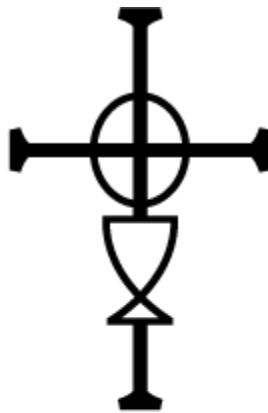


Student – Parent Handbook

2018 - 2019



St. Leonard

COMMUNITY SCHOOL

SAINT LEONARD COMMUNITY SCHOOL

440 Zorn Avenue
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www.stleonardlouisville-school.org

Learning, Leadership, Enrichment, Community, Faith

TABLE OF CONTENTS

<i>MISSION, VISION, AND SCHOOL PHILOSOPHY.....</i>	<i>4</i>
<i>HISTORY OF SAINT LEONARD COMMUNITY SCHOOL.....</i>	<i>4</i>

GOVERNANCE STRUCTURE	6
ADMISSIONS AND ENROLLMENT POLICIES	7
Requirements for Admission	7
Procedure for Admission	7
Preference for Admission	7
Notice of Nondiscriminatory Policy	8
Custodial and Non-Custodial Parents/Guardians	8
Tuition Information.....	8
Collection and Refund Policies	9
Financial Assistance	9
Withdrawal	9
ATTENDANCE AND ABSENCE POLICIES AND PROCEDURES	10
Arrival and Dismissal Procedures	10
Inclement Weather Procedures	11
Inclement Weather/Online School Policy	11
Attendance, Absence, and Tardiness Policies	12-13
HEALTH AND MEDICAL INFORMATION AND REQUIREMENTS	13
A.I.D.S.....	13
Communicable Diseases	13
First Aid	13
Head Lice	13
Health Screenings	13
Illness	14
Immunization.....	14
Medications.....	14
CAFETERIA POLICIES.....	14
Student Lunch Accounts	14
Cafeteria Rules and Behavior.....	15
Guest Lunches	15
Snack	15
CURRICULUM AND ACADEMIC POLICIES	15
Sycamore Education	15
Backpacks, Book bags and Lockers/Cubbies	16
Changing Classes	16
Communication	16
Conferences.....	16
Curricular Extensions	16
Field Trips/ Extra-curricular Activities.....	16
Volunteer Chaperones	16
16	
Homework	17
Messages for Students	17
Parties	17
Report Cards	18
Shadowing	18
Supplies	19
Terra Nova Testing	19
19	
STUDENT SERVICES	19
Counseling Services.....	19
Learning Coordinator Services.....	19

<i>Student Success/Student Achievement Center</i>	20
<i>Reporting Child Abuse</i>	20
<i>Religious Formation</i>	20
SCHOOL REGULATIONS, ROUTINES AND POLICIES	20
<i>Student/Parent/Staff Code of Conduct</i>	21
SCHOOL DISCIPLINE	21
<i>Positive Discipline</i>	21
<i>Systematic Supervision</i>	23
<i>Grade 5-8 Behavior Tracking</i>	23
<i>Grade 5-8 Responsibility Policy</i>	23
<i>Levels of Accountability</i>	24
<i>Detention</i>	25
<i>Serious Transgressions</i>	25
<i>Cheating/Plagiarism</i>	26
<i>Bullying and Harassment</i>	26
<i>Threatening Behavior</i>	27
<i>Racism</i>	27
<i>Alcohol / Drug Use</i>	27
<i>Firearms or Other Dangerous Weapons</i>	28
<i>Vandalism/Stealing</i>	28
<i>Suspension</i>	28
<i>Dismissal / Expulsion</i>	29
SAFETY PROCEDURES	29
<i>Role of Law Enforcement</i>	29
<i>Search and Seizure</i>	29
<i>Emergency Drills</i>	29
<i>Building Security</i>	30
<i>Asbestos Hazard</i>	30
DRESS CODE	30
<i>Non-Uniform Days</i>	32
<i>Lost and Found</i>	32
TECHNOLOGICAL SAFETY	32
<i>Computer/ Internet Policy</i>	32
<i>Telephone Use</i>	32
ATHLETICS	33
<i>Participation Requirements</i>	33
<i>Siblings of Athletes</i>	33
<i>Schedule of Sports Offered</i>	34
APPENDICES	
<i>Appendix A – Morning Drop-off Map</i>	35
<i>Appendix B – Dismissal Map</i>	36
<i>Appendix C – Icy Weather Dismissal Map</i>	37
<i>Appendix D – St. Leonard School Inclement Weather/Online School Guidelines</i>	38
<i>Appendix E – School to Parish Communication Card</i>	40
<i>Appendix F – Student Accountability Conference Form</i>	41
<i>Appendix G – Technology Acceptable Use Policy</i>	42
<i>Appendix H – Saint Leonard Parish & Community School Alcohol Policy</i>	43
PARENT/GUARDIAN/STUDENT Handbook Agreement Form (sign and return)	

SAINT LEONARD COMMUNITY SCHOOL

Our Mission

Saint Leonard Community School, in partnership with families, educates children in a challenging, dynamic, and Christ-Centered environment through personal, intentional, and innovative instruction.

Our Vision

Where compassionate, faith-filled learners grow

St. Leonard School Philosophy

We strive to educate the whole child as a responsible member of all creation.

HISTORY OF ST. LEONARD

On September 22, 1953, Rev. Joseph Emrich was appointed founding pastor of Saint Leonard Parish. Mass was celebrated in the chapel of Saint Joseph Orphanage on Frankfort Avenue while the church was being built. Construction on the new Saint Leonard parish and school was completed in December 1956, and an opening date for school was set for September, 1957. The Ursuline Sisters of Mt. Saint Joseph, Owensboro, KY, were contacted and agreed to send four teaching sisters. With the addition of a lay music teacher, the nuns divided the first through seventh grades for the 1957-1958 school year. The school's first graduating class was celebrated in June, 1959. By September of 1961, two classrooms had been added to the south end of the building to accommodate the growing school population. During the mid-1960's, the school was "bursting at the seams," and a trailer was added for the kindergarten class.

St. Leonard Community School is now the parish school of the clustered parishes of St. Leonard and St. Frances of Rome. The parishes were clustered in 1995 under the pastorship of Rev. R. Dale Cieslik. The current pastor is Reverend Louis J. Meiman.

Saint Leonard Parish School is small by design; however, the year 2001 marked the beginning of renovations to the school facilities. A Family Life Center housing a gymnasium and music rooms, a science lab, library, two preschool rooms, a computer lab, new school office space, playground, and soccer fields were added. In 2005, an outdoor classroom was constructed by school staff and families in collaboration with Dr. Art Parola of the University of Louisville Stream Institute and Tom Biebighauser of the US Forest Service. In 2009 student bathroom facilities in the original school building were completely renovated, and in 2010 central air was installed in the original building. In the fall of 2017, the school's 20% Time middle school classes began a renovation of the school library, converting it to a Library/Media/Makerspace equipped with robotics tables, green screen, and 3-D printers.

School facilities for grades K–8 are able to accommodate one of each grade level and two preschool classrooms for three- and four-year-old students. We have a very diverse student population, as we enroll students from 29 zip codes in the greater Louisville/Southern Indiana area. The majority of our students live in the Crescent Hill/Saint Matthews area; however, because of our convenient location to I-71, we have several families that commute from neighboring counties due to employment in downtown Louisville. We have a

partnership with the Community Catholic Center so that students from the Portland neighborhood of Louisville have access to a Catholic education not found in the west end of Louisville. The majority of our students are Catholic (most belong to Saint Leonard parish and clustered parish, Saint Frances of Rome), but we do have non-Catholic families whose children are enrolled. Due to St. Leonard Community School's small design, students build close relationships with teachers, receive individualized instruction, and have unique opportunities to grow as learners.

We have state of the art technology within the building, as all of our middle school students have individualized Chromebooks; the 4-5 grade classes share a set of Chromebooks, while the primary grade have classroom iPads and desktop computers. We have a dedicated computer lab and library/media center. All classrooms are equipped with SMART Boards and document cameras. St. Leonard has an outstanding, committed, and award-winning staff. Recently the school was honored to receive the Today's Catholic Teacher "2018 Innovations in Catholic Education Award for Curriculum and Instruction" during the National Catholic Education Association Convention in Cincinnati, OH. Our middle school teachers, Caitlin Ousley, Joe Reed, Aaron Dauenhauer, and Maddie Schepers created a 20% Time class for students in grades 6-8, and these students have taken on the library renovation project.

In August of 2018, Mrs. Caitlin Ousley, science teacher, received the "Catholic Education Foundation Innovation Award" established by the Dan Ulmer Family to honor excellent and dedicated Catholic school teachers whose innovative and creative approach to learning inspires outstanding student achievement. In August of 2017, the school's then Technology Coordinator, Mr. Joe Reed, was honored with this award.

In 2016, Mrs. Ousley and Mr. Reed were awarded a Mini Grant to form the St. Leonard Wolverettes Maker Club through the National Girls Collaborative Project. This first Girls STEM Club has grown into two Makers Clubs for boys and girls in grades 3-5 and 6-8 as well as Robotics teams that compete in the Lego FIRST Robotics Tournament. In 2016, St. Leonard was selected as one of 500 schools nationwide to participate in Kinsa's FLUency School Health Program through a grant written by Mrs. Ousley.

In October 2015, Mrs. Caitlin Ousley was awarded a \$500 grant to purchase a gel electrophoresis machine and micro pipets through the "Make Activities Count" McDonald's Restaurants of Kentuckiana MAC Grant program. In 2015, Mrs. Kathleen Willenbrink received the "Father Joseph McGee Award for Outstanding Catholic Educator" in the Archdiocese of Louisville. In 2016, Mrs. Teresa Riggs, St. Leonard volunteer, was selected as the "Outstanding School Volunteer for 2016-17" in the Archdiocese of Louisville.

Through their early years of teaching at St. Leonard, our Principal Mrs. Parola and our Learning Coordinator Mrs. Willenbrink also received Ulmer Awards as Outstanding Teachers in Catholic Education. Mrs. Parola was also the recipient of a 2007 Aegon Grant to video conference with NASA astronauts and engineers to commemorate the 50th anniversary of SPUTNIK along with other space-related science activities. Mrs. Willenbrink was the recipient of a 2007 Aegon Grant to purchase a new Quick Recall System. In 2005, Mrs. Parola was the first Archdiocesan recipient of Operation Brightside's Fred Wiche Award for the planning and construction of a "wetland" outdoor classroom using plants and animals native to Kentucky.

GOVERNANCE STRUCTURE

Traditionally, the operation of schools in the Archdiocese has been based on the shared policy development process that occurs at both the local and diocesan level. This School Advisory Council (SAC) is guided by the policies and procedures outlined in the Archdiocesan Handbook for Elementary Schools. The pastor, to assist him and the school principal in the governance of Saint Leonard Community School, establishes SAC. When SAC meets as pastor, principal and member, and agrees on a policy matter, the decision is effective and binding on all. The SAC is consultative in the following sense: Its members cannot act apart from the pastor and principal, and cannot make decisions binding on the parish school without the approval of the pastor and principal.

Areas of responsibility or consultation are: Planning, Policy Development formation, Financing (as liaison to the Parish Pastoral Council), Public Relations and Development, Principal Selection, Evaluation of the Principal's relationship to the school, Major Curriculum changes, Catholic Identity and Plant and Facilities

Membership: *SAC membership shall consist of eight to twelve members in addition to the pastor and principal. Members are selected for a 3-year term beginning in May. To ensure proper communication between parish groups, the Parent-Teacher Organization (PTO) and the School Athletic Committee report periodically to SAC.*

SAC meetings are announced in both parish and school bulletins/newsletters. Anything needing attention may be brought to the advisory council at any time by contacting any SAC member. If attendance at a meeting is desired, the chairperson of SAC should be contacted.

Due Process: *The following chart represents the structure from which all legal and professional requirements originate:*



ADMISSIONS & ENROLLMENT POLICIES

ADMISSION: *St. Leonard Community School is an elementary school with students in grades Pre-K through 8. Students must be three years of age by August 1 to attend Preschool. Students must be 5 years old by August 1st to attend Kindergarten, and six years of age for 1st grade (KRS 158.030).*

REQUIREMENTS FOR ADMISSION: *All candidates for admission to St. Leonard Community School, including transfer students, will undergo a comprehensive screening process to ensure proper placement. The screening and interview will be scheduled with the school principal and/or a designated school representative. Parents/Guardians must present previous reports of conduct and progress from the last three years of all schools attended (if applicable) as well as all health needs and/or all learning or behavior assessments concerning the child. This information is to include, but not limited to, Individual Education Plan, 504 Plan, or Student Accommodation Plan or any other information on accommodations for students with disabilities that may apply to student success. The school, in conjunction with the student's parents and other educational professionals, will decide if the school's program will best meet an individual's learning needs. Failure of disclosure could result in immediate dismissal.*

Upon acceptance, original copies of immunization, preventive health care examination form and state-issued birth certificates are required. Kentucky Eye and Dental Examination requirements must be satisfied by January 1 of the current year. Baptismal certificates are necessary for Catholic students (for sacramental purposes).

PROCEDURE FOR ADMISSION:

1. *Parents/legal guardians contact the school office to obtain any necessary forms. See this link to download and print forms. <http://www.stleonardlouisville-school.org/>*
2. *Parents/legal guardians complete and submit registration forms and deposit to the school office (see TUITION AND FINANCE information). Include required records, transcripts, or progress reports.*
3. *Principal reviews the student's records provided by parents/guardians. If the student is transferring from a Catholic school within our diocese, the principal will speak with the principal of that school.*
4. *Principal or designee meets with the child's parents/legal guardians.*
5. *Admissions Committee interviews and screens the prospective student.*
6. *Based on screening results and interviews, the Admissions Committee determines if St. Leonard Community School is the best fit for the child.*
7. *Principal sends a letter of acceptance or a waiting list notification from the school office. At the discretion of the Admissions Committee, a student may be accepted for a probationary period.*
8. *If admitted, the parents/legal guardians meet with the parish business manager to discuss financial arrangements for payment of tuition.*

PREFERENCE FOR ADMISSION:

1. *Currently enrolled children*
2. *Children from St. Leonard Parish families with children already enrolled*
3. *Children just reaching school age of active parishioners*
4. *Children of new parishioners who are transferring from another Catholic school, or parishioners of another Catholic church where a Catholic school is not available*
5. *Children from non-parish families*

NOTICE OF NONDISCRIMINATORY POLICY: *St. Leonard Community School does not discriminate on the basis of race, creed, religion, or national origin. Students are admitted to St. Leonard Community School*

on an annual basis. Continuance at St. Leonard Community School for each successive year will be based on attitude, behavior, and the academic achievement of the student, and is entirely the decision of the school.

CUSTODIAL AND NON-CUSTODIAL PARENTS/GUARDIANS: For the school's purpose, the parent with whom a child resides is known as the custodial parent. If both parents claim to be the custodial parent, enrollment records will be examined; the parent who enrolled the child is considered the custodial parent until a legal document naming the custodial parent can be provided to the school.

The school staff is required to follow the law regarding the rights of custodial and non-custodial parents/guardians. By law, non-custodial parents of children enrolled at Saint Leonard Community School have the right to see academic and disciplinary records and also have the right to talk to school officials regarding child(ren)'s progress. School officials are NOT required to contact the custodial parent if non-custodial parents request this information. The staff of Saint Leonard Community School voluntarily complies with the Buckley Amendment (Family Educational Rights and Privacy Act, 1974). We ask for your cooperation with this requirement. Court orders concerning special restrictions will also be respected and followed by the school administration. **If there is a court order specifying that there is to be no information given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.**

Non-custodial parents will NOT be permitted to visit with their child(ren) at school or pick them up from school, unless the custodial parent gives written permission on the Dismissal Authorization Form. If a non-custodial parent wishes to join their child(ren) for lunch, school officials have the right to ask the non-custodial parent to present confirmation of this arrangement with the custodial parent. **It is the responsibility of parents and guardians to keep the school informed of special family arrangements regarding the custody of their child(ren).**

Parents should provide the necessary documents if there are relevant custody orders to be enforced. **If there are changes to custody, parents are required to provide updated documentation of the court order.** These documents will be kept in confidence and are necessary to protect the legal rights of the parents and child.

TUITION INFORMATION: Tuition is based on non-parishioner rates. Families who are parishioners or active in their stewardship at another Catholic parish are entitled to a discount provided their enrollment and stewardship are current.

Parish Member: A child qualifies for the Parishioner rate if the child's family is registered at St. Leonard, St. Frances of Rome, or a Catholic church within the Archdiocese; is active; and has current Stewardship Time, Talent & Treasure form on file by July 1.

Non-Parish Member: A child is considered a non-parishioner if

- the child's family is registered at St. Leonard but does not have a current Stewardship Time, Talent and Treasure form on file prior to July 1.
- The child's family is Catholic and wants to join St. Leonard Parish, but is unable to provide a Confirmation of Good Standing letter. The non-parishioner rate will be assigned until a six month pattern of giving and participation during one of two cycles is established. Any family registering during a cycle must wait until the next six month cycle to meet the proper requirement. The Parishioner tuition rate will take effect either August 1 or February 1. Cycle I: August 1 through January 31. Cycle II: February 1 through July 31.
- All other families are considered Non-Parishioners.

PAYMENT PLANS: All tuition will be paid through one of the following four payment options

- **Option 1:** Tuition, Book Bill, and Fees Paid in Full via Parish Office or FACTS by July 20th
- **Option 2:** Tuition, Book Bill, and Fees Paid in 4 Equal Installments via FACTS Management Co.

- **Option 3:** Tuition, Book Bill, and Fees Paid in 10 Equal Installments via FACTS Management Co.
- **Option 4:** Tuition, Book Bill, and Fees Paid in 12 Equal Installments via FACTS Management Co.

COLLECTION AND REFUND POLICIES: Tuition will be collected based on the option selected in the tuition agreement. Parents are responsible for tuition should a student leave for any reason during the school year according to the following:

- 25% of tuition from the first day of school through September 30th
- 50% of tuition from October 1st through November 30th
- 75% of tuition from December 1st through January 31st
- 100% of tuition after January 31st

FINANCIAL ASSISTANCE : Families for whom tuition may present a hardship are encouraged to request tuition assistance funded by the Catholic Education Foundation, Inc. (CEF), the Archdiocese of Louisville, School Choice Scholarships, and The Lurline Jochum Charitable Trust.

Families seeking financial aid must submit a formal application to FACTS Management. Application forms are available online at <https://online.factsmgt.com/signin/3W8W3>. There is also an additional paper application for the Jochum scholarship. Forms being submitted for consideration are due to FACTS and the parish office beginning in December for the following school year. Applications must be submitted annually. **It is the responsibility of the school family to complete the applications by February 28th to be considered for the first round awards.**

Families are encouraged to contact the school principal and/or parish business manager if they experience unexpected financial hardship during the school year and need financial assistance.

WITHDRAWAL: Parents or legal guardians of any student being withdrawn from St. Leonard Community School must do the following:

1. Call the school indicating the withdrawal date.
2. Provide to the school office a letter written by the parent or guardian explaining why the student is being withdrawn, and naming the school which will contact St. Leonard to request records. Failure to provide this may result in the student being reported truant to the school board in the county in which he or she resides.
3. Return textbooks, library books, electronic devices, or other school materials to the school office.
4. Meet all financial obligations.
5. Inform the new school that they must officially request, in writing, school records from St. Leonard Community School.

ATTENDANCE AND ABSENCE POLICIES & PROCEDURES

ARRIVAL AND DISMISSAL PROCEDURES

Arrival: The cafeteria doors open each morning at 7:00 am for early arrival. The school office is open from 7:30 am until 3:30 pm.

The school does not accept responsibility for any child who is left on school property outside of school hours with the exception of school sponsored and supervised events (such as sporting events, mixers, etc).

When arriving in the morning, **students will enter the building at the cafeteria entrance ONLY.** If needed, students may ask permission from the morning monitor to leave the cafeteria.

Students arriving via automobiles or any other motor vehicle should follow the route indicated on Appendix A. Students arriving on foot should enter at the cafeteria entrance on the south side of the church as indicated on Appendix A.

Students arriving after 7:50 am should be brought to the school office. All other outside doors to the school will be locked after this time.

Crossing Guards and Safety Patrol: For the safety of all students walking or cycling to or from school, an adult crossing guard is posted at the intersection of Zorn Avenue and Riedling Drive. Crossing the street should be done **ONLY** where the crossing guard is posted.

Safety Patrol positions are assigned to **middle school students.** Students holding these positions are stationed on the school grounds and building in the morning and at dismissal time. They are to help maintain a smooth, orderly flow of traffic as students enter and leave the school grounds and building.

Dismissal: Dismissal is at 3:00 pm on all days except the third Thursday of most months when dismissal is at 1:00 pm. Lunch is served on early dismissal days. Dismissal Map is located in Appendix B.

Walkers: All students leaving the Saint Leonard Community School campus on foot will be dismissed a few minutes prior to those students being picked up in motor vehicles. Upon dismissal, students will exit through the front doors.

Carpool: Students will be dismissed by teachers to walk to their vehicles. All students leaving in any motor vehicle will be exiting through the doors adjoining the church and the school to meet cars in the front parking lot. Students will not be released to caregivers until vehicles are in the designated parking area. All traffic will enter from the north driveway and proceed around the church to the front parking lot (refer to Appendix B for instructions and map). **If a child is leaving with someone different than previously specified, parents/legal guardians must provide a written note, email, or phone call.**

Y-Care: Students will be dismissed by teachers at the same time as carpool students and walk to the cafeteria to meet Y-Care staff.

Late Pick-up: If student transportation has been delayed, the responsible adult should call the school office to notify staff members that they are delayed and the estimated time of arrival – students will be allowed to wait quietly in the foyer. **Families of students left longer than 15 minutes may be charged a fee of up to a dollar per minute.**

Dismissal Precautions: No staff member will excuse any pupil from school prior to the end of the day, or into any person's custody at any time without the direct prior knowledge and approval of the principal. The principal or representative will authorize an early or otherwise irregular dismissal only when it is requested by the student's parent or guardian for an approved reason. It is strongly encouraged that parents schedule doctor appointments after school or on early dismissal days.

If any police or court official requests the dismissal of a student during school hours, parent or guardians will be notified as soon as possible. No student will be placed in the custody of the police or court official without parental consent, unless the principal is presented with a warrant or court order.

A student will be released to a non-custodial parent, guardian, or other person if there is written permission for doing so signed by the custodial parent or guardian on file in the school office. The school official must be able to identify the non-custodial parent or guardian or other person by means of picture identification or other generally accepted means of identification.

Early or Emergency School Closings: Public announcements regarding early school closing due to ***extreme emergency*** will be initiated through OLFE and will be made on radio and television – ***again the announcement would specifically state Catholic elementary and high schools in Jefferson County (time varies according to incident).*** *Saint Leonard Community School will not dismiss early unless directed to do so by the Archdiocese; however, parents have the option to pick up their children early in the event of an emergency.*

If Saint Leonard Community School has an isolated emergency (power outage, isolated chemical spill, etc.) families of students will be contacted via a REACH alert. St. Leonard strongly suggest that all families register at least one representative for each family (www.reachalert.com).

PLEASE BE SURE TO HAVE ACCURATE CONTACT INFORMATION THROUGH SYCAMORE EDUCATION. *If possible, dismissal for car riders will follow normal guidelines – if weather causes icing on the north driveway, vehicles should enter the property using the south driveway (by playground) – please refer to Appendix C.*

INCLEMENT WEATHER:

Delayed Arrival Schedule: *Catholic schools in the Louisville Archdiocese do not issue inclement weather codes to the local news stations individually. The Archdiocese issues inclement weather announcements collectively as Catholic schools in Jefferson County. After the announcement has been issued, the school webmaster will update the homepage of our website and a REACH alert will be sent out to all registered users. These announcements are made via radio and television and will be one of the following possible announcements:*

*All Catholic elementary and high schools in Jefferson County are **OPEN***

*All Catholic elementary and high schools in Jefferson County will be **OPEN BUT ON A DELAYED SCHEDULE**. This means that our school doors will open at 9:00 am and the school day will begin with morning announcements at 9:30 am. **Anyone arriving after 9:30 will be marked as tardy.** In the case of delayed schedules, students should be dropped off using the procedure as displayed on Appendix A.*

Please note: Saint Leonard Community School will not be held responsible for any student left outside the school building prior to the indicated time.

*All Catholic elementary and high schools in Jefferson County are **CLOSED***

INCLEMENT WEATHER/ONLINE SCHOOL GUIDELINES: *St. Leonard Community School uses a Distance Learning Plan for inclement weather days. The online school days will take advantage of the program capabilities of the Sycamore School program, our Student Information System, as well as Google for Education, our Learning Management System. The online days will count as regular school days and will not need to be recouped later in the school year.*

For 2017-18, September 7th, the Thursday before the parish picnic, will be used as a Distance Learning Day where students will stay at home and access assignments that have been posted to Sycamore. The teachers will be at school to answer questions and ensure that students have access to their assignments.

The online school plan will be put into place for up to four additional school closures. After five total online days, additional days will be added to the school calendar. If there are more than two consecutive distance

learning days, the third and additional consecutive days will be considered off day and will be added to the school calendar at the end of the year.

Parents and students will be notified if online school is active for inclement weather via Sycamore, the school's REACH alert system, and the school webpage. If there are wide-spread power outages in the city, the administration will decide if distance learning will be enacted for that day. The Principal, Technology Coordinator, and Teachers will be available throughout the online school day via email for additional help to students and parents.

Please see the complete Inclement Weather/Online School Guidelines in Appendix D.

ATTENDANCE AND ABSENCE POLICIES: Consistent school attendance is one of the keys to academic progress and success. Parents and guardians are responsible for bringing students to school in a timely manner.

ABSENCE: It is the sole responsibility of the parent or legal guardian to inform the school of any student absence. Absences should be kept to a minimum regardless of the age of the child. However, please do not send the student to school if he or she has run a fever or been sick to his or her stomach the night before or early in the morning.

A written excuse signed by the parent will be required for all absences. In case of absence or tardy, the parent must contact the school office. The school number is (502) 897-5265. For any absence other than a prearranged one, a parent or guardian must notify the office before 8:30 am on the day the student is not in school. The school office will call if the student has not arrived by 9:00 am. If the parent or legal guardian cannot be reached and does not follow up with communication, the student will receive an unexcused absence. Students will be permitted to make up missed assignments upon return to school.

EARLY DISMISSAL REQUESTS: Parents are urged to make medical appointments for their children at times that will not interfere with attendance at school. If possible, appointments are encouraged to be made for times after school or on the third Thursday of most months when school dismisses at noon. Early dismissal requests must be made in writing 24 hours in advance.

It is not advisable for a student to miss school or leave early for vacations. Teachers will not give make-up work or tests until the student returns from vacation and at teacher's convenience.

EXCESSIVE ABSENCES: Letters will be sent home and a meeting will be arranged with parents/guardians of students with excessive absences (absences over 5 per trimester) to inform them of the number of absences their child has accumulated, so the parent is aware of what the school record indicates and to encourage parental support of attendance. Doctor verification is required beyond five consecutive days. **STUDENT ABSENCE MORE THAN 20 DAYS DURING A SCHOOL YEAR MAY RESULT IN NON-PROMOTION.**

When a long-term illness occurs, parents may submit a letter to the principal to request a waiver of this regulation. The request must include a statement from the physician who is treating the student detailing the student's need to be absent.

TARDINESS: A student is considered tardy if arrival is after 7:50 am. Students arriving after 7:50 am should report to the school office to obtain a "tardy" slip that is to be presented to the homeroom teacher. If four tardy slips are received during a trimester, notification will be sent to parents or guardians of students. Beyond four tardies, a parent meeting will be arranged to discuss the tardies and encourage parental support of punctuality.

Students who are excessively tardy will be required to serve detention for each tardy received after the fourth tardy each trimester. If a student arrives after 9:00 am or leaves early, he or she will have the day counted as partially absent.

TRUANCY: Kentucky Statute KRS 159.150 defines truant, habitual truant and tardy: “Any child who has been absent without valid excuse for three or more days, or tardy without valid excuse on three or more days, is a truant. Any child who has been reported as a truant three or more times is a habitual truant. Being absent for less than half of a school day shall be regarded as being tardy.” Regulations require that the school office report all truants to the Director of Pupil Personnel in Jefferson County.

HEALTH AND MEDICAL INFORMATION AND REQUIREMENTS

A.I.D.S.: Catholic elementary schools follow the policy adopted by the state and local Departments of Health dealing with children identified as infected with the HLTIV-III virus (Acquired Immune Deficiency Syndrome, A.I.D.S.). This policy recognizes the risk of infection from casual daily contact is minimal. It is consistent with the prudence and Christian witness that Catholic schools are called to give. It respects the rights of children and parents to privacy and involves school personnel on a “need-to-know” basis.

All school personnel are expected to use the in-service and study materials provided to become knowledgeable about A.I.D.S., in order to be able to respond to questions and/or calm fears of children and their parents or guardians. They are also expected to follow the “Guidelines for Handling Body Fluids in Schools” as published by the Board of Health.

COMMUNICABLE DISEASES: In the event that a child is ill with a communicable disease, the school must be notified so that staff members can be sensitive to the needs of that child.

FIRST AID: First aid is administered as needed. In case of a serious injury (including head injury, suspected broken bone or severe sprain, etc.) parents or guardians will be notified to have their child picked up. For serious accidents, an accident report is completed by an attending staff member then filed with the Archdiocese. **It is imperative that each family complete and keep an accurate emergency contact listing.** If parents are unattainable, necessary treatment could be delayed. If a parent or guardian is out of town, temporary home contact information must be left at the office.

HEAD LICE: School officials must be notified when a child or other members of a family have contracted head lice. Students are required to remain at home until proper treatment has been administered. Home treatments can be purchased at any grocery or pharmacy. In order to eliminate the possibility of re-infestation, all family members should be treated and the home should be cleaned thoroughly (including stripping and laundering of all bedding in the home). If there are signs of head lice evident during school hours, staff members will check students and parents or guardians will be notified as needed.

HEALTH SCREENINGS: Annually, screenings for all students (Including weight/height, vision and hearing) and are conducted by volunteer health professionals. At registration, the families of all Middle School students receive a permission form to have their child screened for Scoliosis (curvature of the spine) – those requesting screening are also screened at this time. The results of these screenings are held confidential and are entered on each student’s health record. If a student shows a problem with hearing or vision, parents or guardians are contacted to have the student tested again by their family physician.

ILLNESS: Parents or guardians are to keep children home who are running a fever (**POLICY IS FEVER-FREE FOR 24 HOURS**), have chills, diarrhea, skin rash or nausea. Children who have conjunctivitis (pinkeye) or Strep throat **MUST** remain home for a full **24 hours after** prescribed eye drops or antibiotics have

*been administered. If a student develops pinkeye during the day, parents or guardians will be contacted and the student will be picked up from school as to not spread to other students. **If a student needs to remain indoors during recess or be excused from physical education classes, a parent or guardian must provide a note.***

IMMUNIZATION: *An immunization certificate and medical examination forms are required for all students entering kindergarten and the sixth grade. They are also required for all new students. These forms are kept with the health records at school. Parents will be notified when immunization certificates expire.*

Kentucky Law requires that students whose immunization forms have expired or who have not given record of immunization to schools may not be enrolled. Proof of a second MMR and a completed series for Hepatitis B is required. One dose of Varicella (chicken pox vaccine) or verification that the student actually had the virus is required for all children between 19 months and 7 years of age (this information will also be included on the immunization form).

MEDICATIONS: *If medication is to be administered to students during school hours by school personnel, the following guidelines must be followed to insure instructions regarding dosages and timings are followed as prescribed by a physician:*

Prescription Medication: *The school office must have an “Authorization to Give Medication” form on file indicating dosage and times to be administered. **The medication must be in an original prescription container from the pharmacy.** Forms can be obtained from the school office at any time during the school year.*

Over-the-Counter Medication (OTC): *A parent or guardian will need to provide a completed authorization form indicating type of medication, dosage and times to be administered. [Medications (for example: cough drops, ibuprofen, acetaminophen, Tums, etc.) should be given to the school office in the original container with the student’s name indicated on the bottle with a permanent marker.]*

If a student is entrusted with the delivery of medications, he or she must turn in the medication to the school office upon arrival. No student is allowed to self-medicate (regardless of age). Each dosage is logged (including time and dosage) on the student’s emergency information form in Sycamore to ensure medication is administered properly.

CAFETERIA POLICIES

STUDENT LUNCH ACCOUNTS: *Student lunch accounts are maintained through the Cafeteria Management portal of the Sycamore system. Parents can place money on student accounts online through PayJunction or send in check/cash to the school office. Meals and a la carte items will be charged against the money placed on the lunch account. Lunch account balances and meal/food item purchases are available by viewing the student information in Sycamore. The cafeteria will notify parents of negative balances. If financial assistance is needed, parents may contact the school office to receive an application for free or reduced-price lunch meals.*

CAFETERIA RULES AND BEHAVIOR: *All students must bring lunch from home or purchase from the school cafeteria. **Soft drinks and fast food items may NOT be brought for lunch.** Students are expected to follow the directions of monitors and cafeteria rules and behave in the cafeteria in the same manner as they behave in the classroom or any school situation. Students will follow the volume meter while waiting in line and throughout the lunch period. Students not behaving properly will be given verbal warnings, possible removal from table with classmates and, if necessary, detention. Each class will assign a weekly duty to help maintain the cafeteria cleanliness.*

GUEST LUNCHEES: Parents/Guardians/Grandparents may have lunch with their child; please let the office know so that seating and meal arrangements may be made. Purchasing a guest lunch is greatly encouraged; please refrain from bringing outside food items to the cafeteria. Throughout the year, the cafeteria will host events inviting parents/guardians/grandparents to attend and share a meal with the children.

KINDERGARTEN-GRADE 3 SNACK: Students in Kindergarten-3rd grade receive a nutritious snack daily; this cost is included in school fees. Unless a child has a food allergy or sensory processing difficulties of which the school is aware, snacks from home may not be eaten at this time.

CURRICULUM AND ACADEMIC POLICIES

At St. Leonard Community School, the curriculum is designed to develop the children's knowledge and skills in all developmental areas – physical, emotional, intellectual, social, and spiritual. This is done in an atmosphere of the Gospel spirit and Christian community. A parent or guardian's understanding of this approach can help to create the setting for positive progress in the learning environment. Student competency in all core subject areas is standard to students at St. Leonard.

In applying our educational goals, we, along with the Office of Lifelong Formation and Education (OLFE), wish to emphasize religious education, as well as the core subjects. Appropriate teaching strategies and assessments are needed to achieve these goals.

A range of instructional strategies is offered in order to maximize opportunities for student success, based upon learning style and preference. Students experience teacher-directed whole class instruction, independent learning, cooperative learning, use of manipulative materials and involvement in research projects (including an emphasis on use of available technology) throughout the curriculum. Middle School students may be assigned group projects throughout the year that include research or cooperative work outside regular school hours. Such assignments will be assigned at the discretion of individual instructors.

SYCAMORE EDUCATION: St. Leonard Community School uses the Sycamore Education student information system to facilitate timely communication among the school, parents and students. Grades and attendance records, cafeteria information, homeroom newsletters and information related to classes can be found at sycamoreeducation.com (School Id: 2494) at any time. Report Cards are updated at the end of each trimester.

All families in grades K-8 have Sycamore accounts. Students in grades 4-8 have student accounts on Sycamore. Students new to Saint Leonard Community School (and their parents) will receive activation e-mails by the end of the first week of school. Missing/lost activation emails can be obtained through the school office or technology coordinator. Passwords can be reset on the log-in page. **Questions regarding the use of Sycamore should be directed to the school office.**

BACKPACKS, BOOKBAGS AND LOCKERS/CUBBIES: Backpacks and book bags must remain in a student's locker or "cubby" during the school day. Female students in grades 5-8 are allowed to carry small purses. Students should not bring valuables with them to school. **St. Leonard Community School is not responsible for lost, stolen, or broken items.**

The school provides lockers, cubbies, or desks for student use. They are NOT considered personal property, but school property, and the administration reserves the right to inspect lockers and their contents at any time.

This includes student devices and digital lockers including but not limited to Google Drive, Google Classroom, and school email accounts.

CHANGING CLASSES: *Students may leave their assigned rooms only at the change of classes, class restroom breaks, lunch/recess or dismissal. Students will be allowed additional restroom breaks at the discretion of individual faculty, and they must carry a hall pass with them. Students are expected to walk silently in the hallways. Consequences are at the teacher's discretion.*

COMMUNICATION: *Students and parents are encouraged to talk with any teacher or the principal at any time when there is a concern. Concerns regarding school policy may also be brought to the attention of the principal and School Advisory Council (SAC).*

CONFERENCES: *Parent/Teacher/Student (PTS) Conferences are held for each trimester (OCTOBER, JANUARY and APRIL). PTS conferences are designed for students and parents to discuss progress or concerns with teachers and/or the Learning Coordinator. **Students are required to attend conferences as it is counted as a school day.** It is also an opportunity to set future goals. The first two conferences of the year are mandatory for all students and families to attend. The last, April conference, is an "optional" conference and is scheduled on an "as needed" basis.*

*Parents or guardians are also encouraged to request a conference at anytime there are concerns about a student's progress. **Appointments are necessary and may be scheduled by contacting the teacher.** Parents and guardians are asked NOT to drop in for an unscheduled conference or discussion. Unannounced before or after school visits or gatherings are inappropriate settings for productive conversations.*

CURRICULAR EXTENSIONS: *Students may participate in various academic programs offered throughout the school year. Examples of these activities include "Young Authors" (a writing program to encourage the development of young writers), "Book Bee" (students compete with other students in the Archdiocese based on reading comprehension of specific books from book lists distributed at the onset of summer break), and "Quick Recall," "Sixth Grade Showcase," and "Governor's Cup" (academic competitions with other schools). Please refer to the weekly newsletter for information about curricular extensions.*

FIELD TRIPS/EXTRA-CURRICULAR ACTIVITIES: *Any student participating in a field trip **MUST** present a completed and signed field trip permission form prior to the day a field trip is scheduled (Appendix E). **Students can be denied participation if he or she fails to meet academic or behavioral requirements.** While participating in field trips, students are under the care and supervision of our school staff and adult chaperones. All rules, regulations and codes of conduct, as stated in this handbook, apply. In case of a serious violation of a school rule, and if deemed necessary by the supervising teacher, any students involved, accompanied by a teacher or other adult chaperones, will be returned to school by private transportation. Parents or guardians will be notified and appropriate disciplinary actions will be taken.*

Volunteer Chaperones wishing to attend may not bring siblings of students. Staff members will assign students to chaperones. Due to liabilities and insurance requirements, drivers **MUST BE OVER 25 YEARS OF AGE**. Upon arrival to school, chaperones are to check in to the school office. Chaperones must have the following on file in the school office:

- Current driver's license
- Current auto insurance card
- Background check
- Safe Environment Training: All volunteers are required by the Archdiocese to take Safe Environment Training.
- Volunteer Driver form

HOMEWORK: St. Leonard Community School strives to create and maintain a learning environment during the hours attending school. Learning is a continuous process and is achieved through constant reinforcement of lessons learned; therefore, learning should be continued at home. Homework reinforces materials presented in class. The Archdiocese Office of Lifelong Formation and Education suggests the following guidelines:

- a. Grades 1 & 2: 30 to 40 minutes
- b. Grades 3 & 4: 40 to 50 minutes
- c. Grades 5 & 6: 60 to 75 minutes
- d. Grades 7 & 8: 75 to 90 minutes

Bringing assignments, books and other class materials to class daily is the responsibility of students, not their parents. Forgotten items are not acceptable and students will NOT be allowed the opportunity to call home for parents or guardians to bring or fax to school. For students in Kindergarten through Grade 4, teachers will decide the appropriate action for late assignments or materials.

Middle school students are expected to turn their assignments in on-time and through the assigned channel (for example on google classroom, on paper in class, etc). Paper assignments and electronic assignments will be treated the same in regards to missing and absent work.

Students who fail to turn in their assignment will receive an electronic Missing Assignment Notification (MAN Slip). The MAN slip will be sent through email by the assigning teacher the same calendar day to both the parent and student. A MAN slip is a notification that students who turn in the assignment the next school day will receive 50% credit. ***Students who fail to turn in their assignment the next school day will receive 0% credit and still be expected to complete the assignment.*** Students with missing assignments will be required to stay in at recess to work until project requirements are satisfied. Students in Grades 6 (after the first trimester), Grade 7 and Grade 8 will be informed of this policy. Students in Grade 5 and Grade 6 (first trimester only) will follow this policy with the exception of receiving 0% credit unless the assignment is not turned in by the end of the trimester.

If a student begins to show a pattern of multiple missing assignments, the teachers will have a conversation with the student to determine the cause and also send an email to the parent to inform them. Teachers can consider including the counselor, resource coordinator, and/or principal in the conversation with the student. Parents will be notified when students consistently do not return assignments and a conference with them, the student, principal, counselor, and resource coordinator should be arranged.

MESSAGES FOR STUDENTS: Students WILL NOT be interrupted during class for messages, unless deemed an emergency situation by the office staff. Non-emergent messages will be delivered to all students at the end of the school day.

PARTIES: Class parties are to be held at the discretion of the individual instructors. Due to student health concerns, parties will be kept simple. Please check with teachers prior to planning for classroom allergies/health conditions that need consideration.

REPORT CARDS: Students in Kindergarten receive a hard copy of report cards at the end of each trimester. For students in grades 1 through 8, grades are posted weekly on Sycamore accounts to maximize accurate communication between faculty members and parents/guardians. Formal Report Cards are generated at the end of Trimesters 1 and 2. Report cards are required to be electronically signed under the student document tab in Sycamore or physically signed and returned to the school office.

At completion of Trimester 3, final report cards indicating promotion status are distributed to all students upon satisfaction of all outstanding financial obligations.

SHADOWING: *Shadowing is designed to assist Catholic elementary school students in determining the appropriate Catholic high school. Shadowing provides a day of visitation so prospective 7th and 8th grade students can experience a typical schedule of classes and activities.*

- *Students are encouraged to shadow on days when their elementary school is not in session (e.g., conference days, school holidays).*
- *Students may shadow on a day when their school is in session.*
- *The high school representative who schedules the visits will remind families that the student must bring the completed Shadowing Documentation Form to the visit.*
- *Families must secure a Shadowing Documentation Form from the elementary school.*
- *Teachers must be given prior notice of the pending absence, and all work that is missed must be completed.*
- *The student, parent, and representatives from the elementary and high school must sign the Shadowing Documentation Form.*
- *The Shadowing Documentation Form must be returned to the elementary school for verification of the shadowing experience.*
- *The shadow day is processed as an excused absence only if protocol is followed by the parent and student.*
- *Shadowing visits are not scheduled on days when tests or exams are being administered. Terra Nova testing for 2018 is from March 5-16. Students may shadow on days during the two weeks of Terra Nova testing only if the elementary school is not in session. Students may not shadow on days when the elementary school is in session even if Terra Nova testing is not planned.*
- *Shadowing visits are not to be scheduled for the Friday before the Placement Test.*
- *Secondary schools are free to set their own individual shadowing plan that is within the accepted protocol. Schools may choose to schedule shadowing visits only on certain days of the week or limit the number of students to a predetermined number. Parents should contact the individual high schools for their specific shadowing plans.*
- *Shadowing begins in mid September for 8th grade students and January for 7th grade students. In order to maximize the experience, students are strongly encouraged to shadow before May.*
- *Eighth grade students are encouraged to shadow in the fall. High schools may choose to allow 8th grade students who have not selected a school or those who are considering transferring their placement test scores to another high school to shadow by the date in May determined by the high school.*
- *Seventh grade students may shadow only between January and a date in late April or May determined by the high school.*
- *It is strongly recommended that students shadow only once at each prospective high school.*
- *Parents are not included in the shadowing experience.*

SUPPLIES: *A school supply list is distributed to all students with registration information. Students should be aware of supplies needed for classes throughout the year and should be prepared to have them when required. Supplies should be replenished as needed.*

TERRA NOVA TESTING: *Standardized testing for students in grades 3, 5, and 7 will take place in the spring of each school year. Copies of results are sent home to parents with final report cards for the year. Students in the 8th grade take high school placement tests at the school of their choice in December in place of the Terra Nova – test results are shared with students and parents at high school registration meetings in January/February.*

STUDENT SERVICES

One of the tasks of a Catholic School is to minister to the social and emotional needs of all students. St. Leonard strives to work in collaboration with families and community professionals to support students' social, emotional, and spiritual growth.

COUNSELING SERVICES: *The school counselor offers individual counseling, group counseling, and monthly classroom guidance lessons to all grade levels. The counselor is also responsible for teaching "Speak Up, Be Safe" (the Archdiocesan body safety program), "Red Ribbon Week" (drug/alcohol prevention) activities, and activities related to the yearly theme of the school. The Counselor is also the Moderator of the House System.*

The counselor can assist with any academic, adjustment, or social concerns impacting student functioning within the school setting and is available for on-site services for students and their families during school hours. Students may refer themselves or be referred by parents, teachers, or peers. Staff members are encouraged to refer students for counseling when they exhibit signs of distress or changes in academic performance. The counselor may meet with students without consent for one session, but a consent form must be completed by parents/guardians to meet thereafter. Information shared by any student or parent within the counseling relationship must be kept confidential in accordance with the rights of the individual and the professional obligations of the counselor.

It is the responsibility of the school to assist students/families in receiving the help deemed necessary. If a student displays persistent signs of distress, St. Leonard Community School reserves the right, after consultation with the pastor and the appropriate professional(s), to insist that appropriate steps be taken to resolve such a situation such as receiving assistance from community based services. St. Leonard Community School can ask a student not to return until a professional has been consulted and indicates that the student is not a danger to him/herself or others or treatment is being sought.

LEARNING COORDINATOR SERVICES: *Special services provided by the Learning Coordinator include but are not limited to the following:*

- *Coordination of accommodations and writing Student Accommodation Plans and Strategy Plans for eligible students. Families of said students must present current testing information to the learning coordinator for accuracy.*
- *Confidential sharing of the student's learning profile with the student's teachers.*
- *Coordination of special testing opportunities.*
- *Enrichment and small group lessons in collaboration with classroom teachers.*

STUDENT SUCCESS/STUDENT ACHIEVEMENT CENTER: *St. Leonard provides a space for students to receive assistance such as extra practice, additional teaching, remediation, and enrichment. This area can also be used as a quiet area for testing, individual instruction, small group work, services from outside agencies, and parent meetings. Students only have access to this space if supervised by an adult.*

REPORTING CHILD ABUSE: *State law KRS620.030(2) requires that if any of our school staff **suspects** that a child may be a victim of physical, emotional, mental, educational or sexual abuse or neglect, it must be reported to Child Protective Services (CPS). Saint Leonard Community School staff will immediately report any suspicions of abuse or neglect in the home to the proper agency for investigation.*

By law, St. Leonard Community School staff must permit agents from CPS to interview the child at school if requested. The principal or other staff member will remain with the child during the interview if requested. The school staff is not required to notify parents or guardians that CPS is interviewing the child.

RELIGIOUS FORMATION: Religious formation is a key component of a Catholic education. Children in all grades have religious instruction as well as attend mass weekly. Each week students in grades 3-8 will be assigned roles to assist in the liturgical celebration. Families and parishioners are invited and encouraged to attend weekly mass with the students. Religion is considered a core content class.

Church Behavior: All students attending Mass are expected to enter the church building displaying reverence and in a quiet manner.

- All students are expected to participate respectfully in song and prayer, display reverence and remain quiet during the Liturgy.
- All students are expected to leave the church building in an orderly and quiet way.
- Failure to meet these expectations will result in disciplinary actions.

Retreat: In addition to daily religious education and life skills, Catholic 8th grade students also prepare to receive the Sacrament of Confirmation. Included in the requirements for preparation, all 8th grade students (including those students not receiving the Sacrament) are required to participate in a retreat that is conducted on the school campus or at a retreat center outside of regular school hours. Since this is a school function, students are expected to report to the retreat as scheduled. Students are also expected to follow school rules and policies while on retreat. Appropriate behavior is expected at all times.

SCHOOL REGULATIONS, ROUTINES, AND POLICIES

Saint Leonard Community School is committed to assisting its students in becoming self-disciplined in an atmosphere of prayer, patience and understanding. Since the student has the privilege of making independent choices, he or she must learn the expectations and accept the responsibility for the consequences of chosen behaviors.

Along with the administration and staff, parents and students are expected to take an active role in helping to create a positive learning environment. Parents are asked to be positive when discussing school experiences with their children. Parents and students are never to defame St. Leonard Community School and Church employees/members in public or through the use of social media. It is important that the policies of this handbook are followed when a concern or disagreement arises.

STUDENT/PARENT/STAFF CODE OF CONDUCT

As a student/parent/staff member, we understand that St. Leonard Community School exists to promote the spiritual, emotional, academic, and physical development of its students in a Catholic atmosphere. In order to support this mission, we agree to the following rules of conduct:

1. Respect myself, others, and property
2. Contribute to the learning environment
3. Follow school and classroom procedures

SCHOOL DISCIPLINE

*Behavior expected from students at school is a combination of respect for self and others and safety conditions. Courtesy and good manners are the keys to our students' conduct code. A rule regulates a serious offense; when rules are broken, a consequence follows. St. Leonard Community School staff **expect** that rules will be followed, therefore school rules are called "**Expectations.**" The expectations are as follows:*

- 1. **I am respectful of other individuals within my school.***
- 2. **I am respectful of others' and my property.***
- 3. **I am honest in my words and actions.***
- 4. **I control my voice and keep my hands and feet to myself.***
- 5. **I complete and submit my own work.***

POSITIVE DISCIPLINE: *St. Leonard School uses a Positive Discipline Model designed to teach young people to become responsible, respectful members of their school community. The goal of the Positive Discipline model is to develop mutually respectful relationships between students and adults. Positive Discipline teaches adults to employ kindness and firmness at the same time, and it is neither punitive nor permissive. Key aspects of Positive Discipline are*

- Mutual respect*
- Identifying the belief behind the behavior*
- Effective communication and problem-solving skills*
- Discipline that teaches*
- Focus on solutions rather than punishment*
- Encouragement*

Positive Discipline Tools include

- Positive time out*
- Routines for the classroom and school building*
- Mistaken Goal Chart*
- Fixing mistakes using the 3 R's of Recovery: Recognize it, Reconcile with the person, Resolve the problem*
- Class Meetings*
- Deadlines*

Positive Discipline training has been provided to the staff. Parent training in the Positive Discipline Model will be held during the school year.

Primary Level (K – Grade 3): *Teachers handle inappropriate behavior on an individual basis in classrooms using the Positive Discipline tools. Each teacher's policy will be sent home at the beginning of the school year guaranteeing that all parents and students in the Primary Level understand disciplinary procedures. If students are not compliant with class rules, additional disciplinary action may be taken.*

Intermediate Level (Grade 4-5) and Middle Level (Grade 6-8): *Students at St. Leonard Community School are expected to show respect for self, for others, and for all things at all times. They are expected to contribute positively to the learning environment by establishing class rules in class meetings and then following these as well as school and classroom procedures. Students are expected to show integrity and honor in all accomplishments. They are expected to treat others with kindness and help them grow in the spirit of Christ.*

St. Leonard Community School promotes the following behaviors in order to establish a positive atmosphere:

- Use courteous, respectful and appropriate language and behavior toward all*
- Be honest in speech, in class work, and in respect to others' property*

- *Be present and on time for classes*
- *Be prepared for class with books, supplies, assignments, etc.*
- *Be in uniform compliance*
- *Give attention to teacher or discussion*
- *Remain within designated campus boundaries*
- *Observe the laws of the state and the school regarding alcohol and drugs*
 - *Possession, transfer, or sale of illegal substances – Drugs, alcohol, tobacco shall result in an indefinite suspension*
- *Possess no weapons including but not limited to guns, pocket knives, knives, etc.*
- *Follow all State and Federal laws*
- *Observe the rules of the school regarding no smoking or chewing tobacco.*
- *Observe the rules of the school regarding no stealing, acts of vandalism, or intimidation*
- *Observe the rules of the school regarding electronic devices including cell phones, MP3 players, electronic games, etc.*

Discipline is an aspect of moral guidance and not simply a form of punishment. Discipline for the child is the practice of the virtue of respect for authority, of self-denial, of charity, thoughtfulness and consideration for others. St. Leonard teachers will post and review classroom rules and expectations consistently, as every classroom teacher will uphold certain behaviors based on the developmental level and age level of the student. To enforce classroom rules and expectations with consistency, teachers will use many procedures for correcting a lack of self-discipline, including:

- *Private discussion and/or counseling with the student*
- *Extra productive work, detention, conference with student and/or parent*
- *Constructive redirection conditioned by the case and in the spirit of Christian charity*
- *Positive time out within the range of the teacher's vision*
- *Referral to the principal's office*
- *Loss of privileges*
- *Morning detention*
- *In-school suspension*
- *Probation* *and* *suspension*

In addition, St. Leonard Community School teachers use some element of a behavior tracking system to

- *Create and preserve conditions that are essential to the orderly progress of the work of St. Leonard*
- *Teach and train the child in self-control and correct habits.*

SYSTEMATIC SUPERVISION: *Systematic Supervision is a method for supervising students and physical spaces to increase student cooperation and safety particularly in common areas such as hallways, the cafeteria, library, recess areas, and restrooms. The goal is for students to be safe, be responsible, and be respectful. Classroom and common area rules are established and reviewed with the students so students understand the expected behaviors. Adults monitoring students will move about the areas, scan to notice positive behaviors and interrupt potential problems, and engage with students in a positive manner as well as respond to problems. Common Area Behavior Logs will be used to note problem behaviors, consequences, notable circumstances, and exemplary behavior.*

GRADES 5-8 BEHAVIOR TRACKING SYSTEM: A binder or covered clipboard is carried from classroom to classroom daily. When students display a behavior that shows a lack of self-discipline, **after** a warning, positive time-out, redirection or other intervention, a student will have a mark placed next to their name to indicate the behavior shown. If that student's name is in the binder 3 times for any infraction during one day, then the student will receive a School to Parent Communication Card (See Appendix E).

- The student will be notified that they will receive a Communication Card to aid them in managing their behavior. The Communication Card informs the parents of the types of behaviors that the student was struggling with that day.
- A Communication Card is to be reviewed, filled out, signed by the parents and returned by the student the following school day. See appendix F for an example of a Communication Card.
- Two (2) Communication Cards earned by a student in a single trimester will lead to a detention to be served on Tuesday or Thursday from 7:15-7:45 in the morning. Failure to serve a detention results in an Accountability Meeting (student-parent conference with the teacher and principal).
- Three (3) Communication Cards earned by a student in a single trimester will lead to an Accountability Meeting.
- Teachers may skip steps in delivering consequences based on circumstances.

GRADES 5-8 RESPONSIBILITY POLICY: The goal of the Responsibility Policy is for students to be self-disciplined and responsible for their behavior. Students are expected to behave in a Christ-like manner towards others in the school and themselves and to be accountable for their behavior. The following behaviors are unacceptable and result in movement along the levels of accountability:

- Cheating
- Lying
- Foul Language (profanity, sexually explicit language, etc)
- Disrespect to others
- Bullying/Harassment
- Aggressive Behavior
- Stealing/Forgery
- Vandalism
- Three Communication Cards in one trimester

Teachers may impose other penalties as they apply to minor offenses. If a student feels they are meeting their responsibilities and the parent communication is not warranted, the student must first see the person who documented a break in the responsibility policy. After this initial conference, if a student is not satisfied, he/she may approach the Principal who will help mediate. If the student breaks the responsibility policy, communication will occur according to their present level of accountability.

LEVELS OF ACCOUNTABILITY: Based on communication cards and breach of responsibility policy, students will increase in levels one to nine.

Level 1	Teacher and student will contact the parent together by phone to discuss a behavior plan. The behavior plan must be signed and returned to the teacher issuing it the next school day.
Level 2	Teacher will contact parent to discuss behavior plan and initiate an in-person

	<i>conference with student and parent to refine behavior plan. Student will serve a morning detention scheduled for Tuesday or Thursday from 7:15-7:45 AM in order to complete reparation activities.</i>
<i>Level 3</i>	<i>Teacher will initiate a conference with student, parent, and principal within two school days. Student will serve two morning detentions scheduled for Tuesday or Thursday from 7:15-7:45AM in order to complete reparation activities.</i>
<i>Level 4</i>	<i>Principal will contact parent by phone. Student will serve one day in-school suspension.</i>
<i>Level 5</i>	<i>Principal will contact parent by phone. Student will serve two day in-school suspension.</i>
<i>Level 6</i>	<i>Principal will contact parent to set up a meeting to be held within 24 hours of receiving the sixth behavior infraction. Student will serve one day out-of-school suspension.</i>
<i>Level 7</i>	<i>Principal will contact parent to pick up his/her child from school. Student will serve a two day out-of-school suspension. There will be a meeting with the principal upon return.</i>
<i>Level 8</i>	<i>Principal will contact parent to pick up his/her child from school. Student will serve a one week out-of-school suspension. The day the student returns, will be a meeting with the principal, teacher, parent, and student to discuss the next consequence.</i>
<i>Level 9</i>	<i>Principal will contact parent. Student is indefinitely suspended and parent must seek placement for student in another educational facility</i>

See Appendix F for the Student Accountability Conference Form.

DETENTION (Grades 4-8): Students ***CHOOSING not to abide*** by the expectations will receive a morning detention. Upon receipt of this 2-part form, students are to bring both copies of the detention form to the school office – office staff members retain the yellow portion of the form and the white copy is given back to the student with service date of detention indicated on form. This portion of the form is taken home by the student to be signed by his or her parent or legal guardian and returned to the school office. Failure to return signed form will result in additional detention. Students are to serve detentions ***ONLY*** on date indicated. Special consideration will be given only in case of emergency (dates will not be changed for inconvenience).

Detention occurs from 7:15-7:45 am Tuesday and Thursday mornings. Students enter the building through the cafeteria entrance and go to the classroom of the teacher assigned detention duty. Students are expected to stand and face the wall silently during detention. Students who have difficulty doing this may pace the classroom in a designated area.

*When a student receives his/her **third** detention, the assigning teacher sends a note to the principal so that she can conference with the student. A **fourth** detention will result in a conference arranged by the principal between the student, teacher, parents, counselor, and principal. A **fifth** detention will result in a conference with the student, parent, counselor, and principal and an **in-school suspension**. A **sixth** detention will result in*

a conference with the student, parent, counselor, principal, and pastor, and will merit consequences such as **in-school** or **out-of-school suspension** or **expulsion** depending upon the situation.

SERIOUS TRANSGRESSIONS: Transgressions of a serious nature or repeat transgressions are handled on a case by case basis. In each instance, the school will consider the needs of the student, his/her classmates, as well as triggering events to determine a course of action. Below is a list of steps the school will follow at their discretion in response. The school will collaborate with teachers, parents, the pastor, various resources within the archdiocese and community supports to address students' needs and ensure the safety of all.

1. Teacher/staff member notifies principal and/or school counselor of situation and completes an incident report.
2. Principal and/or school counselor speak with teacher/staff member, child, and any other pertinent individuals to determine the problem and gain further information.
3. Principal and/or school counselor speak with other students and staff involved and then determine consequences depending upon the severity of the situation and other information such as the age and developmental level of the child(ren), risk to self and others, provocation, repeated action, etc.
4. Consequences may include one or more of the following:
 - a. Time out from activities with time for reparation/amends
 - b. Student apology
 - c. Detention (lunch, recess, morning)
 - d. Removal of child from classroom for the remainder of the day (in school) or next day (in school)
 - e. Child sent home for the remainder of the day, next day, or set amount of time
 - f. Referral to outside agency counselor and/or doctor
 - g. Meeting with and risk assessment by outside agency counselor, mental health agency, or physician; child can return to school if found to be not at risk to self or others
5. Parent is notified of the incident and asked to speak and/or meet with principal and school counselor so that the incident, consequences and plan of action can be explained.
6. If another child is injured, the parent of that child is notified by the principal or school counselor as well.
7. The principal and school counselor may also speak with child's outside agency counselor and other outside resources to explain the situation and seek assistance/ information about strategies, triggers, etc.
8. The principal and school counselor may develop a School Safety Plan for a student to prevent further incidents and outline further actions for staff and student. This is discussed with child's teachers, child, and parent for further input and then is agreed to by all parties.
9. Pastor is notified as necessary. Assistance from the Archdiocese Superintendent's Office and/or Counseling Director may also be requested.
10. All information is confidential to respect the privacy of the child and family and will only be shared with school administration, child's teachers, child's family, archdiocesan officials, and outside agencies with a signed release of information.

CHEATING/PLAGIARISM: Copying and claiming **ANY** work as own (including homework, class assignments, papers, book or lab reports, **giving or receiving** answers on homework, quizzes, tests and exams and/or plagiarism) is unacceptable. Individual staff members and/or the principal will decide upon appropriate disciplinary actions.

BULLYING AND HARASSMENT: In faithfulness to its mission, Saint Leonard Community School does not tolerate bullying, harassment, or disruption of the educational process. All students and employees are to be treated with dignity and respect. As a Christian school, each child has the right to attend without being humiliated or harassed. Harassment is anything that makes teachers, staff, or students feel uncomfortable and

prevents students from learning and enjoying school. Harassment can take many forms. Bullying and harassment are defined as, but not limited to, the following behaviors:

Sexual Harassment: *The schools of the Louisville Archdiocese do not condone any form of sexual harassment. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:*

- *Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational development, participation in a school-related activity, or employment; or Such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance, or of creating an intimidating, hostile or offensive school or work environment.*
- *Sexual harassment/bullying may also include spreading sexual rumors or making sexually suggestive or sexually abusive remarks.*
-

Bullying/harassment: *St. Leonard Community School will not tolerate any form of bullying behaviors and consequences for bullying include detention, suspension and/or dismissal, depending upon circumstances. Included, but not limited to, the following behaviors are considered as unacceptable:*

- *Derogatory comments, jokes, slurs, off-color language or innuendos*
- *Belligerent or threatening words communicated to another student*
- *Name-calling, sarcasm and put-downs, mocking, belittling, or hurtful teasing*
- *Spreading false and/or malicious rumors*
- *Gossiping or revealing personal information*
- *Embarrassing or publicly humiliating another*
- *Unwanted physical touching or contact (i.e., shoving, pushing, bumping or slapping, tripping, poking, kicking, scratching)*
- *Demeaning drawings or written words, pictures or gestures*
- *Cyberbullying of any form.*

Electronic: *Students and/or parents involved in any type of offensive or threatening behavior to another student, parent, or staff member through technological means (including email, instant messages, web pages, "blogs", video and digital photo images, and/or text messages) are considered to be disrupting the educational process and the student may face school discipline, as well as criminal penalties.*

THREATENING BEHAVIOR: *Threatening behavior is defined as intentional statements, gestures or actions meant to cause harm to another and/or damage to property. School officials will consider the following factors in deeming whether behavior is threatening: student's age and developmental level, history of inappropriate behavior, circumstances surrounding the behavior, nature of statements/gestures/actions, and any other relevant information.*

Any student or parent aware of any threatening behavior should report the incident as soon as possible to a staff member. Upon receipt of the complaint, the principal shall initiate an investigation of the incident. Any behavior deemed threatening by school officials will result in suspension and may result in dismissal from school. Behaviors deemed threatening by staff members would be addressed in the following manner:

- *Student exhibiting threatening behavior removed from the situation and placed under the direct supervision of appropriate school staff;*
- *Principal and school counselor notified;*
- *Parent/guardian contacted, and if necessary, followed by notification to appropriate authorities;*
- *Pastor and school superintendent notified;*
- *Student suspended/dismissed from school – noted on student's permanent record*

- *Parents/guardians are required to seek and secure a mental health assessment conducted by credentialed professional. School counselor may assistance in determining adequate mental health assessment.*
- *All mental health assessment results and recommendations are shared with the principal and pastor to make decision as to whether the student will be allowed to return to school.*

Anyone reporting false threats is subject to disciplinary actions that may include suspension and or dismissal from school, as well as reporting the false threat to appropriate authorities.

Other behaviors resulting in disciplinary actions include, but are not limited to the following:

- *Forgery*
- *Crude/Vulgar language*
- *Lying or misrepresenting the truth*
- *Defiance*
- *Purposeful littering or vandalism on campus or on field trips*
- *Going to an unauthorized part of campus without permission*
- *Possession of lighters, matches, fireworks or any other incendiary devices*

RACISM: *It is unacceptable for any student, employee or volunteer at Saint Leonard Community School to participate in organizations or activities or demonstrate behavior which advocates racism.*

ALCOHOL/DRUG USE: *An important element of a learning environment is that it is alcohol and drug-free. Saint Leonard Community School is committed to maintaining an alcohol and drug-free school. The school and staff will not tolerate the possession of, or the use or selling of alcohol or drugs on school property. Consequences will also be taken if any Saint Leonard Community School student is involved in the possession of, use of or selling of alcohol or drugs while wearing clothing that represents the school or parish. For the purposes of this policy:*

Drug: *Any substance capable of altering the mood, perception, pain level or judgment of the person consuming it, including student use/distribution of cigarettes and tobacco, electronic cigarettes or vaporizers*

Illegal Drug: *Any prescription or non-prescription drug illegally obtained in the state of Kentucky or under any federal state, which is not being used for the purpose it was originally intended*

Under the Influence: *The use or consumption of alcohol or drugs in a manner to an extent that it causes a change in the user's behavior or has a negative impact on the user's school performance and life*

Any student possessing alcohol or drugs on the school grounds, at any time (during or after school hours, including social events such as mixers, etc.) are subject to disciplinary action, including suspension or expulsion. If information is known about a student buying or bringing alcohol or drugs to school, the following steps will be followed:

- 1. Notify teacher, other staff members or the principal immediately.*
- 2. Parent/guardian contacted, followed by appropriate authorities*
- 3. Student dismissed from school – noted on student's permanent record*
- 4. School superintendent notified*

FIREARMS OR OTHER DANGEROUS WEAPONS: *KRS Chapter 527 reads as follows: "A person is guilty of unlawful possession of a weapon on school property when he knowingly deposits, possesses or carries, whether openly or concealed for the purposes other than institutional or school-sanctioned ceremonial purposed, or the purposed permitted in subsection (3) of this section, any firearm or other deadly weapon, destructive device or booby trap device in any public or private school campus, grounds, recreation area, athletic field or any property owned, used or operated by any board of education, school board of trustees,*

regents or directors for the administration of any public or private educational instruction. The provision for this section shall not apply to institutions of post secondary or higher education”.

The Kentucky Penal Code, Section 500.080 states that a “deadly weapon” means:

Any weapon from which a shot readily capable of producing death or other physical injury may be discharged;

- *Any knife (including ordinary pocket or hunting knives);*
- *Billy nightstick or club;*
- *Blackjack or slapjack;*
- *Nunchaku karate sticks and/or Shuriken/death star; or*
- *Artificial knuckles made from metal, plastic, or other similar material.*

Should a student violate any of the above policy, the following steps will be taken:

- *Parent/guardian contacted, followed by appropriate authorities*
- *Student dismissed from school – **noted on student’s permanent record***
- *School superintendent notified*

VANDALISM/STEALING: *The structure and school equipment is Parish property. Willfully damaging or taking this property may result in immediate suspension and possible expulsion. This policy includes any parish and school sponsored event. Any expense incurred to the school as a result of vandalism and/or theft must be taken care of before a student will be allowed to return to school/class. If a student accidentally causes damage, he or she should report it to a teacher or other supervising adult immediately so that damages are not misconstrued as vandalism.*

SUSPENSION:

In-School Suspension - *Student is temporarily removed from his or her classroom, but remains in school under supervision. Parents will be notified and action noted in permanent record. Educational tasks for student will be provided for student completion. **During the suspension, students must complete all class work and tests from days of suspension, but only partial credit will be given for this work.***

Out-of-School Suspension - *Student is not permitted on school property for duration of the suspension. Parents or guardians are to provide supervision for the student during the period of suspension. Educational tasks for student will be provided for student completion.*

*During ANY **suspension** (in-school or out-of-school) period due to behavior, the student may not dress in a team uniform, participate in, or attend any team activities (practices, games, etc.)*

DISMISSAL/EXPULSION: *Dismissal is a very serious situation and is used when all other disciplinary procedures have been judged inappropriate, ineffective, or for infractions of a very serious nature. The due process/hearing rights (as stated in the Archdiocesan Handbook) will be followed.*

The Catholic Church and St. Leonard Community School recognize parents as the primary educators of their children. The education of students at St. Leonard Community School is a partnership between parents and our school. If, in the opinion of the administration, the partnership is irretrievably broken, St. Leonard Community School reserves the right to require the parent to withdraw his or her child. This is a very serious decision, and one not made lightly.

(Adpated from Sr. Mary Angela Shaughnessy, SCN, JD, PhD; NCEA publication, 2012)

*****FOR ANY INFRACTION THE PRINCIPAL/DESIGNEE RESERVES THE RIGHT TO IMPOSE/NOT IMPOSE CONSEQUENCES RANGING FROM DETENTION TO EXPULSION BASED ON CIRCUMSTANCES*****

SAFETY PROCEDURES

ROLE OF LAW ENFORCEMENT / RELEASING STUDENTS/PERSONNEL INTO POLICE CUSTODY:

The school principal or representative is required by law to release a student or adult staff member to the custody of a police officer bearing a warrant for the arrest or detention of that person. The principal or staff will ask permission to call a student's parent or guardian, or to call a staff member's spouse. Police officials are not required to wait for a parent or guardian to arrive before escorting a child out of school. If a parent or guardian cannot be reached, the principal or other staff member will accompany the child to the police station.

REASONABLE PHYSICAL FORCE BY STAFF: *Use of reasonable physical force by school staff may, under KRS 161.180, be used to restrain a student if deemed necessary for self-defense, preservation of order, or protection of other persons or property.*

SEARCH AND SEIZURE: *School authorities have the right to search student possessions brought onto school property. Lockers, desks, etc., are under the ownership of the school and can be searched, as well. If there is cause to believe that a student has dangerous item(s) on his or her person, the student will be detained by the principal. His or her parent will be contacted and required to come to school to conduct a search of the child. Staff members expect cooperation of students in any search procedure. Failure of compliance will be considered a serious breach of discipline.*

EMERGENCY DRILLS: *Two fire drills will be held the first two weeks of a school year and eight additional drills are held through the school year. Tornado/Storm Drills, Earthquake Drills, Lock Down, and Shelter-in-Place Drills are each conducted twice a year.*

Should it be necessary to evacuate the school for a prolonged period, students will walk with staff members to the Mockingbird Valley Sports Complex located at 300 Mellwood Avenue. The second location will be the LifeHouse located at 2710 Riedling Drive. Parents and guardians will be notified as soon as possible.

BUILDING SECURITY: *To prevent a possible security breach, all outside doors to the school are locked during school hours. Visitors are ALWAYS WELCOME, but must check in with the school office prior to reporting to any other part of the school campus. Visitors or volunteers must sign in and out at the school office and receive a visitor's badge. If an unidentified person should come into the building, the proper authorities will be immediately called and a signal will be announced to teachers to initiate a "Lock Down".*

ASBESTOS HAZARD: *Asbestos Hazard Emergency Response Act (AHERA) is applicable to all public and private schools. Saint Leonard Parish employs a representative who been trained and is very familiar with Asbestos Emergency procedures. The Archdiocese Office has also contracted with a certified agency/company to perform all required tests, etc., in the schools in this Archdiocese. The contracted agency/company conducts annual inspections and reports are filed in the school office.*

DRESS CODE

All students are expected to dress in a neat, clean and presentable way befitting the image of a Catholic elementary school. Students' last names are to be labeled on as many clothing items as possible (sweaters, sweatshirts, jackets, etc.). When the weather is 40 degrees or less, children must have appropriate outerwear, in addition to sweatshirts/sweaters – if the temperature is above freezing and the ground is dry, students will go outside. Any modifications to the dress code will be approved by the principal.

Uniform Violations: *For students in grades K through 3, consequences are at the discretion of the instructor.*

Uniform Infractions Grades 4-8: Teachers will check students for uniform infractions during homeroom period. When a student has a uniform infraction, the teacher gives him/her a uniform infraction slip to be signed by the parent and returned. If the infraction slip is not returned, the teacher will email the parent. Three uniform infractions will result in a detention.

ALL STUDENTS:

1. No monograms other than Saint Leonard Community School sweatshirt are allowed.
2. Scarves or hats are not to be worn during school hours.
3. Jackets/coats are not suitable while classes are in session.
4. Hair is neat/clean & out of eyes- NO dramatic bleaching, dying/highlighting or trend/fad hairstyles.
5. Scout uniforms are allowed on meeting days if the student is an active member with any of our Boy/Girl Scout troops.
6. Footwear may be flats, loafers, boatshoe-type, or athletic shoes. Boots and sandals may **not** be worn.

PE Uniforms – OPTIONAL (Students may also wear regular school uniforms)

1. St. Leonard PE T-shirt
2. Maroon St. Leonard basketball shorts
3. Navy St. Leonard sweatshirt
4. Navy St. Leonard sweatpants
5. Navy St. Leonard girls' soft fabric uniform pants

GIRLS - Kindergarten through Grade Three:

1. "Black Watch" JUMPER, Navy blue walking shorts, or Navy blue slacks
2. Navy St. Leonard girl's soft fabric uniform pants
3. White polo-style shirt
4. Navy St. Leonard sweatshirt or $\frac{3}{4}$ zip fleece top, Navy sweatshirt or sweater
5. White or Navy socks (crew or knee length)
6. Uniform sweatpants or solid Navy sweatpants/leggings worn under the jumper during cold weather

GIRLS – Grades Four and Five:

1. "Black Watch" skirt or skort, Navy blue walking shorts, or Navy slacks
2. Navy St. Leonard girls' soft fabric uniform pants
3. White polo-style shirt
4. Navy St. Leonard sweatshirt or $\frac{3}{4}$ zip fleece top, Navy sweatshirt or sweater
5. White crew socks, white or navy knee socks, or navy tights

GIRLS – Grades Six through Eight:

1. "Black Watch" skirt, Navy blue walking shorts or slacks
2. Navy St. Leonard girls' soft fabric uniform pants
3. Navy polo-style shirt
4. Navy St. Leonard sweatshirt or $\frac{3}{4}$ zip fleece top, Navy sweatshirt or sweater (8th Grade may wear graduation sweatshirt)
5. White crew socks, white or navy knee socks or navy tights
6. Skirts must lay two inches or less from top of knee for all girls
7. **Cosmetics are NOT permitted.** Clear nail polish only – no false nails

Jewelry:

1. One pair of post style earrings may be worn. Earrings are not to extend below the earlobe (**no gauged earrings or other visible piercings, including cartilage**). Watches may be worn, and simple necklaces with religious medals may be worn. If selected, one ring may be worn.
2. Students may wear one bracelet for a charity cause.

BOYS - Kindergarten through Grade Three:

1. Navy pants/Bermuda style shorts (no Cargo shorts or pants)
2. White polo-style shirt
3. Navy St. Leonard sweatshirt or $\frac{3}{4}$ zip fleece top, Navy sweatshirt or sweater
4. Plain brown, black, or blue belt with plain buckle for pants/shorts with belt loops (Grades 1-3)
5. White, black or navy crew socks

BOYS - Grade Four and Five:

1. Navy pants/Bermuda style shorts (no Cargo shorts or pants)
2. White polo-style shirt
3. Navy St. Leonard sweatshirt or $\frac{3}{4}$ zip fleece top, Navy sweatshirt or sweater
4. Plain brown, black, or blue belt with plain buckle for pants/shorts with belt loops
5. White, black or navy crew socks

BOYS – Grade Six through Eight:

1. Khaki pants/Bermuda style shorts (no Cargo shorts or pants)
2. Maroon polo-style shirt
3. Navy St. Leonard sweatshirt or $\frac{3}{4}$ zip fleece top, Navy sweatshirt or sweater (8th Grade may wear graduation sweatshirt)
4. White, black or navy crew socks
5. Pants and shorts must be worn at waist level and appropriately fitting at waist and inseam with solid navy, black or brown belts – plain buckles only.
6. No visible body piercings are allowed (including earrings). Watches may be worn (no alarms); if desired, chain with religious medal may be worn. If selected, one ring may be worn.
7. No facial hair – MUST be cleanly shaven.

NON-UNIFORM DAYS – are considered “Spirit Wear” days. On such days, sweatshirts/t-shirts from St. Leonard may be worn with nice jeans without holes. Holidays and other special occasions may warrant variances to the uniform and students/parents will be provided information about uniform changes.

LOST AND FOUND: All items found without identification will be placed in the lost and found that is located in the cafeteria. Any items left longer than one month will be donated to charity.

TECHNOLOGICAL SAFETY

TECHNOLOGY: The Louisville Archdiocese supports the safe and responsible use of personal electronic devices in ethical and legal ways. The use of these 21st century learning tools should be focused on academic learning, whether as part of class work, or as use by individuals before or after school. The use of personal electronic devices in learning environments will be made on an individual basis.

The following provisions regarding personal electronic devices should be made for the safety and well-being of all students.

- Schools reserve the right to further limit the use of personal electronic devices to prevent disruption of learning environments.
- Saint Leonard Community School employs the use of firewalls and web blockers to automatically, as well as manually, block inappropriate websites (for example: Facebook, YouTube, MySpace, etc.). 1:1, e-mail, G-Suite for Education, and BYOD policies are distributed at the beginning of the school year via the technology coordinator. If the forms are not on file by the designated time, students will lose the privilege to utilize technology.

- Upon arrival, Saint Leonard Community School provides each student with a form that must be completed and returned to the school prior to the personal electronic device being brought to school. In this form, the school will outline its parameters of use for the devices, its liability policy regarding the devices as well as repair services that will or will not be provided by the school.

COMPUTER/INTERNET POLICY: Students are required to read and sign a “Technology Acceptable Use Policy” (Appendix G). By signing this form, students agree to behave appropriately while using the school’s computers in any manner. Students will not be allowed access to computers if these forms are not completed and returned to the school office.

TELEPHONE USE: Beginning at morning arrival through afternoon carpool, cell phone use by students is prohibited. **Student cell phones must be kept in backpacks in the OFF power mode.**

- Students will be given permission to use a cell phone once they returned to the entry foyer to await pick up.
- Students using cell phones for **any** reason will have the phone confiscated until a parent or guardian retrieves it from the school office at the end of the school day.
- A cell phone which rings or vibrates in a backpack will be confiscated until a parent or guardian retrieves it from the school office at the end of the school day.
- Harassment via cell-phone is not permitted.
- Use of the office telephone is for **EMERGENCIES ONLY**.

ATHLETICS

PARTICIPATION REQUIREMENTS: Sport activities are an important part of our learning process. Participation is a **privilege** and requires responsibility not only to the team, but responsibility to academics and to practice good behavior. Students must meet the following requirements:

Written permission to participate from his/her parents or guardians

Proof of insurance coverage and returned authorization form allowing medical treatment in case of injury.

Signed uniform contract regarding acceptable use and return of uniform.

Academics: Good study habits are doing the work required in a timely manner and always giving your best efforts. In other words, all assignments are to be completed, **on time**, to the best of your ability.

It is the responsibility of the parents to oversee their children’s grades. Decisions of eligibility to participate in a sports activity due to poor academic grades is a family decision between parents and student.

Behavior: Behavior consists of doing what is required of any student in a learning environment. If behavior gets in the way of the learning, then there is a problem and must be addressed. Behavior consists of a good attitude, respect for yourself and others. All students will be allowed two detentions for behavior between each report card (including uniform violations).

During any **suspension** (in school or out of school) period due to behavior, the student may not dress in a team uniform, participate in, or attend any team activities (practices, games, etc.). The goal is for all our players to represent St. Leonard School with intelligence and good sportsmanship

Siblings of Athletes: May not, FOR ANY REASON, be left to “run the halls” of the school during practices, scrimmages, games, etc., without prearranged supervision with an adult **AND** notification is sent to the office prior to the day of the event. If your child is left unattended, a \$25 fee will be imposed and given to the adult who is left in charge of your child.

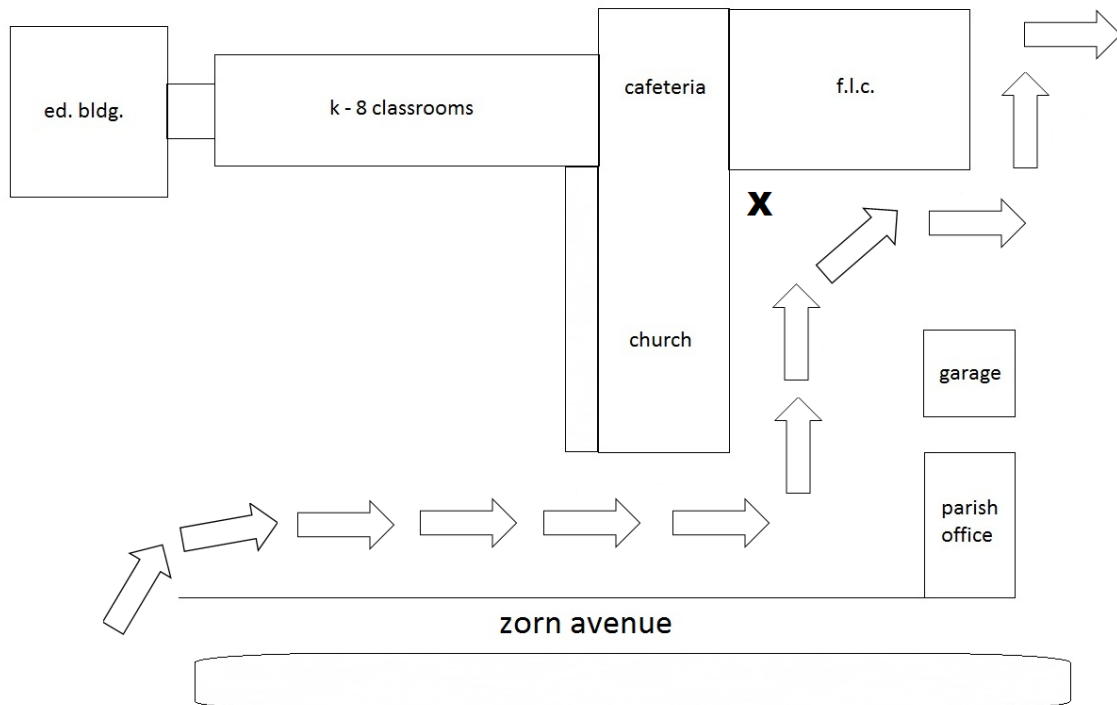
The following is a schedule of sports offered by Saint Leonard Community School Athletics Department:

<i>VOLLEYBALL</i>	<i>Practice may begin late July Leagues Start late August Tournament starts mid-October 8th Grade Finals late October 6th Grade Finals late October</i>
<i>FOOTBALL</i>	<i>Practice may begin August 1ST Jamboree late August Leagues Start early September 8TH and 6th Grade Playoffs late October 6th Grade Toy Bowl at St. Xavier/Trinity early November 8th Grade Toy Bowl at St. Xavier/Trinity early November Flag practice may begin mid-August Leagues Start early September</i>
<i>CROSS COUNTRY</i>	<i>Practice may begin August 1ST Fun Run (3rd and 4th Graders) early October City Finals early October</i>
<i>BASKETBALL</i>	<i>Practice may begin November 1ST Leagues Start late November Tournament Starts late January Finals early-mid February</i>
<i>SOCCER</i>	<i>Practice may begin March 1ST Leagues Start late April Tournament early June</i>
<i>TRACK</i>	<i>Practice may begin March 1ST City Finals Girls – mid-late April Track Fun Meet late April</i>

Morning Drop-Off

*Enter the parking lot at the SOUTH entrance (by playground) and proceed in front of church to the first cafeteria door (see **X** on diagram below) where students may enter the building prior to 7:50 am. Students arriving to school past 7:50 am must enter through the doors located by the school office.*

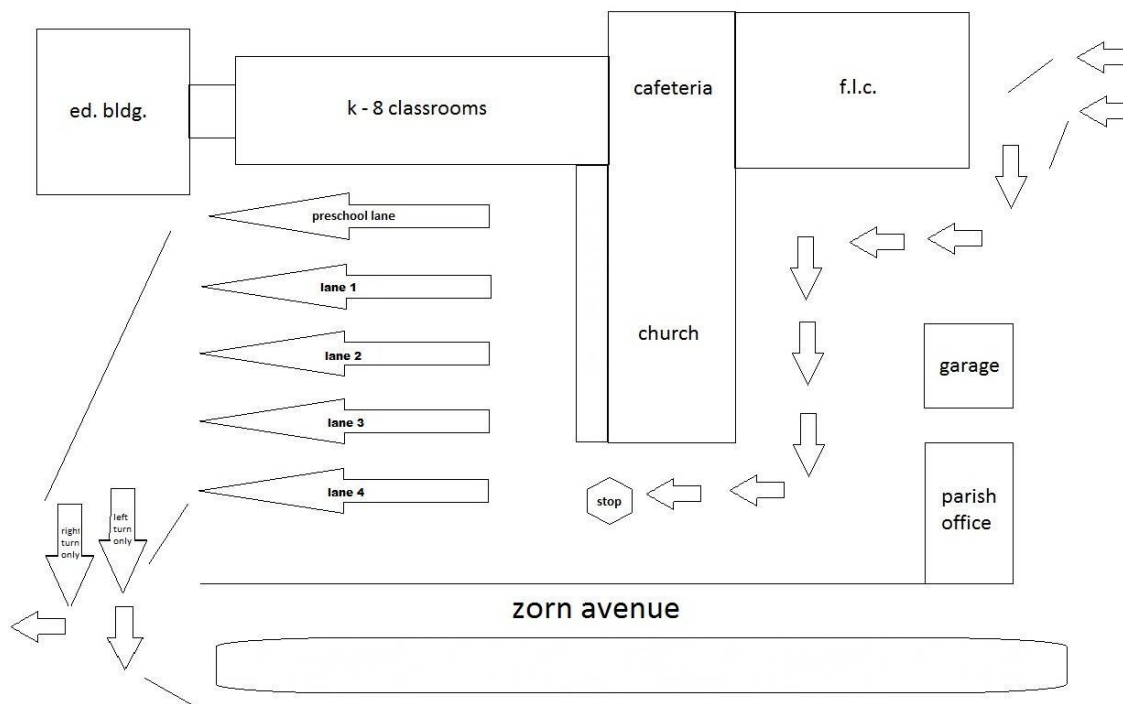
*Proceed **SLOWLY** out the drive to Zorn Avenue. As you exit, please be aware of students who may be walking up the driveway to enter the building.*



Dismissal

*There will be absolutely NO PARKING in the front parking lot **FOR ANY REASON** beginning at 2:45 pm. If it is necessary for a student to be picked up prior to dismissal, he/she **MUST** be picked up by 2:45 pm*

All traffic will enter from the NORTH entrance forming two lines along the soccer field, merging into one lane, then proceed to the east end of the church, following diagram below:



Cars arriving first should enter Lane 1, when full, proceed to Lane 2, etc.; families having preschool students have their own lane and should proceed to the lane closest to the building.

*Students will be dismissed from the door by the counselor's office and will assemble on the sidewalk in front of the church once all vehicles **have stopped with engines off**. Students will be sent to their vehicles. Drivers may stand next to vehicles to signal location, **but do not leave vehicle unattended**.*

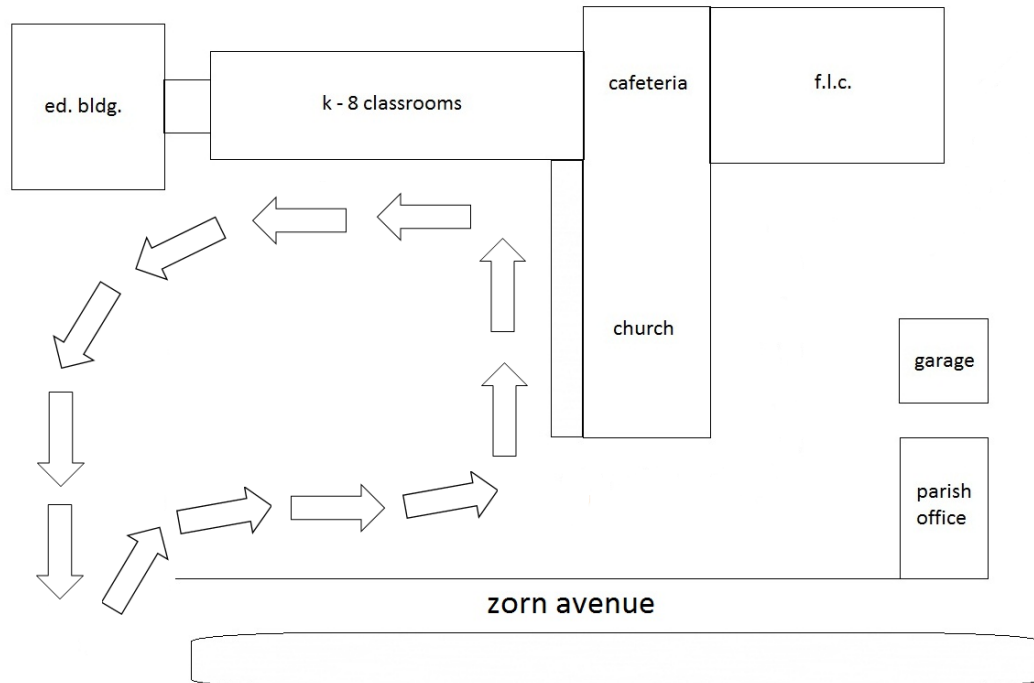
Once all students are safely in assembled vehicles, drivers will be signaled to leave beginning with Lane 1 (closest lane to school building) exiting to Zorn Avenue, either in right turning lane or left turning lane. If your child is not ready for dismissal and does not exit building in time for cars to proceed to exit, you must pull out, loop around to north entrance and begin process over.

Once lot is clear, process will repeat. If you have a meeting scheduled with a staff member following dismissal, please plan to arrive after 3:15 pm to allow dismissal to complete.

Icy Weather Dismissal

In the event of icy roadways at dismissal, please use the following procedure as diagrammed below.

Enter the parking lot at the SOUTH entrance and stay in the front parking lot. Students will be released from the main entrance, indicated by the · in the diagram below.



St. Leonard Community School Inclement Weather / Distance Learning School Guidelines

When St. Leonard Community School is closed for inclement weather or other instances resulting in closure of school, the following online school plan is put in place. These online days will count as regular school days and will not need to be recouped later in the school year. The online school day will take advantage of the program capabilities of the Sycamore School program, our Student Information System, as well as Google for Education, our Learning Management System. The Principal and Technology Coordinator will be available throughout the online school day via email for additional help to students, parents and teachers.

Program Guidelines:

- Distance Learning (online school) will be utilized for up to five inclement weather days. After this, additional days will be added to the school calendar.
- No more than two consecutive Distance Learning Days may be had at any one time. On the third consecutive Inclement Weather Day, students will have the school day “off” and that day will be added to the end of the school year calendar.
- If there are wide-spread power outages in the city, the administration will decide if online school will be enacted for that day.
- Parents and students will be notified if Distance Learning (online school) is active for inclement weather via Sycamore, the school’s REACH alert system, and the school webpage.

Teacher Responsibilities

The following guidelines for teachers should be considered the minimum expectation for online school per day. It is acknowledged most teachers will do more than the minimum requirements. Each lesson will be meaningful, purposeful, and make students accountable.

- Teachers will submit online plans to the principal by 7:00 am of the online school day for review. Lessons can cover, but are not limited to, new material as well as review or enrichment.
- Lessons will be designed so that students spend approximately 30-45 minutes on each subject area, including physical education and related arts classes normally scheduled for that day.
- Teachers will post assignments with due dates listed (if applicable) and specifics for the day on Sycamore class pages by 9:00 a.m. or earlier.
- Teachers will be available for questions via e-mail hourly from 10:00 am to 3:00 p.m. and again from 5:30 p.m. to 7:00 p.m., but they may answer questions beyond this time if they are able to do so. If a teacher is unable to access the internet due to power outage, they will contact the principal and alternate arrangements will be made.
- If a test or quiz has been previously scheduled for the online day, the teacher will determine the best way to move forward with the material.
- “Study time” and AR reading time do not fulfill the guidelines for an instructional day and will not be used as an assignment.
- If teachers use Google Hangouts, FaceTime, or some other real-time discussion mode, there will be an option or alternate assignment for any student without power or internet access who will need to make up the material later.
- All products created and/or assignments completed by students during the online day will be presented for grading, no exceptions.

Student/Parent Responsibilities

Online school is a unique opportunity for students not only to continue learning, but also to experience the online learning environment they are sure to encounter in high school, college, and beyond. Each lesson will be meaningful, purposeful, and hold students accountable.

- Assignments and specifics for the day will be posted by 9:00 a.m. on the students' Sycamore class pages with due dates listed (if applicable). Many assignments will be posted sooner, and students and parents are encouraged to check early in the morning.
- Physical education and related arts classes will have work posted for those students scheduled to have class on the online school day. Student schedules are located under the schedule tab in the student information box on Sycamore.
- Students will be assigned work that will average 30-45 minutes per class. This time will vary for different learners.
- If a student is ill and cannot complete the online work at home, his/her parent will call the school office to submit an absence message and the student will be recorded absent for the day. The student will then work with his/her teachers and the absentee policies put in place for a regular school day upon his/her return to school. Typically an additional day to complete the online material will be allowed. If the parent does not submit an absence, the student will be responsible for the online school day assignments in the regular time period.
- Teachers will be available for questions via e-mail hourly from 10:00 am to 3:00 p.m. and again from 5:30 p.m. to 7:00 p.m., but may answer questions beyond this time if they are able to do so.
- Teachers may use a variety of communication tools that they have already utilized in class: Google Classroom, Google Docs, Presentations, online videos, BrainPop videos, GoNoodle, Spelling City, Dreambox, etc. These will be listed and/or linked from the teachers' Sycamore pages or e-mail.
- If a student's power or internet connection is down, the student will report this to the administration and teachers on the day he/she returns to school. The student's parent will provide a note to confirm this situation. The teachers and administration will handle these on a case-by-case basis and assigned work will need to be completed.

Academic Support Staff Responsibilities

(Counselor, Resource Specialist, Religion Coordinator, Office Staff, Technology Coordinator)

Counselor/Resource Specialist/Religion Coordinator/Office Staff

- Will have one of three options:
 1. Work at school from 9:30-3:00.
 2. Add a day to the end of their school year contract.
 3. Submit a list of the work they will complete from home to the principal for approval by 10:00 a.m.

Technology Coordinator

- Will be available via e-mail from 8:00 a.m. to 7:00 p.m. to handle any technology concerns or issues from teachers, students, or parents.
- If working from home, will submit a list to the principal outlining tasks to be completed for the day.
- If able to make it to school, will work from 9:30-3:00.



SCHOOL-TO-PARENT COMMUNICATION CARD

Student Name _____ Homeroom: _____

Teacher: _____ Date: _____

Behavioral Concern:

_____ Inappropriate talking in: Classroom _____ Hallway _____ Mass _____ Lunch _____

_____ Other activities (field trips, assemblies, recess) _____

_____ Unprepared for class (pencil, pens, paper, books, Chromebook)

_____ Disruptive behavior _____

_____ Inappropriate language

_____ Out of assigned area

_____ Not following directions

_____ Inappropriate use of electronic device

_____ Bothering another's property (getting into desk, cubby, backpack, etc.)

_____ Not keeping hands and feet to self

_____ Intentionally violating uniform policy repeatedly

_____ Other _____

Uniform Violation:

_____ Wearing makeup

_____ Non-uniform pants

_____ Shirttail untucked

_____ Non-uniform shirt/blouse

_____ Sagging pants

_____ No belt

_____ Length of skirt

_____ Fingernail polish

_____ Inappropriate socks

_____ Distracting or inappropriate hair

_____ Non-uniform article (jewelry, earrings, bracelet, necklace)

Teacher Comment:

Communication
Cards
accumulated by
student: _____

Student Signature: _____

Parent Signature: _____ Date: _____

Parent Comment and Action to Be Taken at Home:

APPENDIX F



STUDENT ACCOUNTABILITY CONFERENCE FORM

Student Name/Homeroom: _____ Date: _____

St. Leonard Community School

Behavior displayed by student: _____

Student Comments _____

Teacher Comments _____

Parent/Guardian Comments _____

Principal Comments _____

Student Signature: _____

Teacher Signature: _____
Parent/Guardian Signature: _____
Principal Signature: _____

APPENDIX G



Technology Acceptable Use Policy

As part of its commitment to maintaining a 21st century learning environment, St. Leonard School offers student and staff access to technology for educational purposes before, during and after school hours. It is our policy that all technology – that which is the property of St. Leonard School and those devices which are owned and operated by individuals in the school – is to be used in a responsible, efficient, ethical and legal manner, and that all who utilize these resources will adhere to this Technology Acceptable Use Policy.

General Guidelines for Technology Use

All personal electronic devices – cell phones, eReaders, tablets, iPads, iPod touches, etc. should be placed in airplane mode while on school property. This allows the use of wifi on the devices that would be channeled through the school server and allow filtering of Internet material through the school filtering device.

No downloads of purchases should be made on school property. Parents should supervise the downloading of all books and other material purchased on the Internet.

All personal electronic devices are the sole responsibility of the owner/operator. The school is not responsible for technical support or replacement, if damaged.

Students are responsible for good behavior on school computer networks, just as they are in the classroom. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege – not a right.

Network administrators may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas may be treated like school lockers; while generally private, they may be searched under certain circumstances. Users should not expect that files stored on school servers will always be private.

Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- ✓ Revealing personal information online (name, phone number, address)
- ✓ Sending, receiving, or displaying offensive messages or pictures
- ✓ Using obscene language
- ✓ Harassing, insulting or threatening others
- ✓ Damaging computer systems or computer networks
- ✓ Changing network or system settings
- ✓ Violating copyright laws
- ✓ Submitting documents from the Internet as personal work
- ✓ Using another person's password
- ✓ Trespassing in someone else's folder, work or files
- ✓ Intentionally wasting limited resources
- ✓ Using the network for commercial purposes
- ✓ Propagating chain messages
- ✓ Making unauthorized downloads
- ✓ Participating in personal chat or instant messaging
- ✓ Accessing social networking sites on school computers or the school network without teacher permission

Violations may result in loss of access as well as other disciplinary action

----- DETACH – TURN IN BOTTOM HALF OF FORM ONLY -----

Technology Acceptable Use Policy

I, _____, as a user of Saint Leonard's computer network, hereby agree to comply with its Internet and Electronic Mail rules and to communicate on the network in a responsible manner, while abiding by all relevant laws and restrictions.

As the parent or legal guardian of the student signing above, I grant permission for my child to access networked computer services such as Electronic Mail and the Internet. I understand that some materials on the Internet may be objectionable; however, I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching or exploring electronic information and media.

Student Printed Name _____	Grade _____	Signature _____	Date _____
As the parent or legal guardian of the student signing above, I grant permission for my child to access networked computer services such as Electronic Mail and the Internet. I understand that some materials on the Internet may be objectionable; however, I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching or exploring electronic information and media.			
Parent/Guardian Printed Name _____	Signature _____	Date _____	
Teacher Initials: _____ Restrictions: _____			



St. Leonard Alcohol Policy

Legal Requirements of Parishes or Locations:

Based upon federal and state laws, all parishes or locations with any type of liquor license allowing them to serve or sell alcohol at picnics, festivals, or any parish or location event must observe the following:

Alcohol must not be served to someone who appears to be intoxicated.

Alcohol may only be purchased by and served to adults 21 years of age and over. Beer servers must check for identification when beer is requested from someone who appears to be even remotely underage. Further, no person under the age of 21 may attempt to receive, possess, or drink alcoholic beverages. The parish or location and its employees, agents, volunteers, workers, and the minor can all be held responsible for these violations.

Parishes or locations must post warning signs of the danger of alcohol to pregnant women and their unborn children and no service to persons under 21.

Open containers of alcohol may never be carried on to or off licensed premises.

Alcoholic beverages may never be sold without the proper license from the city or county and the state. In addition, alcoholic beverages may never be given to the public or raffled off. A special temporary liquor and wine auction license may be obtained from both the city and state in order to offer liquor or wine as auction items.

All ABC licensees must purchase their alcohol only from a Kentucky Beer Distributor or Kentucky Liquor Wholesaler.

Parishes or locations with a permanent license (renewed annually) are restricted to selling the type of alcoholic beverage on the license. Renters or private parties are not allowed to bring alcoholic beverages onto the premises. Renters or private parties serving alcoholic beverages must purchase them from the licensed parish or location at no less than the cost of the beverages.

Parishes or schools without a permanent license may not sell alcoholic beverages. However, they may obtain a temporary license for a single event. The temporary license may cover events during a specified length of time, i.e. fish fries during Lent. A parish or location without a permanent license is not restricted in allowing renters or private parties to bring alcoholic beverages onto parish or school property.

Licensees must pay at least cost for any products received from the wholesalers, distributors, brewers, distillers, or suppliers. (Examples of these products include cups, napkins, liquor, umbrellas, hats, etc.) Licensees may not accept anything of value from an alcohol distributor or wholesaler.

Every precaution should be made to see that alcohol of any type not be brought onto premises of any parish or location event at which alcohol is served.

Legal Requirements of the Alcohol Distributor:

Beer must be paid for before or at the time of delivery.

Unused or unwanted alcohol may not be returned to a wholesaler or distributor.

Distributors and wholesalers may never give licensees free alcohol.

Alcohol distributors and wholesalers may never give anything of value to a licensee (directly or indirectly) in exchange for selling their product.

Draft beer equipment may be loaned free of charge to a holder of a temporary beer license. Holders of permanent retail beer licenses must pay the distributor a fee for using draft beer equipment.

Archdiocesan Policy

Archdiocesan policy is based upon our moral and legal responsibilities to those who attend the picnic, festival, or parish or location event where alcohol is served and to the community at large. This policy requires parishes or locations to strictly enforce all legal alcohol beverage control requirements. There should be no tolerance of underage drinking on the part of pastors or pastoral administrators, event chairpersons, and beer or liquor servers. In addition, the following actions are required for all parishes or locations with any type of liquor license allowing them to serve or sell alcohol at parish or location events:

All Bartenders and Event Coordinators of any parish or location event at which alcoholic beverages are served must participate in an Alcohol Awareness Training Program. This training will cover how to recognize false IDs, current legislation about alcohol sales to minors or to those who are drunk or disorderly, and strategies for enforcing the law. Materials from the program, including a video of the presentation, will be made available so that those who attend can repeat the workshop at their own parish or location for all bartenders.

Parishes or locations that intend to serve alcohol at parish or location events must seek permission from the Vice Chancellor annually. This request must include a statement that all bartenders and event coordinators involved in the sale or serving of alcohol have participated in alcohol awareness training.

No alcoholic beverages can be served at elementary school, secondary school, or parish youth athletic events.

Persons who serve or sell alcohol must be at least 21 years of age.

If beer tickets are utilized, parishes or locations must sell only two tickets at a time. Further, parish or location event volunteers must check identification at two points: when tickets are sold and when the beer is served.

If a parish or location event exceeds four hours in duration, parishes or locations must stop dispensing all beer and or alcoholic beverages one hour before the end of the event. Advertisements for parish or location events must include a posted closing time.

The sales area must contain adequate lighting so that the beer sellers can properly check IDs.

Parishes or locations must make telephones available and post signs advertising taxi services for anyone who is too intoxicated to drive home. Parishes or locations also must post signs prohibiting alcohol and/or glass containers from being carried onto parish or location grounds.

Security officers must be present where alcohol is dispensed. Parishes or locations also must provide adequate security for other areas of the festival based upon expected attendance.

Bring your own bottle (BYOB) events, whether private party, parish, or location sponsored, are prohibited.

Alcohol availability should never be the main emphasis of any advertisement for any parish or location function.

Events where alcoholic beverages are sold or served may not feature “happy hours” or multiple drinks for the price of one specials.

At each parish or location function, the pastor, administrator, or his designate must make certain that this policy is followed.

Private party events must conform to the requirements of insurance set forth in the Insurance Coverage section.

Guidelines for parish or location picnics, festivals or carnival type events:

In addition to conforming to the above, any parish or location that sells alcohol at a picnic, festival or carnival type event should also adhere to the following:

Gang presence and activity must not be tolerated on parish or location property.

Parishes or locations sponsoring festivals or other events that could create major traffic problems must anticipate and take steps to alleviate these problems.

Parishes or locations should limit access to parish or location event grounds and should use fencing and security officers to enforce these points of access. This action is recommended for the following reasons:

- Limited points of entry allow parishes or locations to check for alcohol being carried onto the grounds.*
- The sobriety of attendees can be checked upon their arrival and departure.*
- Parishes or locations can check for persons entering with glass containers.*
- Parishes or locations can challenge gang members who enter wearing gang colors.*

Parishes or locations should consider eliminating the sale of beer tickets at parish or location sponsored events. This recommendation is made for several reasons:

- Servers have the ability to check sobriety when they exchange money.*
- When servers are responsible for exchanging money, they are more directly reminded of their liability for selling to a minor or to someone who is intoxicated.*
- Use of tickets does not eliminate bartenders’ legal liabilities for serving to minors or to someone who is intoxicated.*
- Parishes or locations that elect to continue using beer tickets must check ID both when selling the ticket and when serving the beer. Parishes or locations must limit the sale of beer tickets to two per person per time.*

Based upon discussions with law enforcement officials, parishes or locations are strongly recommended to limit alcohol consumption to a “beer garden” area.

The sale of food should start before the sale of alcohol.

If there is any incident on parish or location property involving or related to alcohol, notify the Vice Chancellor.

The above guidelines are in addition to liquor laws established by state and local ordinances.

A sample Permission for the Sale of Alcohol form is included in Appendix IV-Sample Forms/Reports.

St. Leonard Parish and School Community Alcohol Policy

All events sponsored by any committee of the St. Leonard Community shall be governed by the following descriptions and limitations.

Adult Event: Any event sponsored and run by a committee where no one under the age of 21 will be permitted to attend. Current examples would be, but are not limited to, Taste of St. Leonard, Trivia Night, and Monte Carlo. Alcohol may be served and consumed in accordance with licensing regulations.

Family Event: Any event sponsored and run by a committee where both adults and children are expected to attend. Current examples would be, but not limited to, fish fries and the parish picnic. If children are supervised in a separate area, that area will be governed by the "Child-centered event" classification below and alcohol will be strictly prohibited. Alcohol may be served and consumed in accordance with licensing regulations and is expected to be done in a responsible manner.

*Child-centered Event: Any event sponsored and run by a committee where the main focus of the event is to entertain or enrich persons younger than 21 years of age. Current examples would be, but are not limited to, vacation bible school, athletic events, or mixers. Alcohol will not be sold, served, or consumed and is **STRICTLY** prohibited at any event that is child-centered. Any person found to be drinking alcohol while chaperoning an event will be asked to refrain from further consumption. If they refuse, they will be asked to leave and a safe ride home will be provided if necessary.*

*Additional Notes: Anytime a person is representing St. Leonard as a chaperone for any event, they shall be alcohol free and any consumption is **STRICTLY** prohibited.*

Approved by Parish Council: August 7, 2012

2018-2019 PARENT/GUARDIAN - STUDENT HANDBOOK AGREEMENT FORM

The undersigned is aware that this handbook is a guideline and cannot possibly cover every instance that may occur. The principal retains the right to amend this handbook for reasonable cause. Parents and students will be given prompt written notification if changes are made.

*Since this handbook is part of the legal contract existing between Saint Leonard Community School and the parents/guardians and students, it is **essential** that both parents/guardians and students read the handbook and agree to be ruled by it.*

Failure to be informed WILL NOT be an acceptable excuse for violations. Any questions should be directed to the school principal (502) 897-5265.

By signing below, we acknowledge receipt of the Saint Leonard Community School Handbook and agree to follow all rules and regulations as set forth within it.

Parent / Guardian Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

