

Salesian Elementary and Junior High School Student Handbook 2017-2018



MISSION STATEMENT

Salesian Elementary and Junior High School is a K-8 private Catholic school working cooperatively with the Diocese of Monterey. Our mission is to provide a child-centered learning environment within a family atmosphere that embodies the Salesian philosophy of reason, religion, and loving kindness as taught by Saint John Bosco and Saint Mary Mazzarello. Following the tradition of Saint John Bosco: we are a HOME where love and joy nurture a family of faith, we are a SCHOOL that fosters a passion for learning and supports the success of each student, we are a CHURCH that is inspired by our Marian tradition and promotes living the Gospel values, and we are a PLAYGROUND that builds character and lasting friendships.

PHILOSOPHY

Salesian Elementary and Junior High School, is a Catholic school founded in the charism of Saint John Bosco and the spirit of Saint Mary Mazzarello. We are a community of students, parents, teachers, staff, and religious who commit ourselves to education through our Catholic and Salesian heritage. In partnership with parents, who are “the first and foremost educators of their children,” we are guided by St. John Bosco’s educational approach of reason, religion, and loving kindness. We create a family spirit of joy and friendliness coupled with a firm resolve that students demonstrate personal responsibility, discipline, academic potential, and respect towards all of God’s creation.

As a Salesian Family we nurture the religious, moral, academic, cultural, social, and physical development of each child. We form a community of faith in which children and adults experience the Gospel in daily life. Through comprehensive instruction, high academic standards, and implementation of the Common CORE Standards, students will develop an internal curiosity for learning. Building Gospel values, global awareness, and a sense of belonging to “the parish, the neighborhood, the local civic community, and the world,” we fulfill Don Bosco’s dream of forming the young to be good Christians and honest citizens.

NON-DISCRIMINATION POLICY

Salesian Elementary and Junior High School in the Diocese of Monterey, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. Salesian does not discriminate on the basis of race, color, national and/or ethnic origin, age or gender in administration of its education policies, scholarship and loan programs, and athletic and other school-administered programs. While Salesian does not discriminate against student with special needs, a full range of services may not be available. Likewise, Salesian does not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color, and national and/or ethnic origin. Salesian Elementary and Junior High School reserves the right to be the sole



judge of merit, competence and qualifications, and can favor Catholic applicants and co-workers in all employment decisions, especially in those positions that have direct bearing upon the pastoral activity of the Church.

FULL ACCREDITATION

Salesian Elementary and Junior High School is accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC). Also, it maintains membership in the National Catholic Education Association (NCEA).

EDUCATING COMMUNITY

The key to our education system is the creation of a strong community of faith in which the adults of the school community work together to provide for the development of the children. In the vision, parents, teachers, staff, past-pupils, clergy, and religious bond together to create an environment in which children can mature in their faith by experiencing the Gospel in daily life. We network with other Salesian communities throughout the province and the world to promote a unified pastoral project.

SALESIAN YOUTH SPIRITUALITY

We emphasize a “kid friendly” spirituality in which worship finds a youthful expression and Christian service becomes the natural response to those in need. Integral in our spirituality is the presence of Jesus in the Eucharist and Mary as the mother of our family. Through our Pastoral Project, we work in solidarity with the entire Salesian world to develop leadership qualities in the young thereby helping them to serve youth in their community and throughout the world.

SACRAMENTAL LIFE

Here at school, the children participate in a variety of prayer moments including Mass, Reconciliation, Eucharistic adoration, and prayer services, all offered in a manner that children can appreciate and enjoy. Students, however, receive the Sacraments of First Holy Communion at their own parishes. Whenever a student receives a new sacrament, parents need to send a copy of the certificate to the school office so that we can update our records.

CHRISTIAN SERVICE

Students are expected to demonstrate and develop their leadership qualities by being of active service in their school, church and civic community. Service projects are required of students in Grades 6-8. The amount and types of service vary according to grade.

CHRISTIAN FORMATION

Parents are the first educators of their children, and the first place for the Christian formation of the child is in the home. The school can only strive to build on the foundation received at home. One of the greatest gifts which parents, who have opted to send their child to Salesian, can share with their children, is the gift of their own personal, convinced faith, lived in a reverent and prayer-filled

atmosphere. Parents are expected to participate in their local parishes and worship together as a family. The witness of morality in the lives of the parents is the most essential factor in the Christian formation of each child.

CARPOOL AND/OR OUTINGS

In order to comply with Santa Cruz County regulations which, limits the number of cars permitted on Enos Lane, **EACH FAMILY MUST CARPOOL** and a minimum of 4 children per car is required. Carpools must be established with other families and those drivers must be added to the child's emergency card. Parents must notify the teacher and school office of student riding in different carpool for an afternoon departure due to special events, etc. Drivers must comply with the 15 M.P.H. speed limit on Enos Lane. Seatbelts must be provided for each passenger and are to be worn at all times while in the vehicle. All drivers must agree to the carpool regulations. A fine will be assessed to anyone **not** carpooling.

In addition to your carpool agreement regulations, the following must be observed when driving for outings and carpools. 1) The speed limit on all roads must be observed by all drivers. 2) All owners of vehicles utilized for transporting students must file in the school office a copy of personal liability and medical payment coverage, including uninsured motorist coverage with limits for bodily injury liability of not less than \$100,000/\$300,000. This would be primary in the event of accident or injury arising from the use of these vehicles. 3) All drivers must file in the school office a copy of a current TB test, driver's license, Diocesan Driver Information Form, Diocese Driving and a Waiver & Release Form, Virtus certificate, and fingerprint clearance. 4) For a field trip, each driver must have a copy of the permission slip for each child in the vehicle. 5) It is the responsibility of the driver to maintain a safe vehicle and to be sure that each passenger wears a seatbelt. 6) Each vehicle may only transport the number of passengers the vehicle is designed to carry. No vehicle may carry over 9 passengers. 7) Alcoholic beverages are not to be consumed or carried in the vehicle at any time. 8) Drivers must not stop anywhere between school and the field trip destination. 9) Drivers are expected to maintain adequate supervision of the children entrusted to their care throughout the entire duration of the trip. 10) Drivers must be 21 years or older.

GRADELINK AND SCHOOL WEB-SITE

All parents and students must register for Gradelink (gradelink.com) on the school web-site: www.salesianschool.org. This provides communication between home and school regarding student's assignments and grades.

FINANCIAL ADVISORY COUNCIL

A financial advisory council consisting of non-parent community members assists in the development of the annual budget and long-range financial planning. This council reports to the SPA on a regular basis.

PARENTAL INVOLVEMENT

We pride ourselves on the active participation, interest, and collaboration of the parents. Here, at Salesian, parents help in a variety of ways such as but not limited to; to donating merchandise/items needed for school events, participating in Auction, hospitality, lunch

program, grandparents day, Halloween carnival, Book Fair, attendance at monthly SPA meetings, etc.. In order to ensure an even distribution of the workload, a minimum of 30 hours of service (15 hours for single parent families) is required from all families per year. Accumulated services do not roll over to the next year. Any summer service hours will be applied to the next year. Each family **MUST** fill in completed hours through Gradelink. A fee of \$20 per hour not served by May 1st, will be assessed.

PARENT-TEACHER COMMUNICATIONS

Parent-teacher conferences are scheduled two times per year to enable parents to become better acquainted with the teacher(s), the curriculum, and the objectives set forth for the school year. Attendance is essential at conferences. Either the teacher or the parent may request additional conferences during the year as often as needed. To arrange a conference, a parent may send a note in advance to the teacher, email the teacher, leave a message at the school office. It is imperative for the children's safety that parents **NOT** come into class during carpool to talk to teachers or during anytime they are in charge of the students. Teachers are not to be called to the phone during the school day, nor are they to be called on their cell phone/texting or at home.

SALESIAN PARENT ASSOCIATION (SPA)

Building community among the parents attains the larger goal of bringing unity to the entire Church. Parents of children attending Salesian are members of the SPA (Salesian Parent Association). They **ARE REQUIRED TO ATTEND** the scheduled meetings during the year. Active participation promotes cooperation and understanding, provides for an exchange of ideas, encourages communication, and builds a strong Christian community.

SALESIAN PARENT ASSOCIATION COMMITTEE

To facilitate cooperation between home and school, the SPAC works closely with the administration. While not involved in curriculum and personnel matters, the SPAC is a vital organ that promotes good will and open communication and keeps parents informed about activities, events and current civic news that directly affect the education, growth and development of the children. It provides direct support to the school through parent education, financial assistance, social activities and fundraisers.

ROOM PARENTS

The room parents are a vital link of communication between parents, teachers, students, and administration. Each teacher will choose the room parents for that grade and direct their activities for the benefit of the class and in accord with the administration. If a parent is interested in the role of room parent, please inform your child's teacher. Teachers will confirm their room parents at the beginning of the year. Their responsibilities are as follows: 1) to work under the guidance of the teacher to plan most class events and field trips; 2) to relate emergency messages through the phone tree; 3) to work under the direction of the coordinator for school events; 4) to meet regularly with the Room Parent Coordinator and the administration. (School parties and events are decided upon by the principal in conjunction with the faculty.)

ROOM PARENT COORDINATOR

The Room Parent Coordinator will serve a term of one year and may be re-appointed. The Room Parent Coordinator has the following responsibilities: 1) to prepare the agenda with the principal for monthly room parent meetings, 2) to contact the room parents; 3) to assist in planning/coordinating school activities; 4) to organize the phone tree; 5) to run the room parent meetings; 6) to serve as a member of the SPAC.

FIELD TRIPS

Field trips, with preparation and follow-up activities, are planned by the teacher with the parents in conjunction with the grade-level curriculum as an extension of the classroom instruction. Field trips to water areas are permitted only on approval by the principal and on a case-by-case basis. Fees for field trips, or any other admission charges, will be collected by the classroom teacher or room parent in advance. Each student is required to have a standard permission form signed by his/her parent or guardian. Only the form adopted by the school will be acceptable. Telephone calls will not be accepted in lieu of the proper form.

IN ORDER TO PROTECT THE SCHOOL'S LIABILITY, NO EXTRA STOPS ARE ALLOWED IF NOT SPECIFICALLY WRITTEN ON THE PERMISSION SLIP AS IT WENT HOME FOR THE PARENT'S APPROVAL. A \$100 FINE WILL BE ASSESSED ON DRIVERS WHO STOP AT PLACES OTHER THAN DESIGNATED ON THE PERMISSION SLIP. Cell phone, iPod, or any other device prohibited by the school may not be brought on campus, on field trips or during carpool. The teacher or staff member has the right to confiscate any prohibited item and hand it over to the administration. Individual students may be prohibited from attending field trips if they fail to meet academic & behavioral requirements. If, for any reason, parents do not wish their child to participate in a scheduled class field trip, the child is to report to school where work will be assigned and monitored by another faculty member. Parent/Volunteer Drivers & Chaperons are to be assisting in supervising students during the field trip, therefore NO SIBLINGS are allowed!

CURRICULUM

The school's core curriculum includes religion (catechesis, family life, liturgy, prayer and Christian service), language arts (reading, literature, grammar, verbal and written communication, study skills, penmanship, and spelling), mathematics, social studies, science and basic foreign language. Non-academic subjects include music, art, computer and physical education.

HOMEWORK

Homework is given by teachers to reinforce concepts and skills taught in class. It is important, therefore, that homework be done by all students and returned when due. Parents can do much to aid their child's progress through proper supervision of homework, providing a suitable time, location and atmosphere conducive to learning. Parents are requested to encourage neatness and thoroughness in their child's work and to cooperate in the assignment, but not to do it for the child. Homework is assigned to students Monday through Thursday with the exception of math assignments and long range projects. If a child seems to be spending an excessive amount of time on homework assignments, a conference with his/her teacher(s) may be in order. All assignments must be

completed neatly and on time. Late work will be accepted with the exception of work graded in class. Late assignments will lose 10% credit for each day it is late up to a maximum of 3 days and then it becomes an automatic zero.

HOMEWORK ALLOTMENT

In addition to the required nightly reading, the times listed below are approximations of the homework allotment times for each grade level.

TK/Kinder:	10 minutes	5th grade:	60 minutes
1st grade:	20 minutes	6th grade:	70 minutes
2nd grades:	30 minutes	7th grade:	80 minutes
3rd grade:	40 minutes	8th grade:	90 minutes
4th grade:	50 minutes		

MAKE-UP WORK

Students are required to make up missed work. It is the student's and parent's responsibility, not the school's, to see that make-up work is completed. Incomplete work will adversely affect trimester grades. Upon the student's return, he/she will be given missed homework assignments which must be completed within the same number of school days that the student was absent. For example, if the student was absent 3 school days, all missed work must be completed within the next 3 school days.

VACATION

The school discourages vacations during school days. Teachers will not give assignments ahead of time. Parents are responsible for informing the teacher of the planned absence, if possible, a week ahead of time. Lessons will not be retaught. Assignments where children are required to be in class to fulfill the assignment's requirement (presentations, demonstrations/labs, etc.) will receive a grade of "0". It is the student's and parent's responsibility, not the school's, to see that missed assignments and tests are completed. The students will be allowed to make up assignments and tests and will have the same number of school days missed to make up the work.

CHEATING/Plagiarism

Academic dishonesty (cheating/plagiarism) is **not tolerated**. Students may not copy the work of other students, nor may they copy and paste any part of an article from the internet without correct notation/credit being given to the author. Should a student make the choice to engage in academic dishonesty, the teacher will give the student a grade of "0" on the assignment/test and parent will be notified.

TEXTBOOKS & SCHOOL LIBRARY BOOKS

Textbooks are purchased by the school and loaned to the students. Each student is responsible for the textbooks assigned to him/her and must pay the current price for any textbooks that are damaged or lost. Each student is responsible for lost or damaged library books and must pay the current price for replacement of books

PROGRESS REPORTS

It is the responsibility of parents and students to review student progress reports at mid trimester. Grades are available to view through Gradelink. Parents may request hard copy of progress report from the school office.

REPORT CARDS

Report cards are issued 3 times annually. Parents are asked to place great emphasis on the child's conduct and effort when discussing the results with their child.

GRADING SYSTEM

Subject grades include class participation and mastery of subject matter evaluated by quizzes, tests, class assignments, projects (short and long term), and homework assignments. Grades in non-academic subjects include effort, participation, skill development and achievement in written assignments related to the subject. The physical education grade also includes attending class in complete PE uniform and completing assignments related to health and safety education. The numerical correlation to the letter grades is as follows:

Grade	Grade Points	Grade	Grade Points
A	4.0	C	2.0
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.0	D	1.0
B-	2.67	D-	0.67
C+	2.33	F	0.0



HONORS

Students in Grades 3-8 are eligible for the Honor Roll every trimester. Honors are based on GPA. The criteria are as follows: PRINCIPAL'S LIST = 3.75+ and all Gs; FIRST HONORS = 3.5-3.74 and all Gs and Gs-; and SECOND HONORS = 3.0-3.49 and no lower than C- and no lower than Gs-. Each non-academic grade lower than "G-" will reduce the honor awarded by one level. Any U (Unsatisfactory) will result in the loss of honors. Awards are based on weighted averages in academic subjects.

PROBATION

A student may be suspended for the following reasons: academic, behavioral, athletic. A student who receives a D or F for one trimester will be placed on Academic Probation. Tutoring, testing, or possibly transfer to another school may more adequately meet the student's needs. A student who receives a U (Unsatisfactory) in Conduct or 2 NIs (Needs Improvement) in a year will be placed on Behavioral Probation (see also Probation for Misconduct below). A behavior plan, including appropriate consequences, will be written, and the student will have to make significant improvement in order to remain in attendance at Salesian. The principal will have the final decision in all probation matters. Athletic Probation is discussed in the Sports section below.

RETENTION

Retention is considered for students who have not satisfactorily completed the work of the grade. Retention is based on an evaluation of academic, social and emotional growth. If in the teacher's judgment, retention is probable, parents will be notified during the second trimester. The teacher will identify the problem and recommend remediation. In the event that remediation is not effective, the principal in collaboration with teacher shall make the decision regarding grade placement. Failure in two or more core subjects may result in retention.

BENCHMARK TESTING

In collaboration with the Diocese of Monterey, we are administering online electronic testing through Renaissance Learning. Students will be tested 3 times a year during designated periods by the Diocese. Parents are asked to refrain from taking vacations, doctor appointments, etc. which would cause the student to miss the benchmark testing periods.

TRANSITIONAL KINDERGARTEN COMPLETION AND KINDERGARTEN PROMOTION

At the end of the year, a simple celebration is held to honor the Kindergarteners' promotion into 1st Grade and the Transitional Kindergarteners completion of their school year. Only siblings from other grades are invited to attend and return to the classes immediately after the ceremony.



GRADUATION

Students who successfully complete the scholastic and behavioral requirements will be awarded a diploma at the end of the 8th grade. Parents of a student who is in danger of not graduating will be notified no later than the end of the second trimester. Since a student's failure to complete third trimester requirements would make early notification impossible, there may be an exception to this rule. All tuition and fees for both the graduate and his/her siblings must be paid before the student can receive the gown or diploma.

SPORTS PROGRAM AND EXTRA-CURRICULAR ACTIVITIES

At Salesian, we try to accentuate the positive, encourage achievement and effort, and develop within the student a good self-image through school programs and various after-school sports. In addition to individual class programs and grade-level projects, students have the possibility of participating in such activities as flag football, basketball, volleyball, soccer, golf, track, and cross-country. Participation in school athletics is celebrated yearly at the Sports Banquet.

SPORTS PARTICIPATION POLICY

Any student who wishes to participate in the sports program must meet these requirements: 1) No academic grade may be lower than C-; 2) No non-academic or conduct grade may be lower than G-; 3) Students with grades under the requirement in any single area will be placed on probation effective from the issue of the grade until the next report card or progress report is issued; 4) Failure to improve his/her grades may result in being dismissed from the team; 5) Any student who does not attend school on the day of a game, practice or meet may not participate in that game, practice, or meet; 6) A student may lose the privilege of participating in any single game when she/he does not fulfill her/his disciplinary or academic responsibilities. (However, this action will be taken only at the discretion of the principal); 7) The principal will decide whether a student will or will not participate in the sports program based on academic and disciplinary requirements.

STUDENT GOVERNMENT

Student government establishes a well-organized student body, promotes communication and understanding between administration, faculty and student, and develops Christian values, academic excellence, good citizenship, family spirit and the Salesian identity of the students. Student government provides the students with a sense of involvement in their school and engenders school pride and spirit, as well as opportunities for learning, development and use of leadership skills and enjoyment of student sponsored activities.

STUDENT COUNCIL

Student Council consists of the student body officers from Grades 6-8. All members serve for one full term and may be re-elected the following year. To qualify as a candidate, a student must give consistent good example, maintain at least a C in academic subjects and at least a G- in conduct and non-academic subjects for the year (no Ds, Fs, NIs, or Us) and have consistent school attendance. Each candidate must obtain the written approval of parent, teacher and principal. Student Council members must have leadership abilities and a willingness to develop and use personal talents of others. They must set a good example, be able to work with others, be ready to give of their time and energy for projects, attend Student Council meetings, and be generous in giving their best to their school and fellow students. Students who do not fulfill their responsibilities or meet grade and conduct requirements on the report card will be placed on probation and possibly even dismissed from office at the discretion of the principal and in dialogue with the Student Council Moderator who supervises all meetings and activities. All decisions regarding eligibility, activities and plans are pending the principal's approval.

STUDENT COUNCIL FUNDRAISERS AND OUTREACH PROJECTS

Various projects are sponsored by the Student Council during the year. Proceeds from these fundraisers help support for these local and global outreach programs. Parents are asked to generously support these events.

PREVENTION

Extreme measures in discipline can be prevented. The school will do its part to create a climate conducive to learning and positive behavior for all students. Parents will work in cooperation with school personnel by attending parent-teacher conferences, following up at home with an appropriate means to monitor the student's behavior, maintain communication with the teacher so as to avoid further disciplinary action, and cooperate with the decisions made by the administration in regard to the type of disciplinary action to be taken by the school. Both parents and the faculty/administration will bear in mind the educational philosophy of Don Bosco.

DISCIPLINE POLICY

Good discipline is imperative for the success of any school program. It underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Discipline is considered as an aspect of moral guidance and not a form of punishment.

The purpose of discipline is to guide the students in developing a sense of personal and social responsibility and accountability for their own actions, to provide a classroom situation conducive to learning where students behave in a way that does not hinder their own learning or that of others, to build a sense of Christian community and foster respect, as well as a sense of school pride by working together as a family to create an orderly school atmosphere.

PARENTAL ATTITUDES

Parents, as the first educators of their children, must also give good example of Christian politeness. It is important that home-school communication be open, courteous, child-centered, and specific. Any concern or problem a person has with another adult should be addressed directly to that adult before taking the issue to a higher level. When differences arise or clarifications need to be sought, it is expected that the parents present their views in a calm manner with reason and respect. When a parent has a difficulty with the behavior of a child not their own, the issue needs to be brought to the attention of the administration. Emergencies apart, an adult should not take up an issue directly with the child of another parent. Parents who demonstrate an unwillingness or inability to conduct themselves in a polite manner, damage school property, or who tend to be verbally or physically abusive to students, staff, or other parents, may, at the discretion of the administration, be required to stay off the school property and/or withdraw their child(ren) from Salesian.

STANDARDS OF BEHAVIOR

Our educational system is based on Don Bosco's method of reason, religion and loving kindness. Discipline is carried out in as dignified and positive a manner as possible. In certain circumstances, punishments are necessary for the wellbeing of the student and/or the others. Students are required to:

1. Be moral, honest, reverent and actively participate at prayer, and to show evidence of appreciation of Gospel values.
2. Respect and follow the leadership and authority of the principal, teachers, and other staff members, and refrain from defying school authorities and/or challenging school rules and policies.
3. Take responsibility for their actions and accept the consequences of their behavior.
4. Develop and maintain behavior which is conducive to a positive learning situation and to the living of the Salesian family spirit of the school must conduct themselves in a positive and courteous manner at all times including and not limited to carpool, field trips, athletic activities and community events.
5. Practice habits of good hygiene and cleanliness.
6. Follow the complete uniform code as outlined in this handbook at all times.
7. Come to school on time, attend all classes and other required assemblies and activities.
8. Bring the necessary books, supplies, and completed assignment to class daily.
9. Refrain from disrespect, rudeness, insubordinate behavior and violence and abuse of any kind whether toward adults or other student.
10. Assist in keeping the classroom, grounds, and facilities clean and free from paper and other litter.



11. Refrain from damaging, defacing, or destroying property that belongs to the school, others, or themselves.
12. Refrain from gum chewing.
13. Play at recess in the assigned areas.
14. Care for and use sports equipment appropriately.
15. Refrain from being in any area not under adult supervision.
16. Remain on the school grounds until transportation is provided by the proper carrier.
17. Maintain a "Bully-free" environment - students will not tease, bully or cyber bully, harass, and/or coerce others. Bullying is defined as intentionally aggressive behavior, repeated over time, that involves an imbalance of power.

PROBATION FOR MISCONDUCT

A student will be placed on probation for a serious offence, or for continuous misconduct after a warning, when the misconduct does not require more serious action. Only the administration has the authority to execute a probation or lift one. A conference with parents, student, and teacher(s) will be held prior to probation.

SUSPENSION

Suspension is given only when other means of correction fail to bring about proper conduct or when the misconduct is serious enough to warrant it. When a student is to be suspended, the parents and the student are informed that the student may serve an in-school or home suspension. Only the principal and administration may suspend or lift a suspension.

IN-SCHOOL SUSPENSION

If the matter warrants it, a student may be excluded from class for the day or for a period of time designated by the principal while still being marked present at school. The student is responsible for completing all class and home assignments.

HOME SUSPENSION

For more serious reasons, a student may be sent home for the remainder of a school day or required to remain at home for a designated period of time. In either case, the child is responsible for completing all class and home assignments. Any of the reasons listed below for expulsion, with mitigating circumstances, or any other behavior deemed sufficiently serious by the principal, is adequate cause for the suspension of a student.

EXPULSION

After one or more suspensions, or for any sufficiently serious reason, especially if the student shows no marked improvement or does not demonstrate a real intention to improve behavior or attitude, the student may be asked to leave school and not return. In very serious cases, expulsion can take place without any previous suspension. The principal is the final recourse in all disciplinary situations and may enforce or waive any disciplinary rule for just cause at her discretion. The reasons for expulsion are, but not limited to, the

following offenses committed by the students: 1) continued disobedience, habitual or serious disregard for school policy and/or rules, incorrigible behavior, habitual or serious disrespect, rudeness, 2) open, persistent defiance of the authority of any school employee, 3) profanity, vulgarity, or obscenity, crude, foul, off-color, or objectionable language or behavior, 4) smoking or possession of tobacco, 5) use, sale, purchase, or possession of any habit-forming substance(s), including medication of any kind, 6) use, sale, purchase, or possession of any alcohol, narcotics, marijuana, or any other controlled substances on or near the school premises, at any school-related activity, or any other location, 7) vandalism or willful destruction of school property or that of others, 8) stealing, 9) repeated truancy 10) possession and/or assault with a deadly weapon and/or any object which can be used to cause harm to another, 11) assault or battery, or any threat of force or violence, any abuse, including verbal, directed towards any student, parent, or school personnel, 12) consistent disruption of the teacher and/or the class, 13) fighting, habitual bullying or intimidation of others, 14) actions gravely detrimental to the moral and spiritual welfare of the other pupils, 15) any other action deemed by the principal to be serious enough for dismissal

VANDALISM

School property must be respected. Students may not tamper with equipment, mark desks, or misuse or abuse any school property or real estate. Parents of students must assume the cost of repair or replacement of any school property damaged or destroyed by their child. Playground equipment or school equipment which is destroyed or lost by the students will be replaced at the cost of the parents.

SEARCH, SEIZURE, RESTRAINT

The principal and/or her designee may search student desks and belongings including, but not limited to, handbags, briefcases, backpacks, and other items in a student's possession. While corporal punishment is never allowed, contact/restraint by school personnel toward a student or students may be necessary to remove and/or separate students whose behavior poses a danger to themselves or others.

SEXUAL HARASSMENT

Any behavior that can be in any way construed as a form of sexual harassment among students or others will be considered serious and will not be tolerated. Parents must help their children understand that name-calling, obscenities, teasing, touching, actions and/or words of any kind that have a direct or indirect sexual connotation, even if occurring among younger children, are strictly forbidden and will be dealt with seriously.

PERSONAL APPEARANCE - UNIFORMS

Neatness in one's appearance and overall cleanliness is an indication of a healthy and positive self-image. The school's policy regarding student dress and grooming stresses good taste, cleanliness, and modesty. The uniform promotes a sense of belonging to the school, develops school pride, and eliminates distinction of social status. It is the parent's responsibility to see that the child comes to school well-groomed and with the complete uniform, which is as follows:

Girls: Plaid skirt (Gr. 5-8) or Plaid jumper (K-4) purchased from Merry Mart

Navy or black bike shorts to be worn under plaid skirt or plaid jumper

Navy vest (Gr. K-8) purchased from Merry Mart

Boys/Girls: White polo shirt, short or long-sleeved, non-fitted purchased at Merry Mart.

Navy regular slacks (twill or corduroy) purchased at Merry Mart.

Navy regular pair walking shorts purchased at Merry Mart.

Navy vest purchased at Merry Mart.

Blue cardigan sweater purchased at Merry Mart

Salesian Gray Fleece jacket purchased at Merry Mart

Navy blue jacket purchased at Merry Mart

Plain white crew or knee socks (girls only).

All black lace-up, loafer or dress shoes (No high tops, boots or slip on)

White undershirts

Boys:

Blue or black belt (Gr. 2-8)

PE Boys/Girls: Navy sweatshirt (hoodie or crew) with Spartan Logo, purchased from Merry Mart

Navy sweatpants with Spartan Logo, purchased from Merry Mart

Navy athletic shorts purchased from Merry Mart

Gray tee shirt with Spartan Logo, purchased from Merry Mart

Plain white crew or knee socks (girls only).

Black (may have minimal white) athletic shoes

UNIFORMS must be purchased at The Merry Mart (merrymartuniforms.com) at 33 Washington St., Santa Clara, CA 95050

SWIMWEAR: Girls will wear a **one-piece, modest bathing suit and a swim cap**. Boys will wear swim trunks. Both boys and girls must wear footwear outside the pool area. Students may not walk around the school or go home in their swimwear. No jewelry may be worn in the pool.

IN COLD WEATHER, ALL STUDENTS may wear a white turtleneck shirt under the polo shirt, and any color winter jacket for very cold weather. Girls may wear navy tights under the uniform. However, **no sweats, leggings or pants may be worn under the skirt or jumper.**

CARING AND WEARING OF THE UNIFORM The school uniform is to be kept neat, clean and free from holes. All items of clothing must be labeled with the child's name. If any item is not marked, the teacher may take the liberty to mark it for the student. Students must be dressed neatly, modestly, and appropriately at all times. They must wear the complete and prescribed uniform every day until off school grounds unless otherwise permitted. Shirts must be tucked in except in recess and PE. Jumper/skirts must be worn at the appropriate length of 4 inches above the knee. Vests will be worn throughout the school year, and only taken off with principal's permission on hot days. Students must also adhere to the regulations regarding the PE uniforms. A student who arrives at school without the proper uniform will result in parents being contacted and required to bring proper uniform for their child.

GIRLS may wear one watch, one bracelet, one simple chain with a religious medal or cross, and one pair of matching stud earrings. For safety reasons, no hoops, dangling or multiple earrings are permitted. No tinting or coloring one's hair or any extreme hair style is permitted. Hair must be away from the girl's face, using headband, clips, braid, ponytails. Hair accessories should be minimal and may include simple black, blue, white or Merry Mart uniform-plaid hairbands. No make-up is allowed except clear nail polish and clear lip gloss. Undershirts must be white.

BOYS may wear one watch, one bracelet, one simple chain with a religious medal or cross. No earrings, make-up or other jewelry is allowed. Hair styles should always be clean and neat and well-groomed, not extending below the top of a normal shirt collar nor below the ear, nor below the eyebrows, not too short (no # 1 cuts), not too long, with no striping, shaved and/or hair engraving, no ponytails or other extreme hair styles (skin-cuts, mohawks, etc.) and be the student's natural color. Hair must be away from the boy's face.

FREE DRESS

The opportunity to wear non-uniform clothing to school and school-sponsored activities is given periodically so that students may learn to make appropriate choices in apparel. This privilege is extended to those students who demonstrate personal responsibility in this regard. This privilege may only be given by the principal. The students are expected to choose modest and appropriate clothing for school. Extremes are to be avoided. Tight-fitting clothing such as tight jeans, jeggings, leggings, tight knits, half shirts, tube or tank tops, spaghetti straps, off-the-shoulder, bare midribs, pants or shirts with tears or holes, mini-skirts, cut-offs, short shorts, pants worn below the waist or clothing with inappropriate words or pictures are not permitted. For safety reasons, no flip flops, open toed shoes, Heelys or heels are allowed. On eighth grade nice free dress day, heels greater than two inches are not allowed. The school reserves the right to contact parents and require proper attire to be provided for the child. The opportunity for free dress will be denied to students who do not observe the dress code.

RE-REGISTRATION

In spring, re-registration packets are sent to families so they may indicate their intention of ensuring a place for their child in school for the following year. These forms are sent to those families who are up-to-date with their financial responsibilities. These forms, together with the re-registration fees, are due on the date indicated on the forms. Families failing to meet the deadline for re-registration will not be guaranteed a place for their child for the next academic school year. The principal reserves the right to hold back or deny re-registration packets to those who do not meet their financial obligations or for those whom the administration deems it is not in the best interest of the child, the family, or the overall school community that they return.

END OF THE YEAR BALANCES

School accounts for non-graduating students must be paid in full by the end of May of current school year. School accounts for graduating students (8th grade) must be paid in full prior to graduations and Transitional Kindergarten and Kindergarten students must be paid in full prior to end of the year celebration. All financial obligations must be current to be eligible to register for the upcoming school year. The school reserves the right to deny enrollment if there is a documented history of non-compliance with the tuition payment policy.

NEW APPLICATIONS

After the deadline for re-registration, applications are accepted from families who wish to enroll new students in this school for the following year. A readiness test is administered to Transitional Kindergarten and Kindergarten applicants, and a placement test is given to prospective students in Grades 1-8. A non-refundable testing fee of \$35 is assessed to each applicant. The principal interviews the child and his/her parent before granting admission. A child may be denied acceptance if the evaluation indicates s/he is unprepared to benefit from the school's program either academically or in regard to conduct.

FACTS

School tuition is paid via the FACTS (factsmgt.com) tuition company that withdraws the designated amount from your bank account each month making payments simple, exact and timely. Families are expected to sign up for this service at the time of enrollment. Any family failing to maintain their account with FACTS in good standing will be allotted one month to re-establish regular FACTS payments or suffer the possible suspension of the child(ren) until the FACTS account is reinstated.

TRANSFERS

Students transferring out of the school need to notify the school office three days in advance, return all textbooks, library books, and any other school property. All financial obligations to the school must be paid before records will be sent to the new school. Health records, transcripts and other documents are mailed directly to the new school once our office receives the official request from the receiving school.

TUITION 2018-2019

New Students

ENROLLMENT FEE

\$400.00 (\$200.00 non-refundable deposit)

Returning Students

RE-ENROLLMENT FEE

\$400.00

Tuition Fees (Non-refundable)

1 child	\$5,665.00
2 children	\$10,880.00
3 children	\$15,980.00
4 children	\$20,400.00

Special Events Fees (Non-refundable)

Transitional Kinder & Kinder Promotion Fee	\$30.00
Graduation Fee (Grade 8)	\$150.00
Science Camp (Grade 6)	\$525.00

Yearbook (optional)

\$40.00

Service Hours:

30 hours **OR** \$600.00/\$20 per hour

HEALTH REQUIREMENTS

No student shall be admitted to school without having the required health examination and immunizations in accordance with California State Law. If a student has a serious health problem, (eg: heart problem, diabetes, allergies, asthma...) it is essential that this special information be given to the school office and to the teacher in writing at the beginning of the school year.

INJURIES/INSURANCE

Every child is covered by insurance for injuries occurring on the school grounds. Students participating in Salesian sponsored after-school sports activities are also covered by school insurance. All injuries must be reported promptly to the person on duty and to the school office. If school insurance claim forms are needed, they should be filled out within 24 hours after the injury. These forms are issued from the school office.

HYGIENE REQUIREMENTS

Continual neglect of good health and/or hygiene practices which constitute a hazard to other students, (e.g.: lice, pink eye, impetigo, or certain other communicable diseases or conditions), including constant reoccurrence of these, may result in expulsion. Students who have these problems will be sent home, and they will not be allowed to re-enter school until they have a physician's note certifying their fitness to return to the classroom. Students are required to bathe or shower daily, to wash their hair regularly, to keep it combed, and to practice good health habits. Parents will assume responsibility for proper hygienic training at home.

MEDICATIONS

Whenever possible, parents should make arrangements for administration of prescription medicine at times other than during the school day. Medication of any kind will not be furnished by the school. When it is necessary to take medication of any type (including aspirin or similar products) during the regular school day, the student must be attended by the office personnel. The following are required and must accompany all medication: 1) a written statement from the physician detailing the method, amount and time schedule by which medication is to be taken, 2) a written statement from the parent or guardian indicating the desire that office personnel attend the student in the manner set forth by the physician's statement, 3) the medication container provided by the parent/legal guardian must be labeled with the student's name as well as frequency of administration and dosage, 4) the parent/legal guardian will provide enough medication for the entire school day, 5) the written release/request from the doctor and the parent/legal guardian shall be on file, stating the nature of and prescription for the medication. ALL MEDICATION, EXCEPT INHALERS, MUST BE KEPT IN THE OFFICE.

EMERGENCY INFORMATION

Parents are responsible to assure that the school has current and accurate information on the Emergency Cards which are completed annually and kept on file in the school office. ANY CHANGE IN INFORMATION, SUCH AS A TELEPHONE NUMBER AND ADDRESS, SHOULD BE REPORTED TO THE SCHOOL IMMEDIATELY. If your child is under the supervision of an adult, other than the parent/legal guardian, this information should be in the school office. Be sure that the persons to be notified in case of an emergency know that they are to be contacted and are available.

CUSTODY

No unauthorized organization, agency, or person may be allowed to visit or assume custody of any student on school premises immediately before, after, or during school hours unless explicitly authorized in writing by the parent/guardian with full custodial privileges, or by a court order. In order to cooperate with student and family needs, the school must be informed in writing of custody arrangements. If any court order exists, denying access to a non-custodial parent or any type of restraining order, it is the responsibility of the custodial parent to alert the principal and office personnel and to provide the school with an official copy of the court order signed by the judge.

FIRE DRILLS

Fire drills are conducted on a regular basis in accordance with state laws. The objective of these drills is to simulate emergency conditions and to evacuate the buildings in the shortest time possible and in an orderly manner. All drills are conducted in SILENCE for the safety of all students and school personnel. Any person on campus at the time of the drill must abide by the rules for fire drills and evacuation procedures.

EARTHQUAKE DRILLS

Earthquake drills are regularly scheduled during the school year. At the given signal, all students drop under the desk and hold on to the desk legs for support while shielding their faces. When the teacher directs, the students proceed to evacuate the building and report to the designated area. The drill is conducted in SILENCE for the safety of all involved. Any person present on campus at the time of the drill must abide by the “drop” and evacuation procedures.

CANCELLATION OF SCHOOL

Cancellation of school takes place only for extraordinary reasons such as, but not limited to, extreme weather conditions, equipment or power failure, or public crisis. Parents will learn about the closing primarily through the phone tree, e-mail, or by radio, TV or newspaper. Evacuation procedures will be communicated to parents if an incident occurs. Parents should **not** come up to the school until notified by school representative. If school needs to be canceled for any other reason, parents will be informed in advance through email.

SAFETY PRECAUTIONS

At no time may students remain in any unsupervised area of the school grounds. Students participating in an after-school program must remain in the designated carpool area until the designated person takes them to the activity. Any student remaining after carpool will be sent to the Extended Day Program to begin the day’s homework assignments. The parents will be charged for this service at the rate of \$5.00 per hour. Parents are not permitted to enter the faculty room, kitchen, Sister’s dining room, and copy room without permission. Students **are not permitted** in faculty room, copy room, Sister’s dining room and kitchen areas.

VISITOR CHECK-IN

For safety reasons all persons entering the school campus must check-in at the school office before going to the playground or classroom. Anyone who volunteers to help with children must have proof in the office file of TB testing and diocesan clearance through fingerprinting. Anything which needs to be delivered to students is to be brought to the school office with the student’s name and grade clearly visible. The office staff will see that the child receives it. Being a closed campus also means that students may not leave the school premises at any time during the school day unless a parent/guardian or other person designated by the parents signs the child out at the school office. The office will notify the teacher.

STUDENT VISITORS

Student visitors are only allowed in school with the permission of the principal and the teacher. The guest should be about the same age/grade level as the Salesian student and dressed appropriately for school. A letter of explanation is requested from the guest's parent or guardian, and a separate emergency card must be filled out for the guest if a minor. The guest may remain in classes all day with the student who invited him/her.

ATTENDANCE

It is important for children to attend school regularly and arrive at school on time. Students returning to school after an absence are to have a note. **Absences due to vacations are HIGHLY DISCOURAGED.** The student's parent/guardian must call the school office on the day of absence between 7:50am and 9am. Any student who is absent due to serious illness or contagious disease, or is absent for 5 days or more, must present a release from the attending physician upon return. A student who is absent more than 8 days during a marking period may not qualify for a grade. A total of more than 20 days of absence in a single year is cause to request the student to repeat the grade. Medical or dental appointments should not be made during school hours. In the event that it cannot be avoided, a note written in advance by the parent/guardian is required. In case of student illness or other emergencies, the school office will notify the parent/guardian and arrangements will be made for the child's dismissal. When the parent/guardian cannot be contacted, the persons listed on the Emergency Information Card will be contacted. It is of utmost importance to keep emergency information current. Kindly inform the school office in the event of a change in address or home phone/work/cell number immediately.

TARDINESS

Tardiness is unacceptable. Carpools should arrive no later than **7:45am**. Students arriving after assembly has begun (**7:50am**) are **tardy**. They must receive a late slip from the school office to be admitted to class. Any student arriving after 8:00am must be accompanied to the school office by the adult responsible for carpool. Because of our carpool requirements, if a student misses her/his carpool, she/he must wait until 10:30 to be brought to school and that late arrival will be recorded as a half day absence. Any work missed because of an unexcused tardy may not be made up. If a student needs to leave early, she/he must leave before 2:00 pm Mon.- Fri. and may not return that day.

PERSONAL BELONGINGS

From the very beginning of school, all personal belongings such as clothing, book bags, lunch bags, and school supplies must be clearly marked in permanent ink with the student's name for identification. The school is not responsible for lost items.

LOST AND FOUND

Lost and found items are placed in the designated area. If items are not claimed within a month, they will be permanently removed and given to a charitable organization or turned over to the uniform exchange.

SCHOOL SUPPLIES

Students must have their own supply of required materials and should not need to borrow items from other students. Parents are responsible to replenish any needed school supplies. White Out®, Liquid Paper®, and permanent markers are not permitted.

ELECTRONIC DEVICES

Classrooms are equipped with audio-visual equipment. Students are not allowed to bring any electronic device on school grounds without the specific authorization from the school administration. Students who require the use of cell phones after school must keep them in their backpack (not heard or seen) until they leave the school grounds. Students may not use cell phones on campus. The school is not liable for any lost, stolen or broken devices even if authorization is received. Unauthorized electronics may be confiscated and may require a parent conference for return. Only school approved computer software & devices may be used by students and may not be used during recess or lunch without approval of the administration. No Wifi permission is given to student for use on a personal electronic device.

READING MATERIAL

Only school approved reading materials, magazines, comics and card games are permitted on school grounds.

ACTIVITIES

Any and all activities planned for school must be cleared by the principal. This includes, but is not limited to class parties, field trips, special guests, speakers, entertainment, shows, projects, or movies. Birthday treats for students are allowed and limited to the student's class. Pizza and food parties are not acceptable for a birthday celebration at school. Please notify your child's teacher in advance if you will be bringing birthday treats.

PETS

Teachers, with the consent of the principal, may give special permission for a pet to be brought to school or kept in the classroom as part of a display/special activity. Never may a potentially dangerous pet be brought to school. Due to the presence of Salesian dogs on campus, we discourage parents and visitors bringing their own pets in their cars to school. Salesian is not liable for the possible damage caused by the violation of this rule.

Recreational Activities

For safety reasons, no skateboarding, roller blading, scooting or skating of any kind is permitted on the school premises at any time. Bike riding with a helmet is only permitted on the pump track under supervision.

SCHOOL HOURS

School begins at 7:50am with assembly, prayers and a “Good Morning” thought according to our Salesian tradition. Regular dismissal time from Monday through Friday is at 3:00pm. Students arriving after 7:50 will be marked tardy.

SCHOOL EXTENDED DAY PROGRAM

School aftercare is available 3:30-5pm Monday through Friday. The fee is \$5 per hour for each student. You may call the school office to sign your child/s for aftercare. The child/s is signed into 6th grade classroom by a faculty member. Aftercare will provide light snack, homework time, and free play if time allows. Fridays will have special activity during aftercare. Parents/guardians or designated adult must sign child/s out. There is no aftercare on major holidays (Thanksgiving, Holy Thursday, Christmas, etc.), parent/teacher conference days or noon dismissal days on the last week of school. Families will be billed directly on a monthly basis.

SCHOOL OFFICE HOURS

The school office is open from 7:30am to 3:30pm Monday through Friday. The telephone number is (831) 728-5518. Parents wishing to see the principal are asked to make an appointment to avoid scheduling conflicts.

PHONE CALLS

Students may not use the telephone except for a serious reason and only with permission of the office personnel.

AMENDMENTS

The handbook is evaluated and revised yearly. A copy of the handbook is issued to the families, teachers and staff at the beginning of the school year. This revised edition replaces all other editions. The principal retains the right to amend any part of the handbook during the year. Parents will be given prompt notification if changes are made during the school year.

DIOCESE OF MONTEREY

Statement of Christian Principles:

Salesian Elementary and Junior High School is a Transitional Kindergarten through 8th grade private Catholic school working cooperatively with the Diocese of Monterey; all schools in the Diocese of Monterey are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth - teachers, administrators, parents family and friends - is required to behave in accordance with these principles. These Christian principles include but are not limited to the following:

1. Parents, family members, child care providers and friends (including but not limited to grandparents, stepparents, siblings) are expected to work courteously and cooperatively with the school in **all** areas of the school and student life. This principle is intended to broadly apply to all on and off campus behavior that affects the school in any way.

2. Students, parents, family members and friends must act and speak with integrity, respect for others and always use good manners and a cooperative and helpful tone of voice.
3. Students, parents and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive and must use appropriate channels of communication include contacting the teacher or staff member or the principal directly by phone or email. Inappropriate channels of communication including posting information on Facebook or similar social media, using the school's contact list to email or text others not directly involved in the area of concern. Such channels of communication are considered divisive and not calculated to lead to a resolution of the issue in the most respectful and Christ-centered manner.
4. A parent with concerns regarding the behavior of another student must direct the concern to the classroom teacher or a staff member, not to the child or the child's parent.

Parents, guardians or other responsible adults who violate these Christian principles may be asked to withdraw their student from the school. Conduct that materially disrupts classwork or extracurricular activities or that involves substantial disorder will not be tolerated. These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care athletics, field trips, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a nature as to warrant any action including asking that parent withdraw his/her student(s) from the School.

It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its sole discretion.

Statement of Parent Responsibilities

1. Support the educational, social and spiritual development of your child:
 - a. Uphold the school's policies and rules
 - b. Make sure that your child is responsible for completing homework assignments in a timely manner;
 - c. Ensure that your child is ready for school each day by being appropriately dressed, having a nutritious lunch and all necessary supplies
 - d. Hold your child responsible by not bringing items he/she forgot to school;
 - e. Involve yourself in the spiritual life of the school.
2. Respect the school calendar and hours:
 - a. Ensuring that your child arrives on time for school each day
 - b. Calling in if your child is sick
 - c. Scheduling vacations around the school calendar rather than during school periods.
3. Work cooperatively with your child's teacher and the principal

- a. Be judicious in speaking with your child or allowing your child to overhear conversations that are negative about school, the teacher, the principal or another student.
- b. Be available for conferences or meeting with your child's teacher.
- c. Read all communications that come from school.

AGREEMENT

Parents and students are asked to read carefully and be fully aware of the contents of this handbook. They are also required to sign an agreement stating they have read and agree to be governed by the policies stated therein. **THIS AGREEMENT WILL BE SIGNED AND RETURNED TO SCHOOL AT THE BEGINNING OF THE SCHOOL YEAR!**



6/5/18