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St. Leo School Mission Statement

St. Leo School cultivates a Catholic atmosphere inspired by the Gospel values of charity, hospitality, and respect. The faculty and staff are committed to providing a quality education which challenges students to reach “one pace beyond” as they prepare to become responsible citizens and the caretakers of God’s world in the 21st century.

Dear Parents and Students,

Welcome to St. Leo School! In choosing St. Leo School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Leo School for the 2015-2016 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Leo School during the 2015-2016 school year.

The faculty and staff of our school look forward to working with you to promote academic excellence and spiritual development within the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

May the peace of Christ and His blessings be with you always,

*Mrs. Nancy Pierce
Principal*

St. Leo School is accredited through the New England Association of Schools and Colleges.

St. Leo School Philosophy

St. Leo School is a community that offers an educational opportunity to learn within a Catholic/Christian structured environment. St. Leo School provides a nurturing atmosphere, which fosters and strengthens a community of faith. As a staff, we are committed to challenge each student to achieve academic excellence through an integrated curriculum rooted in Gospel values and Catholic teachings.

There is no discrimination on the basis of race, gender, religion, or national origin. A student must be able to function within the program offered by St. Leo School.

ATTENDANCE

Parents/guardians are responsible for ensuring that their children attend school on a consistent basis in accordance with Massachusetts General Law chapter 76, sections 2 and 4, and that their children attend on time. Taking students out of school for vacations, other than at scheduled vacation times, is strongly discouraged. **Excessive absence (40) days or the equivalent of 40 days, including tardiness**, can be cause for a student to be retained in the current grade for another year and/or attend summer school.

Absence

When a student is absent from school, a parent must call the office by 9:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Leo students.

Students must be fever free for 24 hours without medication before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

Students experiencing vomiting and/or diarrhea must remain at home for a minimum of 24 hours, and must be able to keep down solid food, as well as having no further bouts of vomiting/diarrhea. Students should not be sent to school in the morning if they were vomiting the night before or were dismissed from school the day before as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence.

Absences for three or more consecutive days due to illness require a doctor's note.

Make-up Work for Absences

Parents must call the office by 9 a.m. if they are requesting make-up work for absent students. **Work will not be available for pick-up until 2:30.** Students who are absent have one day for each day of absence to make up the missed assignments. For example, a student who was absent three days would be given three days to complete the missed work. Make-up days include weekends.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

No assignments will be given in anticipation of a vacation. Students can collect missed work on the first day they return to school after their vacation.

Absence/Dismissal during the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office.

A written note is needed if a student is being dismissed during the school day. The note must indicate who is picking up the child. If it is someone other than the parent, the note must have the full name of the person – not just “Aunt”, “Uncle”, or “Grandpa”. Please advise the person picking up your child that they will be required to show their license for verification.

Tardiness

Students in Kindergarten through grade eight who arrive after 8:15 A.M.* are considered tardy.

*Students who are tardy must sign in at the office.

*Arrival time is based on when they arrive in the classroom. Middle school students may receive a detention for excessive unexcused tardies, at the discretion of the principal.

FINANCIAL OBLIGATIONS

FINANCIAL ASSISTANCE FORMS are available ONLINE at www.factstuitionaid.com or at the school office.

Tuition Payment Options:

Payment Options:

- Pay in full by July 1 prior to the start of that school year.
- Enroll in the FACTS® Tuition Management Service. Payments are made from July through May.
- Please note that you may pay in full for one child and utilize FACTS® for another.

Enrollment/Re-Enrollment

- The \$100.00 Application Fee for new students must be submitted with the application.
- All Application Fees are NON-REFUNDABLE.
- There will be a \$25 returned check fee for all checks made payable to St. Leo School each time they don't clear the bank.

FACTS® Tuition Management Service Overview

- There is an annual non-refundable administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by FACTS® – please do not make this payment to the school.
- Pay tuition over 11 months via personal checking account or savings account.
- Your enrollment form to FACTS® must be returned with your registration.
- All families not selecting the FACTS® tuition plan will be expected to make one direct payment to St. Leo School for the entire amount of tuition no later than July 1 prior to the start of that school year in order to receive the 2 % discount. You may drop off your payment to the school office or mail it to the school.

Withdrawal Policy

- **Families must notify the school in writing if a student is withdrawn from the school.**
- **A \$200 administration fee will be charged to any students in grades K-8 withdrawing during the school year.**
- A \$200 administration fee will be charged to any student withdrawing or changing pre-kindergarten days during the school year.
- Registered students who withdraw before the first full day of school are responsible for one month's tuition.
- Registered students who withdraw between the first day of school and December 15th are responsible for one quarter of the full tuition amount.

- Registered students who withdraw between January 1 and March 1 are responsible for one-half of the full tuition amount.
- Registered students who withdraw after March 1 are responsible for the full tuition amount.
- **If tuition remains unpaid within a two-month period, St. Leo School will send a 30 day notice demanding that the parent bring their FACTS account current. If this demand notice is not complied with, the parent will not be permitted to participate in the FACTS Tuition Management Program for the following school year. No child will be permitted to attend St. Leo School until any balance owed for the previous school year has been paid in full.**
- The school will not forward records for students who withdraw or graduate with an outstanding balance, including unpaid fees.

A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT EVERY TIME A CHECK IS RETURNED FOR INSUFFICIENT FUNDS.

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL.

CODE OF CONDUCT

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students must cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, and concern for the environment.

The principal or assistant principal reserves the right to determine the appropriateness of an action if any doubt arises.

Students are expected to:

1. Accept leadership and authority of all teachers, staff members, principal and volunteers, and cooperate with teachers and other students.
2. Respect all classmates and their property and their possessions.
3. Respect all school property and keep their school neat and clean—no littering.
4. Dress in proper school uniform at all times.
5. Use only acceptable language.
6. Be honest, considerate and thoughtful to all with whom they come in contact.
7. Not chew gum.
8. Do nothing that may injure another person by word or by action.

Major Offenses:

The Diocesan School Office, in conjunction with the discretion of the principal has established procedures whereby students may be suspended or expelled for any of the following reasons:

1. **BULLYING:** the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. (as stated in M.G.L. chapter 71, section 370)
2. **OBSCENITY:** The act of using obscene language by students in verbal or written form, pictures, or gestures in or on school property.
3. **STEALING:** The act of dishonesty acquiring the property of the school, another student, teacher, or staff member.
4. **FORGERY:** The act of fraudulently using in writing the name of another person or falsifying times, dates, grades, addresses, or other data on school forms or assignments.
5. **FIGHTING:** The act of quarreling involving bodily contact during any school activity.
6. **DEFIANCE OF AUTHORITY:** The failure to respond or carry out a reasonable request made by any faculty, staff member, or volunteer.
7. **GROSS MISBEHAVIOR:** The act of deliberate conduct that is detrimental to school functions or threats to staff members or to others.
8. **VANDALISM:** The act of willful destruction of school property or property belonging to others.
9. **TRUANCY:** The act of repeated skipping of class, or tardiness to class.
10. **WEAPONS:** The deliberate act of bringing to school any items that could cause bodily harm or injury to another person.

Minor Offenses:

Minor offenses are any offenses which are not covered under major offenses and include anything which necessitates students being sent or taken to the principal, or being spoken to by their teacher. This would include habitual breaking of classroom rules.

Any student who is in violation of the school rules will have a conference involving the student, parent, teacher and principal. Suspensions are issued at the discretion of the principal.

Bullying, Cyber Bullying, & Sexting

St. Leo School seeks to provide a safe environment for all individuals. Verbal or written threats, including electronic transmissions, made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest; directly, or online**) face detention, suspension, and/or expulsion, at the discretion of the principal. Where situations warrant, authorities may be notified as required by law.

Engagement in online social media such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content the student's activities includes defamatory comments regarding the parish, the school, the faculty, or other students. Students involved in possession or transmission of inappropriate photos/texts/emails on their cell phones or other electronic devices face suspension and/or expulsion.

Bus Conduct:

Riding the bus is a privilege. Whether riding the bus to school, from school, or on a field trip, all students are expected to:

1. Respect the bus driver.
2. Remain seated, and keep backpacks and objects out of the aisle.
3. Refrain from loud talking, shouting, or unnecessary confusion.
4. Keep hands, feet, and objects to themselves.
5. Keep hands and head inside the bus.
6. Respect all individuals. No bullying.

Any notification – from the bus company, parents, or students – of inappropriate behavior on the bus will result in disciplinary action which may include losing bus riding privileges.

Cafeteria Conduct:

Students are reminded to be polite to those serving them. A “please” and “thank you” are always appreciated.

1. Students are to walk in an orderly manner and wait quietly until served.
2. After being served, students will immediately find a place to sit at a table.
3. Before being dismissed to recess, the students will dispose of lunch materials in an appropriate manner.
4. Tables and floor areas are to be kept as clean as possible.
5. Teachers and parent volunteers provide supervision during lunch period and recess time. Their directions should be following in a prompt and courteous manner.
6. Voices should be kept at a moderate level in the cafeteria.

Classroom Conduct:

1. Classroom rules are determined by the classroom teacher.
2. **Cheating of any type will not be tolerated.** Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student who is involved in cheating will also be unable to participate in extracurricular activities.
3. Toys should be left at home. See the section on “Toys and Other Items”.
4. Cover all books and carry them in an appropriate school bag/backpack; replace any textbook that is lost or damaged. Lost or stolen personal items are not the responsibility of the school.

Discipline

Detention

A detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form as written notification of the detention. The day, date, and time of the detention are at the discretion of the teacher or principal. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

Suspension

Students who are given an in-school suspension will be required to report to school each day and work with the principal. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work. **Students who are on suspension are not allowed to participate in any extracurricular activities.**

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Leo School. Students who have been expelled will not be allowed to re-apply for admission to the school without prior permission from the principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Leo School.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Gum

Students must not chew gum at any time that they are at school or any school event. This includes before school, during school, and after school. Disciplinary action will occur for student's chewing gum during the course of the school day or during car or bus line. **Gum chewing in church is disrespectful.**

Harassment

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. When warranted authorities will be notified in accordance with the law.

Off-Campus Conduct

The administration of St. Leo School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to, cyber-bullying.

Playground/Recess Rules:

1. Nerf balls (no hard balls), Frisbees, jump ropes, or Skip-Its may be used with the teacher's permission.
2. Rock, stick, or snowball throwing is prohibited at all times.
3. Physical fighting or bullying is prohibited. Disciplinary action will be based on the severity of the offenses and may include:
 - a. Loss of recess
 - b. Parent-teacher conference
 - c. School suspension
 - d. Notification of authorities of necessary
4. No toys are to be brought to school including, but not limited to, video games, iPod's, CD players, hand-held video games, other electronic equipment, bicycles, skateboards, Pokemon cards, etc. See "Toys and Other Items".

Respect

Respect is a key element in the Mission Statement of St. Leo School. This includes the playground/cafeteria monitors and all other parent volunteers. The following consequences will result if any student is disrespectful.

1. The student must write a letter of apology to the adult before leaving school. The letter will be taken home and signed by the parent or guardian, and returned to the homeroom teacher the next school day.
2. The student will serve one lunch recess detention with a teacher or the principal.
3. The student will serve an after school detention with a teacher or the principal.

Respecting School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, textbooks, library books, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

Restroom Conduct:

Students are required to:

1. Use the restroom as needed, and not as a place to socialize or play.
2. Keep the restrooms clean for the benefit of all.
3. Flush the toilets when finished.
4. Leave used paper towels in the provided wastebaskets.
5. Leave pens, pencils, markers, crayons, etc. in the classroom.
6. Maintain a clean appearance and wash their hands before returning to class.
7. Turn off the water faucets completely before leaving the restroom.

Toys and Other Items

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, pagers, cell phones, laser lights, palm pilots, CDs, iPods/mp3 players, cameras, or anything that will distract from a learning situation are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

DRESS CODE

Gym Uniform:

Boys and Girls: Grades K-8

1. White T-shirt with school logo
2. Sweatshirt with school logo (includes team sweatshirts, performing arts, etc.)
3. Hunter green gym pants with school logo
4. Hunter green shorts with school logo (worn at the discretion of the principal)
5. Sneakers that are not their uniform shoes, with non-marking soles.

Regular Dress Uniform:

Girls: Grades K to 5

1. White school blouse (Peter Pan or Oxford) tucked in at all times
2. School jumper
3. School navy V-neck sweater or vest with school logo

4. Socks (ankle or knee) or tights: **plain** white, green, navy or grey
5. **Plain, non-marking sole, solid black sneakers or non-marking solid black shoes, black laces only on sneakers or shoes**
6. No boots, of any kind, are allowed to be worn during the school day.
7. Navy school slacks purchased at Allen's may be worn in the winter time at the discretion of the principal.

Girls: Grades 6-8

1. White school blouse or polo with school logo tucked in at all times
2. School skort, no shorter than one inch above the knee
3. School navy V-neck sweater or school vest with school logo
4. Socks (ankle or knee) or tights: **plain** white, green, navy, or grey
5. **Plain, non-marking sole, solid black sneakers or non-marking, solid black shoes, black laces only on sneakers or shoes**
6. No boots, of any kind, are allowed to be worn during the school day.
7. Navy school slacks, purchased at Allen's, may be worn in the winter time at the discretion of the principal.

Boys: Grades K-8

1. School white polo shirt with logo tucked in at all times
2. Navy twill or Dockers style school pants purchased at Allen's Store
3. School navy V-neck sweater or vest with school logo
4. Socks: white or navy blue
5. **Plain, solid black sneakers with non-marking soles or plain, solid black non-marking shoes, black laces only with sneakers or shoes**
6. Navy Bermuda shorts purchased at Allen's Store (may be worn at the discretion of the principal)
7. Boys' hair **MUST** be no longer than the top of the ear and above the eyebrows. **NO SPIKED HAIR IS ALLOWED**

***No jeans, sweat pants, or gym pants may be worn on school picture days. Hats may not be worn in the building or during indoor field trips.**

The uniform code at St. Leo School does not consist of the following:

1. Rolling waistbands
2. Sweatshirts worn as part of the regular dress uniform
3. Dangling and/or multiple sets of earrings, choker necklaces
4. Silly Bands or an excessive number of bracelets

5. Tattoos of any kind (including rub-on, tattoo sleeves, etc.)
6. Sneakers with wheels

Dress down day fashion does not consist of tank tops, shirts with spaghetti straps, tight fitting clothing, torn jeans, low waist pants, mini-skirts, or shirts with inappropriate sayings or pictures.

Shorts: Shorts worn on out-of-uniform days must adhere to the standard of longer than fingertip length (of longest fingers). Students who wear shorts that violate the length rule will lose the privilege for the entire school year.

EMERGENCY DRILLS/CRISIS PLANS

Crisis Plan

St. Leo School has a “crisis plan” in case of an emergency situation outside of the school that prevents the evacuation of the students from the building or threat posed by an intruder.

When facing a crisis situation keeping your children safe is our top priority. All teachers and staff are aware of the procedures to follow.

Please keep in mind that there is never a “one size fits all” plan. The following are the basic procedures that have been put in place to deal with an emergency situation. Any potential emergency situation will need to be assessed and addressed as it occurs.

Fire Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in one to two lines, facing away from the building;
5. Return to building when signal is given.

GENERAL POLICIES

Birthday Gifts, Invitations, Snacks

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

For the safety and well-being of the students, classroom snacks for birthdays or classroom celebrations must adhere to the Wellness Policy and follow allergy precautions indicated by the teacher/principal.

Cell Phones

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending extracurricular activities, he/she should bring the cell phone to the classroom upon arrival in the morning to place the cell phone in the off position and on the teacher's desk for the day. The cell phone may be picked up by the student at dismissal, and should not be used until they exit the building. At no time during the day should a cell phone be in a student's desk, in their school bag, in his/her possession, or used for calls or texting.

Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.

Drinks (take-out)

Students are not allowed to bring take-out beverages such as but not limited to Dunkin, Starbucks, etc. into the school. Dispose of these beverages before you enter the building.

Events on School Property

When attending events on school property (such as CYO, performances, dances, and practice/rehearsals) students may not leave premises during the event unless accompanied by a parent/guardian.

Students are expected to remain in the venue of the event (such as the gym) and use the bathroom facilities near that venue.

The playground is off limits during non-school hours, such as during meetings, conferences, banquets, etc., whether or not a parent is present.

ACCESS TO OTHER AREAS OF THE SCHOOLS IS PROHIBITED

Extended Day Program

Students in grades Pre- K through 8 arriving before 8:00 AM must report to Extended Day and will be charged accordingly.

Students in grades K-5 who arrive after 8:10 must report to the cafeteria.

The St. Leo School extended day care program will be available from 7:00 a.m.-8:00 a.m. and 3:00 p.m.-5:30 p.m. during the school days. The program will not operate during school vacations, days off, or holidays. The program will service any St. Leo School student. The program is staffed by a certified teacher or aid.

Parents will be billed for extended care on a weekly basis. **The extended care bill must be paid weekly. Families whose accounts are overdue for payment will not be able to use extended care until the account is paid in full.** A daily late fee of 15% will be added to the balance owed until the account is paid up-to-date.

During inclement weather or emergencies:

***If there is a delay for school, morning extended day care will be cancelled.**

***If there is an early dismissal, afternoon extended day care will be cancelled.**

Students are prohibited from photographing and/or videotaping other students during extended care or extracurricular activities without written parental consent.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. **A field trip is a privilege and not a right.**
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Faxed documents are accepted prior to the trip. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
10. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
11. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
12. All monies collected for the field trip are **non-refundable**.
13. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
14. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
15. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
16. All chaperones must be 25 years of age or older. The number of chaperones necessary for a field trip will be determined by the classroom teacher.
17. The Guidance Counselor is the Safe Environment Coordinator. All staff members and volunteers must receive a CORI check and watch the safe environment video.

Home-School Communication

Official school-wide emergency and other important communications are sent using the CONNECT-ED phone system, web site, Facebook, e-mails, and monthly newsletters.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. **If a problem arises, the teacher should be contacted.**

Long range projects may be assigned at various times during the year. These projects are in addition to the daily homework. Teachers will provide written details of what is expected in any given project.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

No assignments will be given in anticipation of the vacation.

Library

Students in Grades K through 5 have use of the school library weekly and may ordinarily borrow two books for one week if previously borrowed books are returned. Books may be renewed twice. Any material being borrowed for a project may be kept as long as needed. Reference books may not be borrowed from the library.

Lost or damaged books must be paid for or replaced. It is a privilege to borrow books and if books are not paid for or replaced, the student will lose the privilege to borrow books the following school year.

Students may not use the library without supervision.

Lost and Found

Any items found in the school building or on the school grounds should be brought to the Lost and Found basket located in the school cafeteria. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

Privacy

Visitors, volunteers, and substitute teachers function in a limited capacity at St. Leo School. **Visitors, volunteers, and substitute teachers are not granted access to student records (academic or health), faculty/staff records, or grade books.**

Physical Education

All students are required to take physical education. If, for some reason, they cannot participate on any given day, a note must be received from a parent or physician. Sneakers with non-marking soles and the St. Leo gym uniform are required. Failure to have them will mean no participation for that day. A lack of participation will be reflected in the student's grade.

School Office Hours

The school office is open on all school days from **7:45 a.m. – 3:30 p.m.**

School Cancellations

St. Leo School follows the Leominster Public Schools' decisions for delayed openings and cancellations due to weather conditions. The principal will send out a CONNECT ED call to inform the parents of any delays or cancellations and will post the delays or cancellations on the school Facebook page. Cancellations and delays are also reported by the television news stations: **WBZ channel 4, WCVB channel 5, WHDH channel 7, and Fox 25 News.** Parents are asked to refrain from calling the school for this information.

Student/Parent Directory

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, cell numbers, and e-mail addresses.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should **not be used** or **sold** for other purposes.

Student Records

St. Leo School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records to parents with legal custody of their child/children. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Person requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Leo School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of a student whose financial commitment is in arrears.

Telephone

The office phone is a business phone. Students are permitted to use the office phone only in case of an emergency, and with permission of the secretary. Arrangements for after-school visits with friends should be made at home.

Testing

The Terra Nova tests are given in Grades 2 through 8 during the month of March.

We attempt to limit the number of tests to no more than a **maximum of three quizzes or tests per day**. However, this will be changed when the circumstances, such as snow days, or scheduling require.

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until all accounts have been settled.**

Visitors and Volunteers

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child or the teacher** during the day. This is an interruption to the teacher and to the educational process.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, supervise students in the cafeteria, supervise on the playground, to assist with class parties, or to decorate bulletin boards.**

GRADING

Grading Scale

A+ = 95- 100

A = 90 – 94

B+ = 85-89

B = 80 -84

C+=75-79

C = 70-74

D = 65-69

F = 64 or below

Report Cards Online Grades 3-8

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year in grades 1-8 and twice a year in Pre-K and Kindergarten. The schedule for conferences will be listed on the school calendar. In addition to scheduled conferences, a parent (or teacher) may request a conference at any time throughout the year. These meetings are usually held before or after school hours and appointments must be arranged by calling or writing to the teacher involved. An explanation of the marking code is on the report card. Homework (written or studied), participation, class work, tests, quizzes, reports and projects are all added into the final grade.

EDGE (edge2day.com) is the online grading system used for students in grades 3-8. Students' averages are updated as grades are posted. Parents and students are encouraged to log on to EDGE on a regular basis to monitor academic progress.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan assigned by the teacher. At the end of the two week period, the student's academic progress will be assessed. A "D" and/or "U" will result in a two-week minimum suspension from all activities with a three-week maximum suspension. At the end of the probation period, the student's academic performance will be re-evaluated and, if necessary, the probation period will continue.

Students whose average is an F will not be allowed to participate in any extracurricular activities or academic competitions. Students who have failed a course for the year must attend a designated summer school session. Individual tutoring will not be allowed as a substitute.

Students with special needs will be evaluated on an individual basis by the administration.

Placement on academic probation is based on a student's average grade, in a major course, at the midpoint of the quarter and at the close of the quarter.

2015-2016	Quarter Mid-Point	Quarter Close
1st Quarter	Monday, September 28	Friday, October 30
2nd Quarter	Friday, December 11	Friday, January 22
3rd Quarter	Friday, March 4	Thursday, April 1
4th Quarter	Friday, May 13	TBD

***Please note that the above schedule may be altered depending on how snow days affect individual quarters**

Parents will be given the specific details of the guidelines regarding grades and extracurricular activities when they enroll in the activities.

Honor Roll Requirements: Grades 6-8.

High Honors: All "A's" in major subjects. No letter grade below "G" or "B" in minor subjects and all the skills mastery section.

Honors: All "A's" and "B's" in major subjects. No letter grade below "S" or C in minor subjects and all the skills mastery section.

Minor subjects are courses which are held less than four times per week.

Students must attend all required school functions that take place outside of regular school hours. Failure to do so will affect the student's grade.

Incompletes

If students are unable to complete all assignments due to an absence that falls at the end of a grading period, a grade of incomplete may be given on the students' report cards. Work must then be completed within a time frame determined by the teacher. It is the students' responsibility (or parents' of younger children) to make arrangements for the completion of all work.

HEALTH & SAFETY

Child Abuse Laws

St. Leo School abides by Massachusetts General Law chapter 119, section 51A. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the Department of Families and Children (formerly known as D.S.S).

Counselor

A certified guidance counselor serves the needs of students and parents through class and individual consultation.

Head Lice

Students who are found to have head lice or nits will be dismissed from school. Students who have been treated for head lice may not return to school until they have been properly treated and examined by the school nurse.

***ST. LEO SCHOOL IS A NIT-FREE SCHOOL.** No students will be readmitted to the school until all bugs and nits are removed.

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Nurse in the container received from the pharmacy and must have on its label the following information:

- b. Child's name
- c. Name of doctor prescribing the child's medication
- d. Frequency
- e. Dose
- f. Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Nurse with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

Office Records and Emergency Information

Parents/Guardians are requested to notify the school office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Safety Procedures

- All doors will be locked during school hours and during the Extended Day Program. A sign is posted on all doors directing visitors to the main door to ring the bell. When entering the building, all visitors must report to the office, sign in and get a visitor's badge. Visitors must sign out and return the badge when leaving the building.
- Supervision of the children during recess will be by a staff member and parent volunteer.
- School dances and social events will be chaperoned by teachers and parent volunteers.
- No student will be released to an adult unless we have received a written note from the parent stating the change in transportation arrangements.
- A parent must grant permission through the school's consent form for photographs to be placed in the newspaper or on the internet.
- **The Guidance Counselor is the Safe Environment Coordinator. All staff members and volunteers must receive a CORI check and view the Safe Environment video. St. Leo School is following the guidelines of the Massachusetts Fingerprinting Program.**

Sick Children Returning to School

Students must be fever free for 24 hours without medication before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

Students experiencing vomiting and/or diarrhea must remain at home for a minimum of 24 hours, and must be able to keep down solid food, as well as having no further bouts of vomiting/diarrhea. Students should not be sent to school in the morning if

they were vomiting the night before or were dismissed from school the day before as this would not allow for the 24 hour protection of the entire school community.

Parents as Partners

As partners in the educational process at St. Leo School, we encourage parents:

- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers and all staff members with respect and courtesy in discussing student problems.
- To set rules, times, and limits so that your child:
 - ◆ Gets to bed early on school nights;
 - ◆ **Arrives at school on time and is picked up on time at the end of the day;**
 - ◆ Is dressed according to the school dress code;
 - ◆ Completes assignments on time;

Parent's Role in Education

We, at St. Leo School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Leo School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Leo School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs

constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical growth. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parent Teacher Organization

St. Leo School Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization. It is important for all parents to get involved and attend the PTO meetings during the school. PTO dues are included in the tuition.

St. Leo School Parental Cooperation Policy

Parental cooperation is required for continued enrollment at St. Leo School. Parents are expected to cooperate in good faith with the implementation and enforcement of all St. Leo policies and procedures as stated in this handbook and requested by the administration and staff. Parents are also expected to be supportive of the school, the administration and all school staff in public.

Parental behavior or failure to cooperate shall be grounds for removal of any student from the school. Additionally, parents are expected to speak and act in a Christian and positive manner at all times; this includes positive conduct while on the school campus, and all school or Diocesan sponsored activities. Disrespectful behavior, vulgar language, or verbal abuse or written abuse, or any other form of electronic transmission of any administrator, staff member or another school family may create a situation in which a

family may be required to immediately withdraw their child from the school, or a family may not be invited to return the following school year. St. Leo School expects all parents to accept and live the mission of the school.

***Right to Amend**

St. Leo School reserves the right to amend this Handbook. Notice of amendments will be sent home with the parents through email or mailed to your home.