

**ST. LEONARD SCHOOL 2019-2020  
PARENT/STUDENT HANDBOOK**



The purpose of this handbook is to acquaint the school members with the general practices and procedures to be followed at St. Leonard School. St. Leonard School adapts Educational Policy Manual for School Administrators Archdiocese of Chicago and the Handbook for Athletics in the Elementary School policy and procedures from the Archdiocese of Chicago as part of creating internal policy and procedures.

### **Governing Body**

The school maintains written descriptions of its governance structure and its policy-making procedures in the Advisory School Board bylaws. School board constitution and bylaws can be found on our school website.

## **ST. LEONARD SCHOOL MISSION STATEMENT**

### **Mission Statement**

As Catholic educators, we have a special responsibility to encourage all students to achieve their maximum potential and develop their faith. We will work with the student at their ability level and with each other to fully develop the academic and spiritual potential they possess.

As Catholic school educators, we believe that children are influenced by their environment. Parents, the source from whom children derive their values, entrust their children to us. We will assist parents in fulfilling their obligation for the Christian formation and education of their child.

As Catholic school educators, we believe that professional excellence in our school directly influences our Church, community, country, and world. We will strive to create a Christian environment that promotes sound moral and professional judgment. Through our spirit of joy and enthusiasm, we will encourage others to join us in this ministry of teaching at St. Leonard Parish School.

### **Vision Statement**

We believe that all Catholic children are called to live a life grounded in the values, behaviors, and concepts that demonstrate the Christian message of faith, love, truth, peace, and justice.

By the end of eighth grade, we envision our elementary graduates to be fully prepared for serious and challenging study in high school and to become Christian adults who will be of service to God, the Church, the community, and each other.

### **St. Leonard School Philosophy**

The following statements are objectives consistent with the Mission Statement of St. Leonard School. They express specific ways in which our educational philosophy is made manifest.

We strive to build a sense of community within the entire faculty and student body, which will reflect the message of Christ.

We strive to provide opportunities for students to form a strong Christian value system with an understanding of our Catholic heritage and a desire to spread God's word through evangelization.

We strive to present a curriculum that will both impart knowledge and provide productive learning experiences for each student as an individual learner.

We strive to provide flexible and diversified learning situations that encourage self-directed learning. We strive to foster a sense of personal responsibility and good citizenship in each student.

We strive to develop an inclusiveness that will celebrate and incorporate the diversity within our community.

We strive to develop in our students critical and creative thinking skills so that they approach the future committed to becoming life-long learners.

Recognizing that parents and guardians are the primary educators of their children, we strive to build a cooperative and supportive atmosphere between home and school.

St. Leonard School exists to teach as Jesus did. We are committed to developing a strong foundation based upon academic excellence, Catholic faith ministry and evangelization, moral development and social and emotional growth. We endeavor to prepare responsible, life-long learners who will proclaim their Christian witness by contributing to the well-being of society.

**TUITION 2019-2020**

**TUITION AND RELATED FINANCES**

2019-2020 St. Leonard School Tuition Schedule

Pre - 8 Parishioner			
	Tuition	Fundraising	Total Amount
Preschool	\$5,500.00	\$400.00	\$5,900.00
1 Child	\$5,430.00	\$400.00	\$5,830.00
2 Children	\$8,860.00	\$400.00	\$9,260.00
3 Children	\$10,880.00	\$400.00	\$11,280.00
4/more Children	\$12,700.00	\$400.00	\$13,100.00
Pre - 8 Non Parishioner			
1 Child	\$7,740.00	\$400.00	\$8,140.00
2 Children	\$12,155.00	\$400.00	\$12,555.00
3 Children	\$13,560.00	\$400.00	\$13,960.00
4/More Children	\$15,790.00	\$400.00	\$16,190.00

2019-20 Fees	
Pre – 8 Registration Fee per Family	\$200.00
Pre – 8 Curriculum Fee per Student - Due July, 2020 via FACTS	\$200.00
K – 8 Technology Fee per Family (included in FACTS)	\$100.00
FACTS FEE PER FAMILY	\$30.00
Extended Day	Annual Registration Fee: \$50.00 per family AM (7:00AM-8:00AM): \$5.00 per family if you do not use the after school extended program PM (3:00PM-4:00PM): \$5.00/day (per child) (3:00PM-6:00PM): \$10.00/day for one child \$20.00/day for two or more children

**TUITION AND FEE COLLECTION**

- Each year the Finance Council, Pastor, and Principal approves the tuition and fee schedule that sets forth the tuition, fees and mandatory fundraising obligations for the following school year. Mandatory fundraising of \$400.00 is included in tuition
- In order to register a student, a family must fill out a registration form agreeing to pay in a timely manner, all amounts due under the Tuition and Fee Schedule

- Tuition and fees are collected using FACTS
- Families who pay tuition in full may receive a 2.5% discount. Full tuition must be paid by August 15<sup>th</sup> in order to get a discount
- St. Leonard families have the option to pay tuition in monthly installments of 10 – 12 monthly installments, payment in full, quarterly and two times a year, via FACTS
- If a family fails to pay its monthly installment of tuition and fees on time, that family will be charged a \$30.00 late fee
- Tuition and fee payments must remain current
- FACTS is checked every day by the school tuition management coordinator to see if any families are behind in their tuition
- If a family is not current, the school tuition management coordinator will contact the family(s) to discuss and make arrangements for bringing their account up to date. Those arrangements must be satisfactory to St. Leonard School
- If the family(s) tuition falls two months or more behind, St. Leonard School shall have the discretion to take necessary steps to ensure payment is received, including exclusion from school.

## **FUNDRAISING OPPORTUNITIES**

### **Fundraising Offset Program**

St. Leonard School has established a required fundraising amount. This amount is to be obtained through fundraising or paid outright and is in addition to annual tuition amounts.

- For families with children attending full day Pre-Kindergarten or Kindergarten through 8<sup>th</sup> grades, the required fundraising amount is \$400 per year.

Only fundraisers designated as part of the Fundraising Offset Program will be allocated to each family's required fundraising contribution. To support our community, families are also encouraged to support other fundraising programs, beyond those that are part of the Fundraising Offset Program.

The required fundraising contribution will be added to each family's selected payment plan and collected throughout the year. When families participate in Fundraising Offset Program fundraisers, their end-of-year balance will be credited based on the profit margin percentage of each fundraising activity.

Every family exceeding the required fundraising amount for the school year will have the following options regarding the excess amount of their fundraising commitment:

1. Families may choose to allocate 100% of the overage amount to the Monsignor Farrell Scholarship Fund to aid families in need.
2. Families may choose to allocate 100% of the overage amount to St. Leonard School expenses and programs.
3. Families may choose to allocate 50% of the overage amount in the form of a check and 50% toward St. Leonard School expenses and programs.

### **EXCEPTIONS:**

- If an overage occurs and the family has a graduating 8<sup>th</sup> grade student and no younger siblings attending St. Leonard School, the family may choose to allocate 50% of the overage amount to another school family's tuition of their choice, and 50% to St. Leonard School expenses and programs.
- If the overage amount is less than \$25, no overage credit will be applied and the overage amount will be allocated toward St. Leonard School expenses and programs.

Families applying for financial aid will need to complete an application and submit the necessary supporting

documentation to FACTS Grant and Aid Assessment (please use the FACTS Logo on our website for access). If you have any further questions, please do not hesitate to contact the school.

### **SCHOOL HOURS**

Office Hours Monday – Friday 7:30AM – 3:30PM (except for days off)

7:45 AM: Enter Building

7:55 AM: Tardy Bell (Students must be seated by 7:55AM)

11:00AM-11:20AM Lunch/Recess (Grades K - 3) 11:20AM-11:40PM Recess/Lunch (Grades 4 - 8)

3:00PM Dismissal

All students should be picked up by 3:10PM. It is the parent/guardian's responsibility to pick up children on time. If the child is not picked up by 3:10PM, he/she will be sent to Extended Day and the parents will be charged.

### **ACADEMIC ACTION PLAN**

Any student earning a D, F, or N in any subject area, at any time during the school year, will be required to meet with the teacher of the subject area and develop an Academic Action Plan.

The teacher fills out an Academic Action Plan with any student who is earning a D or F in any subject. The student has the Academic Action Plan signed by a parent and returns the signed copy the following day. The teacher meets with the student 10 school days after the Plan was written to discuss progress.

If the student meets the goals of the Academic Action Plan after 10 school days, then the student is no longer on academic probation. If the student has not met the goals of the Academic Action Plan, then a new Academic Action Plan is written.

Any student who receives an Academic Action Plan may not participate in St. Leonard Athletics or St. Leonard extra-curricular activities while the plan is in effect.

### **ADMISSION POLICY**

St. Leonard School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago.

**Policy ES 130.1 Archdiocesan schools admit students of any race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.**

A child entering school must be in compliance with the age requirements of the State of Illinois regarding age admission.

A student entering 3-Year-Old Preschool must be three years of age on or before September 1st for the year in which he/she seeks admission. He/she must also be toilet trained.

A student entering 4-Year-Old Preschool must be four years of age on or before September 1st for the year in which he/she seeks admission. He/she must also be toilet trained.

A student entering Kindergarten must be five years of age on or before September 1st for the year in which he/she seeks admission. He/she must also be toilet trained.

A student entering first grade must be six years of age on or before September 1st for the year in which he/she seeks admission.

Before a student is accepted for registration, the following must be submitted:

- A state certificate of live birth as evidence of age
- A certificate of baptism from the parish of baptism
- A record of compliance with local and State of Illinois health regulation
- The latest report card and test scores from the school from which the student is transferring
- Custody or Guardianship Records (if any)

St. Leonard School strives to provide for the needs of all its students. We recognize that some students have special needs. We work closely with our local public school district in attempting to identify these students and to implement recommendations based on testing and evaluations. However, due to our limited resources, we may not be able to service all of these students and their unique and special needs.

### **ADULT EXPECTATIONS**

All parents of a child/ren enrolled at St. Leonard School understand that teachers are professionals who are committed to the education and well-being of your child/ren. In the spirit of that belief, teachers will: respond to parent letters, phone calls, and email communication in a timely manner; invite parental participation and maintain open communication; properly prepare for each class in order to attain curricular objectives; work with each child to foster a spirit of achievement; provide a safe and caring environment; structure discipline and classroom environment with a Christian, Catholic attitude; use appropriate language in all parent and student interaction; agree to disagree respectfully; maintain the highest level of privacy for the students and parents of St. Leonard School.

In turn, we ask that parents understand that: unscheduled visits to the classroom teacher cannot be accommodated; appointments enable classroom teachers to spend adequate time listening to your concerns; in order to resolve conflicts or voice concerns, parents will meet first with the teacher; if a parent is dissatisfied with the meeting, parents may make an appointment with an administrator; they will support academic and disciplinary policies as stated in the handbook and as set forth by the individual teacher; they will use appropriate language in all parent and teacher interaction; agree to disagree respectfully; they will maintain the highest level of privacy for the teachers, students and families of St. Leonard School.

### **ATTACKS ON SCHOOL PERSONNEL**

Upon receipt of a written complaint from any school personnel, the appropriate school administrator for a private school shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. The school administrator also must notify the Illinois State Police (ISP) within 3 days of each incident through the School Incident Reporting System (SIRS).

### **ATHLETIC ELIGIBILITY**

**Please refer to page 31 to review and sign our Student Athlete Code of Conduct**

- At the end of each week, student eligibility will be determined for the following week.
- A student athlete must maintain a C average (2.0) or they will not be eligible for athletics.
- A student is also ineligible for athletics if they earn a D or F in any subject.

- Any student who is placed on an Academic Action Plan may not participate in St. Leonard Athletics while the plan is in effect.
- Any student that receives a Code Notice may be ineligible for athletics. Removal from extra-curricular and/or special in-school events will be determined by administration on an individual basis.

## **ATTENDANCE**

School is the place where children begin to learn the responsibilities needed in life, especially regular attendance and punctuality. Consistent prompt and daily attendance is necessary for every student's success in school. The parent/guardian must report all absences by 8:15AM. Absences can be reported by calling the school at 708-749-3666 or by sending an email to [mmartin@stleonardschool.org](mailto:mmartin@stleonardschool.org)

Students unable to participate in Physical Education class or recess must bring a written excuse to the office. Students who are unable to participate in recess/PE may not participate in athletics on that day.

Students who are absent due to illness or who leave school early due to illness may not return that day to participate in any extra-curricular activity.

Students who have been absent for three or more consecutive days must also bring a dated note from a physician which states the reason for the absence and assures the school that the student's presence creates no health danger to other students.

Students with a fever are to remain home for at least 24 hours after they no longer have a fever (100°F/37.8°C or greater when measured orally) or signs of the fever without the use of fever reducing meds.

The State of Illinois provides by law for compulsory attendance by all children between the ages of six and sixteen. We are mandated to keep accurate records of daily attendance.

A child who must leave at any time before dismissal must be signed out by a parent/guardian at the school. In case of emergency, students will only be released to another adult with the consent of the parent. The individual must show identification and should be on the emergency list. A written note must be sent to the teacher in the morning with the specific time of pickup.

A parent/guardian taking their child(ren) out of school for an extended period of time, must send a note to the office (prior to the date of absence), indicating date and reason for the absence.

After six absences in a trimester the administration and teaching staff will review the child's academic progress for mastery of concepts.

## **CELL PHONES**

No cell phones are allowed anywhere on a child during the school day. Students are not allowed to use cell phones during the hours of 8:00AM-3:00PM. Any cell phone found on a student will be confiscated and returned only to the parent/guardian. The student will receive a Code Notice for this infraction.

Cell phones may not be used during any school sponsored event. Photographs are not permitted.

## **CHILD ABUSE**

Policy GP 602.2. The Archdiocese of Chicago shall follow the Illinois Abused and Neglected Child Reporting Act and Archdiocesan procedures when allegations and/or suspicions of child abuse are made against Archdiocesan personnel.

## **CHILD CUSTODY**

### **Guardianship of a Student**

Before accepting a student for admission, school personnel must verify that the person enrolling the child is the legal guardian. If someone other than the parent/guardian seeks to enroll a child, school personnel must be presented with a court order appointing the person as legal guardian of the child. If the person is unable to present such proof, the assistant superintendent should be contacted immediately to discuss the situation.

### **Custody/Guardianship Issues**

Should one parent have sole custody of a child, the child's other biological parent is still the legal guardian of the child unless guardianship has been taken away legally by the court. A parent who has been granted sole custody of a child in a divorce proceeding is not necessarily the sole legal guardian of the child.

A non-custodial parent is not prohibited from participating in school activities, volunteer activities, recitals, performances, parent meetings and other events, unless an order of protection is in effect that prohibits the parent from having access to his or her child, to school information about the child, and/or unless the parent is a registered sex offender. If the parent is a registered sex offender, he/she will still have some rights to be on school grounds, although the extent to which the parent may be on school grounds will be governed by the terms of a community supervision order. When confronted with this issue, the principal is to contact the assistant superintendent immediately.

Likewise, a grandparent or a stepparent is not the legal guardian of a child unless appointed by court order. When a document calls for the signature of the parent or guardian, a signature of a stepparent or grandparent does not suffice.

## **CLASS SIZE**

The ratio of adults to number of children who are three, four and five years of age are as follows: 3/4-Year-Olds: 1 to 10

Regular class size in grades one through eight, ideally should be limited to 30 students; however, thirty-five students should be the maximum. St. Leonard School will strive to limit class size to twenty-five students.

## **CLASSROOM/GRADE LEVEL PROGRAMS**

Various classroom/grade level programs are held throughout the school year to which parents/guardians are invited to attend. Siblings are able to attend the program only if the parent writes a note to the classroom teacher requesting permission and the classroom teacher determines that attendance will not interfere with class instruction.

## **CODE NOTICE**

Code Notices and Behavior Action Plans can be issued by any staff member and filled out by the student with the staff member's assistance. The student has the Code Notice and Behavior Action Plan signed by a parent/guardian and returns it the next day. The staff member who issued the Code Notice meets with the student 10 days after issuance to



discuss progress.

Code Notice Consequences can be found in Addendum A.

**CODE OF EXPECTED BEHAVIORS**

<b>Expected Behaviors</b>	<b>Examples of Inappropriate Behaviors</b>	<b>Consequence</b>
Completes work on own	Cheating, copying homework or allowing homework to be copied	Code Notice
Respects property	Destruction of property	Code Notice
Treats others with respect	Lack of respect for others through inappropriate remarks or manner (is argumentative, talks back, makes teasing or rude remarks, belittles another, and intentionally makes comments to cause someone to feel uncomfortable)	Code Notice
Keeps hands to self	Not observing the hands-off policy	Code Notice
Cell phones in locker turned off	Possession of cell phone/electronic devices (with the exception of electronic readers) during school hours	Code Notice
Classroom behavior is conducive to learning	Behavior disrupts the learning environment (talks at inappropriate times, makes inappropriate remarks for entertainment value, talks when teacher is talking, does not take out books/materials when asked, does not use time wisely on given task)	Code Notice
Prepared for class	Does not have homework complete on time	Homework Notice
Maintains a C average in all classes	Earns a cumulative grade of D or F in any class, any time during trimester	Academic Action Plan and removal from Athletics for minimum of 10 school days
	Nail polish, make-up, non-religious necklaces/bracelets, earrings that dangle, skirt does not touch top of knee, colored t-shirts worn under uniform shirt, shirts and sweaters do not have the St. Leonard logo, multi-colored shoes, shirt un-tucked, no belt (grades 4-8), colored hair, hair on boys touches the collar	Out of Uniform Notice
Arrives to school on time	Is not in homeroom by 7:55 AM	Tardy Slip

## **ARRIVAL AND DISMISSAL PROCEDURES**

### **Arrival**

CHILDREN SHOULD ARRIVE AT SCHOOL NO EARLIER THAN 7:40AM AS NO MORNING SUPERVISION IS PROVIDED ON THE SCHOOL PLAYGROUND. THE ONLY EXCEPTION TO THIS IS IF YOUR CHILD IS REGISTERED FOR THE MORNING EXTENDED CARE PROGRAM WHICH BEGINS AT 7:00AM.

A drop off zone is provided on Clarence Avenue at the playground entrance. Greeters will be there to meet your child(ren) at your car. For the safety of all children, please follow the directions of the adults who are providing a service to you.

Please have your child ready to depart when pulling into this zone and wait for the greeters to get them. This area is only to be used for dropping children off or picking them up from school. Standing/parking is not allowed in this area. Children are to use the crosswalks on the block if they are dropped off at any part of Clarence Ave. other than the drop off zone.

Parking in or blocking the alley is against the law. Please do not drive in the alley or behind the school to drop off or pick up children in the morning or afternoon. Upon arrival, all children will line up according to classroom at the places indicated: Kindergarten and Preschool on the sidewalk between the Rectory lot and the main building. Grades 1 – 8 on the playground between the Rectory and the school. Children are to wait in line until a teacher allows entrance into the building, at which time classes will enter in an orderly fashion. Running, ball playing, etc. is not allowed during the arrival period.

During extremely cold or inclement weather, children will be allowed to wait (in line according to classroom) in the school hall. When the bell rings, students will be dismissed to go to class.

PARENTS OF CHILDREN ARE NOT TO ACCOMPANY STUDENTS INTO THE BUILDING.

### **Dismissal**

- Grades K-8 dismiss from the north doors into blocked off parking lot
- Preschool dismisses from the mobile unit
- Children must walk their bike while on school grounds. Bike riding is not allowed on school grounds.
- Please supervise your child(ren) at all times during dismissal and hold the hands of younger children while walking across the street.
- Children who are not picked up by 3:10PM will be sent to our Extended Day Program for supervision. Families will be charged regular EDP rates for this supervision.

## **DISCRIMINATION POLICY**

The pastor of St. Leonard parish is responsible for ensuring that the school and personnel comply with the discrimination policy as described below. The school complies with applicable state and federal laws prohibiting discrimination, including, but not limited to: · The Age Discrimination in Employment Act of 1967 (29 USC 621 et seq.)

- Title VII of the Civil Rights Act of 1964 (42 USC 2000e et seq.)
- Applicable sections of the Illinois School Code [105 ILCS 5]
- Relevant case law including Plyler v. Doe, [457 U.S. 202](#), 102 S.Ct. 2382 (1982) · 23 ILL. Admin. Code Part 425

## DIRECTORY INFORMATION

Directory information may be released to the general public, unless a parent or guardian requests that any or all directory information not be released on his or her child. Schools shall notify parents or guardians annually of the information that is considered “directory information” and of the procedures to be used by parents or guardians to request that specific information not be released. Without written notification to the school administrator, the school assumes that the parent or guardian does not object to the release of designated directory information.

## ELECTRONIC DEVICES

Students may use electronic devices with teacher/administration approval for educational purposes only. Electronic devices are not to be used for non-educational purposes. Electronic devices include, but are not limited to: cell phone, smart phone, audio or video recording device, PDA, iPod, iPad, laptop computer, tablet, Apple Watch, or other similar devices.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to: 1) using the device to take photographs or video in bathrooms; 2) cheating; and 3) creating, sending, sharing, viewings, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). Students in violation of this procedure are subject to the following consequences:

1. First Offense: The device/computer will be confiscated by school personnel. A verbal warning will be issued and the student’s parent/guardian will be notified. The student will receive the device back at the end of the day in the school office.
2. Second Offense: The device/computer will be confiscated. A detention will be assigned. The student’s parent/guardian will be notified to pick up the device in the school office.
3. Third and Subsequent Offenses: The device/computer will be confiscated. The student will be assigned a detention and will be prohibited from bring the device to school for the remainder of the year. The student’s parent/guardian will be notified to pick up the device in the school office. The student will also face consequences for insubordination.

The school is not responsible for any lost, broken, or stolen items of this nature. Additionally, students who are found using devices with inappropriate content can be subject to disciplinary action up to and including suspension. Inappropriate content includes, but is not limited to any music, written words, drawings, photos, videos, websites or movies that are deemed as not appropriate.

School officials may also conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. School officials may request or require a student to provide a password to other related account information in order to gain access to the student’s account or profile on a social networking website if the school has reasonable cause to believe that the student’s social networking account contains evidence that the student has violated a school disciplinary rule or policy.

## TECHNOLOGY/ACCEPTABLE USE

All electronic network use must be consistent with the goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **Failure to follow acceptable use rules will result in the loss of privileges, disciplinary action, and/appropriate legal action.**

## **Purpose of Technology**

St. Leonard's statement on technology states that students are entering a world where the ability to work with technology will be an essential skill. St. Leonard School is committed to providing effective technology-related experiences as tools to help children prepare for a successful life in tomorrow's world.

Through technology, the students and staff have access to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom; provide tremendous opportunities for enhancing, extending, and rethinking the teaching/learning process; and assist in preparing each student to become a productive global citizen. This new capability requires guidance for students and staff.

Accordingly, this policy is written to apply to all adults and students who utilize St. Leonard's facilities, equipment, and means of access to the school's technology.

### **1) Access to the Internet.**

Our administration, faculty and staff, believe that the value of information and interaction that technology offers outweighs the hazards of its misuse. Making network access available, however, carries with it the potential that some network users may encounter sources considered controversial or inappropriate. Our school installed technology protection measures designed to prohibit access to material that among other things is obscene, constitutes child pornography, and/or is harmful to minors. Because information on networks is transitory and so diverse, the school cannot completely predict or control what users may or may not locate.

Technology is a conduit to information; users must be wary of the sources and content and be responsible in choosing information to be accessed. Users may access technology only for educational purposes. Exercising this privilege requires that users accept the responsibility for all material viewed, downloaded, and/or produced or transmitted. Users should honor copyright restrictions in accessing materials through school technology and means of access.

Users must conduct themselves accordingly by exercising good judgment and complying with the school's policy, any accompanying administrative regulations and guidelines, and existing policies that relate to staff and student conduct.

### **2) Technology Usage Guidelines.**

Students and personnel shall not load onto the network product without prior approval from the principal.

Examples of materials constituting St. Leonard work products include, but are not limited to: curriculum, test or examination materials, department guidelines and procedures, parent and student handbook, personnel handbooks, and administrative regulations and procedures.

Students and personnel shall not load onto the Internet any communications, student work, student images or any personally identifiable information about students without prior approval from the principal. Personnel shall maintain confidentiality of student records in their use of school computers. Confidential student information should not be loaded onto the network where unauthorized access to such information may be obtained.

Access to the school's electronic network must be for the purpose of education or research, and be consistent with the educational objectives of the school. The use of the school's electronic network is a privilege, not a right, and inappropriate use may result in the cancellation of those privileges. The principal makes all decisions about whether or not a user violated procedures and may deny, revoke, or suspend access at any time. His/her decision is final. The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- (a) Using the network for illegal activity, including violation of copyright or other contracts, or transmitting material in violation of any state or federal law;
- (b) Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- (c) Downloading copyrighted material for other than personal use;
- (d) Using the network for private financial or commercial gain;
- (e) Wastefully using resources, such as file space;
- (f) Hacking or gaining unauthorized access to files, resources, or entities;
- (g) Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- (h) Using another user's account or password;
- (i) Posting material authored or created by another without his/her consent;
- (j) Posting anonymous messages;
- (k) Using the network for commercial or private advertising;
- (l) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- (m) Using the network while access privileges are suspended or revoked.

Users may not divulge their own address, telephone number, or access code, nor will similar information concerning others be divulged.

**Deliberate destruction of equipment, software, or data will result in denial of privileges and collection of damages.**

As a condition of being allowed access to the school's electronic network and electronic mail communication through use of St. Leonard's computers and means of access, users consent to monitoring and inspection by school staff and administration of all use of St. Leonard's computers and means of access including any and all electronic mail communications made or attempted to be made or received by users and all materials accessed or downloaded by users.

Student users are not permitted to download and install software without school authorizations. Staff members may only install school-owned and licensed software on school-owned computers provided they have authorization from the technology coordinator. Personally owned software shall not be installed on school-owned devices. No user may disable or modify, or attempt to disable or modify, any blocking software (filters) or similar technology protection measures on the school's computers or computer system.

**E. Network Etiquette.**

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a) Be polite. Do not become abusive in messages to others.
- b) Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c) Do not reveal personal information, including the address or telephone numbers of students or colleagues.
- d) Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e) Do not use the network in any way that would disrupt its use by other users.
- f) Consider all communications and information accessible via the network to be private property.

No Warranties – The school makes no warranties of any kind, expressed or implied, for the service it is providing. The school is not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk.

The school specifically denies any responsibility for the accuracy or quality of information obtained through its services. No technology is guaranteed to be error free or totally dependable. Among other matters, the school is not liable or responsible for: 1) any information that may be lost, damaged, or unavailable due to technical, or other difficulties; 2) the accuracy or suitability of any information that is retrieved through technology; 3) breaches or confidentiality; or 4) defamatory material. Furthermore, the school is not liable for unauthorized charges or fees, which result from accessing the Internet.

**F. Indemnification.**

The user agrees to indemnify the school for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to, or arising out of any violation of these procedures.

**G. Security.**

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log onto the Internet as a system administrator results in cancellation of user privileges.

Any user identified as a security risk may be denied access to the network.

**H. Vandalism.**

Vandalism results in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**I. Telephone Charges.**

The school assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs.

**J. Copyright Web Publishing Rules.**

Copyright law and school policy prohibit the republishing text or graphics found on the web or school websites or file servers without explicit written permission.

**K. Use of Email.**

The school's email system and its constituent software, hardware, and data files are owned and controlled by the school. The school provides email to aid staff and students as an education tool.

**EMERGENCY CLOSING**

In severe weather refer to the school website for any emergency closing of school. Before a decision to close school is made, the following factors are considered:

- The decision of our local public schools
- Safety of walking or driving
- The ability of teachers to get to school

You will receive an email via our automated system in the case of school closing. Any school closings will also be posted on the Emergency Closing Center at <http://www.emergencyclosingcenter.com>

## **EXTENDED DAY PROGRAM (EDP)**

The Extended Day Program is designed to accommodate families whose children are enrolled at St. Leonard School. Care is available from 7:00-7:45 AM and 3:00-6:00pm on full days when school is in session. EDP is not available on half days, early dismissals or holidays. Students will have space for individual or group games and supervised homework space with homework help available.

### **Attendance and Guidelines**

Enrolled St. Leonard School students in 3/4-Year-Old Preschool through 8<sup>th</sup> grade may attend.

### **Fee Schedule**

- Fees for the morning session are \$5.00 per day/per family (if you do not use our after school program). Hourly rates are not available.
- Fees for the afternoon session are:  
3-4pm \$5.00 for one child  
3-6pm \$10.00 for one child  
3-6pm \$20.00 for two or more children
- A yearly \$50.00 registration fee is charged, per family, upon registration.
- A \$1.00 per minute late fee will be charged for every minute a parent is late for pickup. If a parent is more than ten minutes late a \$25.00 fee will be incurred for each ten- minute period thereafter.
- EDP may be used on an “as needed” basis.
- Families will be billed monthly for their EDP usage.
- Should an emergency arise for a non-registered family, the normal daily charge will apply and the \$50.00 registration fee will be added to the monthly bill.

### **Morning overview**

- The morning EDP drop off door is located at south door. Parents must bring their child into the building and sign them in daily.
- Please DO NOT bring students before 7:00am
- Children may play or finish their homework during this time.

### **Afternoon overview**

- The afternoon EDP pick up door is located at north door. Only adults authorized on the registration form will be allowed to pick children up from EDP. Parents must call or provide written notice if their child is to be released to any other adults.
- Students should bring a daily snack
- Students may attend EDP before or after an after school activity. They will be charged the full afternoon rate.

### **Additional information**

- Supervision of the EDP program will be handled by St. Leonard School faculty and staff. All St. Leonard School policies apply to the EDP program.

## **EXTRA-CURRICULAR ELIGIBILITY**

1. At the end of each week, student eligibility will be determined for the following week.
2. A student must maintain a C average (2.0) or they will not be eligible for extra-curricular activities.
3. A student is also ineligible for extra-curricular activities if they earn a D or F in any subject.
4. Any student who is placed on an Academic Action Plan may not participate in St. Leonard extra-curricular activities while the plan is in effect.
5. Any student that receives a Code Notice may be ineligible for extra-curricular activities. Removal from extra-curricular and/or special in-school events will be determined by administration on an individual basis.

## **FOOD ALLERGIES**

Due to the increasing number of students with food allergies, we ask that you take this into consideration when bringing treats into the building.

Parents will receive notification of classes in which students have food allergies. To prevent an allergic reaction, it is essential to avoid these foods when sending a snack or treat for the classroom.

## **FORGOTTEN MATERIALS**

In the unusual event that your child forgets school materials/assignments at home, they may be left for the student on the bench near the office. Items must be clearly marked with the student's first and last name and homeroom number.

## **GANG ACTIVITY**

Gang-related activities are contrary to Catholic Social Teaching and have no place in a Catholic school. Intimidation and/or disrespect of any person are unacceptable.

The following may be subject to disciplinary action:

- intimidation and threat of physical harm of others
- symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing
- display of signs/symbols on paper, notebooks, textbooks, and other possessions that may be gang-related
- conduct on or off premises that may be gang-related

Parents/guardians are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity.

Gang activity may result in probation, suspension, and/or expulsion.

The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement.

## **GRADING SCALE**

Letter Grade Scale (applicable in grades 4-8 where letter grades are given)

<b>Grade</b>	<b>Description</b>	<b>Grade book Value</b>
A+	Outstanding	99
A	Outstanding	95
A-	Outstanding	93
B+	Excellent	92
B	Excellent	87
B-	Excellent	85
C+	Good	84
C	Good	79
C-	Good	76
D+	Poor	75
D	Poor	71
D-	Poor	69
F	Very Poor	50
I	Incomplete	0
NG	Not Graded	0



### **Developmental Scale (applicable in grades kindergarten-grade 3)**

<b>Grade</b>	<b>Description</b>	<b>Grade Value</b>
Mastered (M)	Consistently Demonstrates	85
Successful (S)	Frequently Demonstrates	77
Emerging	Occasionally Demonstrates	69
Not Yet	Rarely/Never Demonstrates	50
Not Evaluated		0

In third grade, students will be graded using the Developmental Scale during trimester 1 and trimester 2. To transition students to letter grades, third grade will be graded using the Letter Grade Scale in trimester 3.

### **GRADUATION CRITERIA**

Students graduating from St. Leonard School must have successfully completed the elementary program through maintaining a grade of no lower than “D” in all major subject areas: Religion, Language Arts, Math, Science, Social Studies, Spanish and receive a passing grade on the U.S. Constitution and State of Illinois examinations. All academic work must be completed in conjunction with all subject areas including Fine Arts classes (i.e. Music, Art, PE, etc.) Students who received an “F” in any major area will be required to successfully complete a summer school program or be privately tutored throughout the summer to enhance learning before a diploma will be issued.

### **GUM**

St. Leonard School is a gum free school. Students are not allowed to chew gum on school grounds. Adults are also asked to respect our gum free environment.

### **HARASSMENT/BULLYING**

The Pastor, administration, and staff of St. Leonard School believe that all students and employees are entitled to work and study in school-related environments that are Christ- centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken.

Disciplinary action may include suspension, expulsion, or termination.

Guidelines to aid school administrators in recognizing and responding to harassment include the following examples:

- verbal or written taunting
- bullying
- offensive, intimidating, hostile or offensive conduct
- ranking/rating of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation
- jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group

Failure to recognize and stop harassment of any type promotes a negative environment which is unacceptable in Catholic schools.

### **HEALTH REQUIREMENTS**

**Policy ES 150.1/HS 310.1 Each school shall comply with the local and State of Illinois regulations regarding physical examinations, immunizations and contagious diseases of students.**

Schools in the Archdiocese follow the guidelines set forth by the City of Chicago, Cook County and Lake County Health Departments and the State of Illinois.

All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. **These records are to be presented to the school before the first day of school.**

If a child is not in compliance with the health and immunizations requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations. Students will be excluded from school by October 15 if requirements for health examinations and immunizations have not been met.

#### **Health Examinations and Proof of Immunization**

All children in Illinois shall have a health examination as follows:

- immediately prior to or upon entrance into any public, private or parochial preschool or transferring from outside of the State of Illinois,
- prior to entering kindergarten or the first grade; upon entering sixth, immediately prior to or upon entrance in any grades

#### **Dental Examinations**

All children in kindergarten and the second and sixth grades shall have a dental examination by a licensed dentist. Parents/guardians are to be reminded of this requirement 60 days before May 15 of each school year. Parents/Guardians seeking an exemption to this requirement must submit the Dental Examination Waiver Form, provided by the State of Illinois Department of Public Health, to the school administrator.

#### **Vision Examinations**

St. Leonard requires students enrolling in kindergarten and when enrolling for the first time in a public or nonpublic school in Illinois to present proof, before October 15 of the school year, of having been examined by a qualified physician or licensed optometrist within the previous year.

The school shall report to the State Board of Education by November 15, information on student who have and have not received required immunizations and health examinations.

The school shall report to the State Board of Education by June 30, information on student who have and have not received required dental examinations and required eye examinations.

#### **Medical Objections**

The Physician Statement of Immunity must be attached to the Certificate of Child Health Examination form. Questions regarding medical exemptions should be directed to the Regional Immunization Representative or the Illinois Department of Public Health Immunization Section at 217-785-1455.

#### **Religious Objection to Immunization and Vision Examination**

- Under Illinois law, a religious objection to immunizations or vision examinations must be in writing and must set forth the specific religious belief which conflicts with each immunization or examination.
- It is the responsibility of the Archdiocese of Chicago, as the local authority, to determine whether the written statement constitutes a valid religious objection
- The written objection to immunization or the vision examination must be sent to the appropriate assistant superintendent so a determination can be made as to whether the objection is valid under Illinois law.

The written objection must be submitted to the school administrator by the parent or legal guardian. No student whose parent or legal guardian has asserted a religious objection may be allowed in school until a determination has been made as to the validity of the religious objection.

**The parent or legal guardian must be informed by the local school authority of a measles outbreak control exclusion procedure with the Department's rules, Control of Communicable Diseases Code (77 Ill. Adm. Code 690) at the time such objection is presented.**

## **HOMEWORK**

With the exception of History Fair and Science Fair, all project-based assignments will be completed in school.

Any time a student does not come to class with homework complete; the student is issued a Homework Notice. The student has the Homework Notice signed by parent/guardian and completes the homework and returns the signed notice and completed assignment the next school day.

If the student does not complete the homework the next day, he/she must attend Homework Club on that day to complete the work. Parents will be notified by phone if your child needs to attend Homework Club.

Receiving three Homework Notices in a trimester in a single subject will result in a lower grade for that subject.

Students who turn in completed late homework without the signed notice will receive a duplicate Homework Notice to be signed by a parent or guardian to be returned the next day. Failure to return the signed duplicate notice will result in a Code Notice. All students begin each trimester with zero Homework Notices.

## **HONOR ROLL**

The primary obligation of St. Leonard School is to the total education of its students. As a Catholic community it is important to recognize students who broaden and enrich the academic community. Each student is personally responsible for their academic work. Their efforts are rewarded by placing their names on the Honor Roll. Therefore, the honor roll exists to recognize those students who are highly motivated, thereby achieving academic excellence.

Students in grades 5-8 are eligible for achieving one of two honor rolls. HONORS: grade point average of 3.2-3.69.

HIGH HONORS: grade point average of 3.7-4.0

GPA's are found by ascribing: 4=A; 3=B; 2=C. No points are given for a D, F or I.

Core subjects carry equal weight in grades 5. Fine Art classes (Art, Computer, Music, Spanish, PE) are averaged together, to obtain one percentage grade. This percentage is averaged with the Core subjects to determine a student's GPA.

In grades 6, 7 and 8, Spanish is counted as a Core subject.

A student is ineligible for Honor Roll status if he/she has a grade of D or below in any subject, including Fine Arts.

## **LUNCHROOM PROCEDURES**

In the unusual event that a lunch is forgotten, it may be left for the student on the bench near the office. Lunches must be clearly marked with the student's first and last name and homeroom number. If a student does not have a lunch, a simple snack will be provided.

FAST FOOD LUNCHES, SODA, ENERGY DRINKS ARE NOT PERMITTED. We will not permit the child to eat the fast food in Hall.

- No running.
- Students must remain seated while eating.
- All food must be eaten in the school hall. Any students who are not finished eating after the allotted time will be given additional time.

## **MEDICATION PROCEDURES**

*Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student. Teachers, administrator and administrative staff shall not administer medication to students except as provided in these School Medication Procedures.*

### **Procedures**

**1. Administration.** No school personnel shall administer any prescription or non-prescription medicine unless the school has the student's current and complete **Medication Authorization Form** approved and signed by the principal.

A Medication Authorization Form is distributed for each student at the beginning of each school year or enrollment of a new student during the year. Medication Authorization Forms are available in the school office.

The School retains the right to deny requests to administer medication to the students provided that such denial is indicated on the Medication Authorization Form. If the School denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee administer the medication in school.

**2. Self-Administration.** A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student's current and completed Medication Authorization Form. Students who suffer from asthma, diabetes, epinephrine, School will immediately notify local law enforcement agency with 48 hours of becoming aware of the incident. School will also notify the Illinois State Police of such incidents, allergies or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the School has on file for the student a current and completed Medication Authorization Form. Otherwise, such medication must be stored in a locked cabinet under the control of the School and the self-administration of medication shall be under the supervision of the School. Cough drops are considered medication.

**3. Appropriate Containers.** It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are:

- a) Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, students name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or
- b) Manufacturer-labeled for non-prescription over-the-counter medication.

**4. Storage of Medication.** Medication received by the School in accordance with a completed Medication Authorization Form and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal, and his/her designees.

Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or the end of the treatment regime, the student's parent/ guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the School will appropriately discard the medication.

### **MISSING CHILDREN REGISTRATION LAW (325 ILCS 55/) PROCEDURES**

Upon notification by the Illinois Department of State Police of a child's disappearance, as the school in which the child is currently or was previously enrolled, St. Leonard School shall flag the birth certificate record of that child in such a manner that whenever a copy of, or information regarding the record is requested, the principal /school secretary/local registrar will immediately report the request, information regarding the birth certificate, or knowledge as to the whereabouts of any missing child to local law enforcement.

Written documentation of the report to local law enforcement will be maintained in the missing child's record.

Upon notification from the Illinois Department of State Police that the missing child has been recovered, the school will remove the flag from the student's record. St. Leonard School will notify in writing the parent/guardian enrolling a child for the first time in St. Leonard School that within 30 calendar days, he/she must provide a government-issued copy of the child's birth certificate.

If the person enrolling the child is unable to provide a certified birth certificate, other proof, as determined by the Illinois Department of State Police, of the child's identity and age along with an affidavit explaining the inability to produce a copy of the birth certificate may be submitted.

Should the person enrolling the child in St. Leonard School fail to comply with the above procedures, St. Leonard School will immediately notify the local law enforcement agency and the person enrolling the child in writing that, unless he/she complies within 10 calendar days, the case shall be referred to the local law enforcement authority for investigation.

If compliance is not obtained within 10 calendar days, St. Leonard School will refer the matter to the local law enforcement agency.

St. Leonard School will immediately report to the local law enforcement authority any affidavit, which appears inaccurate or suspicious in form or content received regarding the registration of the child.

Within 14 days, St. Leonard School will request a certified copy of the school records of a transfer student from the student's previous school.

St. Leonard School will forward a copy of a transferring student's record to the new school within 10 days of the school's request, unless the student's record has been flagged. In such circumstances, the record requested may not be sent. The requested school shall notify the local law enforcement agency of the request.

### **PARKING AND DROP-OFF PROCEDURES**

Please respect our neighbors and do not block driveways. Under no circumstances should a driver stop in the road or double-park to load or unload children. It is a state violation to discharge a pedestrian in a roadway.

Parents are expected to make this policy known to anyone who comes to pick up children. Full cooperation from all families is necessary and expected. If you will be late picking up children, please call the school office and make other arrangements.

## **PROPER USE OF THE STUDENT LOADING ZONE**

According to Village Ordinance, drivers are to stop in the Student Loading Zone only as long as it is necessary to load or unload a student. After this occurs, drivers are to exit the Student Loading Zone to allow others curb space.

- Please pull north in the student loading zone as far as possible (close to the convent) to prevent traffic back-up on Clarence Avenue
- Please use turn signals when pulling into or out of the Student Loading Zone.
- Student Loading Zone regulations are enforced as posted (i.e. parking in the Student Loading Zone is illegal during posted hours).

## **PERSONAL GIFTS/INVITATIONS**

In an effort to respect the feelings of others, students are not allowed to pass out personal information, party invitations, or exchange individual Christmas/birthday gifts to selected students during the school day.

## **PHONE CALLS**

Phone messages to be delivered to children interrupt classes and are not encouraged. Please arrange any change in transportation with your child(ren) prior to his/her arrival at school. Any important message necessary for your child(ren) must be received in the office no later than 2:45PM.

The discretion of the office staff will determine if a student can call home for forgotten items. If a student is ill, the office personnel will call parents/guardians.

## **SAFE ENVIRONMENT REQUIREMENTS FOR VOLUNTEERS**

Archdiocese of Chicago Application for Employment or Volunteer Service (Form 7703) is to be completed by all prospective employees at the time of their interview.

When volunteers accept a position in the Catholic School system, they are expected to complete the list of all the tasks/trainings outlined below in order to be in compliance with the Archdiocesan mission to protect children and young people. Volunteers are not fingerprinted nor are they mandated reporters.

1. Attend Virtus/Protecting God's Children for Adults™.
  - a) Online at [www.archchicago.org](http://www.archchicago.org) Scroll to the *Protecting Children* button and select *Virtus*.
  - b) NOTE: All participants must pre-register online to attend.
  - c) Virtus Certificate received at the completion of training to be placed in volunteer file at the school.
  - d) NOTE: If you have attended Virtus training in another diocese, call 888-847-8870 and ask that your Virtus registration be transferred to the Archdiocese of Chicago.
  - e) Give a copy of your Virtus certificate to school office.
2. Read and sign Code of Conduct
  - a) Online at [www.archchicago.org](http://www.archchicago.org)
  - b) Scroll to the *Protecting Children* button and select CANTS.
  - c) Return the completed form to the Principal.
  - d) The original form will be sent to DCFS; a copy is filed at the local school.

## **SEARCHES CONDUCTED BY SCHOOL PERSONNEL**

### **Searches of School Property**

**All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.**

School personnel should always have another school authority present when a search is conducted.

### **Searches of Student's Person and Personal Property**

The search of a student's person or of any item brought onto school property (including modes of transportation) is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other items prohibited by law or by school policy.

### **Conducting the Search**

- Secure the safety of the students and staff.
- If a weapon, dangerous object, explosive, or ammunition is suspected, the school should contact the local police department immediately and should not attempt to disarm the individual.
- If a student refuses to voluntarily empty pockets or turn over personal items, the student should be detained until parent/guardian is contacted and present
- Parent/guardian should be informed that the student is risking possible suspension or expulsion for refusing to comply with the directive.
- If a weapon, illegal drug or controlled substance is seized, the school authority must contact the local police department to report the incident and secure the contraband until the police arrives at the school. The contraband must be turned over to the local police jurisdiction.

### **Reporting the Incident**

The appropriate assistant superintendent should be contacted as soon as possible. An Incident Report should be faxed to the Office of Catholic Schools within 24 hours.

## **SECURITY**

St. Leonard School has a security system in effect when school is in session. This necessitates locking school doors at all times. Students/adults entering the building after 8:10AM use the main school entrance – South Door.

After ringing the bell, visitors will be asked to identify him/herself, state his/her business, will be buzzed into the building and must report first to the office.

Staff and students are not allowed to open the doors for anyone wishing to enter the building while school is in session.

## **SEXUAL HARASSMENT**

**Policy ES 263.1/HS 417.1 Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, termination, or expulsion.**

### ***Procedures***

- a) Any person who feels that he or she has been a victim of sexual harassment shall bring the problem to the immediate attention of the principal.
- b) The principal shall answer questions about this policy, engage in fact finding to determine the details regarding the complaints of sexual harassment, and take appropriate corrective action.
- c) If the complainant is uncomfortable for any reason with discussing such matters with the principal, or if the complainant is not satisfied after bringing the matter to the attention of this individual, the complainant shall report the matter promptly to the pastor or the school consultant at the Office of Catholic Schools.
- d) The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

**Policy ES 263.2/HS 417.2 Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.**

### ***Procedures***

Reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

**Policy ES 263.3/HS 417.3 Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.**

### **SNACKTIME PROCEDURES: PRESCHOOL**

- Hand washing by children and adults precedes snack time.
- Snacks are planned in advance by the teacher responsible for the group.
- Children are assigned to assist with snack preparation by placing napkins, cups and food at each place.
- Notice regarding children with specific food allergies is posted on the bulletin board near the snack area. Alternate food or beverage must be provided.
- Sponges are readily available for spills. Children are encouraged to wipe their spills.
- Children dispose of their own items and wipe their places at the tables before leaving for another activity.

### **SPECIAL CLASSROOM/GRADE LEVEL PROGRAMS**

Individual grade levels and homerooms host special programs throughout the year at which parents and guardians are invited to attend. Siblings who attend St. Leonard School may attend only if the child's homeroom teacher receives a note from a parent/guardian the day prior to the program requesting the child's attendance. It is then up to your child's classroom teacher to decide if attendance at the special event will not interfere with learning.

### **SUBSTANCE ABUSE BY A STUDENT**

**Policy ES 159.1/HS 309.1 The principal, with appropriate consultation, shall develop local policies and procedures regarding student substance abuse, use of alcohol, and possession of weapons.**

**Substance** is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.



**Substance abuse** means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

**Illegal Violations:** The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.

**School Procedures for Handling Violations:**

- Notify the parent/guardian and suspend the student during the school investigation.
- Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.
- Notify the local police within 48 hours of becoming aware of the incident. School will also notify the Illinois State Police of such incidents.
  
- If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.
- Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion.
- Appropriate confidentiality shall be maintained.

Mitigating circumstances such as first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, and initial success of rehabilitative measures may warrant differences in procedures for the principal.

The approach to substance abuse should focus on education, not experimentation and provide a supportive environment for the learners. In determining consequences for violation, treatment and counseling shall have priority over, but not necessarily exclude disciplinary measures.

**TARDY POLICY**

It is the responsibility of each family to work out a system so that students arrive on time to school. Students who consistently arrive late are being deprived of social interaction, morning prayer, announcements, time to organize themselves for the day and important teaching time.

Students who are not in homeroom by the time the 7:55 AM bell rings are tardy.

Each time a student is tardy in grades K – 2, a Tardy Slip will be issued. If a child receives 4 tardies the parent/guardian will be notified by the administration.

Each time a student is tardy in grades 3 – 8, a Tardy Slip will be issued. Consequences for Tardy Slips are as follows:

- 4th Tardy and every tardy thereafter the students must stay after in from recess. All students begin each trimester with zero tardies.

Students must be in their seats when the second bell rings.

**TREATS-BIRTHDAY/CELEBRATION**

St. Leonard School follows the Archdiocese of Chicago Wellness Program, which encourages healthy eating and regular exercise. If you choose to bring treats for any reason they must be healthy in nature and individually pre-packaged by

the manufacturer. Non-edible treats, such as pencils, erasers, stickers, etc., are encouraged. Students MAY DRESS DOWN ON THEIR BIRTHDAY.

**UNIFORMS** Regular Uniform

	Girls	Boys
Preschool	Comfortable clothes Closed toe shoes	Comfortable clothes Closed toe shoes
Grades Kindergarten through 3	plaid uniform jumper (must touch the top of the student's knee) white long or short sleeved cotton (not knit) blouse with round Peter Pan collar solid white, red or navy blue knee socks or tights solid black, brown or navy blue dress shoes optional-solid colored red or white sweater St. Leonard sweatshirt – no hoodies	navy blue, white, or red polo shirt navy blue dress pants solid white, black or navy socks solid black or brown leather dress shoes. optional-solid colored navy blue sweater may be worn St. Leonard sweatshirt – no hoodies
Grades 4-8	plaid uniform skirt (must touch the top of the knee) solid navy blue over blouse solid white, navy blue or red knee socks or tights solid black, brown or navy blue dress shoes optional solid colored red or white sweater may be worn St. Leonard sweatshirt – no hoodies	navy blue, white or red polo shirt navy blue dress pants black or brown belt solid white, black or navy socks solid black or brown leather dress shoes. optional solid colored red sweater may be worn St. Leonard sweatshirt – no hoodies

**Optional Summer Uniform (worn April 15 – October 15)**

Students who choose not to wear the summer uniform, must wear the full regular.

	Girls	Boys
All students	(Grades K-4)	(Grades K-4) Navy blue, red, or white polo

	regular uniform shirt or white polo shirt navy blue bermuda length uniform shorts (no cargo shorts) solid white, red or navy socks (Grades 5-8) regular navy, white, or red polo shirt navy blue or tan bermuda length uniform shorts (no cargo shorts) brown or black belt solid white or navy athletic socks Dress shoes	shirt navy blue bermuda length uniform shorts (no cargo shorts) solid white, navy or black socks (Grades 5-8) navy blue, red, or white crested polo shirt navy blue bermuda length uniform shorts (no cargo shorts) brown or black belt solid white, navy or black athletic socks Dress shoes
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## **SHORTS, SLACKS, LEGGINGS**

Girls may wear leggings (tights without feet) under uniform skirts and jumpers. Leggings must be navy blue or black. They may not be worn under shorts or in place of gym shorts or sweatpants for gym.

In cold weather, girls who wear slacks under their uniform skirts and jumpers will be expected to remove them while at school. No slacks may be worn beneath uniform skirts and jumpers during the school day.

### **Gym Uniforms**

Students in grades K - 8 are required to wear a gym uniform consisting of a uniform shirt, shorts/sweat pants, and gym shoes. Gym shirts and shorts must be purchased through the School Bells Company. Gym uniforms are worn on gym days

### **Additional Uniform Information**

- Clothes must be clean and pressed.
- Hair must be clean and combed.
- Students must not dye or highlight their hair.
- Students may not wear make-up or colored nail polish.
- Hair should be sensibly cut, with no shaved designs, mohawks, tails, etc. Bangs must be trimmed and must not cover the eyes.
- Boy's hair must not touch the collar.
- No scarves, or head bands designed to look like scarves, are to be worn around the neck or on the head.
- A simple religious bracelet or cross necklace may be worn.
- Only girls may wear earrings; only one pair of stud earrings is permissible.
- Girls may wear shorts under their skirts; shorts must be shorter than the skirt.
- Parents should ensure that their child(ren) are appropriately dressed for the weather. Boots, hats, mittens, snow pants, and jackets are a must in the winter as the children do have outdoor recess on a daily basis. 3 Year-Old Preschool, 4 Year-Old Preschool and Kindergarten must be dressed in layered, weather appropriate attire.
- In 3 Year-Old Preschool, 4 Year-Old Preschool and Kindergarten, parents should keep in mind that the children use paints, clay, markers, etc. on a daily basis. Children are asked to bring in an extra set of clothes and an oversized t-shirt to be used as an art smock as learning can get messy. Please label all clothing to help us identify lost items.

## **UNIFORM POLICY**

Students who are out of uniform are sent to the office for an Out of Uniform Notice. Students are to bring the Out of Uniform Notice home to be signed by a parent/guardian and return notice the following day.

Students who receive three Out of Uniform Notices must be in full St. Leonard uniform on the next scheduled out of uniform day.

Students who receive six Out of Uniform Notices, in one trimester, must complete service in the school from 7:00AM- 8:00AM on the school day immediately following the sixth notice.

Students who receive nine Out of Uniform Notices, in one trimester, will receive a Code Notice for "Lack of respect through inappropriate manner." All students begin each trimester with zero Out of Uniform Notices.

## **VACATIONS**

Family vacations during the school year are not encouraged. If a student is absent from school due to vacation, teachers are not required to give the student work ahead of time. Once a student returns to school, he/she will be given time to make up work missed at a rate equal to the number of days missed. Please note that because of the nature of some assignments, those assignments may not be allowed to be made up. (i.e. a science lab).

## **WEAPONS**

**Policy ES 159.1/HS 309.1 The principal, with appropriate consultation, shall develop local policies and procedures regarding student substance abuse, use of alcohol, and possession of weapons.**

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, "billy clubs," bats, pipes, sticks and any other object that causes bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots and school property.

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

## **FIRE ARMS**

416.09 Firearms Fire arms are not permitted on the property of Catholic schools, with the exception of licensed and identified law enforcement personnel. This policy includes school employees. School will immediately notify local law enforcement agency with 48 hours of becoming aware of the incident. School will also notify the Illinois State Police of such incidents.

The Office of Catholic Schools should be notified as soon as possible. However, a written copy of the Archdiocese of Chicago, Office of Catholic Schools Incident Report must be faxed to the vicariate assistant superintendent at the Office of Catholic Schools within twenty-four (24) hours of the incident.

## **WELLNESS**

**Policy ES 105.1 Schools of the Archdiocese of Chicago are committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. It recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn.**

**Addendum A**

**CODE NOTICE CONSEQUENCES**

	<b>FIRST NOTICE</b>	<b>SECOND NOTICE</b>	<b>THIRD NOTICE</b>	<b>FOURTH NOTICE</b>
Grades K-3	Code Notice must be signed by student, teacher and parent.	Upon receiving the second notice, the student will meet with the teacher to develop a plan to change the inappropriate behavior. This plan must be signed by the student, teacher and parent.	Upon receiving a third notice, a parent-teacher- student-administrator conference will be held to discuss further consequences and a plan for student improvement.	The student will meet with the parent/guardian and principal. The student will be placed under a written contract to improve his/her behavior within a specified amount of time.
Grades 4-6	Upon receiving the first notice, the student will meet with the teacher to develop a plan to change the inappropriate behavior. This plan must be signed by the student, teacher and parent.	Upon receiving a second notice, a parent-teacher-student-administrator conference will be held to discuss the repeated inappropriate behavior. The student will be placed under a written contract to improve his/her behavior over a specified period of time. Student will complete a 45- minute session of service in the school beginning at 7:15AM each day for 3 days.	The student will be removed from extra-curricular and/or special in-school events for a specified amount of time. Student is placed on probation for the remainder of the year. He/she and parent meet with administrator. Removal from activities will be determined on an individual basis. Suspension/Expulsion may result.	The student will be removed from all extra- curricular and/or special in-school events for a specified amount of time. Student is placed on probation for the remainder of the year. He/she and parent meet with administrator. Removal from any activities will be determined on an individual basis. Suspension/Expulsion may result.
Grades 7-8	Upon receiving the first notice, the student will meet with the teacher to develop a plan to change the inappropriate behavior. This plan must be signed by the student, teacher and parent.	Upon receiving a second notice, a parent-teacher-student-administrator conference will be held to discuss the repeated inappropriate behavior. The student will be placed under a written contract to improve his/her behavior over a specified period of time. Student will complete a 45- minute session of service in the school beginning at 7:15AM each day for 3 days.	The student will be removed from extra-curricular and/or special in-school events for a specified amount of time. Student is placed on probation for the remainder of the year. He/she and parents meet with administrator. Removal from activities will be determined on an individual basis. Suspension/Expulsion may result. Removal from graduation	The student will be removed from all extra- curricular and/or special in-school events for a specified amount of time. Student is placed on probation for the remainder of the year. He/she and parent meet with administrator. Removal from any activities will be determined on an individual basis. Suspension/Expulsion

			activities, etc. will remain at the discretion of the administrator.	may result.
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Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstance

STUDENT ATHLETE CODE OF CONDUCT

School Name: St. Leonard School

School Year: \_\_\_\_\_

The purpose of the following Student Athlete Code of Conduct is to help define appropriate actions and behaviors that support the mission of the athletic program.

All participating student athletes should read, understand, and sign this form prior to participation.

Any student athlete who does not follow the guidelines below may be suspended or expelled from the athletic program.

As a student-athlete, I therefore agree to the following:

- I will play the game for the game's sake.
- I will be generous in winning and graceful in losing.
- I will display good sportsmanship and respect towards all opponents.
- I will work for the good of the team.
- I will accept the decisions of the officials gracefully.
- I will conduct myself at all times with honor and dignity. This includes during and after school, games, practices, and trips to other schools and facilities.
- I will recognize, applaud, and encourage the efforts of your teammates and opponents.
- I will show respect for your coaches.
- I will show respect towards fans and personnel from other schools.

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Athlete's Name

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Athlete's Signature

Date