a decision to suspend based on the evidence and student’s responses to the presentation of such evidence.
- d. PARENT/LEGAL GUARDIAN CONTACT: It is always necessary to inform the parent/legal guardian of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent/legal guardian might be included in these steps so that the parent/legal guardian is aware of the total situation prior to the decision to suspend. When this is not possible, a parent/legal guardian has an absolute right to be informed of the specifics of the procedure within a reasonable time thereafter.
- e. RIGHT TO APPEAL: The parent/legal guardian may appeal the decision, first to the Principal and Pastor, and later to the Superintendent. However, it is presumed that neither will overturn the decision if the established procedures have been followed and sufficient reason for suspension exists.
- f. A WRITTEN RECORD of the procedures followed in the case of the suspension (including the procedures followed after the fact in cases where immediate suspension is necessary) shall be kept in a file separate from the cum folder by the Principal.

#### **4. Expulsion Policies**

Expulsion is an extreme but sometimes necessary disciplinary measure for the common good. Prior approval of the Superintendent is required before expulsion can take place.

#### **The Following May Be Reasons for Expulsion**

1. Continued willful disobedience/consistent violation of school rules.
2. Persistent defiance of school authority by any student or his/her parent/s.
3. Habitual profanity or vulgarity.
4. Use, possession or exchange (whether or not for sale) of tobacco, drugs, or alcohol on or near the school premises or at school sponsored events.
5. Vandalism to school property.
6. Habitual truancy.
7. Assault or battery, or any threat of force or violence directed towards any school personnel or students.

8. Possession and/or assault with a deadly weapon and/or any object which can be used to cause harm to another, including laser pointers.
9. Theft.
10. Verbal or physical harassment of any student, teacher or administrator, including harassment by electronic means.
11. If the content of a student's or parent's blog or email post includes defamatory language about a teacher, staff member, or our school or parish, disciplinary action may be taken up to and including expulsion.
12. Threatening or intimidating language by any student or parent toward any member of our community will result in disciplinary action up to and including expulsion.

### SERIOUS INFRACTION

If a student is sent to the office because of a severe infraction, the student's parent(s) may be notified. A parent/student meeting will take place with a school administrator to discuss the school's options: service projects, contracts, suspension, transfer or expulsion.

Any acts which jeopardize the safety and well being of students and staff will not be tolerated in an educational setting. At the beginning of each school year, students will be informed of this policy. St. Leander School has a zero tolerance policy for sexual harassment, threats, physical violence, or bullying behavior. If such incidents occur, students should report them immediately to a teacher or to the administration. The school will investigate and follow the procedures outlined on pages 41-45 of this handbook.

## **Procedures for Disciplinary Expulsion**

### **A. Cases of Cumulative Disciplinary Difficulties**

1. The principal or his/her delegate shall arrange a conference with the student and the parent/legal guardian who shall be informed of:
  - a. the pattern of conduct which at this time would lead the school to believe that expulsion is being contemplated.
  - b. the evidence upon which this assessment is based.
  - c. the right of the student at this time to present a statement or information in support of being retained.
  - d. what specific courses of action or improvement in attitude will be sufficient in the school's view so that expulsion will not be necessary.
2. If adequate improvement is not forthcoming within a reasonable time, a second conference with the student and parent/legal guardian shall be arranged by the Principal or his/her delegate. At this time the procedures outlined above

shall again be followed (a through c). After this conference a final decision will be made by the Principal in consultation with the Pastor and Superintendent.

3. Written records of the proceedings leading to expulsion must be on file.

### **B. Nonrenewal of Student Enrollment**

If the school determines that the school cannot serve the child, the child cannot benefit from its programs, or continued attendance will make demands upon the school which cannot be met, or due to the repeated uncooperative or destructive attitude of the student or parent/legal guardian, the school maintains the right not to accept the child for continued enrollment.

### **C. Procedures for Recommended Transfer**

Students clearly unable to profit from the school by reason of ability, serious emotional instability, repeated uncooperative or destructive behavior, or the repeated 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 sufficient discussion with the parent/legal guardian concerning the child's condition or the parent/legal guardian's attitude;
3. The transfer is to take place at the end of a grading period; preferably at the end of the academic year.
4. The final decision is made by the Principal, in consultation with the Pastor and Superintendent.

### **D. Cases Involving Serious Offenses or Threats to Safety**

There is no requirement that the school follow progressive discipline. In cases involving serious offenses or threats to safety which may include possible criminal conduct or outrageous actions, the student is immediately suspended, the initial parent/legal guardian-principal conference is dispensed with, and the process begins with the procedures outlined in paragraph 2 above. (In this case it would be a first conference with the parent/legal guardian.) This procedure should be followed where the continued presence of the student will, in the reasonable judgment of the Principal, pose a serious threat to the health and welfare of another student or school personnel.

### **E . Right to appeal**

The parent/legal guardian may appeal the decision, 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.

**5. General Harassment Policy**  
**POLICY STATEMENT**

The schools of the Diocese of Oakland prohibit any form of unlawful harassment of students or employees; whether verbal, physical or environmental. It is a violation of this policy for any employee, agent, student, volunteer, or third party at a school site to harass a student or employee. Complaints may be reported to a school counselor, the Principal or the Vice-Principal. Formal written complaints may also be filed at the office of the Principal or designee.

The Education Code defines “sexual harassment” as “unwelcomed sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature.” Sexual degrading, name calling, jokes, notes, gestures, teasing or rumors about other students are hurtful. Students who participate in such behavior will be disciplined.

A complaint does not have to be written in order to be investigated.

**6. Catholic Schools Diocese of Oakland Student Sexual Harassment Policy**  
**POLICY STATEMENT**

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

**DEFINITION OF SEXUAL HARASSMENT**

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

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

### **EMPLOYEE TO STUDENT SEXUAL HARASSMENT**

1. Employee to student harassment is prohibited at all times whether or not the conduct occurs on school property or at school sponsored events.
2. To prevent sexual harassment, amorous relationships between a student and an agent or employee of the Diocese are strictly prohibited.
3. Any employee or agent of the Diocese who participates in the sexual harassment of a student is subject to disciplinary action including, termination of employment.

### **STUDENT TO STUDENT SEXUAL HARASSMENT**

1. This policy prohibits student to student sexual harassment in connection with any school activity any time including, but not limited to, any of the following:
  - a. While on school grounds;
  - b. While going to or coming from school;
  - c. During the lunch period whether on or off campus;
  - d. During, or while going to or coming from, a school sponsored activity.
2. Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.

### **RETALIATION**

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

### **COMPLAINT PROCEDURE**

The Diocese has adopted administrative procedures for filing sexual harassment complaints. A copy of the complaint procedure is contained in the Administrative Handbook for Catholic Schools, Diocese of Oakland and listed below.

Complaints may be reported to a school counselor, the Principal or Vice Principal. Written complaints may also be filed at the office of the Principal or designee. Complaints should be presented in written or oral form to the Principal.

#### **1. Diocesan Procedure Statement:**

The Schools of the Diocese of Oakland prohibit any form of unlawful harassment of students or employees; whether verbal, physical or environmental. It is a violation of this policy for any employee, agent, student, volunteer, or third party at a school site to harass a student or employee. Complaints may be reported to a school counselor, the Principal, or Vice Principal. Formal written complaints may also be filed at the office of the Principal or designee. A complaint does not have to be written in order to be investigated.

#### **2. St. Leander School Complaint Procedure:**

The complaint may be submitted in written or oral form to the Principal or the designee.

### **3. Custody Policy:**

The school requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. In the absence of that order, equal rights will be afforded to both parents.

## VI. EMERGENCIES

### A. Earthquake

In case of a serious earthquake, students who have not been released into the custody of their parents or parents' designee according to the emergency card will remain with school personnel unless informed by city officials to transport students to a shelter.

### RELEASE POLICY

1. Students will be dismissed from school only to a parent or individual designated by the parent.
2. Students will **NOT** be permitted to leave with anyone but persons designated on the Emergency Form.
3. All parents, or designated persons, who come to pick up students must sign out students with school personnel. Signs will be posted on all school gates if an alternate location for signing out children is necessary. There will be only one area for sign-out to insure the proper release of students.
4. We are prepared to care for your child(ren) in times of critical situations. If you are not able to reach the school, we will care for your child(ren) on site. Our staff is certified with first aid and CPR training. We will be in communication with various local emergency services. We do ask for your help in the following areas:
  - a) DO NOT TELEPHONE THE SCHOOL - We must have the lines clear for emergency calls. You may call the following numbers if necessary.

Parish Office	895-5631
American Red Cross	429-3300
  - b) DO TURN YOUR RADIO TO KNBR (680) OR TO THE LOCAL EMERGENCY NUMBER 1610 ON THE AM DIAL
  - c) You may also turn to cable TV station 22 for local information.

### B. Emergency Information

In emergencies, information found on the emergency information card may be released to appropriate persons if it is necessary in the judgment of the Principal or his/her designee to protect the health or safety of the student or other persons.

### C. Emergency Information Card

The school has a file containing current emergency care information for each student. Each parent is responsible to keep the following information current during the year and annually update:

1. The name of the student, his/her home address, telephone and birthdate;
2. The business addresses and telephone numbers of the parents/guardian. If applicable, the cell phone numbers of parents should be recorded;
3. The name of the family physician and dentist, office addresses and telephone numbers;
4. Name of medical insurance company and identification number;
5. Special health conditions or allergies to which the student is susceptible;
6. The parents' approval to send the student to a medical facility for emergency treatment should this be necessary;
7. The names of the persons to whom the student may be released;

8. The signature of responsible parent(s) or legal guardian.

#### **D. "Secure the Building" Procedures**

In some situations it may be necessary to secure the building. As per police recommendations, the following procedures will be implemented for this occurrence:

1. All school personnel and students are immediately brought into the school building. Attendance is taken to assure that all students are accounted for.
2. All outside doors are immediately checked and locked if necessary. The bathrooms downstairs are checked to make sure that they are empty at time of "secure the building" order and that the outside doors leading into the bathroom are locked.
3. Drapes and/or blinds will be closed.
4. All scheduled and preplanned events are put on hold until the situation is assessed. If necessary, scheduled events are adjusted so that no student is required to leave the school building.
5. School personnel may not leave the building until the Police Department or the Principal gives the all clear.
6. No unauthorized person will be permitted to enter or leave the building.
7. Teachers not assigned to classrooms will go to prekindergarten and kindergarten to help with students.
8. Should the students be inside at dismissal time, parents will be instructed to pick up their children from the classrooms.
9. Information is provided by the administration as necessary to staff and student to maintain calm and alleviate unnecessary fear.

"Secure the building" will continue until the school receives an "all clear" signal from emergency personnel.

Parents should not call the school so the phone will be available to emergency personnel. The Principal will inform the parents/caregivers of any situation by letter or e-mail.

## VII. EXTENDED CARE

St. Leander Extended Day (SLED) is available to all students enrolled in the school. The program operates only during the school calendar year. The hours for attendance in the morning are from 7:00 - 8:00 a.m. and in the afternoon from 2:45- 6:00 p.m. Students in Prek and K follow the State of California licensing requirements.

Students in grades 3-8 are to go directly to SLED after school, students in Prek - 2 will be brought to the main building by school personnel. A complete explanation of policies and guidelines as to eligibility, schedules and procedures can be found in the 2014-2015 handbook for SLED.

### Financial Policy

Payment will be considered late if it is received later than the due date on the statement. A late fee of \$40 will be assessed. Accounts more than one month delinquent will result in non-participation by the student in SLED.

A non-refundable registration fee of \$50 per family per year is required for extended care.

### Attendance

Parents are responsible for notifying the program personnel in advance as to the approximate time their child(ren) will arrive and the time they will be picked up. Any parent who fails to pick up their child(ren) by 6:00 p.m. will be charged \$1.00 per minute, per child and will be billed at the end of the month. **Continued late pick up will result in withdrawal from the program.**

### Sled Fees:

\$3.75 per hour per child

The drop-in charge of \$4.50/hr is incurred by those who have not completed a registration contract form and have not paid the registration fee. School dismisses at 2:45 p.m. - Billing starts at 3:00 p.m.

### Expectations

1. Respect staff, other students, materials and environment
2. Follow directions
3. Remain at the SLED until picked up by parent
4. Follow all rules that apply to the regular school day
5. Remain on school campus at all times
6. Go directly to SLED at 3:00 p.m.

### III. FINANCIAL

#### A. Insurance

Student Accident insurance coverage is optional, although encouraged. A form is sent home at the beginning of the school year.

#### B. Tuition

All families must have a signed contract for tuition on file at the school. This contract spells out financial, fundraising, and service hour obligations.

##### 1. Smart Tuition

All tuition accounts are managed through SmartTuition. Parents will complete an enrollment form indicating their payment choices. The form is provided by the school and is returned to the school. Once your family is enrolled, you may manage your account 24 hours a day, seven days a week by calling (888) 868-8828 or logging on to [www.parents.smarttuition.com](http://www.parents.smarttuition.com). Email can be sent to [parents@smarttuition.com](mailto:parents@smarttuition.com). Parents should be aware that late payments will result in late fees and habitual late fees will jeopardize your child's continued attendance at St. Leander School. Tuition payments that are more than one month in arrears may cause child/ren to be excluded from school. This will be recorded as a "Non-Disciplinary Suspension." Parents are required to contact Mrs. Pat Rosas at (510) 351-3654 if their payments will be late. If a payment is returned for "Nonsufficient Funds," a fee of \$45.00 will be charged. If a second check is returned, parents will be required to pay tuition in cash or with a money order. We take our tuition commitments very seriously at St. Leander School. Students in PreKindergarten, Kindergarten or 8<sup>th</sup> Grade may be excluded from graduation activities if accounts are not current.

##### 2. Tuition Assistance

Several financial aid programs are available to families who qualify financially. Applications are available in the school office in the spring. Parents wishing to apply for these programs should contact Mrs. Rosas at the time of re-registration. Programs have application deadlines, and it is important to submit all the required documentation and fees on time to be considered for a program. Application to the Diocesan School Family Aid for Catholic Education (F.A.C.E) and the Basic Fund programs are encouraged. St. Leander School also has a limited amount of financial assistance available to families. Parents requesting St. Leander financial assistance must complete the PSAS (Private School Aid Service) application by the stated deadline to be considered.

##### 3. Tuition Payment Plans

For your convenience, we allow tuition to be paid monthly.

12 month plan – Payments are made monthly beginning in June.

11 month plan – Payments are made monthly beginning in July.

10 month plan – Payments are made monthly beginning in August.

There is no guarantee of space if your first payment is not received on time.

##### 4. Non-Refundable Registration

A non-refundable registration fee of \$350 per child and Capital Improvement fee of \$150 per family shall be paid at the time of re-registration. There is no guarantee of a place in the class if the registration fee is not paid by May 1st. For returning families, tuition must also be current for re-registration.

## IX. MEDICAL

### A. Child Abuse or Neglect

Child abuse is any act of commission/omission that endangers or impairs a child's physical or emotional health and/or development. This includes:

1. Physical abuse or corporal punishment
2. Emotional abuse or deprivation
3. Physical neglect and/or inadequate supervision
4. Sexual abuse and/or exploitation

School personnel are required by law to report any reasonable suspicion of child abuse.

A reasonable suspicion of child abuse means that "it is objectively reasonable for a person to entertain such a suspicion based on facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience to suspect child abuse." (Penal Code Section 1166a)

Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency.

### B. Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students are head lice (pediculosis), chicken pox, mumps, measles, conjunctivitis ("pink eye"), and ringworm.

Students who have restrictable diseases or conditions must be excluded from school.

Students must be "fever-free" for 24 hours before returning to school. Contagious diseases must be reported to the school office as soon as possible. A doctor's note of release is also required.

### C. Immunizations

No child may be admitted as a student of a school unless s/he has been immunized according to California immunization requirements.

Conditional Admission: A student who lacks the required immunization has one (1) week to begin immunization. All entering students must have a current physical exam before the start of school.

All immunizations and yearly exams (such as medical and dental check-ups) should be kept current. (see chart on page 17)

## D. Medications

### GUIDELINES FOR THE ADMINISTRATION OF MEDICATIONS AT SCHOOL

#### Policy

- Schools may not furnish any medications.
- All medication administration requires parent/legal guardian authorization.
- All prescription medications and aspirin require physician and parent/legal guardian authorization.
- All medications must be secured in the school office (Exception: back up of inhalers and epi-pens may be secured in the classrooms as well as the office). Use of an epi-pen necessitates a 911 call. Because of the risk of students sharing medication, no student may carry their own medications. In the event that a student is seriously at risk without the epi-pen or inhaler on their person consideration will be given to a variance if the physician and parent document the following:
  - Risk of not carrying medication
  - The student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use
  - Glucose testing and insulin administration is to be coordinated by the parent/legal guardian in collaboration with the school Principal

#### **Responsibility of Parents/legal guardians:**

1. Parents/legal guardians will assume full responsibility for the supplying of all medications.

#### **2. NO MEDICATIONS MAY BE BROUGHT TO SCHOOL BY STUDENTS.**

3. Parents/legal guardians shall provide to the school any medication to be administered during school hours (7:00 am – 6:00 pm). The medication must be delivered to the office in original containers and labeled with the name of the medication, dosage, name of child, and frequency of administration. Over-the-counter medication should be in original sealed packages with directions for administration.

#### **Aspirin and Other Over-the-Counter Drugs**

The dispensing of aspirin will be treated as a prescription drug. **No aspirin will be administered to students by any school personnel without written authorization from the student's physician.**

Students requiring over-the-counter drugs (with the exception of aspirin) will be assisted by authorized school personnel. This shall be done in accordance with the parent/legal guardian's instructions provided that a signed medication form is on file for the specific medication and all items listed above have been complied with.

**Parent To School Notification**

Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to chicken pox, pink eye, head lice, H1N1 (“Swine Flu”) virus, or ringworm.

**Limitation of Activity**

If a child has any “limitation of activity” medical instructions, parents must provide the **main school office** written instructions in order for appropriate staff to be properly informed. These instructions may be faxed to (510) 483-6060 or emailed to [kheisick@csdo.org](mailto:kheisick@csdo.org)

## X. St. Leander Catholic School “No Bully” Policy

### Introduction

This policy has been created to support our values of Diversity, Respect, Inclusion, Vision, and Empathy (DRIVE) and to support our students in learning together as a family.

In any school community, there will be occasions when students do not get along. Sometimes students attempt to hurt, exclude or take power from another student. Sometimes these behaviors are motivated by anger, jealousy, possessiveness, insecurity, or lack of skill in dealing with conflict. This policy is designed to guide our community in responding to bullying and aggressive behaviors, so that students move past these behaviors and develop the skills to learn and play together as part of a community.

This policy applies to all students, faculty and adults on our St. Leander School campus, whether employed by St. Leander School or the Diocese of Oakland, working here as contractors, or as volunteers.

### Vision for how everyone interacts at our school

St. Leander School is a community where:

- \*We work and play together.
- \*We are kind with our words and actions.
- \*We talk out our problems.
- \*We aspire to live like Jesus.

### Definitions

**Bullying** occurs when a student (or group of students) intentionally does things to hurt, exclude or get power over another student. Often bullying is repeated. The main ways in which bullying happens are:

**Physical bullying** is defined as when a student uses physical force to hurt another student or take their power away by hitting, punching, pushing, shoving, kicking, spitting, pinching, getting in their way or holding them down. It is also bullying to interfere with another student’s belongings, to take or break their possessions, and to demand or steal money.

**Verbal bullying** is defined as when a student directs words at another student with the intention at hurting them or taking their power away. This includes threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, put-downs and ridiculing. It is also verbal bullying when a student uses hostile gestures towards another student, such as making faces, staring, giving the evil eye, eye rolling and spitting.

**Relational bullying** is defined as when a student tries to hurt another student's friendships and relationships through deliberately leaving them out, spreading gossip and rumors about them, giving them the silent treatment, ostracizing or scape-goating. This also includes writing words or creating cartoons, posters or drawings about another student designed to hurt or humiliate that student.

**Cyber bullying** refers to the use of cell-phones, text messages, e-mails, instant messaging, web blogs and postings to bully another student in any of the ways described above. Examples of cyber bullying are sending threatening or insulting messages by phone and e-mail, posting embarrassing pictures and information about others on blogs or social networking sites such as MySpace or Facebook, forwarding to others a private e-mail that was meant for your eyes only and spreading hurtful rumors online.

**When bullying is also harassment.** Bullying is part of a continuum of aggression and may, at times, amount to harassment. Harassment occurs when a student is the recipient of threatening, disturbing or unwelcome behaviors because of a particular characteristic (such as racial or sexual slurs). Whether or not bullying amounts to harassment, our school will not tolerate student bullying on our campus, at school-sponsored events, and against students traveling to and from school.

## **Roles of Each Sector of St. Leander School Community**

### **How St. Leander Catholic School Will Respond to Incidents of Bullying**

We are committed to a culture in which we treat each other with awareness of the values of Diversity, Respect, Inclusion, Vision, and Empathy. We see bullying and harassment as impediments to realizing our school's values for how we all get along. This part of the policy describes the role of each of us in responding to bullying and in supporting the unique culture of St. Leander School.

#### **The Principal**

- The Principal is responsible for ensuring that everyone at the school is aware of this policy.
- Each year, the Principal will designate one week to be DRIVE week to foster the values of community: Diversity, Respect, Inclusion, Vision, Empathy.
- The Principal ensures that all staff (both teaching and non-teaching) and parent/family volunteers have sufficient training to respond to incidents of conflict and bullying.
- The Principal will designate one or more members of staff to facilitate the Solution Team response to bullying and will ensure that the designated individuals are trained in this response.
- The Principal ensures that all students understand their right to safety and respect, and that they do not have to tolerate bullying from anyone.

#### **The Assistant Principal**

- The Assistant Principal enforces the school's discipline policy.
- The Assistant Principal monitors all referrals and concerns regarding harassment bullying that are made by parents, students, teachers, and the counselor.

- All incidents of bullying are referred to the Assistant Principal. Decisions are then made after appropriate consultation with the Principal as to the severity of the incident and the proper course of action.
- The course of action may include the Solution Team response.
- The Assistant Principal maintains a log of all incidents of bullying and harassment and follows up after an incident to ensure that the incident has been resolved.
- The Assistant Principal keeps the Principal informed of all incidents and actions taken.

### **Teachers and Staff**

- All teachers, administrators and staff are role models for living by the school's values of Diversity, Respect, Inclusion, Vision, and Empathy. They remain mindful at all times of their role in establishing a school climate based upon these values.
- Teachers raise awareness of harassment and bullying regularly throughout the year and especially during DRIVE Week by teaching modules from the school's designated anti-bullying curriculum.
- Teachers and staff act swiftly to address incidents of bullying and will use their discretion as to whether they need assistance from the Assistant Principal, a Solution Team facilitator or another member of the staff.
- Teachers and staff must complete a referral form whenever they become aware of incidents of harassment or bullying and must give a copy of the referral to the Assistant Principal.

### **Parents**

- In this section, references to parents include guardians, volunteers and coaches.
- Parents/Caregivers support the school values of DRIVE (Diversity, Respect, Inclusion, Vision, Empathy) in all their interactions with other parents, caregivers, teachers, and students. Parents/Caregivers are respectful when communicating to faculty any concerns they may have about the operation of the school and work cooperatively with the school to assist their child in meeting the academic, moral, and behavioral expectations of the school. When children experience difficulty in social interactions with their peers, it can be emotionally challenging for parents. Whatever parents are feeling, we believe we can talk it through, providing it is done with respect and care.
- Parents/Caregivers actively encourage their children to show respect, tolerance, and acceptance to students and staff at the school.
- Parents/Caregivers who become aware that their child is being excluded or bullied, or who suspect that their child may be bullying others, are strongly encouraged to contact their child's teacher immediately for help. We ask that parents in possible bullying situations do not communicate directly with other students or parents involved, but contact school staff directly.
- All parents/caregivers are expected to participate in anti-bullying awareness programs provided by the school.
- Parents/Caregivers who serve as classroom volunteers or coaches have the same responsibility as staff to monitor students, and to report acts of harassment, bullying, and intentional exclusion.
- It is important that we presume good intentions on each other's part.

## **Students**

Our school is a community. All students need to get along and be respectful of each other, whether or not they are friends.

Here are things that students can do to keep our school bully-free:

- Be mindful how others might perceive your actions or words.
- Do not engage in harassment and bullying.
- Do not be a bully-follower.
- If you see harassment or bullying, be an ally to the student that is being targeted. Intervene if you are able or immediately seek adult assistance if you cannot intervene.
- If you are harassed or bullied by other students, speak out. Do not give your power away and become a target. Remember that you have the right to respect and ask these students to stop.
- If the harassment or bullying continues, seek help. Our school encourages you to tell a teacher with whom you feel comfortable or the Principal or Assistant Principal. The fact that you have made a report will not affect your grades or position in the school in any way.
- Our school takes a problem-solving approach to bullying. We have a member of staff that can pull together a team of students in your grade and ask them to solve the bullying. Many Solution Teams have successfully stopped the bullying after one or two meetings without the use of punishment.
- Never take revenge, or ask someone to retaliate, against another student who has reported bullying.

## **Solution Team Facilitators**

- The Solution Team™ response to bullying was created as a non-punitive way of addressing bullying dynamics. Under the Solution Team response, an adult facilitator pulls together a group of students to solve the bullying of one of their peers.
- The Principal and Assistant Principal designate one or more faculty members to be Solution Team Facilitators.
- St. Leander School's Solution Team Facilitators will initiate a Solution Team response when requested by a campus administrator by meeting with a student that is being bullied.
- The Solution Team Facilitator will explain the Solution Team response to the target and ask the target whether they would like this to be used on their behalf.
- The Solution Team Facilitator will inform the parents of the child being targeted if their child has asked for the help of the Solution Team response.

## **The DRIVE Action Team**

- The DRIVE Team is a standing committee to oversee the implementation and review of this policy and to help our school live by our values of DRIVE (Diversity, Respect, Inclusion, Vision, Empathy).
- The DRIVE Team will meet at least once each trimester.

**St. Leander School Referral Form**

Name \_\_\_\_\_

Grade \_\_\_\_\_

Date: \_\_\_\_\_

Issued by: \_\_\_\_\_

**Referral issued for the following reason(s):**

\_\_\_\_\_ Disrupting Class

\_\_\_\_\_ Talking Back/Disrespect Toward Others

\_\_\_\_\_ Chewing Gum

\_\_\_\_\_ Inappropriate Language

\_\_\_\_\_ Unsafe Behavior

\_\_\_\_\_ Throwing Food/Objects

\_\_\_\_\_ Dishonesty

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Misuse of Technology

\_\_\_\_\_ Vandalism

**Bullying, harassment and intimidation:**

\_\_\_\_\_ Physical e.g. hitting, pushing, threats

\_\_\_\_\_ Fighting, rough play

\_\_\_\_\_ Verbal e.g. name-calling, putdowns, teasing

\_\_\_\_\_ Hate speech e.g. racial or sexual slurs

\_\_\_\_\_ Exclusion e.g. spreading rumors, leaving out

\_\_\_\_\_ Sexual harassment

\_\_\_\_\_ Bully-follower

Comment \_\_\_\_\_

**Action Taken**

\_\_\_\_\_ Conference with student

\_\_\_\_\_ Lunchtime detention assigned

\_\_\_\_\_ After school detention \_\_\_\_\_  
day / time / room

\_\_\_\_\_ In-school suspension \_\_\_\_\_  
day

\_\_\_\_\_ Out-of-school suspension \_\_\_\_\_  
day

\_\_\_\_\_ Conference with parents requested \_\_\_\_\_  
day / time / location

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Administrator / Teacher Signature

\_\_\_\_\_  
Date

**(TO BE RETURNED TO TEACHER THE FOLLOWING SCHOOL DAY)**

Copy To: Parent, Homeroom Teacher, and Office

## **XI. PARENTS**

### **A. Classroom Interruptions**

All visitors including parents must report to the office, sign in, and wear a visitor badge. Classroom disruptions are kept to a minimum and learning time to a maximum.

#### **1. Conferences With Teachers**

Ordinarily, parents/legal guardians and visitors are expected to confer with teachers after school or at other scheduled times. Appointments are recommended. Classroom instruction should not be interrupted. Parents should not approach teachers on yard duty before or after school to discuss school matters.

### **B. Complaint/Issue Resolutions**

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the Principal. Finally, if the concern is still unresolved the Pastor should be contacted.

### **C. Family Cooperation/Removal of Students Resulting from Parental Attitude**

Under normal circumstances a student should not be deprived of a Catholic education on 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.

### **D. Parent Use of Social Media**

As with our students, St. Leander School has expectations of parents regarding their use of social media as it impacts the school. Parents are to follow these guidelines:

#### **1. Network Etiquette**

- a. Be polite. Never send or encourage others to send abusive messages regarding students, other parents, staff members, or the school in general.
- b. Use appropriate language regarding school matters. You are a representative of our school community. While you may be alone on the computer, what you write can be viewed globally and may impact our school and staff.

#### **2. Harassment**

Your home and personal Internet use can have an impact on students, other parents, and the school staff. Our school takes bullying and harassment by computer very seriously. Do not use any Internet or other communication device to intimidate, bully, harass, or embarrass students, other parents, or staff members. If parents engage in such activities and create a material disruption of school operations, they shall be subject to penalties for bullying and harassment contained in this handbook, up to and including being asked to withdraw from the school, as well as possible criminal penalties.

## **E. Messages to Students**

- Parents are to call the school office when wishing to leave messages for students.
- Cell phones are not to be used at school during the school day.

## **F. Parties**

### **1. In school**

Classroom parties are provided with the assistance from parents. All activities must have prior approval of the teacher and the Principal. Because of student allergies, parents must check with the teacher before providing any food.

### **2. Out of School Party Invitations**

Unless everyone in a class is invited to a party, invitations are not to be brought to and/or distributed at school.

### **3. End of the Year Party**

School sponsored graduation celebrations are planned by the school and will be chaperoned by school related personnel. The school is not responsible for any other parties nor does it endorse or allow fundraising for non-school sponsored celebrations.

## **G. Parents Responsibilities**

- Fieldtrips
- Dances
- School Grounds
- Safe Environment – [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org) (link on school website)

### **1. Fieldtrips**

Parents/caregivers who chaperone fieldtrips must have the proper automobile insurance if driving is required. Parents may not bring younger siblings on fieldtrips. Parents are instructed not to use cell phones or any electronic devices while they are supervising children unless there is an emergency. Parents are required to adhere to the schedule and instructions given by the teachers. Parents are not allowed to leave the class and go off on their own while on a fieldtrip. Parents are to go directly to and from the fieldtrip without stopping for treats or errands along the way. Parents should maintain confidentiality regarding student behavior while on a fieldtrip. Concerns should be brought only to the classroom teacher's attention.

### **2. Dances**

Parents who chaperone dances at St. Leander School may not bring older or younger siblings to the events. Parents are expected to appropriately monitor student behavior and report any concerns to the teachers.

### **3. Parents at morning assembly**

We welcome parents to join us for morning prayer. Parents are to respect the ringing of the second bell as the beginning of the school day and are to stand

well behind the classroom lines. All last minute hugs, etc. need to be taken care of before your student is in line. Please do not converse with other parents during prayer. Parents are not to follow the children to the classroom. Once the second bell has rung, the teacher assumes management of the class and does not have the opportunity to converse with parents. We ask that you respect these boundaries to provide the smoothest transition to the school day.

## **XII. VOLUNTEERS**

### **Volunteers**

Volunteers assist the school in providing for the development and education of the students and provide a valuable need to the school.

#### **1. Volunteer Background Checks - Megan's Law Screening**

a. All volunteers who work at the school site or in school-sponsored activities, twelve (12) or more hours a month, must be screened pursuant to the identification process established under California's Megan's Law.

b. All volunteers who participate in any overnight experiences (e.g. environmental educational camp) must be screened and fingerprinted pursuant to the identification process established under California's Megan's Law. The screening results must be returned to the school by the Department of Justice prior to participation in the overnight field trip.

In addition, any other volunteer who has contact with or access to children may be screened.

Conviction of a sexual crime will bar an individual from volunteering in either of the capacities listed above.

**All parents/relatives/caregivers who plan to participate in class parties, field trips, or work on campus as volunteers must comply with the Safe Environment for Children Training program.**

#### **2. Health Screening**

All volunteers who work at the school site twelve (12) or more hours a month must have TB testing.

It is required that all volunteers submit evidence of freedom from active tuberculosis, based on an X-ray of the lungs or an approved intradermal negative tuberculin test taken within the immediate six (6) months and every two years thereafter. All returning volunteers shall submit evidence of freedom from active tuberculosis every four (4) years. (If a new volunteer has not had a PPD test in more than four (4) years, and that volunteer is over the age of thirty-five (35) years; a two (2) step skin test procedure is required.) If a skin test is positive, a chest x-ray is needed, one (1) time only. Therefore, a symptom screening is recommended each year, documented by a physician.

### **3. Volunteer Code**

Volunteers serve in a variety of capacities which include, but are not limited to: School Board and committees, Parent Teacher Group and committees, classroom assistance to teachers, Room Parents, field trip assistants, and other activities relating to the gifts and talents of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Diocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

#### **Classroom volunteers are under the supervision of the homeroom teacher.**

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.

Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by school Principal and/or the Pastor of the parish.

Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.

#### **For liability reasons, siblings who do not attend St. Leander School may not accompany the classroom volunteer during time worked**

### **G. Releasing Students During the School Day**

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. The parent/guardian's authorization to release a student to a non-parent/guardian should be in writing.

An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. Please sign out at the main office.

### **H. Parent Service Program**

The Family Service Program is designed to help build community and encourage assistance on school projects which help reduce operating costs. By contributing to this program, the school is able to foster community spirit and provide services that benefit the educational programs of St. Leander School.

**Each family is required to complete the following:**

40 hours per family with two parent/guardians  
20 hours for families with one parent/guardian

Hours begin August 1, 2014 through May 31, 2015 and are periodically updated throughout the year. Extra hours above the required amount cannot be carried over for the following year. Hours not completed by May 31st will be invoiced at a rate of \$20.00 per hour for each hour not completed. It is important that families maintain a record of hours worked for their own information. Extra service hours are not transferable to other families.

Upon completion of a project or activity, sign your family name and number in the classroom, school or parish office or event recording book.

Earning hours can be achieved by working or participating at any of the following events

Attending School Board/PTG Meetings	Back to School Night - 2 hrs. credit per family
Book Fair	CYO - only if registered as coach or assistant
Chairing an event	Health Testing
School Repairs/Maintenance	Clerical Help
Classroom Volunteer	Serving on School Board/PTG
Festival (4 hrs.)	Field Trips
Donating food/supplies for PTG sponsored events	
Curriculum based projects and classroom parties	

**Note: Parents of Graduating Students**

All tuition, fees, and parent service hours must be complete by Friday, May 1, 2015 before distribution of your child's graduation gown. Delinquent tuition, fees, and/or incomplete service hours will affect your child's participation in graduation activities. All prekindergarten and kindergarten accounts must be paid in full before students will be allowed to participate in celebrates, graduation, or receive their report cards.

**I. Verification of Compliance**

The parent is required to sign a written statement at the beginning of each school year. This statement verifies that the parent is aware of and will comply with all regulations contained in the Parent/Student Handbook. (See Signature Page at the end of the handbook.)

## XIII. SAFETY

### A. Alcohol/Smoking Policy

1. Alcohol will not be served or consumed on school premises during the workday or while children are present.
2. Alcohol will not be served by children.
3. Alcohol will not be served or consumed during any school-sponsored field trip by anyone.
4. The Roman Catholic Welfare Corporation is committed to a philosophy of good health, and a safe working environment. In keeping with this policy all school site buildings are 100% smoke-free at all times.

### B. Asbestos Notification

Accredited inspector from the Diocese of Oakland checks for asbestos as required by law. The yearly update is published in the principal's newsletter. Required maintenance follows EPA guidelines.

### C. Bicycles

Students may not ride bicycles on school premises. Bicycles must be walked onto the campus and locked on the racks provided.

### D. Earthquake Drills

Earthquake drills are conducted periodically throughout the school year. At the signal all students and adults will immediately duck, cover and hold. When the shaking subsides, all will evacuate the building. Should students and/or adults be outside the building during the drill, they are to duck and cover away from the building or other structures.

1. The students from the main building will go to the primary school in order to join with their siblings in family groups. If the streets are not safe students will remain at the main school. The primary school will be dismissed from their playground. Unless you are asked to help or your child is injured, you **must** wait at the gate until your child is brought to you.
2. Students will be cared for at the school until you pick them up. We have food, water and other emergency supplies.
3. If a serious quake occurs before or after school hours, listen to radio or television announcements concerning the San Leandro public schools. We will follow what they advise.

### AT THE ASSEMBLY AREAS

Teachers will take roll and report to the designated person. They will immediately notify the principal or vice principal of any injuries or special problems.

Students and staff will remain outside until the designated person checks the gas lines, electricity and safety of the building. The principal or vice principal will give the signal to return to the classrooms.

### RELEASE POLICY

1. Students will be dismissed from school only to a parent or individual designated by the parent.

2. Students will **NOT** be permitted to leave with anyone but persons designated on the Emergency Form.
3. All parents, or designated persons, who come to pick up students must sign out students with school personnel. Signs will be posted on all school gates if an alternate location for signing out children is necessary. There will be only one area for sign-out to insure the proper release of students.
4. We are prepared to care for your child(ren) in times of critical situations. If you are not able to reach the school, we will care for your child(ren) on site. Our staff is certified with first aid and CPR training. We will be in communication with various local emergency services. We do ask for your help in the following areas:
  - a) DO NOT TELEPHONE THE SCHOOL - We must have the lines clear for emergency calls. You may call the following numbers if necessary.
 

Parish Office	895-5631
American Red Cross	429-3300
  - b) DO TURN YOUR RADIO TO KNBR (680) OR TO THE LOCAL EMERGENCY NUMBER 1610 ON THE AM DIAL
  - c) You may also turn to cable TV station 22 for local information.

### **E. Fire Drills**

Fire drills are conducted monthly throughout the year. At the first sound of the fire drill signal, students will stop their work and leave the building in silence. Each class will walk to an area on the playground where teachers will take roll. The principal or vice principal will check to see that all students and staff are accounted for before returning to the building. Fire Drills are recorded and checked by the Fire Marshal.

### **F. Weapons/Laser Pointers**

Possession and/or assault with a deadly weapon and/or any object which can be used to cause harm to another including laser pointers, will result in very serious consequences up to and possibly including expulsion.

### **G. Playground Rules and Usage**

#### **General Courtesy on the Playground**

- Wait your turn.
- Do not throw wood chips or food.
- Do not "play" fight, wrestle, or threaten other students.
- Use appropriate language.
- Respect the supervisor and other students.
- Benches are only for sitting. Do not walk or play on the benches.

#### **BIG TOY Rules - Main**

- Go in ONE direction on the bars
- No jumping off the structure

#### **CONSEQUENCES for violations of school rules:**

- warnings
- benching for five minutes
- benching for half recess or lunch period
- picking up litter on the playground

- detention
- being sent to the Vice principal or Principal
- fighting will result in a suspension from school

**BEHAVIORS which may result in detention:**

- |  |   |
|--|---|
| -disobedience  | -disrespect for any staff member                  |
| -inappropriate language                              | -uniform violations                               |
| -gum chewing   | -continued violation of classroom or school rules |
| -disrespect towards or harassment of another student |   |

**Yard Rules - Primary**

- Remain seated while eating, unless given permission to eat elsewhere
- Throw all trash/litter in the garbage can
- Obey and respect all yard supervisors
- Use proper language
- Respect one another
- Do not bring toys or sports equipment from home
- Do not walk or play on benches

**Yard Rules - Main**

- Play and eat in the assigned areas. Sit on the benches until dismissed
- Put garbage into grade's garbage can
- Pick up all trash in assigned area
- Ask for permission from the supervisor to use the restroom
- Do not stand ON, jump FROM, or BOUNCE balls on the benches
- Kick balls AWAY from the bike racks
- STAY AWAY from the bike racks
- Do not get a ball from the gutter, the side streets, or the garden, without permission
- Do not bring sports equipment from home
- Do not kick balls directly at the school buildings

**H. School Closure**

1. Notification of School closure information will be broadcast on KGO (810) or KCBS (740)
2. Parents may be notified by e-mail and information may be posted to our website as appropriate.

**I. Supervision**

The school does not assume any liability for any injuries received in or about the school premises before or after school hours. With the exception of school-sponsored activities, there is no supervision BEFORE 7:45 a.m. or AFTER 3:15 p.m. Students are not to arrive before 7:45 a.m. and are not to remain after school unsupervised. Extended Care-SLED is available from 7-8 am and 3-6:00 pm daily for your convenience.

## **J. Skates, Skateboards and Scooters**

Skateboards, rollerblades and scooters are not to be brought to school.

## **K. Drop Off/Pick-Up of Students**

Courteous and polite behavior is expected of all adults who drop off/pick up children.

For the safety of our children and to comply with diocesan police and fire regulations, drivers must observe the following regulations.

- Neither driving nor parking is permitted on the school grounds during the school day, except 10-15 minutes before dismissal in the designated areas.
- Maximum speed limit in the schoolyard is 5 miles per hour.
- NO DOUBLE - PARKING**.
- Drivers at both school sites are required to leave their cars and pick up students.
- Drivers need to be cautious of students on the sidewalks at the exits.
- Students and parents are not to jaywalk at any time. You must use the crosswalks.**
- No illegal parking when dropping off or picking up students. Do not park in crosswalks, red zones, or disabled persons' parking spaces. **Parents are not to double-park and drop off or pick up students.** This is very dangerous.

2. Former graduates are requested to arrange their return visits to St. Leander School by contacting the main school office prior to arriving at school.

Note: A visitor is any person who seeks permission to enter school premises.

## **XIV. STUDENT ACTIVITIES**

### **A. CJSF (California Junior Scholarship Federation) / Peer Tutoring**

Students in Grades 7 and 8 may qualify for admission to the St. Leander School Chapter of the California Junior Scholarship Federation. The organization fosters high standards of scholarship, service, and citizenship. Membership is based on academic merit. Qualified students in the St. Leander School chapter will plan and coordinate a Homework Club twice per week after school.

### **B. ATHLETICS**

Each parish in the Diocese of Oakland sponsors a Catholic Youth Organization as one dimension of its total ministry to youth. It is an athletic program open to all children in the parish boundaries. The ultimate responsibility for the success of CYO programs lies with the volunteer adult participants. **Adults involved in CYO should remember that the program exists for the Christian growth of young people. The conduct of adults should always model Christian values and virtues. Students on Academic or Disciplinary Probation may not participate in CYO athletics until improvement is made.**

### **C. DANCES**

The 7th & 8th grades are invited to dances sponsored by local Catholic grammar schools. Attendance at these dances is dependent upon good behavior. Parent chaperones attend these functions.

### **D. FIELD TRIPS**

For each field trip the following information should be available:

1. Student Permission Slips;
2. Driver responsibilities (e.g., follow planned route, do not make extra stops, do not use any alcohol at any time)
3. Current copy of insurance and drivers license;
4. Adult chaperones must be screened per Megan's Law and must complete the Safe Environment for Children Training.
5. Student responsibilities include appropriate behavior which reflects well on our school, following directions and staying in your assigned group.

### **E. MONEY COLLECTION**

Student fundraisers may be held under the direction of a teacher. The money raised is turned in to the school office and deposited into the proper account.

### **G. STUDENT COUNCIL**

The purpose of Student Council is to foster spiritual growth, promote good citizenship and school spirit, and encourage stewardship throughout the school community. Students are required to observe the school's academic and behavioral policies as stated in the St. Leander School Handbook.

The Student Council is composed of elected representatives from grades seven and eight under the supervision of a faculty moderator. Student Council members' actions and attitudes must reflect a Christian ethic and their behavior must be in accordance with the moral and religious expectations as stated in our school's philosophy and mission statements.

#### **QUALIFICATIONS FOR STUDENT COUNCIL ARE:**

- Follow classroom and school rules and regulations
- Be responsible and dependable
- Attend and participate in Student Council meetings
- Be actively involved in school activities
- Be a leader and an example to all of the students
- Be able to see activities through to their completion
- Must maintain no grade lower than a "C" in all subjects

To remain a member of the Student Council, academic and behavioral progress and attendance at meetings will be monitored on a regular basis by the middle school teachers and the administration. To ensure eligibility for a council position, students must receive approval from their homeroom teacher, one other middle school teacher, the principal and vice principal.

## **H. SERVICE PROJECTS**

The students are expected to participate in programs of Christian service as an opportunity to witness and practice their faith. Examples of service to the parish and community include:

Outreach programs:

- Thanksgiving food drive
- Food drives and special projects throughout the school year
- Christmas collection of personal care items for Bay Area Crisis Nursery
- Seasonal decorations for local hospitals
- Food donations to Davis Street Center
- Catholic Relief Services collection during Lent and Advent

## **I. Christian Service Hours (Grades 6-8)**

Students in grades 6-8 must complete 10 Christian Service Hours per year. Activities that are considered Christian Service will be discussed with students and parents at the beginning of the school year.

## **J. Yearbook**

Students in grades 6-8 may produce our school yearbook. Meetings are held regularly after school.

## **XV. STUDENT AWARDS**

### **A. Honors**

Students in grades 5-8 are awarded honor certificates at the end of each trimester.

- First Honors - 3.75 - 4.0 grade point average
- Second Honors - 3.5
- 3.74 grade point average

## **XVI. STUDENT RECORDS**

### **A. Review of Student Education Records**

A request form must be obtained from the school office, filled out by the parent/guardian, and delivered to the school principal, in order to examine and review their child(ren)'s school permanent record(s). The parent/guardian will be contacted within two school days after receipt of the request form to schedule an appointment to review the records.

#### **1. Procedures for Challenging the Content of the Record**

Challenges to the content of the cumulative records are concerned with the correction of informational data and not with substantive decisions on the assignment of grades.

### **B. Emergency Disclosure Information**

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

## **XVII. STUDENT SERVICES**

### **A. Lunch services**

A catering service provides a nutritious and balanced hot lunch program for students in grades K-8. A variety of foods are available daily and the meals are in alignment with the USDA Nutrition Standards. Lunches may be ordered on-line by accessing [www.choicelunch.com](http://www.choicelunch.com). School Registration Code: Leander.

### **B. Telephone**

Students must have permission from the Principal, Vice principal or a teacher to place a phone call. Authorization will not be given for students to request forgotten lunches, assignments or to schedule after school activities.

## **St. Leander School Student Internet Acceptable Use Policy**

We would like all parents to read Section A of this document carefully. In addition, for parents with children in grades four (4) through eight (8), please read and discuss Section B thoroughly with your child. Both you and your child should sign Section B in the appropriate places. This document must be on file with the school before your child will have Internet privileges.

We are very pleased to bring Internet access to St. Leander School and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communications.

**The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:**

- electronic mail communications with people all over the world
- information and news from research institutions all over the world
- public domain software and shareware of all types
- discussion groups on thousands of diverse topics
- many University library catalogs, the Library of Congress, government documents and thousands of databases

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The faculty at St. Leander School has taken precautions to control access to controversial materials by being present when students are on the Internet and by instructing students in the proper use of the Internet and electronic mail. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe however, that the valuable information and interactions available on the network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

Availability of the Internet to students at St. Leander School rests upon the proper conduct of individual students who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities your child is about to acquire. If a student violates any of these provisions, future access to the Internet at St. Leander School may be denied to that student. The signatures on this document indicate that you have read this document, discussed it with your child, and that you and your child understand the terms and conditions herein.

## SECTION A - GENERAL TERMS AND CONDITIONS

1. **Acceptable Use** - The purpose of using the Internet in our school is to support education by providing access to unique resources and the opportunity for collaborative work. The use of school accounts must be in support of education and consistent with the educational objectives of St. Leander School. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material and threatening or obscene material.
2. **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The faculty member in charge will deem what is inappropriate use and his or her decision is final.
3. **Network Etiquette** - Students are expected to abide by the generally accepted rules of network etiquette as outlined in Section B.
4. **Copyright** - Students are expected to abide by all copyright laws at all times.
5. **Security** - If your child identifies a security problem on the Internet, he or she should notify a teacher immediately. Your child should not demonstrate the problem to other students. Students may not use another individual's account at any time. Attempts to log on to the Internet as anyone other than his or herself will result in cancellation of his or her Internet privileges. Any student identified as a security risk will be denied access to the Internet.
6. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, network, or agency that is connected to the Internet. This includes, but is not limited to, the uploading of any computer viruses, attempts at gaining unauthorized access, or changing on-line materials without permission.

## SECTION B - STUDENT AGREEMENT

This section is to be read by students in grades 4 through 8 and discussed with their parent or guardian. Both parent and student must sign this document at the bottom. Please return this document to school.

### 1. **Personal Responsibility**

As a student at St. Leander School, I will accept personal responsibility for reporting any misuse of the network to the teacher in charge. Misuse is considered any message(s) sent or received that indicate or suggest racism, sexism, inappropriate language, etc. Misuse is also considered to be intentionally accessing any Internet site deemed inappropriate by the faculty at St. Leander School.

### 2. **Acceptable Use**

My use of the Internet and electronic mail will be in support of educational research and/or knowledge as defined by the teacher in charge. I understand that "surfing" the Internet results in congestion on our school network, which slows it down for others.

### 3. **Network Etiquette**

**I will abide by the following rules of network etiquette at all times:**

- a. I WILL BE POLITE - I will never send or encourage others to send abusive messages.
- b. I WILL USE APPROPRIATE LANGUAGE - I realize that I am a representative of our school community. While I may be alone on the computer, what I write can be viewed globally. I will never swear, use vulgarities, or any other inappropriate language.

**4. Privacy**

I will not reveal my home address or personal phone number or that of any member of our school to anyone on the Internet at any time.

**5. Electronic Mail**

I understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read. Possession or transmission of inappropriate pictures or text will result in disciplinary action up to and including expulsion.

**6. Security**

I understand that security on our network is very important. I will never attempt to guess other users' passwords at anytime. I understand that to do so is a violation of privileges. If I identify a security problem, I will notify the teacher in charge immediately.

**7. Vandalism**

I understand that vandalism is defined as any malicious attempt to harm or destroy other people's data within St. Leander School and on the Internet. This includes, but is not limited to, the uploading/downloading or creation of computer viruses. I will notify the teacher in charge if I encounter vandalism of any kind. Any vandalism or failure to notify the teacher in charge of attempted vandalism will result in my loss of network privileges.

**8. Harassment**

I understand that my home and personal Internet use can have impact on the school and on other students. If my personal Internet expression-such as sending a threatening message to another student or a violent Web site-creates a likelihood of material disruption of the school's operations, I may face school discipline and criminal penalties. I understand that our school takes bullying and harassment by computer very seriously. I understand that I shall not use any Internet or other communication device to intimidate, bully, harass, or embarrass other students or staff members. I understand that if I engage in such activity on school grounds or I engage in such activity off campus and create a material disruption of school operations, that I shall be subject to penalties for bullying and harassment contained in this handbook, as well as possible criminal penalties. I understand in the event of a claim that I have violated this policy, the school will provide me with notice and an opportunity to be heard in the manner set forth in this handbook.

# **SAMPLE ONLY – DO NOT REMOVE**

## **9. Copyright**

I understand that to copy any other person's work on the Internet and call it my own is a violation of copyright law. This pertains to text, graphics, or sound. When using other peoples work, I will ask permission when possible and credit the author accordingly. The use of the Internet and electronic mail at St. Leander School is a privilege and not a right. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the above regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked and school disciplinary action may be taken.

Student's Name (please print) \_\_\_\_\_ Grade \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **PARENT AGREEMENT**

As the parent/guardian of \_\_\_\_\_ I have read and discussed with my child the Internet Use Policy. I understand that access is designed for educational purposes. However, I also recognize it is impossible for St. Leander School to restrict access to all controversial materials and I will not hold the faculty responsible for materials acquired on the network. I give my permission for my child to access the Internet while supervised at St. Leander School.

Parent or Guardian Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**\* Photographs of students may appear on the school Web site or in other publications. Students will not be identified by name on photos posted on the school website for security reasons. The school will seek written permission from parents in advance of posting photos in the school website or in other publications.**