



HANDBOOK

ST. LA SALLE SCHOOL
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Table of Contents

Absences/Tardies	4
Admission.	3
Appointments.	4
Bullying.	8
Communications.	4
Conferences/Progress Reports.	4
Conflict Resolution.	5
Criteria for Grading.	5
Discipline Plan (Grade 6-8).	7
Discipline	5
Dress Code.	8
Extended Care.	9
Field Trips.	9
Harassment.	9
Health and Safety.	10
Homework.	10
Insurance.	11
Lost and Found.	11
Lunch Program.	11
Non-Custodial Parent.	11
Nondiscrimination Policy.	3
Parent-Teacher Group.	11
Philosophy, Goals & Objectives	1
Scholarships.	12
School Board.	12
School Rules.	6
School Schedule.	11
Schoolwide Learning Expectations	2
Scrip.	12
Service Hours.	12
Sports.	12
Student Council/Extra Curriculars.	12
Telephone.	12
Testing.	13
Tuition/Book Fees.	13

ST. LA SALLE SCHOOL

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 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)

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 a 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, 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 the 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 school before 9:00 a.m. 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 8:00am. **After 3 unexcused tardies, students will be required to attend a 20 minute 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 10:00 or leaves before 1:30, 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.

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 not permitted to use the telephone except in an emergency. 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 and teachers and students an opportunity to assess the child's strengths and weaknesses and to plan the best education for the student.

Weekly progress reports will be sent to parents. 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 judgment 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.

In grades 1-8 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)	65-0	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, they must go to summer school or tutor. This remedial help must be documented. Please note that homework is 25% of the average grade in any given marking period.

CONFLICT RESOLUTION

Conflict sometimes arises due to misunderstanding or differences in judgment. 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 at 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 punishment. St. La Salle School uses assertive discipline. 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 seeds are not acceptable in 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 radios or electronic games to school unless it is for a special occasion approved by the teacher.
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. This is not an area for practical jokes.

Consequences for inappropriate language/profanity, graffiti, talk of gang activity and obscene gestures are as follows:

First Offense - Teacher/Student Conference. Loss of morning and noon recess for a week; Parents notified either by letter or phone.

Second offense - Principal or Designee/Parent Conference. Loss of morning and noon recess for a week, plus 1/2 hour detention after school for a week. Student may not be eligible to participate in sports or choir.

Third offense - Principal or Designee/Parent Conference to discuss possible suspension or alternative plan for the student. (Options : For Kindergarten to grade 4- - Suspension for one day - in or out of school
For grade 5 to grade 8 - Suspension for two days -in or out of school)

Fourth Offense- Principal or Designee/Parent Conference to discuss possible suspension or alternative plan for the student. (Options: Indefinite Suspension or Expulsion; Eighth grade students will not be able to participate in the graduation ceremony).

Primary - Grade 4 & 5 Discipline Plan

A Kindergarten student who disobeys a school rule has a color change or name on the board.

The teacher determines the consequences.

For Students in Grades 1 to 5 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.

Principal or Designee/Student Conference. All classroom consequences apply.

Parents are notified by the teacher that student has reached this step.

Parents are contacted either by letter or phone and 30 min. detention.

The principal will schedule a parent conference to be held in the office to

discuss a suitable plan of action for the given student.

Grade 6 - Grade 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 their weekly Progress Reports. 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 1/2 hour after school. If the student has conduct detention, it will be indicated on their weekly Progress Report.
6. Five (5) "marks" is the number of marks that receives a "U" in conduct and makes him/her a candidate for Mandatory Conduct Detentions. If 3 " marks" or more is received beyond the five (5), then he/she will be handled on an individual basis by Sr. Lucy.
7. Effort grades are determined in the same way. A student can get effort "marks" for the things like forgetting a book, pen/pencil, books not being covered, shirts left untucked, etc.....Effort grades are also indicated on their weekly Progress Report.
8. The weekly Conduct/Effort Grading Scale is as follows:

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

If a student reaches three marks or more beyond the five, he/she is sent to the principal's office.

Principal or Designee/Student conference. All classroom consequences apply. Parents are contacted either by letter or phone, plus 60 minutes after school or a Saturday detention.

The principal will schedule a parent conference to be held in the office to discuss a suitable plan of action.

BULLYING

St. La Salle School is 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. 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.

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, navy 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 **must** be white only. Only Bobby socks or knee-highs will be allowed.

Uniform for Boys

White or red polo skirt with school logo or white shirt with collar and buttons. Navy twill or corduroy pants or shorts. **NO** pockets on the legs. White or blue **crew** socks only.

For Girls: Hair should be clean, neatly combed, and moderately styled. Haircuts or hair styles which feature unusual colors/bleached or shaving are not appropriate. No sculptured haircuts will be allowed. Only **one** small earring 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. **NO** boots, including **NO** Uggs to be worn.

For Boys: 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.

Both Boys & Girls: shirts **must** be tucked in at all times during school hours. Black & or white shoes only. If a shirt is worn under the polo shirt, it must be white, red or navy blue only.

GENERAL GUIDELINES -

In the classroom, at Mass or at activities during the day, for both boys and girl 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 overblouses, 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 or 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 of 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 (not boots) must enclose foot and be appropriate for play. Socks--solid red, white, or navy---are required at all times. 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 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 proper fitting.

For Mass we strongly urge that all girls wear the uniform jumper, skirt, 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 7:00 until 7:45 a.m. and from 2:50 until 6 p.m. If students arrive before 7:45, 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 p.m., 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 each Monday for the charges of the past week; the payment is to be made within that 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.

HARASSMENT

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)

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. **Meals cost \$2.65 per day; and \$2.50, if prepaid for the whole month.** Each student is to bring back a form marked with the days on which he/she is eating, and the payment for 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 7:50 a.m. and ends at 2:50 p.m. On minimum days dismissal is at 12:30. On foggy days, the school day begins at 7:50 a.m. 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 tests will be given before 10:00 a.m.

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 5-8.

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 fifteenth 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.

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.