

ST. LA SALLE SCHOOL HANDBOOK

PHILOSOPHY, GOALS AND OBJECTIVES

St. La Salle School is a faith-filled community of students, parents, staff members, school board members, religious and pastors. It provides a Christ-centered education in which children may grow in relationship with and respect for God, self, others and the environment. We believe that community is at the heart of our Christian education, not simply as a concept to be taught but as reality to be lived. The religious education of the children is not perceived as the responsibility of the school solely, but of the faith community at large: parents, teachers and clergy.

We foster a student-centered educational environment. We believe education means teaching the whole person. We believe each child is unique and this uniqueness must be respected and developed. We nurture the highest belief that every student should be provided a Christ-centered education conducive to developing his/her maximum potential. We encourage each child to live his/her faith in a global, technological society.

We believe parents are the primary educators of their children. We acknowledge that parents and teachers are partners in the process of educating the child. As members of the same spiritual community, teachers and parents strive to establish a relationship of mutual trust and open communication.

We believe the teachers lead each student to develop a sense of mission and concern for others. Christ gives His people different gifts and talents not only for themselves but also for others. Teachers act as facilitators of learning while striving to be living models by guiding, supporting, directing, disciplining, and befriending the students.

We strive to create an environment, which seeks to integrate the message revealed by God and proclaimed by the Church, the fellowship in the life of the Holy Spirit, and the service to the entire Christian community. (To Teach As Jesus Did)

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SCHOOLWIDE LEARNING EXPECTATIONS

A St. La Salle student is:

A faith-filled individual who:

- ◆ **Knows, loves, serves, and worships God**
- ◆ **Models the Gospel values in everyday living**
- ◆ **Knows and respects Scripture and Catholic traditions**

An active community member who:

- ◆ **Displays good decision-making skills**
- ◆ **Participates in community activities**
- ◆ **Is accepting of individual differences**
- ◆ **Sets a good example**

A life-long learner who:

- ◆ **Has knowledge of the basic subjects**
- ◆ **Does his/her best**

An effective communicator who:

- ◆ **Reads, writes and speaks with understanding**
- ◆ **Listens to others**
- ◆ **Uses technology**

A problem-solver who:

- ◆ **Takes responsibility for his/her own actions**
- ◆ **Reaches solutions**
- ◆ **Is a peacemaker**

NONDISCRIMINATION POLICY

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

Likewise, St. La Salle School does not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color and national and/or ethnic origin.

This statement is based upon diocesan policies 3211 and 4110.

ADMISSION

When parents register their child at St. La Salle School, they must bring a copy of the child's baptismal certificate (if the child is Catholic) and a copy of the child's immunization record.

Ordinarily, a child must be five years of age by December 1 in order to qualify for kindergarten admission.

All new students will be given an admission test. This will be a readiness test for those coming into kindergarten; for students in other grades, it will be an informal achievement test.

When a student transfers into or out of St. La Salle School, the forwarding of records will be handled between schools. This will meet the Family Educational Rights and Privacy Act requirements.

New students

The criteria for admission for new students is as follows:

1. Siblings will be accepted.
2. Children of registered members of St. Anthony Parish.
3. Children of registered members of contributing feeder Catholic parishes.
4. Children of registered members of other feeder Catholic parishes.
5. Children/grandchildren of alumni.
6. Children of practicing members of other churches.

A one-semester probationary period will be in effect for all new students. During this time period, St. La Salle School will monitor the academic development and behavior of the student. If the student gives evidence that he/she cannot stay on the grade level, or shows a lack of desire to live the St. La Salle School philosophy, the school will meet with the parents concerning the future schooling of the student. St. La Salle School reserves the right to ask the parents to place their child in a different school.

ABSENCE/TARDINESS

Parents are asked to call the school (638-2621) before 9:00am on the first day of absence. A dated note must be presented to the student's teacher stating the reason for absence or tardiness. Students should not be sent to school if they are ill.

Excessive absences and tardiness affect the student's academics. A student is tardy if he/she is not with the class at 7:50am. **After 3 unexcused tardies, students will be required to attend 20 minutes make-up time on a designated day and time by the classroom teacher.** Parents are urged to schedule doctor appointments, trips, and vacations so that they will not interfere with school.

Vacations over and beyond what is scheduled in the school calendar are discouraged.

The loss of class instruction and participation impairs student progress; it is difficult for teachers to plan and correct work of students on extended vacations. Please do not expect teachers to outline all the work that students will be missing before leaving on vacation. **Homework request will be honored within 24 hours from the request time.** Students need to complete the school work by the due date established by the teacher.

If a student is absent more than 25 days, unless for a serious medical reason, there is a strong possibility of retention or required tutoring.

If a student arrives after 10:00am or leaves before 1:30pm, he/she is considered a half-day absent.

APPOINTMENTS

When a student must be picked up for a medical appointment, he/she must be signed out at the office. A student will not be released into the custody of someone other than the parent unless the office has been notified. Early dismissals, other than for medical reasons, are discouraged.

BULLYING

All Catholic Schools are committed to providing a caring, friendly and safe environment for all students so they can learn in a secure atmosphere. Bullying of any kind is unacceptable at school. Bullying is defined as the use of intimidation or aggression with the intention of hurting another person either verbally or physically which results in pain and distress to the victim.

If bullying does occur, students are expected to inform any member of the school's staff and know that the bullying incident will be dealt with promptly. (Diocesan policy 4711)

CHAPERONES

All chaperones are required to be finger printed and attend the safe environment training class before they can chaperon and assist in the classroom or yard duty.

COMMUNICATIONS

Please send a note to the office immediately in the event of a change of address or telephone number. This is very important in case of an emergency.

Students are permitted to use the office telephone for emergencies only. If after-school rides do not arrive by 3:05, the students are expected to go to extended care.

A monthly newsletter, calendar, and menu are sent home before the end of the month keeping you updated on important happenings.

Communication between parents and teachers is very important. If the parents desire a conference with the teacher or wish to visit the classroom, they are to contact the teacher and set up a mutually agreeable time. This may be done through the office or through a note to the teacher.

CONFERENCES/PROGRESS REPORTS

Conferences with the teachers are scheduled at the end of the first two quarters to distribute report cards. This gives the parents, teachers and students an opportunity to assess the child's strengths and weaknesses and to plan the best education for him/her.

Weekly progress reports are available on Option C. Mid-term progress reports will give the progress of the student for the past four weeks. If there is a need, parents are urged to contact the teacher at that point and not wait until conference time. Teachers are available for conferences as the need arises. Please contact the office or teacher to set up a mutually agreeable time.

Criteria for Grading:

Grades will be given to the students based on mastery of the curriculum objectives and teacher judgement of overall classroom performance.

In kindergarten a S (Satisfactory) or N (Needs Improvement) will be used to report student achievement. No grades will be given the first quarter in kindergarten or first grade, but a conference will be held.

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In grades 1-7 these numerical averages will be used. They are equivalent to the following letter grades:

97-100	A (Excellent)	75-79	C (Average)
93-96	A- (Superior)	70-74	C- (Below Average)
89-92	B+ (Very Good)	65-69	D (Hardly Passing)
85-88	B (Good)	60-64	F (Failing)
80-84	C+ (Upper Average)		E (Achieves at other grade level)

The principal and teacher will determine promotion or retention based on the student's yearly subject averages. If a student fails 2 main subjects, he/she must go to summer school or tutor. This remedial help must be documented. Please note that homework is 26% of the average grade in any given marking period.

CONFLICT RESOLUTION

Conflict sometimes arises due to misunderstanding or differences in judgement. All parties involved are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding and Christian charity. If there is a problem, the incident should be taken to the person who is directly responsible for the matter (i.e., a complaint about homework should be taken to the teacher involved.) If the conflict cannot be resolved, it can then be taken to the principal; if it cannot be solved on that level, then it may be presented to the pastor and after that to the Superintendent. Conflicts must be presented within ten days of the incident.

DISCIPLINE

The purpose of discipline is to promote genuine pupil development, to increase respect for authority, to assist the growth of self-discipline, and to provide an environment conducive to learning. All students must be given the opportunity to learn: no student can take this right from the others. Discipline is a part of moral development and not simply a punishment, St. La Salle School uses assertive discipline which stresses student responsibility. If a student does not respond to the class plan, a separate contract will be drawn up. Parents will be contacted by the teacher or the principal if there is continual disruption or a serious offense. If necessary, students will be suspended, either in school or at home. Expulsion procedures will be utilized for continual misbehavior or a serious offense. Parents have the right to appeal a suspension or expulsion according to the procedures set forth in diocesan policy 4900.

Some Specific School Rules:

1. These rules are not meant to be all inclusive.
2. Students are expected to be courteous, honest, and respectful to all adults and peers.
3. Gum chewing, unshelled nuts, sunflower seed are not acceptable on the school premises.
4. Students may not leave the school grounds at any time during the day or have guests on the grounds without the permission of the parents and principal.
5. Students may not be in the classroom without a staff member present.
6. Students are not to bring ipods or electronic games to school unless it is for a special occasion approved by the teacher. Cell phones must be turned in during school hours.
7. Bikes are to be parked by the racks during the day.
8. Students are expected to respect school property (furniture, books, computer equipment). If damage is caused, the student and parents are liable for all damages.
9. Knives, guns, firecrackers, drugs, tobacco, alcohol, pornographic materials may not be brought to school. These actions make a student liable to suspension or expulsion.
10. Fighting and hazing is prohibited.
11. Permanent markers or any kind of paint is illegal.
12. Notes are not to be written or passed in class.
13. All students are to assist in keeping the school grounds free of litter.
14. Any vulgar language, verbal abuse, profanity, obscenity or sexual harassment, whether in words or actions, is forbidden.
15. Defiance of a supervisor, teacher or administrator is not tolerated.
16. All student threats to inflict serious harm to self or others are punishable under law. This is not an area for practical jokes.
17. Bullying of any kind is unacceptable at school. If bullying does occur, students are expected to inform any member of the school staff and know that the bullying incident will be dealt with promptly.
18. Keep your hands and feet to yourself.
19. Use kind words.

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A Kindergarten student who disobeys a school rule gets a color change or name on the board. The teacher determines the consequences.

For Students in Grades 1 to 3 who violate the school rules, the consequences are as follows:

First Offense:	Oral warning
Second Offense:	Name on the board
Third Offense:	Teacher-Student Conference and Loss of morning recess
Fourth Offense:	Parent Notification and 30 minutes of after-school detention
Fifth Offense:	If a student reaches the fifth step, he/she is sent to the principal's office and the parents are informed

Grades 4 through 8 Discipline Plan

A student violating a school rule or displaying inappropriate behavior is given an official warning. The clipboard system is used for grades 6, 7, 8. It is a daily account of each student's conduct.

HOW IT WORKS:

1. Each class is listed alphabetically on a chart that is kept on a clipboard. It has separate columns for each day of the week.

2. This clipboard travels with the class to each teacher.
3. When there is a conduct issue, the teacher will “mark” the chart by the students (s) name.
4. If the same student (s) has another conduct issue on the same day, either with the same teacher or a different teacher, a second “mark” is given. This process is continued in the same way throughout the week.
5. By the end of the week, the number of “marks:” is totaled and a conduct grade is given. It is recorded on Option C. If the student has five (5) “marks” for that week, he/she will serve Mandatory Conduct Detention. It will take place on a pre-arranged date for ½ hour after school. If the student has conduct detention, it will be indicated on Option C. For major offenses, Saturday detention is an option.
6. Effort grades are determined in the same way. A student can get effort “marks” for things like forgetting a book, pen./pencil, books not being covered, shirts left untucked, etc. Effort grades are also indicated on Option C.
7. The weekly Conduct/Effort Grading Scale is as follow:

# of “marks”	Conduct/Effort Grade
0	A
1-2	B
3-4	C
5 or more	U (unsatisfactory)

DRESS CODE

Uniform for Girls:

White blouse, or a white or red polo shirt with school logo. Uniform plaid skirt (Grades 6,7,8),

Jumper (K-5), Skort, Navy walking shorts, nava twill, corduroy slacks. If shorts are worn, they are only to have the original cuff and the right length of 4 inches above the knee. Socks are to be solid blue or white, and shoes must be black or white only. No open toed shoes are allowed.

Hair should be clean, neatly combed, and moderately styled. No sculptured haircuts will be allowed.

No highlights or unusual/bleached hair. Only one set of small earrings which are on the ear lobe may be worn, No loops. A small appropriate necklace and a ring and a watch may be worn. Cosmetics are to be left at home. Colored nail polish is not allowed. Hair accessories must match the uniform colors.

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Uniform for Boys:

White or red polo shirt with school logo or white shirt with collar and buttons. Navy twill or corduroy pants or shorts. White or Blue solid colored socks with black or white shoes are allowed.

Hair is to be neat, clean, and well-groomed. Hair may not fall below the mid-point of the standard dress collar or below the ear lobe at the side of the ear. The following are not allowed: Haircuts or hair styles which feature unusual/bleached, extreme colors, skin faded or shavings, sculptured haircuts, earrings.

GENERAL GUIDELINES

In the classroom, at Mass or at activities during the day, for both boys and girls the attire is a red or navy cardigan sweater with the school logo or a St. La Salle sweatshirt. If a turtleneck is worn, it must be white or red with the school logo. Attire that is too tight, baggy or too short is not allowed in the school. Sweatshirts are not to be worn tied at the waist. Hats, head coverings, or sunglasses are not to be worn except for medical reasons. **Shirts or blouses, with the exception of over blouses, must be tucked in at all times. If the pants or shorts have loops, dark-colored belts must be worn.**

Name labels may not be worn on shirts, pants or shorts. School T-shirts may be worn on game days and P.E. days. Outerwear should not display any logos or advertisements other than the St. La Salle logo. The color should, if possible, coordinate with the uniform colors or red, white and blue. We strongly encourage school jackets as outerwear so students look uniform going to and coming from school.

Please label all outerwear.

Shoes or sandals (no boots) must enclose foot and be appropriate for play. Tennis shoes are required for P.E.

Students are expected to observe personal cleanliness. Grooming aids such as brushes, combs, nail polish, and make-up are not to be used in the classroom. No hair spray may be brought to school.

On non-uniform days clothes with the team logos may not be worn. Shorts may not be more than 4" above the knee. If clothes have straps, they must be worn on the shoulders. Clothes must be properly fitted.

For Mass we strongly urge that the girls wear the uniform jumper, shirt or skorts.

A uniform code cannot cover all the circumstances or new fads which may arise, so the staff has the right to make a final decision as to the appropriateness of clothing, accessories, and appearance. For sports practice, students may only wear the St. La Salle P.E. uniform.

Our official uniform provider is :

DENNIS UNIFORM COMPANY

5186 N. Blythe, Suite 101 - Fresno, CA 93722

Phone: 559-276-5621 Fax: 559-276-5603

EXTENDED CARE

Extended Care is provided for students from 7:00am, and from 2:50 until 6:00pm. If students arrive before 7:45am , they must go to Extended Care. If students are not picked up by 3:05, they must go to Extended Care. If students are not picked up by 6:00pm, there is an additional \$10 fee. The coordinator is responsible for students during this time. Students are expected to follow the directions of the Extended Care staff. If there is a problem and it is not resolved after a conference with the parents and student, that student will be removed from Extended Care. Statements will be given out once a month for the charges of the month; the payment is to be made within the week. Parents are to fill out a form which lists people who may pick up students.

FIELD TRIPS

Field trips are to be an extension of the class material. In order to go with the class, the student must bring back a proper permission slip signed by the parent or guardian: phone calls will not be accepted to give a student permission to attend. All drivers must have a completed form on file, along with a copy of their driver's license and insurance policy and car registration.

Field trips are a privilege. Students may be denied participation if they fail to meet acceptable behavioral requirements. If a student is not allowed to participate, he/she must be at school on field trip day.

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HARASSMENT POLICY

St. La Salle School is committed to provide a Christian learning environment that is free from any form of illegal harassment. St. La Salle will treat allegations of illegal harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. (Diocesan policies 3710 & 3711)

HEALTH AND SAFETY

Each student must have on file each year a completed medical release form and authorization to treat a minor.

Any student who has a communicable disease may not come to school; a note is needed from your physician before the student returns to school.

Any student who is ill must have permission from the office to go home; he/she must be picked up from the office.

Medicine that is to be administered to the student must be brought to the office with the appropriate form filled and signed by the physician and the parent. If a student has frequent headaches and the parent wishes us to give the child any non-prescription medicine, such as Tylenol, this must be sent to the office with the student's name on it and the appropriate form filled and signed by parent.

All immunization and medical exams must be in compliance with the California State Law. Students not in compliance will not be allowed to attend school until the necessary examination and immunization record is on file.

Students may not leave campus either during or after school until that student has permission from the parent to walk home after school. The office must have a note on file signed by the parents to allow the child to walk home – for safety sake, we suggest that students walk together.

Fire, earthquake and lock down drills are held at regular intervals. Students are expected to follow the directions of the person in charge.

Visitors must report to the office for a visitor's pass before going to a classroom or being on campus.

HOMEWORK

Homework is assigned for the purpose of reinforcing learning that takes place in the classroom and of fostering habits of independent study. Some homework may be written and others may be study or reading.

Parents are asked to provide a study area away from the distractions of TV and phone. A specific time period should be set aside. Each student needs to spend time each night studying. If a student comes home consistently without homework, please contact the teacher. Primary students should have homework time of 15 to 40 minutes; intermediate students from 30 minutes to 1 hour; upper grade students from 45 minutes to 1 ½ hours. Please note that homework is 25% of the average grade in any given marking period.

Students are responsible for writing down their homework; it is strongly suggested that each student have an assignment notebook.

INSURANCE

The Diocese of Fresno has adopted an insurance policy which covers every student enrolled in school. Coverage under the policy is for injuries received going to and coming from school (within an hour's time) and those received under school supervised activities. If a student needs medical attention, the parents should request an insurance form from the office. After the school completes its portion, the parents fill out their part, take it to the doctor, and mail it to the insurance company.

LOST AND FOUND

A lost and found box is located in the breeze way across from the library. All sweatshirts and lunch boxes are to be clearly marked with the student's name.

LUNCH PROGRAM

A hot lunch program is offered daily to the students. A state-funded program is available to all families who qualify. Applications are sent home in the back-to-school packet. Each student is to bring back a form marked with the days on which he/she is eating, and the payment from those lunches. If a student is absent during that month, that lunch is credited to the next month. If a student eats unexpectedly that week, the money is to be sent in an envelope the following day.

NON-CUSTODIAL PARENT

St. La Salle School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records and to the other school-related information regarding the student. If there is a court order specifying that there is to be no information given or no contact made, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

PARENT-TEACHER GROUP

St. La Salle has a Parent-Teacher Group which meets monthly during the school year. All parents are urged to be active members.

SCHEDULE

The school day begins at 7:50am and ends at 2:50pm. On minimum days dismissal is at 12:30pm. On foggy days, the school day begins at 7:50am. However, a student is not counted tardy until 10:00 since parents need to use their own judgment as to when it is safe to drive. Parents are to call the school office and let us know that the student will be late, and specify what is his/her lunch choice. No test will be given before 10:00am.

SCHOLARSHIPS

Scholarships are available to families in need. Funding is determined by a scholarship committee. Maximum funding will be 50% of the total tuition bill for the year. In order to apply for a scholarship, book fees and registration must be paid. Required bingo, scrip and fundraising commitments must be met.

SCHOOL BOARD

St. La Salle has a school board which meets monthly to advise the pastor and principal on policies and to help set long-range goals.

SCRIP

Every family is required to purchase \$3600 in Scrip each year or to pay \$250 a year in addition to tuition. Extended family and friends may help families reach their \$3600.00 goal. Please note that \$3600.00 purchasing of scrip is based on vendors who give 4% or more to the school.

SERVICE HOURS

Each family is required to do forty (40) hours of service hours during the year either by working at Bingo, fundraisers, or maintenance.

SPORTS

After school sports programs are offered to students in grades 5-8. Boys may play football, soccer, basketball, and softball. Girls are offered volleyball, soccer, basketball, softball. Track is offered to boys and girls in grades 3-8. In order for a student to be eligible to play on the team, the student must maintain a C average in grades and have a C in conduct.

This will be determined at mid-quarter and quarter grade time.

STUDENT COUNCIL/EXTRA CURRICULARS

Student Council is offered to the students in grades 5-8. Each fall, elections are held for the various offices and representatives. This is an excellent opportunity for students to exercise leadership skills. In order to participate in Student Council or other extracurriculars, the student must have a C average in academics and a B average in conduct.

TELEPHONE

The school telephone is a business phone. Students will be permitted to use it only in case of an emergency. If there is an urgent message, call the office and the message will be relayed to the student. Cell phones cannot be on during the regular school hours. Students are required to put their cell phones in an appropriate container in the teacher's desk every morning. Students may pick up their phones at the end of the day.

TESTING

Diocesan standardized testing (Iowa Test of Basic Skills) is administered to students in grades 2-8 in the fall. Print-outs of the results are sent to the parents.

Assessment of Catechesis and religious education is given to students in grades 5 and 8.

If a student is in need of extensive testing for academic reasons, the administration will assist the parents in the referral process.

TUITION/BOOK FEES

Book fees/registration fees are to be paid by July 15. Tuition is to be paid monthly from August through May. A tuition envelope is sent home each month; tuition is to be put in that and sent to the office. That will be your receipt. Tuition is to be paid by the 15th of each month unless special arrangements have been made with the principal. A late fee of \$20.00 will be charged if not paid by the 15th of each month. Eighth graders' tuition must be paid in full before graduation. Returned checks must be made good for the amount owed plus a \$20.00 fee.

UNHEALTHY AND HAZARDOUS AIR QUALITY EPISODES

Parents/Guardians must notify in writing of their child's sensitivity to air pollution. The school shall monitor the Air Quality Index (AQI) as reported by the San Joaquin Valley Air Pollution Control District.