

ELEMENTARY PARENT/STUDENT
HANDBOOK

SAINT LEO THE GREAT CATHOLIC
SCHOOL

2011-2012



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A. Diocesan Forms:

1. Permission for Emergency Care Form (*Appendix F-1*)
2. Confidential Health History Update (*Appendix F-1A*)
3. Virginia School Entrance Health Form (*Appendix F-2*)
4. Virginia School Entrance Health Form Instructions (*Appendix F-2A*)
5. Inhaler Authorization Form (*Appendix F-3*)
6. Asthma Action Plan (*Appendix F-3A*)
7. Epipen/Twinject Authorization Form (*Appendix F-4*)
8. Allergy Action Plan (*Appendix F-4A*)
9. Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)
10. Diabetes Medical Management Plan (*Appendix F-5A*)
11. Medication Authorization Form (*Appendix F-6*)
12. Waiver Information/Right to Object Form (*Appendix N*)
13. Parent Permission Form for School Sponsored Trip Participation (*Appendix R*)
14. Academic Intervention Plan (*Appendix AA*)
15. Elementary/Middle School Handbook Agreement Form (*Appendix AG-1*)

B. School Forms

C. Additional School Information

Saint Leo the Great Catholic School

**3704 Old Lee Highway
Fairfax, Virginia 22030
703.273.1211 (fax) 703-273-6913
703.273.1212**

www.saintleothegreatschool.org

Continue to Grow in Grace and Wisdom

Saint Leo the Great Catholic School is accredited by the Virginia Catholic Education Association (VCEA) whose accreditation process has been approved by the Virginia Council for Private Education Committee on Accreditation as authorized by the Virginia State Board of Education.

Design for Excellence is the accreditation process for Virginia Catholic elementary/middle schools. The Saint Leo the Great Catholic School self-study document, visiting team report, and five-year plan for strategic improvement are available for review in the school library and main office.

| | |
|-----------------------|---|
| School Phone Number: | 703-273-1211 |
| Preschool: | 703-273-1211 ext. 652 |
| Extended Day Program: | 703-359-6648 |
| Email Faculty: | Please refer to website above to email faculty directly |
| CCD: | 703-273-4868 |
| Youth Ministry: | 703-591-6089 |
| Parish Rectory: | 703-273-5369 |

School Office Hours: 7:30AM - 3:30PM

School Colors: Maroon and Gold

School Mascot: Lion

WHO DO I CALL WHEN I NEED HELP WITH...?

We recognize that sometimes it is confusing to know whom to contact when questions arise. Please use the following as a guideline when you have questions concerning:

| | |
|--|--|
| Academics | **Subject Teacher |
| Administrative Office Manager | Mrs. Barbara Rannazzisi, ext.688 |
| Admissions Director K-8 | Mrs. Cynthia Washington, ext.645 |
| Attendance | Amy Wilson ext. 640 |
| Building Use After School Hours | Mrs. Mary Adams (703-273-5369) |
| Clinic/Health Records | Mrs. Theresa Ferlotti, ext.646 |
| Community Needs (PTO) | Mrs. Julie Mertz (PTO Directory) |
| CYO Sports Programs | (PTO Directory) Brian Gormley |
| Development | Mrs. Mary Lou Hartnett (703-273-5369) |
| Extended Day Director | Blanca Figueiredo, ext.648 |
| Guidance | Ms. Mary Ann Thompson, ext.649 |
| Kitchen and Lunch Program | Mrs. Jessica Cabrera, ext.650 |
| Library | Mrs. Monica Craven, ext.651 |
| Music Programs/Activities | Mr. John Barger ext.660 |
| Band Program | Mr. Barry Ward |
| Parent/Teacher Organization, President | Mrs. Teresa Ketron (PTO Directory) |
| Preschool Director | Mrs. Blanca Figueiredo, ext.652 |
| Principal | Mr. David DiPippa, ext.644 |
| Providence Hall | Mr. Larry Novak (703-978-6137) |
| Room Parents | Ms. Mizuho Akiba grades K-5 |
| | Mrs. Marianna Gordon grades 6-8th |
| | (PTO Directory) |
| Sacramental Programs | Mr. Lee Cena (703-273-4868) |
| Scouts | Mrs. Beth Ward (Girls) (PTO Directory) |
| | Mr. Jerry Robertello (Cub) (PTO Directory) |
| | Mr. David Pepin (Boy) (PTO Directory) |
| | Ms. Mary Ann Thompson, ext.649 |
| Standardized Testing | **Subject Teacher |
| Student Grades | Mrs. Debbie Schnabel, ext 655 |
| Student Transcripts | Mr. Mike Hedderson, ext.647 |
| Technology Coordinator | Mary Lou Gross (703-273-5369) |
| Tuition / Fees | Mrs. Karen Hardy, ext. 685 |
| Saint John Vianney Center | Nancy Wiegand (PTO Directory) |
| Volunteers | Mrs. Nina Wiczorek(703-273-5369) |
| Youth Ministry | |

** If concerns arise, parents should first contact the subject teacher.

Phone calls to administration, teachers and staff are to be made to the school. The school office number, 703-273-1211, is to be used for all school and student related matters. Extensions are provided when applicable. Unless otherwise noted, all contact persons may be reached through the same school number.

Principal's Message 2011

Dear Parents:

Welcome to Saint Leo the Great Catholic School and the 2011-2012 academic School year! We are happy to have you as part of our Catholic school community.

While we prepare for a strong academic year, it is important that our learning takes place in an atmosphere that reflects our Catholic values and traditions. We all must work hard to create an environment that demonstrates our commitment to our Catholic faith and its teachings. It is very important, therefore, that both our students and their parents know what is expected of each Saint Leo student. The Parent/Student Handbook will provide you with important information as well as guidelines for acceptable behavior here at school. Parents and students should read these guidelines carefully so that both the Diocesan and school policies are clearly understood. Adherence to these policies will allow us to benefit from the experiences that Saint Leo the Great school has to offer.

We all know that by working together we can build on our strong Catholic tradition steeped in faith, and committed to academic excellence. Your contributions of time and energy in our school enhance your child's learning environment. There are many opportunities for you to share in the academic, spiritual and social development of your children here at school. The success of school events is highly dependent on your involvement so we truly appreciate all your efforts to share your time and talents.

Diocesan policy requires that each student and parent sign an acknowledgment form that they have read and understand the policies and procedures in the Parent/Student Handbook. For your convenience, the pink acknowledgment form for your signature will be sent home with every student. This form must be signed and returned to school by **Tuesday, September 6, 2011**. Please feel free to contact me at school regarding this information. I am always available to discuss and aspects of the Handbook or any other concerns that you may have.

Sincerely in Christ,

David J. DiPippa

David J. DiPippa
Principal

PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

Go, therefore, and make disciples of all nations

Teaching them to carry out everything I have commanded you.

Matthew 28:19-20

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person¹. The two-fold goal of Catholic schools is to provide an environment which will foster rich religious training as well as solid academic education in a Catholic value-oriented manner.

¹ Declaration on Christian Education #3

SCHOOL MISSION STATEMENT/PHILOSOPHY

MISSION STATEMENT

Saint Leo the Great Catholic School provides a faith-filled learning environment where we strive to teach as Jesus did --- by example, with respect and compassion for all.

PHILOSOPHY OF LEARNING

Recognizing that each person has unique God-given gifts, we employ a variety of techniques to assist students in achieving their spiritual, intellectual and social potential. In collaboration with parents, the child's primary educators, our community provides a safe, nurturing atmosphere, infused with faith, morals and Catholic principles. Together, we prepare children to be faithful Catholics and productive citizens in a global and ever-changing society.

STUDENT/PARENT HANDBOOK

Each school shall utilize the OCS template to develop and distribute a handbook for students and parents. All local policies and procedures must be in conformity with Diocesan policies, guidelines and regulations.

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook.

All parents, along with students in middle and high school, are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by

those rules (see Appendix AG-1 and AG-2). This signature form will be given to students when they receive a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the date when first interim grades are distributed. Failure to have a signed form on file will not prevent the school from enforcing its policies, but result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

Faculty and staff members shall be given copies of all school handbooks.

Handbooks and all subsequent changes are subject to prior written approval by the Diocese. To the extent any local handbook or policy statement therein may be inconsistent with the policies, guidelines or regulations of the Diocese, the Diocesan policies guidelines or regulations shall be of controlling force and effect.

PARENTAL ROLE

Since parents have given their children life, the Catholic Church recognizes parents as the primary and principal educators of their children. The Catholic parents' promise at baptism to raise their children as Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation of their children.

In this Handbook, the term parent refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

The Diocese of Arlington Catholic Schools respects the role of parents as the primary educators of their children. Since the school is a continuation of the education children are receiving at home, Diocesan Schools should demonstrate respect and support for the parents in their important and challenging task.

Parents are expected to support the school's mission and commitment to Christian principles; support the school policies as outlined in school handbooks (i.e., annually sign the school's Handbook Agreement Form). One of the conditions for initial and continued enrollment at the school is receipt of this signed form indicating the parent's support of the school's philosophy, policies, and regulations. In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal may do so, but after an initial meeting with the classroom teacher.

If a parent repeatedly or seriously violates proper school protocol, displays

inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff, the school may take corrective action. Such corrective action may include, at the discretion of the principal (and, for parish schools, the pastor of the parish) the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff; restriction or termination of the parent's access to school or parish property; dismissal of the parent's child(ren).

The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

As foundation for a faith-community, parents are invited and encouraged to participate in the school's celebration of prayer and Liturgy.

Parents are encouraged to participate in the programs, which are developed for the education of their children. The wide spectrum of this involvement includes volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active involvement in the school's Parent-Teacher Organization.

NON-DISCRIMINATION CLAUSE

Catholic Schools, administered under the authority of the Catholic Diocese of Arlington, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national origin or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

This policy does not preclude the existence of single sex schools, nor does it conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

NON-CATHOLIC STUDENTS

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions

and religion classes for credit.

- Non-Catholic students may be exempt from formal co-curricular or extra curricular sacramental preparation programs, but not from the catechesis held during the school day.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the School, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

ACADEMICS

CURRICULUM

RATIONALE:

Curriculum encompasses all of the sequentially ordered learning experiences that the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the students' spiritual, moral, intellectual, social and physical development.

POLICY:

- The school curriculum shall be in accord with the Christian philosophy and the goals and objectives of the Office of Catholic Schools. Elementary School Guidelines, developed by the Office of Catholic Schools, will serve as an overview of basic skills to be taught at each grade level. They will be implemented on the local level to address the particular needs of the student population served.
- The basic curriculum for all schools in the Diocese shall include the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Computer Education, Library, and World Language.

SPIRITUAL AND MORAL DEVELOPMENT

Rooted in the gospel message, Catholic values are interwoven throughout our daily routine and in all of our interactions with others. Through Religious education, we assist students in coming to know Jesus in a personal way and in developing a loving relationship with Him. The outgrowth of this relationship is love, peace and hope within the individual student and the school community.

RELIGION PROGRAM

As a Catholic school, Saint Leo the Great provides a Religion program that blends with all aspects of life, family, community and study...school-wide and classroom daily prayer, daily classes in Religion, regular attendance at Mass in which students actively participate, sacramental preparation, additional opportunities to participate in the sacrament of Penance (Grades 2 through 8), a commitment to service projects for our brothers and sisters in need, and education in all disciplines in light of the Catholic faith.

Religion programs and texts approved by the Diocese of Arlington are used in Kindergarten through Grade 8. **In reverence, all building activity ceases during school-wide prayer.**

LITURGICAL PARTICIPATION

The entire school participates in bi-weekly celebration of the Eucharist. Each class has an opportunity to plan a monthly celebration as well as participate more fully as readers, singers, musicians, altar servers, and participants in procession. When school is in session on Holy Days, the student body attends Mass during school hours.

Students are also provided with the opportunity to receive the Sacrament of Penance several times during the school year.

Para-liturgical celebrations are held at various significant times of the year, in addition to being part of the classroom instruction.

Parents/guardians, families, and friends are invited to all liturgical and para-liturgical celebrations.

SERVICE

In the pastoral letter, "To Teach as Jesus Did", the American Bishops outlined three areas which the Catholic school must address. These areas are the MESSAGE of Jesus, the COMMUNITY of the Church in which the Catholic school exists, and the SERVICE which Jesus modeled and which He indicated was the way in which all might know He had been sent by the Father. In keeping with this letter, students at Saint Leo the Great are encouraged and expected to be of service in imitation of Jesus. Many opportunities for service are provided according to the age level of the students.

SACRAMENTAL PREPARATION

Saint Leo the Great Catholic School provides a program of religious instruction for students, which mandates parental/guardian participation in pre-sacramental programs prior to the child's reception of the sacraments of Penance, First Communion, and Confirmation.

Students must have attended one year of CCD or Catholic school prior to receiving either First Penance or First Communion. First Penance is received as a group in late winter. First Communion is received in May. The fall date for Confirmation is scheduled by the Bishop's office.

PENANCE AND FIRST COMMUNION

Students in Grade 2 are prepared for the Sacraments of Penance and First Communion during their religion classes. Special parent/guardian meetings are held before the reception of each sacrament to explain the children's preparation.

CONFIRMATION

Preparation for Confirmation occurs during religion classes beginning in Grade 7. Each student is also a part of a Confirmation team, consisting of CCD and Saint Leo the Great students, who complete several spiritual and service projects. The Confirmation teams are lead by adult volunteers. Reception of the sacrament occurs in the fall of eighth grade.

All Sacramental programs are held in conjunction with the Saint Leo the Great Religious Education Office.

Diocesan time allotments are followed for each area of the curriculum. Some flexibility is allowed in the weekly schedule in view of the total coverage over a semester period.

SPECIAL EMPHASIS ACCORDING TO GRADES

Students are grouped heterogeneously. Kindergarten through Grade 3 are self-contained classes. Within the classroom, students may be divided into smaller groups and given additional assistance to meet their individual needs and learning styles. In Kindergarten through Grade 3, instructional assistants assist the classroom teacher. A modified departmental program begins in Grade 4 and increases as the students progress to the middle school grades.

KINDERGARTEN

The curriculum provides for active involvement and emphasis on basic skills and concepts; pre-reading and reading, language, math, science, social studies, art, music, Spanish, and physical education. Instruction in religious truths and values is an integral part of the program.

GRADES 1 AND 2

Primary objectives include stimulation of a greater interest in reading and an effort to increase vocabulary, speaking, listening, comprehension, and creative writing. Concentration is on the core subjects with an emphasis on reading, writing, and math. Reading and language arts are integrated and the holistic approach to learning is encouraged. Students continue their progress in the encore subjects of Art, Spanish, Music, Physical Education, Library and Technology.

GRADES 3 THROUGH 5

A program of continuous practice and expansion of language arts and math skills accompanied by their application to content areas is provided in Grades 3 through 5. The core and encore subjects, as well as Spanish, are studied in greater depth. Children on this level are provided with additional opportunities to work independently, according to their abilities. Teachers continue to equip the children with knowledge, appreciation, skills, habits, and attitudes necessary for successful living. The major thrust of these grades is growth in maturity and responsibility.

MIDDLE SCHOOL (GRADES 6 THROUGH 8)

Middle School students work with a time schedule and change of classes to provide for instruction in each of the core and encore subjects. Students are given greater responsibility in their learning as well as in providing leadership. Working within the middle school concept, emphasis is placed on teamwork and the recognition of each student's contributions to the learning process.

Based on their mathematics progress, aptitude, and teacher recommendation in sixth grade, students are placed in either Mathematics 7 or Pre-Algebra for the following academic year, and are notified of this placement at the end of sixth grade on the final report card..

Based on their mathematics progress, aptitude (including the Iowa Algebra Aptitude Test score), and teacher recommendation in seventh grade, students are placed in Introduction to Algebra (aka Basic Algebra), Algebra 1, or Honors Algebra 1. Students are notified of their placement at the end of seventh grade on the final report card. Honors Algebra 1 and Algebra 1 are full High School level courses. Students taking these courses are eligible to take the Algebra Exemption Exam offered by Catholic High Schools. Introduction to Algebra is an introductory course. Introduction to Algebra students need to take Algebra 1 at the high school level and therefore are not eligible for the Algebra Exemption Exam.

This path would be followed by those student identified as capable of completing High School ALGEBRA in the 8th grade.

SIX TO SEVEN (effective 2011-2012)

Prior to entering Pre-Algebra as a seventh grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through seven.

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria::

1. Math Composite standardized test score National Percentile: 93 or above
2. Class grade in 6th grade math: 90 or above

3. End of year diocesan comprehensive test: 80 or above (Recommended time of testing – May of 6th grade year)
4. Favorable teacher and principal recommendation

SEVEN TO EIGHT (effective 2012-2013)

Prior to entering Algebra I as an eighth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through pre-algebra.

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

1. Math Composite standardized test score National Percentile: 93 or above
2. Class grade in 7th grade math: 90 or above
3. Iowa Algebra Aptitude Test results: 80 or above (Recommended time of testing – May of 7th grade year)
4. Favorable teacher and principal recommendation

Because the Algebra I course incorporates numerous word problems that students need to solve, a teacher's recommendation should take into consideration the reading comprehension standardized test score when making a final decision for placement in Algebra I.

Advanced Fifth-Eighth Grade Math Track

This path would be followed by those students capable of completing High School GEOMETRY in the eighth grade.

FOURTH TO FIFTH (effective 2012-2013)

Prior to entering Advanced math as a fifth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through fourth. This course will include both fifth and sixth grade math curricula.

Students must satisfy the following criteria:

1. Math Composite standardized test score National Percentile: 96 or above
2. Class grade in 4th grade math: 93 or above
3. End of year comprehensive test: 80 or above (Recommended time of testing – May of 4th grade year)
4. Favorable teacher and principal recommendation

FIVE TO SIX (effective 2012-2013)

Prior to entering Pre-Algebra as a sixth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through seven.

For Placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

5. Math Composite standardized test score National Percentile: 96 or above
6. Class grade in 5th grade math: 93 or above
7. End of year diocesan comprehensive test: 80 or above (Recommended time of testing – May of 5th grade year)
8. Favorable teacher and principal recommendation

SIX TO SEVEN (effective 2012-2013)

Prior to entering Algebra I as a seventh grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through pre-algebra.

For Placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

1. Math Composite standardized test score National Percentile: 96 or above
2. Class grade in Pre-Algebra: 93 or above
3. Iowa Algebra Aptitude Test results: 85 or above (Recommended time of testing – May of 6th grade year)
4. Favorable teacher and principal recommendation

Because the Algebra I course incorporates numerous word problems that students need to solve, a teacher's recommendation should take into consideration the reading comprehension standardized test score when making a final decision for placement in Algebra I.

SEVEN TO EIGHT (effective 2011-2012)

Prior to entering Geometry as an eighth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through Algebra I.

For Placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

1. Math Composite standardized test score National Percentile: 96 or above
2. Class grade in Algebra I: 93 or above
3. Scoring 77% on the Diocesan Algebra I exemption exam
4. Favorable teacher and principal recommendation

LIBRARY SERVICES

The Library's instructional program follows the Diocese of Arlington Curriculum Guidelines for Library and Media Skills, which include: instruction in use and care of library materials; appropriate library behavior; circulation procedures; organization and use of library materials; research skills; identification, use and evaluation of electronic reference and research resources; literature appreciation, and critical thinking skills.

Use of the library is integrated within the various curriculum areas. The Librarian coordinates instruction with classroom instruction whenever possible in order to teach research skills in a practical context. Students in Kindergarten through Grade 5 attend library classes with the homeroom regularly. Middle school students attend library classes as part of their electives, and are provided additional opportunities to use the library as needed.

All books chosen for classroom reading in Diocesan schools must be appropriate for students not only in age level and reading ability but also for the moral development which we are working to foster. All books shall conform with Diocesan policies and guidelines regarding Catholic education.

Parents or teachers who object to reading or audio-visual/computer materials must complete an Objection to Content Form (Appendix K) and submit it to the school principal. A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review.

Circulation: Students in Kindergarten through Grade 4 may borrow two books per week. Students in Grades 5 through 8 may borrow three books per week.

Due Date: Library materials are always due on the day the student's class is scheduled for Library. In Grades 6 through 8, books are due two weeks from the date of withdrawal. *If a student is ill on the day the class is scheduled, the materials are due the next day the student is in school*, not the student's next library class day.

Overdue Materials: A student having overdue material is prohibited from checking out additional material until the overdue item is returned.

Damaged Materials: Students are responsible for the proper care and handling of Library materials they have checked out. If materials are returned to the Library in such a condition that the materials cannot be circulated again, the student will be assessed a replacement fee consisting of the current price of the item plus shipping costs, when applicable.

Lost/Missing Materials: Students are responsible for returning items on time and in good condition. If a student has lost an item, the student will have one month from the due date to locate the item. If at the end of the month the item is still missing/lost, the student will be assessed a replacement fee consisting of the current price of the item plus shipping costs, when applicable. Fees must be paid no later than the end of the current academic quarter.

Electronic Resources: Students are responsible for following the “Acceptable Use Policy” when using electronic resources in the Library.

Photocopying/Printing: The Library charges \$.10 per page for photocopies. Color computer printing is not permitted. Only in-class projects and class assignments completed during the school day may be printed at school.

Library Volunteers: Volunteers are always welcome. Typical tasks include: checking in books; shelving and repairing materials; book fair assistance; and special projects. Interested volunteers should contact the Librarian.

IMPLEMENTATION OF FAMILY LIFE PROGRAM

Catechesis in Sexuality is an important and sensitive component of a comprehensive program of catechesis. According to the Second Vatican Council, "As they (children and young people) advance in years, they should be given positive and prudent sexual education." Education in sexuality includes all dimensions of the topic: moral, spiritual, psychological, emotional and physical. Its goal is training in chastity in accord with the teaching of Christ and the Church, to be lived in a wholesome manner in marriage, the single state, the priesthood and religious life.

Saint Leo the Great School does not employ a separate Family Life Program. Using the Religion textbook as a guide and the Formation of Christian Chastity Program, we partner with parents in building sound moral attitudes. The greatest factors are ongoing dialogue between parent and child on sexual matters and the example provided in the home.

TEXTBOOKS/SUPPLEMENTAL MATERIALS

Current textbooks and materials are used in all areas of the curriculum. Texts are selected by the principal and teachers from approved lists in accordance with the various courses of study

TECHNOLOGY

There is no expectation or right to privacy or right to freedom of speech when using the school's computer resources, which are the school's property. Any use of the School's computers and Internet access must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools.

Using school facilities for Internet access and e-mail is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation, denial, suspension and/or revocation of those privileges by the school administration and also subject the user to other disciplinary action. Where appropriate, the school should submit a completed Internet Threat Report form to the Superintendent of Schools and to the local police department. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation and/or uploading and/or downloading of "computer viruses" are expressly prohibited.

Additional responsibilities for use of school facilities for the Internet and e-mail are:

1. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
2. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
3. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
4. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
5. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems.
6. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
 - a. Messages to others shall be polite and shall not be abusive. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language. Use of the network shall not disrupt use of the network by others.
7. The Diocese/schools make no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of

information obtained through its services.

At Saint Leo the Great Catholic School, computer technology enriches all aspects of the instructional program in a fully networked environment.

Color printing, other than printing in technology lab classes, is not permitted. Only in-class projects and class assignments completed during the school day and or approved by the teacher may be printed at school.

TESTING

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to diagnose students' strengths and weaknesses and to aid in revision of the curriculum and planning of instruction.

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. All eighth grade students take the high school placement test used in determining placement in diocesan high schools. Eighth grade teachers are encouraged to review only the format and style of the high school placement test with their students.

The following assessment tools are used:

- **PALS**
Administered to Kindergarten students in early fall and early spring, this measures the student's pre-reading readiness, visual, language, and quantitative development.
- **TERRANOVA:**
Administered to students in Grades 2 through 7. This is a standardized group achievement test administered in the spring.
- **TEST OF COGNITIVE SKILLS (*InView*):**
Administered in the spring to children in Grades 2-7, this measures the child's capacity to acquire the knowledge and skills that will enable him/her to be successful in the school program.
- **HIGH SCHOOL PLACEMENT TEST:**
Administered to all eighth grade students in early December. This standardized group achievement test is used by the diocesan high schools to determine entrance and/or placement.
- **NCEA ASSESSMENT OF CATHOLIC RELIGIOUS EDUCATION (ACRE):**
Administered in April to Grades 5 and 8. This assessment is designed to evaluate, affirm goals and objectives, and identify areas needing further development in the area of Religion.

At parent/guardian request, a student may participate in testing and/or assessments conducted by other schools for their programs.

Any requests for paperwork and/or records for out-of-school testing/assessment that must be

completed or provided by teachers or administration at Saint Leo the Great Catholic School must be submitted to us at least two weeks prior to the due date. If testing/assessment will occur after our school year has ended, all requests must be submitted at least two weeks prior to the last day of school according to the Saint Leo the Great school calendar.

All information provided by Saint Leo the Great Catholic School is mailed directly to the receiving school. Parents/guardians do not hand carry student records. Required documentation for gifted and talented or special education programs in other schools generated by Saint Leo the Great Catholic School may not be hand-carried

HOMEWORK

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies.

Although homework has different purposes at different grades, homework is required at all grade levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day and the speed at which the child completes his/her work at home.

SUGGESTED TIME ALLOTMENTS

Homework is ordinarily assigned daily, but usually not on weekends or the eve of holidays and other special occasions (with the exception of Algebra 1, Honors Algebra 1 in eighth grade, and Spanish in seventh and eighth grades). Long-term assignments may extend over the weekends if not completed during the week. Assignments are an outgrowth of class work and are intended to:

- supplement learning
- review independently what was taught in class
- provide an opportunity to use research skills
- develop good study habits
- involve the parents/guardians in the child's academic work

The following is a general guide:

| | |
|---------------------------------|---------------------------|
| Grades 1 through 3 | 15 - 30 minutes daily |
| Grades 4 and 5 | 30 minutes - 1 hour daily |
| Grades 6 through 8 | 1 - 2 hours daily |
| High School or Advanced Courses | Average of 1 hour daily |

Not all assignments are written. All students should review math, Spanish, and read daily. As students progress they should study vocabulary and concepts presented in content areas.

Parents/guardians should provide a suitable environment for study and homework; show interest and give encouragement; but should not complete home assignments for their children. An occasional check on the papers the children intend to hand in the next day is recommended.

If a parent/guardian feels that the homework is excessive, he/she is invited to discuss the matter privately with the teacher.

HOMEWORK DURING ABSENCE

Students who are absent one or two days should contact classmates and/or *the school website* to obtain assignments. If a child has an extended illness, the parent/guardian should contact the homeroom teacher in Grades K through 5 or the child's advisor in middle school to make arrangements.

In Kindergarten through Grade 5, parents/guardians calling in an absence to the attendance line may leave the request for homework to be sent home with a sibling, sent home with another student, or left in the main office to be picked up between dismissal and one half hour after school.

Teachers do not routinely plan and provide make-up work in advance for any extended family vacation (i.e., a vacation taken at times other than those stated on the school calendar) **or for other personal reasons.** With administration's approval, it is the student's responsibility to inquire about the work missed when he/she returns and to make it up in a given amount of time as stated by the individual teacher. Work being made up due to an absence for an illness must be completed within the same number of days of the absence, i.e. absent 2 days, work completed within 2 days of return unless otherwise agreed upon by the individual teacher. The school is not under any obligation to provide a tutor, make-up work, or special testing schedules for such a period of unexcused absence. Modified grades for unexcused absences will be at the discretion of the administration.

HOMEWORK DETENTION

In the lower grades (through Grade 5), late and missing assignments may result in the teacher requiring the student to come to class before school, or remain in class during recess, during a portion of the lunch period, or after school.

At the middle school level, a student who fails to complete a classroom assignment by the date specified by the teacher and/or disregards the teacher's instructions as to how to complete an assignment will lose a homework point. After 2 lost homework points in the same subject area, the student will receive a homework detention form. This form will state the date/time that detention is to be served. This detention will be served after school. The parent/guardian **MUST** sign the form and the student **MUST** return the form to the issuing teacher the following school day or the student will lose a responsibility point in the passport for the first day and a warning note for the second day.

Parents/guardians must inform the administration prior to the detention date if the student is unable to serve detention on the specified Tuesday after school. At that time, the next Tuesday date will be scheduled.

If a student does not show up to serve detention on the specified date, he/she will be required to make up that detention and serve another detention. If a student accumulates two detentions in this manner, and one of these is not served as scheduled, a Behavior Report will be issued by the administrator. Further disciplinary consequences may also be imposed.

In an emergency situation, parents/guardians must provide a written note on the day that the detention was to have been served, stating the reason the detention was not served. A parental note of explanation must be approved by the administration as an acceptable reason for not having served the detention. A parental/guardian note written the following day will NOT be acceptable, unless the child was absent from school on the day the detention was to have been served.

In the case of after school detention, the parent/guardian is responsible for transportation and timely pick-up of the student.

At the middle school level, for multiple detentions issued during the same quarter, the Personal Development section of the report card will be affected as follows:

2nd Detention = 1 (NI) Completes Assignments

3rd Detention = U in Completes Assignments

4th Detention = 1 (NI) in Organizes Self

5th Detention = U in Organizes Self

6th Detention = Accepts Responsibility plus Behavior Report with contact by advisor

In the event of a 7th Detention, a second Behavior Report will be issued with a possible meeting as indicated in Section VII of the Parent/Student Handbook.

PARENT-TEACHER COMMUNICATION

Teachers are expected to be reasonably available to parents throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration.

SCHEDULING AND OTHER CONFERENCE INFORMATION

Contacting Faculty

A parent/guardian may consult a teacher any time a need or concern arises through voice-mail, e-mail or by sending a note to the teacher requesting a conference. The teacher will respond to arrange the specific date and time. Conferences are scheduled on school days from 7:30AM to 3:30PM. The school office can be contacted at (703) 273-1211, Monday through Friday, from 7:30AM -3:30PM. In addition, a voice mail message is on 24 hours a day.

Teachers are with students from 7:45AM until 3:00PM, and they will not be called to the phone during these hours.

Before 7:45AM, teachers are preparing for the students' arrival. Unscheduled visits are not made at this time. **When a parent/guardian wishes to confer with a teacher, a time mutually agreeable to both parent and teacher may be arranged either before or after school hours.**

TEACHERS ARE NOT TO BE CALLED AT THEIR HOMES BY PARENTS/GUARDIANS TO CONFER ABOUT THE CHILDREN OR SCHOOL PROGRAMS UNLESS PRE-ARRANGED BY THE TEACHER.

PARENT TEACHER CONFERENCES

Formal parent/teacher conferences with the homeroom teachers and/or middle school advisors are mandatory at the end of the first quarter, and are scheduled for each family after the distribution of first quarter report cards. Scheduled conferences are 15 minutes in length. Longer appointments may be requested at other times by either parent/guardian or teacher between the hours of 7:30AM and 3:30PM.

GRADING/REPORT CARDS

Overall evaluation of the student must be based on teacher judgment and observation of the student's daily work, class participation, effort and performance on teacher prepared tests (to include but not be limited to projects, portfolios and other tools of assessment).

The purpose of report cards is to alert the parents and present to them an assessment of their child's achievement in his/her academic studies.

Students with identified disabilities who have a current IEP or Student Assistance Plan should receive an asterisk on their report card grade when modifications have been made to the curriculum. A modification changes the content, instructional level or student work load of subject matter or tests. Conversely, accommodated programs should not be denoted.

FOR THE 2011-2012 SCHOOL YEAR:

Saint Leo School will be piloting the new Diocesan report cards for Kindergarten through grade 8. The following description is in regards to the new report card format.

GRADING SYSTEM

Kindergarten and Grades 1-2

- M Meets Grade Level Standards - Child consistently meets skill
- P Progressing Towards Grade Level Standards - Child is in process of developing skill
- NI Needs Improvement – Child is not demonstrating skill

Academic Progress Scale

The letter M, P or NI is indicated in the appropriate box for each subject area.

* (asterisk) indicates modified curriculum

Grades 3-8 use numeric (percentage) grades. Below 70 is designated by an F.

Indicators for Effort, Encore classes and Personal Development Grades 1-8

- 3 Very Good
- 2 Satisfactory/Good
- 1 Needs Improvement
- U Unsatisfactory

HONOR ROLL

Saint Leo the Great recognizes outstanding academic grades and personal development for students in grades four through eight. Students may earn Honors for their achievement. Criteria are as follows:

First Honors: 93-100% in each subject. No 1s or Us in the Personal Development Section or effort grades, with the except of Handwriting.

Second Honors: 89-92% in each subject. No 1s or Us in the Personal Development Section or effort grades, with the except of Handwriting.

Third Honors: 85-88% in each subject. No 1s or Us in the Personal Development Section or effort grades, with the except of Handwriting.

St. Leo Student Award: No 1s or Us in the Personal Development Section or effort grades, with the except of Handwriting.

PROMOTION/RETENTION/PLACEMENT POLICY

A major goal of the school is to assist students to complete each academic year satisfactorily. The repetition of a grade is recommended when it is deemed by the school to be necessary and advantageous to the particular needs of the student.

- The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the principal.
- Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
- Elementary students failing one or two academic areas must successfully complete summer school or another program approved by the principal in order to be promoted to the next grade. If a student fails three or more core academic subjects,

- the student will not be promoted to the next grade.
- Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be “placed” in the next grade level; however the school must prepare and implement an “Academic Intervention Plan” for the student as a condition of placement.

Promotion is based upon recommendation from the teacher to the principal in accordance with the following principles applicable to the appropriate grade:

- A child must have at least a "D" (70%) average (Grades 3 through 8).
- He/she must have a grade of M or P in:

| | |
|-----------------|---------------|
| Grades 1 and 2: | Reading, Math |
|-----------------|---------------|
- He/she must have a passing grade (70 or above) in:

| | |
|---------------------|---|
| Grades 3 through 5: | Reading, Math, English, Science, Social Studies |
| Grades 6 through 8: | Reading, Math, English, Science, Social Studies, Spanish |

Failure in an individual subject is defined as receiving an average grade of 69% or less, or an individual subject average grade of “NI” in Grades 1 and 2. Written verification of enrollment and successful completion of summer school programs for failing grades must be submitted to the principal no later than the first day of school of the new academic year.

Eighth graders with a final grade of F in any academic subject will not be promoted or receive a graduation certificate until the subject(s) is/are made up and passed during the summer.

In Kindergarten through Grade 8, excessive absence or immaturity may constitute a sufficient reason for retention.

SCHOOL COUNSELORS

A school counselor is available to confer with students in areas which may extend beyond academic matters. While the conferences are generally confidential, the counselor may need to disclose certain information to parents, school administration or other authorities.

The guidance program at Saint Leo the Great School is coordinated by a full-time, qualified guidance counselor. The guidance counselor provides individual counseling, works with class groups and small groups of children, and organizes and coordinates guidance activities.

After a child meets with the counselor for the first time, written parental/guardian permission is required for subsequent visits

AWARDS

President's Award for Educational Excellence

At the completion of each academic year, we award the President's Award for Educational Excellence to rising 6th and rising 9th grade students who qualify according to the criterion established by this program. The criterion to earn this award is as follows:

For rising 6th grade students:

- Students must achieve in the 85% or above in Math Composite or Reading Composite in their 3rd and 4th grade standardized Terra Nova tests **and**
- Students must have maintained a 90% GPA (grade point average) in their 4th grade year and first semester (quarter 1 and 2) of their 5th grade year.

For rising 9th grade students:

- Students must achieve in the 85% or above in Math Composite or Reading Composite in their 6th and 7th grade standardized Terra Nova tests **and**
- Students must have maintained a 90% GPA (grade point average) in their 6th and 7th grade years and first semester (quarter 1 and 2) of their 8th grade year.

Principal's Academic Award

The Principal's Academic Award is presented to the graduating 8th grade student who has maintained the highest middle school GPA (an average of 6th grade final grades, 7th grade final grades and the average of the first 3 quarters of 8th grade).

Principal's Good Samaritan Award

The Principal's Good Samaritan Award is presented to a graduating 8th grade student who best demonstrates in his or her life the gospel message of the Good Samaritan. The characteristics which this student exhibits include: dependability, cheerfulness, loyalty, respect, steadfastness, and service.

ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic, and behavioral requirements are eligible for admission to the school.

The school sets registration procedures and admission policies. The availability of space and the order of preference for admission is determined by the school according to the following general criteria:

- Children from the parish
- Children from parishes without schools
- Children from parishes with schools (for sufficient reason)
- Children from non-Catholic families

If approved by the pastor, and where practicable, the siblings may receive special consideration.

Age for Admission to Kindergarten

Children who will have reached the age of five years by September 30th may be admitted to a kindergarten program. Readiness testing, at the discretion of school officials, may be used to determine, among other things, the developmentally appropriate placement in the kindergarten program. Readiness testing (fine/gross motor, speech, and language screen) is required for kindergarten entry and within 60 days of school admission for new students in grades 1 – 3. Additional school readiness testing may be conducted at the discretion of school officials. In those cases where the school has sufficient reservations regarding the potential for success, those students may be admitted on a conditional basis with dates and criteria of evaluation established in writing; however, the decision of whether to extend or remove conditional admission status should be made by school officials at their discretion.

Requirements for School Admission: Pre-school – Grade 5

1. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
2. Baptismal certificate for Catholic students
3. Proof of custody where applicable
4. Current report card and previous academic years' report card as applicable
5. Current standardized test scores and previous years, if applicable
6. Completed Diocesan Application Form (Appendix J)
7. A non-refundable application fee
8. A fully executed MCH-213 Commonwealth of Virginia School Entrance Form or

equivalent, which stipulates the following must be submitted prior to the student beginning school:

1. Proof of exact dates of immunization as required by the Code of Virginia
 2. Current Certification of Immunization
 3. Physical examination covering all required aspects as mandated on the MCH-213, within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
9. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school.

Requirements for Admission to Grades 6 – 12

1. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
2. Baptismal certificate for Catholic students
3. Proof of exact dates of immunization
4. Records from previous school, including standardized test scores
5. Proof of custody where applicable
6. Completed Diocesan Elementary or High School Application Form (Appendix J)
7. A non-refundable application fee
8. If previously enrolled in a Diocesan school, proof of satisfying tuition requirements at that former Diocesan school.

General Conditions of Admission

A student is admitted to the school on the premise the student intends to learn the Catholic religion and be educated in a Catholic environment. In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

International Students

The Diocese of Arlington endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons:

A. International students who apply for admission to a Diocese of Arlington Catholic school will be

considered for admission, upon meeting the following conditions:

- a. Meets Diocesan admission requirements as stated in Policy 601.2;
 - b. Currently holds or is in the process of obtaining an F-1 (Non-Immigrant) student visa;
 - c. Resides at the same U.S. address as the guardian;
 - i. Guardian cannot house not more than two international students;
 - d. Pays tuition in full upon school admission;
 - i. There is no refund given for registration, tuition or other related fees;
1. The F-1 (non-immigrant student) status applies to those aliens who are in the United States for the purpose of attending school. Once a student is determined to meet the school's requirements for admission, the family must contact the Office of Catholic Schools or other "designated official" to process the Certificate of Eligibility for Non Immigrant (F-1) Student Status form for eventual admission and stay in the United States as an F-1 student. International students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.
 2. For students who hold a visa other than F-1, refer to Appendix AJ (*Nonimmigrants Who Can Study*);
 - b. International students who are currently in B-1, B-2, F-2, or M-2 status cannot begin their studies prior to approval of their change to F-1 (Non-Immigrant) student. Obtaining a change of status is the responsibility of the parent or guardian.
- B. Any student applicant whose passport, United Nations travel document or other Immigration and Customs Enforcement (ICE) documents indicates that the student is a refugee, asylee, parolee, lawful non-immigrant¹ or permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

CLASS PLACEMENT

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing.

Registration Process

All children of registered parishioners of Saint Leo the Great who qualify by reason of academic ability, moral character, and personal conduct are eligible for admission to Saint Leo the Great Catholic School if maximum class size is not reached.

¹ Appendix AJ for a listing of lawful non-immigrants who may attend school

Canon Law makes a distinction between parishioners who reside within the parish boundaries proper and those who are out-of-boundary parishioners. The established order for admittance is:

1. In-boundary parishioners with siblings already enrolled.
2. In-boundary parishioners (new applicants).
3. Catholic non-parishioners with siblings already enrolled.
4. Catholic non-parishioners (new applicants).

Note: Proof of Parish Registration is required.

If maximum class size is not yet reached, other children with the above qualifications who are not parishioners will be admitted in the following order:

1. Catholic non-parishioners with siblings already enrolled.
2. Catholic non-parishioners without a parish school.
3. Catholic non-parishioners with a parish school.
4. Students of other faiths who are siblings of students already enrolled.
5. Students of other faiths who are new applicants.

NO STUDENT WILL BE REFUSED ADMISSION OR PARTICIPATION IN EDUCATIONAL, ATHLETIC, OR OTHER SCHOOL ADMINISTERED PROGRAMS BECAUSE OF RACE, COLOR, OR ETHNIC ORIGIN.

APPLICATIONS – NEW STUDENTS

GRADES K THROUGH 8

The application process for new students begins in November. Announcements are placed in the parish bulletin. Application packets are picked up at the school and must be returned via the U.S. Mail. Documentation required to complete the application packet includes:

1. Verification of original birth certificate by school personnel reflecting minimum age requirements and a copy of the birth certificate to be kept in the school file. (Kindergarten students must be five years old on or before September 30.)
2. Copy of Baptismal certificate.
3. Completed application form with Social Security number listed.
4. Non-refundable application fee.
5. Proof of parish registration and participation.
6. Copies of report cards (present and previous two years).
7. All standardized test scores.
8. Scholastic Form completed by the most recent classroom teacher, guidance counselor, or school administrator.
9. Custody or naturalization papers, where applicable.
10. Comprehensive Physical Examination Requirement:

Kindergarten: All children entering Kindergarten must have a physical examination performed within twelve months prior to the start of school. Preschool physicals cannot be carried over for entrance into Kindergarten. The physical examination must be documented on the Commonwealth of Virginia Health Form. Part I must be completed and signed by the parent or guardian. Parts II and III must be completed and signed by the child's health provider.

Grades 1 through 8: If the student is transferring from another Virginia school, a copy of the original Commonwealth of Virginia School Entrance Health Form must be sent to St. Leo the Great Catholic School from the former school. It is the parent's/guardian's responsibility to do this at the time of transfer.

Out of state transfer students: If the student is entering from a school outside the Commonwealth of Virginia, he/she must have a physical examination performed within twelve months prior to the start of school. The physical examination must be documented on the Commonwealth of Virginia School Entrance Health Form. Part I must be completed and signed by the parent or guardian. Parts II and III must be completed and signed by the child's health provider.

11. Copy of immunization record. State law requires the following immunizations for all students prior to the admission to school:

D.P.T. - 3 doses (one must be after the 4th birthday)

POLIO - 3 doses (one must be after the 4th birthday)

MEASLES - 2 doses (one after 12 months of age)

MUMPS - 1 dose (after 12 months of age)

RUBELLA - 1 dose (after 12 months of age)

HEPATITIS B- A complete series of 3 doses is required for all children on or after January 1, 1994.)

VARICELLA - All susceptible children born on and after January 1, 1997, shall be required to have one dose of chickenpox vaccine administered at age 12 months or older. Effective March 3, 2010, a second dose must be administered prior to entering Kindergarten but can be administered at any time after the minimum interval between dose 1 and dose 2.

TETANUS, DIPHTHERIA, PERTUSSIS (Tdap) booster for all rising 6th grade students prior to the start of school in September, unless fewer than five years has passed since their last Tdap immunization.

TUBERCULOSIS test is also recommended. Foreign students who enroll in a diocesan school for the first time must provide documentation that they are free from communicable tuberculosis.

A Kindergarten readiness assessment is conducted prior to admission to determine the developmentally appropriate placement. In Grades 1 through 8, assessments in reading comprehension, mathematics and written language, as well as a personal interview may be conducted. After reviewing a student's complete application folder containing all required documents, the school will notify the parents/guardians.

Copies of complete "Category II" files or other educational or psychological testing results, if applicable, are also submitted.

Parents/guardians are obliged to provide the school administration with a complete copy of the information/results of any evaluation of their child(ren) including, but not limited to, educational and/or psychological testing. Refusal to provide such information upon initial enrollment, or upon evaluation at a later date during that year or any successive year, is a basis for negating enrollment in the school.

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory.

The school (K-8) is normally in session not less than 180 days per academic year or the length of time as required by the Virginia Catholic Education Association.

- Once a student is enrolled in the school, the principal/administration and teachers will insist on regular attendance. Neither the Diocese, the Office of Catholic Schools, the school nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).
- Students in grades kindergarten through grade eight who miss ten or more days of the school year, whether excused or unexcused, and who have not satisfactorily completed the required work, may be considered for retention. Certification of absence by a physician is an exception to the ten-day limit. However, satisfactory completion of required work is still required.

ABSENCE/TARDINESS/LEAVING SCHOOL

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. The school defines proper procedures as:

1. A written excuse, explaining the reason for absence and signed by the parent, must be presented upon a student's return to school.
2. Persistent absences may cause serious academic problems (including but not limited to course failure) and could result in the dismissal of the student. The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.
3. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the

school grounds with the prior authorization from the principal/administration.

Tardiness

The tardy student will normally be subject to appropriate disciplinary action by the school administration or by the class teacher.

A student who is tardy, as determined by local policy, should report to the principal's office or attendance office.

A student who arrives late with an excused reason (i.e. doctor's note) is counted tardy.

The student who is tardy due to unexcused reasons may be subject to appropriate disciplinary action. Frequent cases of tardiness should be brought to the attention of the principal so that the parent may be contacted.

Arriving to school or class late results in disruption of the learning process not only for the student who is tardy, but also for the entire class. It causes the teacher to repeat directions and assignments. Class activities and discussions cannot be re-created. Therefore, students must be responsible in arriving to school and class on time prepared to work.

Students are tardy if not present in the classroom at 8:00AM. Prayer and announcements begin at 8:05AM. Instruction begins promptly at 8:15AM. The parent/guardian may not accompany a tardy student to the classroom.

Saint Leo the Great Catholic School requires that a parent/guardian or responsible adult leave a message in the **Attendance voice mailbox, accessed through the main school number (703-273-1211 press #1 or x640 or 703-359-6640)**, available 24 hours a day, 7 days a week, when a child will be tardy. These calls should be received by the office by 9:00AM. **Upon arrival, a written excuse or the parent/guardian or responsible adult must accompany the child to the office.**

A student who is tardy enters through the front door, and reports to the office for a tardy slip before going to his/her homeroom, middle school advisory or classroom. The tardy slip must be given to the homeroom teacher, middle school advisor or teacher.

Unexcused and/or repeated tardiness is not acceptable. The following are acceptable reasons for tardiness:

- Doctor's appointment
- Speech/Language/Testing appointments/Educational Services
- Emergency in the family

Unless there is a major accident on the roadway, "traffic" is not an acceptable excuse.

Frequent cases of tardiness (5 or more days per academic quarter) are brought to the attention of the administration. The parent/guardian is contacted via a Detention Form issued to the student.

The student will serve one detention for each five days of tardiness per academic quarter. Detention is held during the student's recess time. Failure to serve an assigned detention will require the student to serve an additional detention and further disciplinary consequences may be imposed.

Absences for Other Reasons

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. However, the school is not under any obligation to provide a tutor, make-up work or special testing schedules for such a period of absence. The administration has the sole discretion to determine the conditions and terms governing such absences.

ATTENDANCE/REPORTING PROCEDURES

Absence

Saint Leo the Great Catholic School requires that a parent/guardian notify the school of all absences. If the illness is extended for more than one day, a call on the first day is sufficient. Calls are not accepted from minors. **The Attendance voice mailbox is accessed by calling the main school number 703-273-1211 press #1 or x640 or 703-359-6640. All calls should be received by 9:00AM. The voice mailbox is in service 24 hours a day, 7 days a week.** If the parent/guardian or other responsible adult does not report the absence, the school will contact him/her at home or at work. If a student attends less than three hours in a given school day, he/she is considered absent for the day.

Medical excuses

In addition to calling in an absence, upon returning to school, the student is to present a written excuse to the homeroom or middle school advisor stating:

- 1. date(s) of absence**
- 2. reason for absence**
- 3. signature of parent/guardian or email from parent/guardian**

Students absent for reasons other than doctor's appointments, illnesses, death or other family tragedy, or other reasons deemed valid by the administration, are considered unexcused absences.

Anticipated absence

In the case of anticipated, excused absence, the parent/guardian must send a written note to the teacher, with a copy to the office, listing the date(s) of absence and expected return. Assignments will not be given ahead of time. It is the student's responsibility to make up all work upon his/her return to school and by the due date agreed upon with the teacher(s).

Out of Town

If parents/guardians are traveling out of town and the caregiver will be someone other than an emergency contact already listed with the school, a written note signed by the parent or guardian must be submitted to the front office, clinic, extended day and classroom teachers. Information should include who has permission to take the child(ren) home from school or in the event of illness or emergency. A parent/guardian signature is required on the note.

Release of students

During school and extended day hours, students may never leave school or parish property without the permission of an administrator, which may be given only at the written or in-person request of the parent/guardian. Leaving the school/parish property or playground area without permission is a very serious offense.

Perfect Attendance

Students who are present in school during 100% of the time that school is in session (i.e., no absences, tardies, early dismissals, or High School visits during the school day) receive the Perfect Attendance Award at the end of the school year. The student will be ineligible for perfect attendance if he/she has a pre-planned absence following the date that the award is presented.

TRANSFERRING TO ANOTHER SCHOOL

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials such as textbooks and library books must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a "Release of Student Records" from the new school. All fees and tuition **MUST BE PAID** prior to the release of the student's records.

Parents must provide at least **two weeks** advance written notice regarding a decision to transfer a student to another school. Parents do not hand carry student records to the receiving school.

Upon transfer/withdrawal from Saint Leo the Great Catholic School, the tuition is fully payable for the month of departure and all previous months. Refunds will only be granted if payments have been made for months not yet attended. Any fees charged are non-refundable.

REQUEST FOR COPIES OF TRANSCRIPTS OR LETTERS OF RECOMMENDATION

Any requests for copies of transcripts or letters of recommendation that must be completed by

faculty members, administration, or office staff must be submitted to the school **at least two weeks prior** to the receiving school's due date. There will be a \$5.00 transcript fee for each transcript sent to more than one school.

Assessments completed by teachers for the purpose of a student's educational/psychological evaluations will be forwarded directly to the testing facility or evaluation source by the school. No evaluations/assessments will be given to parents/guardians for transport to another location.

LUNCH/MILK/SNACK PROGRAMS

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

MILK

The school's milk program is subsidized by the federal government and is offered to the students at a nominal fee. One payment for the entire year is paid at the beginning of the school year. Refunds for absences are not made. Enclose milk payment in an envelope with the child's name, grade, room number, and specify the one type of milk requested.

Please note that:

- White (1%) and chocolate (1%) milk is served.
- Families with more than one child buying milk may enclose payment in one envelope. Be sure to list all the names, room numbers, and type of milk for each child on the outside of the envelope.
- Milk payments should be kept separate from tuition and other payments.
- Children in Kindergarten receive milk at snack time in conjunction with their Kindergarten fee.

LUNCH

Saint Leo the Great Catholic School does not offer a full service cafeteria. Students bring their own lunches or may arrange to purchase lunches in advance through our lunch program.

All lunches are pre-purchased monthly. Cost per lunch is \$4.25. **Every student must have his/her own lunch card.** There is no card sharing. The kitchen is not responsible for lost cards or tickets. Lunch cards are valid for the current month only. **Refunds for absences of any kind are not made, nor are credits issued toward future purchases.**

Ice cream will be included with the Pizza and Chick-Fil-A lunches only. Ice cream will not be sold separately.

Regarding menu changes for missed school days due to inclement weather: In order to remain on our established menu schedule, the school is responsible for payment to our food suppliers for missed lunches. Therefore, refunds or credits are not provided.

A menu is sent home monthly. It is the responsibility of students and parents/guardians to review the lunch menu and ensure that a lunch will be purchased at school or be brought from home. If a student does not have a lunch card and has not brought something from home, a lunch (not necessarily the lunch offering of the day) will be provided. This courtesy will be extended once, after which time the parent/guardian will be billed for any subsequent lunches that the kitchen provides. A \$4.25 charge per lunch is assessed. Invoices for missed lunches are sent home to the parent/guardian and payment is due upon receipt.

If your child brings a lunch from home or purchases lunch at school, soda and other carbonated beverages, including caffeine drinks or energy drinks, and glass bottles are prohibited. Additional written information, including all lunch procedures, is provided to parents/guardians at the beginning of the school year and as needed thereafter.

You are invited to have lunch with your child(ren). Please include this information when pre-purchasing lunches for the month, indicate the date(s) and lunch period(s) and include the additional lunch fee at the time of your child's order. Upon your arrival, remember to check in at the main office before going to the cafeteria.

The Monday through Friday lunch schedule is:

Grades 3, 4, 5: 11:50AM-12:10PM followed by outdoor recess until 12:25PM

Grades 6, 7, 8: 12:15PM-12:35PM followed by outdoor recess until 12:50PM

Grades K, 1, 2: 12:40PM-1:00PM followed by outdoor recess until 1:15PM

SNACK

Students in kindergarten through Grade 5 may bring a light snack from home each day as morning snack time is provided. Food for snacks should reflect healthy nutrition and should come from the suggested "All the time" food list included in this handbook. Potato chips, cookies, and candy should not be sent for snack.

PEANUTS/TREE NUTS, PEANUT BUTTER, PEANUT BUTTER CRACKERS, PEANUT CANDY, PEANUT BUTTER CANDY or ANY FOOD WITH OVBIOUS PEANUTS/TREE NUTS or PEANUT BUTTER MAY NOT BE sent in for morning snack in grades K-5, extended day, advisory parties or any classroom parties.

CLASSROOM SNACKS/CELEBRATIONS

Saint Leo the Great Catholic School will encourage a variety of healthy well-balanced foods for all classroom celebrations and special school occasions. Room Parents/Celebration organizers will follow nutrition guidelines as set forth by the wellness policy.

Nutrition guidelines for school events:

- Food brought into school for celebrations/special events needs to be within the following nutrient requirement per serving:
- **200 calories or less and 9 grams of fat or less per serving.**
- Provide a list of All the Time Foods, Once in Awhile Foods, and Never Foods to be used as the basis for planning food items for celebrations
- Food served should include a variety of healthy foods including fruits and vegetables, low fat fruit and vegetable dips, portion controlled cheese servings with whole grain crackers, popcorn, pretzels, granola bars etc.
- **Caffeine Free Only** soda during the school day will be restricted to the middle school passport parties. All drinks should be served in portion controlled cups.
- All snacks, pastries, cookies, and candy will be in a portion controlled serving as recommended on the packaging per serving size and meet the nutrition guideline of **200 calories or less and 9 grams of fat or less.**

Ice Cream Social Parties

- Low fat ice cream served in portion-controlled servings will be provided.
- Toppings will be limited to 4-5 class chosen favorites.

Lent

- Ice cream in the cafeteria will not be available for purchase during lent.
- Classroom celebrations, not including birthdays, should be encouraged to have foods from the All Time List during the season of lent.

Extended Advisory

- Food should be limited to light breakfast foods such as muffins, mini-bagels, breads, English muffins, or foods from the All the Time list. Glazed donuts or pastries should be limited to once per month.
- Fruit juice, milk, low fat hot chocolate are among ideas for beverages.
- No soda. Any soda brought into school will be held in the office until dismissal time.

Birthday Celebrations

- Birthday celebration treats should be in portion-controlled servings and meet the nutrition guideline as set forth in the wellness policy.

Cupcake Holiday Celebrations

- cupcake celebrations can be hosted by the room parents for special occasions. One cupcake per student will be served at lunch. (Halloween, Catholic Schools' Week, and St. Patrick's Day)
- Celebration will take place on a day when ice cream or cookie is not served.

Healthy School Snacks or Special Occasion Foods

In keeping with the school's wellness policy, the following should be used as a guide for all foods served:

"All the Time Foods" include but are not limited to:

- Fresh or canned fruit
- Applesauce
- Dried fruits
- Fruit Salad
- Fresh Vegetables
- Low-fat dip or dressing for fruit or vegetables
- Salad
- Veggie pockets
- Whole grain crackers, breads, and cereals
- Rice cakes
- Low-fat popcorn
- Granola and cereal bars
- Low-fat Yogurt
- Low-fat cheese
- Low-fat pudding
- Pre-packaged portion controlled 100 calorie snacks
- Pretzels
- Low Fat Jell-o

"Once in a While Foods":

- Foods that have 200 calories or less and no more than 9 grams of fat per serving. It is recommended that all snacks in this category be in individual packages or be served in portion-controlled servings.
- Cake for a special occasion served in portion-controlled slices.
- Glazed donuts

"Never Foods":

- Any food that has more than 200 calories or more than 9 grams of fat per serving.
- Cake donuts
- Cake donut holes

ARRIVAL AND DISMISSAL

Since promoting safety and avoiding accidents is a joint home and school responsibility, we ask your cooperation with the following arrival and dismissal procedures:

All drivers **MUST** enter the carpool lines in the morning and afternoon. Cars must never enter an area when barricades/cones are in place. Students may only disembark on the passenger side of

the vehicles. Drivers may NOT park in the central parking or faculty spaces, wait until the 7:45AM school opening to disembark children or until dismissal time to load children and then exit the parking lot. The only exceptions are the two Auction Gala carpool winners. Likewise, no driver may walk their child(ren) to the entrance, then return to the car and leave the property.

In the event that *those few children who walk from home to school* arrive just before 7:45AM, they are the only children who may wait at the entrance door (CCD door). All others must wait in their cars on the carpool line. **Drivers may not park off property (such as but not limited to Van Dyck Park, Daniels Run Elementary School, or city streets), drop off or pick up their child(ren), or escort their child(ren) to or from our property to those areas.**

If you must leave your car to conduct business in the school office, park in the most central parking lot spaces. **Cross only at the designated crosswalk and use the front entrance of the school. The side entrance is for students only; parents/guardians or other visitors must use the front entrance of the school building at all times during the school day.**

Students in Kindergarten through Grade 8 arrive at 7:45AM. Students are dismissed at 3:00PM. Exceptions are noted in the school calendar.

Students who arrive before 7:45AM or who have not been picked up in the carpool line at dismissal will be taken to the Extended Day Program. Parents/guardians will be responsible for Extended Day payment of \$6 per hour and registration fee of \$75 after the second use of Extended Day.

Upon arrival, but not earlier than 7:45AM, drivers drop students off in the designated drop-off areas. Students enter the building directly through the side entrance beginning at 7:45AM. Parents/guardians do not accompany children to their classrooms. If a child requires assistance in carrying an item, the parent drops the item off at the office and the child picks up the item when needed. Any visitor must indicate his/her destination to school office personnel, receive approval for the visit, sign in at the main office, and obtain a visitor's pass before visiting any other area of the building.

Students participating in the T.V. crew and safety patrols may enter the school through the front door no earlier than 7:30am on the days they have duty.

Parking spaces located in the front of the building and between the building and Van Dyck Park are reserved for administration/faculty/staff. Curbs that are painted yellow are designated fire lanes. Cars are not to be left unattended along yellow curbs. The roadway in this area is "one way" only.

Parents/guardians having children in both the elementary/middle school and the preschool drop off older children in Area 2 and pull into the parking area between the school and the grass island **after** dropping off the older child(ren). **Preschool children may not be dropped off with older siblings. Preschool children are picked up by the preschool staff at the designated preschool drop-off location.**

CAR RIDERS

During arrival and dismissal, Areas 1 and 2 are the only designated drop-off areas. Parents with a student in PM Pre-School and in Grades K-8 must use the regular carpool procedure and may not use the Pre-School parking area to wait for the older children to exit. This is a safety risk.

Area 1

Is located in the parking lot farthest away from school, near the Church and rectory. This area is used by cars arriving from the east on Old Lee Highway (e.g., Mosby Woods, Vienna, Oakton).

Cars using this area must turn left when exiting the parking lot.

In the morning, cars arriving by 7:45AM wait for the bell to ring before to disembarking students. Those cars arriving after 7:45AM must obey the direction of the administration/faculty/staff on duty. These students **must** remain in their cars until given the direction to disembark. Area 1 students must walk along the church sidewalk to the orange cones and WAIT to be crossed to the student entrance by an adult or patrol on duty.

When picking up in the afternoon, **form lines parallel to the curb** facing Old Lee Highway. Do not leave excess space between your car and the car ahead of you. When all children are loaded you will be signaled to move.

Area 2

Is located in the parking lot closest to the school (where the children play at recess time). This area is used by cars arriving from the west/south on Old Lee Highway (e.g., Centreville, Chantilly, Fairfax Station, Burke).

Cars using this area must turn right when exiting the parking lot.

In the morning, cars arriving by 7:45AM wait for the bell to ring before to disembarking students. **Follow all arrows and pull up along the curbside of the school building, as close to Old Lee Highway as possible, to drop off your child. Children in the car pool line must be unloaded ONLY at the designated drop-off points along the sidewalk of the school.**

In the afternoon, Area 2 cars enter the blacktop pick up area by turning onto Old Post, left onto Cornwall, and driving onto St. Leo property past the Knights of Columbus hall. Line up first along the curb side of the church in a single file line; when that is full, form additional lines in the same manner. When all children are loaded, cars will be signaled to move.

Always pick up the children in the same area. Drivers and children must move to their cars quickly so that traffic can begin exiting. **DO NOT LEAVE YOUR CAR UNATTENDED DURING ARRIVAL OR DISMISSAL.**

For all PM Drivers

Both Area 1 and Area 2 lots will be closed to cars when students begin to leave the school building at dismissal. Any driver arriving after dismissal must use Old Post Road to Cornwall Drive to enter our property and form a line behind the chain in Area 2.

Students who do not find their cars will be escorted to the back atrium entrance of the school by a faculty member. Once the chain in Area 2 is removed, cars may form an additional line closest to the school to pick up any children waiting at the entrance. Once those cars have entered the parking lot and children have been retrieved, any remaining children will be signed into the Extended Day Program by a faculty member on outside duty. In this case, parents/guardians are financially responsible for payment to the Extended Day Program from dismissal time (11:30AM or 3:00PM) to the time of pick-up. All parents/guardians must sign their child(ren) out of the Extended Day Program before leaving the property..

If a driver is parked in either Area 1 or 2 and the children involved in the carpool do not arrive to the vehicle, it is very important for the driver to speak to either an administrator or teacher on duty to inform him/her that the children have not arrived. Without an administrator or teacher being informed, charges will be levied from Extended Day at the end of the month. Area 1 drivers who have not located their children must use Old Post Road to Cornwall Drive to enter the back of our property. Area 2 drivers should use the parking spaces in the front, central parking area of the property, then sign children out of Extended Day.

WALKERS

The only students considered walkers are those who walk to and from their homes to school. Walkers are dismissed with either Areas 1 or 2, depending upon the direction in which they walk home. Walkers enter and exit through the side entrance of the school. Students who are walkers may ride a bicycle to school and secure it to the bicycle rack located near the side school entrance. Skateboards are not permitted.

Students who walk to and from school must have written permission on file in the main office and must always cross Old Lee Highway where the crossing guard is located. Students must follow the directions of the crossing guard at all times. **Once a student leaves the school grounds, the school is no longer legally responsible for the safety of the child.**

BUS RIDERS

In the morning, students who ride the city bus (CUE) or a day care bus enter the school building through the side entrance. At dismissal, CUE bus riders exit the building through the front entrance. **Saint Leo the Great Catholic School does not sponsor or provide a bus transportation system to or from school. Parents are urged to arrange carpools.**

CHANGE IN TRANSPORTATION

When a student's normal mode of transportation is changed, the parent/guardian sends a note to the school stating the change in plans. If there is a change due to an emergency, please notify the office as early as possible to ensure that your child receives the message.

EARLY DISMISSAL

Students should present a note to their homeroom teacher or middle school advisor when requesting permission to leave class early. The note should state the time being picked up and must be signed by the parent/guardian. This note will be sent to the office and kept on file. When a student leaves class during the day for an appointment, he/she must be picked up at the school office and signed out by the responsible adult.

The office will close (phone calls will be answered by automated system during this time) for afternoon announcements and dismissal at **2:45pm** (3:00pm dismissal days) and **11:15am** (11:30 dismissal days). **Any parent who needs to pick up students prior to carpool must do so before these times, otherwise students must proceed with the regular carpool dismissal.** In order for the student to be authorized to leave school early, students must be signed out in at the front office by a parent/guardian and the office personal will call to the classroom for the student.

Except in cases of emergency as determined by the administrator, a student may only be released from school with the prior written authorization of the student's parent/guardian, or leave the school grounds with the prior authorization from the administrator.

PICK-UP FROM AFTER SCHOOL ACTIVITIES

Students attending after school activities (including detention) must be picked up promptly when the activity is finished. The concluding time of the activity will be communicated ahead of time.

Any student not picked up within 10 minutes after the scheduled concluding time, will be escorted by the activity moderator to the Extended Day Program. Parents/ guardians will be responsible for any Extended Day fees incurred due to late pick up.

Carpool riders or other siblings waiting for band students during after school band rehearsal must wait in the Extended Day program. Parents/guardians are responsible for any fees incurred.

All persons picking up band students after school must wait at their cars.

GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/administration with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- a. Custodial parents should identify in writing other adults who may have access to information regarding their child.
- b. Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

ACCESS TO RECORDS

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only.

Student records shall be open to authorized school personnel only (principal, assistant principal and those to whom they extend access within a given year.)

The School administration may elect to provide at cost photocopies of a student's educational records to parents, but documentation is to be stamped "unofficial."

TRANSFER OF RECORDS

Schools may disclose a student's cumulative record (i.e. Permanent Record card, attendance card, test results) to another school with legitimate educational interest provided a written request for such records, or when those individuals to whom the custodial parent has given written permission, have requested the child's records to be released. Parent signature is required for release of a student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information or reports by the school counselor).

Only copies of student records may be released. Original Cumulative Health Record and MCH-213 transfer with the student

Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

As a general rule, each school, at the discretion of its principal, shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct).

Parents are obligated to share educational/psychological testing results and any resulting plan with the school. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. The refusal to provide such information is a ground for terminating enrollment in the school.

Confidential records for dis-enrolled students are merged with the students' cumulative files.

RETENTION OF RECORDS

The following student records are to be retained indefinitely:

Permanent record card (to include transcripts, attendance record and standardized test results)

The following student records are to be retained for 25 years:

- IEP/ISP or 504 Plan
- Student Assistance Plan
- Eligibility Minutes
- Student Assistance Team minutes

The following student records are to be retained for 7 years or age 25 whichever is greater:

- Application
- Counselor notes
- Discipline notes
- Court Documents
- Psychological reports

SCHOOL VISITORS

All persons other than school staff and currently registered students must first report to the school office immediately upon entering school grounds, sign-in and wear an identification tag when visiting the school.

UPON ARRIVAL TO SCHOOL, ALL PARENTS/GUARDIANS AND VISITORS MUST USE THE FRONT ENTRANCE ONLY, REPORT TO THE SCHOOL OFFICE,

INDICATE HIS/HER DESTINATION TO SCHOOL OFFICE PERSONNEL, RECEIVE APPROVAL FOR THE VISIT, SIGN IN, AND PICK UP A VISITOR'S BADGE. No person may go directly to a classroom or other area of the school during school hours. These measures help to ensure the safety of our students and enable us to keep track of who is in the building. Unannounced visits to the classrooms are not permitted, as they are distracting to the learning environment. Previous St. Leo students, alumni and or student siblings may not visit during school hours, as it is a disruption to the academic day and are not the responsibility of the school for supervision. They may sign in after 3:00pm dismissal to see teachers.

All classrooms are locked at dismissal and will not be unlocked by the custodial staff in order to retrieve forgotten items. Parents/guardians may not request that teachers/staff working in the building after school hours provide them with access to any classroom or office area for any reason, other than for a pre-arranged activity.

SCHOOL COMMUNICATIONS

Principal's Communication

The Principal's communications are frequent and ongoing through various means: the school website, email, the weekly Thursday newsletter and separate written communications whenever necessary; monthly PTO meetings, monthly School Development / Enrollment Management Committee meetings; evening and weekend school and student functions; and meetings/dialogues with parents during the school day.

Take-Home Communication

All materials prepared by parents for release to the Parish or school community must be approved by the Principal or his/her designee.

Regular weekly communication between school and home is by means of the "Thursday Folder." Each Thursday, the oldest or only child takes home communications from his/her teacher(s), the school office, or other departments. At some grade levels, classroom work is also included in the folder. It is the parent's/guardian's responsibility to review this information each Thursday, and to respond (when required) in a timely manner. If the parent/guardian prefers for the folder to be routinely brought home by a different sibling, notify the main office with your request.

Website Communication

Consult the school's website at www.saintleothegreatschool.org for news and information regarding the school and its programs. The weekly "Thursday Newsletter" from the office is available on the site and contains important information about current or upcoming activities. It is the parent's/guardian's responsibility to review this information each Thursday, and to respond

(when required) in a timely manner. Parents/guardians who do not have access to the internet may notify the school office and other arrangements will be made. Calendars and additional school information are also included, and the site may be used to contact faculty members by email.

CHANGE IN FAMILY INFORMATION

Changes in address, or home, work, or emergency phone numbers must be communicated in writing to the school office immediately.

TELEPHONE USE/MESSAGES FOR STUDENTS

Students are permitted to use the telephone in the Health Clinic for emergency situations or if a lunch has been left at home, and only when **accompanied by a note from the teacher** or with approval from administration or the office staff.

Parental messages for students are to be communicated to the office before noon. Messages left after the noon hour will be relayed to students only in case of emergency.

Any items parents/guardians bring to school must be left in the school office with the child's name and room number clearly marked. If possible, students should be told ahead of time to pick these items up in the office. It is the student's responsibility to retrieve these items. Office personnel will not deliver items to the classroom.

INCLEMENT WEATHER/SCHOOL CLOSINGS

In addition to the traditional 180 school days, schools should add at least three extra days to the Diocesan school calendar each year to accommodate days off due to inclement weather or other non-weather related emergencies. In the event these inclement weather/emergency days are not used, schools may dismiss for summer after completing the required 180 school days. If, however, during the course of the year, the school uses more than three inclement weather/emergency days, it is not necessary for the school to extend its school year beyond the 183 budgeted days, provided the school has surpassed 990 hours of instructional time (as defined by the Commonwealth of Virginia).

If during the course of the year, the school uses inclement weather/emergency days, it may be necessary to modify the published school calendar.

When the Fairfax County Schools are closed because of hazardous road conditions, Saint Leo the Great School is also closed. If Fairfax County makes a change in the opening or closing of school due to weather conditions, Saint Leo the Great does the same. It is the parent/guardian's responsibility to consult the school website, or listen to the radio or T.V. for this information. **PLEASE DO NOT CALL THE SCHOOL.** In cases of inclement weather, or other non-weather

related emergencies, and the cancellation of classes once school is in session, calls from the children to the parents/guardians will be discouraged.

Since our school is air-conditioned, we DO NOT FOLLOW Fairfax County School closings due to intense heat.

If Fairfax County Schools are not in session and Saint Leo the Great is in session, consult the school website, TV channels 4, 7, 8 and 9, or listen to WMAL 630 AM or WTOP 103.5 FM for any school closings or adjustments in opening times.

DELAYED OPENINGS

Kindergarten through Grade 8

- If there is a **ONE HOUR DELAYED OPENING ON ANY 11:30AM** classes are dismissed at **12:30PM**.
- If there is a **TWO HOUR DELAYED OPENING ON ANY 11:30AM EARLY DISMISSAL DAY**, classes are dismissed at **3:00PM**. Please be sure to send a lunch and drink with your child if it would have been a regular 11:30AM dismissal day since neither lunch nor milk is provided on those days.)

Extended Day Program

The Extended Day Program always opens **one hour before** school:

- Delay of **one hour**: open at **7:45AM**
- Delay of **two hours**: open at **8:45AM**

When school closes early all children must be picked up from the Extended Day Program within two hours of dismissal. Parents/guardians are responsible for listening to the radio or T.V. for announcements.

If Fairfax County cancels after school activities, the Extended Day Program will close within two hours of dismissal.

PHOTOS AND OTHER MEDIA

Schools must state in their Parent/Student Handbook the right for parents to forbid their children from participating in videotaping, audio recording, school pictures, other photography, or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the *Waiver/Right to Object* form (Appendix N). All student or parental publications are subject to review and approval by the school administration prior to publication.

Students may not use personal cameras at school without permission from the administration for

a specific event.

LIBRARY

All books chosen for classroom reading in Diocesan schools must be appropriate for students not only in age level and reading ability but also for the moral development which we are working to foster. All books shall conform with Diocesan policies and guidelines regarding Catholic education.

Parents or teachers who object to reading or audio-visual/computer materials must complete an Objection to Content Form (Appendix K) and submit it to the school principal. A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review.

FIELD TRIPS

- Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations.
- Field trips are considered an extension of the school day and the code of conduct will apply.
- A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity (Appendix).
- In the event private automobiles/vehicles of students, parents or other authorized adults are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the principal/administration for review and approval prior to the use of such vehicles. The principal/administration shall have the right to prohibit for any reason a proposed driver from transporting students on a field trip.
- Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to "opt out" their children from the field trip.

Teachers and other school employees should not drive students in their personal vehicles.

- It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time.
- School-sponsored ski trips are not permitted.

Trip arrangements, bus transportation and trip costs are arranged well in advance of the trip and costs are calculated on the total number of students in the class. Parent/guardians who opt out of a field trip for their child(ren) must notify the teacher at the time costs are calculated. Field trip fees are paid by parents/guardians and are not refundable. Written parental/guardian permission must be obtained prior to the excursion. Usually, two field trips per year are permitted. Fees associated with field trips are paid by parents/guardians. There is no refund for missed lunches due to field trips.

Chaperone lists for all field trips must receive prior approval from the administration. All chaperones must be at least 21 years of age. Chaperones remain with students in the designated area at all times, and must refrain from smoking while in the presence of children at any school-sponsored field trips or events.

The school reserves the right to refuse a student permission to participate in a field trip if his/her behavior is inappropriate or could jeopardize the personal safety of self or that of the group.

OVERNIGHT TRIPS

Overnight trips are not permitted for elementary school children.

MARCH FOR LIFE POLICY

Students are offered varied opportunities to participate in activities that promote the sanctity of life.

Based on the principal/administration's decision, students in grades 7 and 8 may be permitted to participate in the March for Life as a school and/or parish sponsored activity. Field trip procedures will be followed. Students in grades K through 6 will not participate as a group in the March for Life. Students with written parental permission may accompany their parents on the March for Life.

Students who accompany parents on the March for Life should not be marked as absent for that day.

GRADUATION REQUIREMENTS/CEREMONIES

The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation, students must satisfactorily complete (by attaining a passing grade) all courses as required by the Diocese of Arlington and the Commonwealth of Virginia. In addition students must comply with all school regulations and policies.

The principal shall have the right to withhold certification of a student's graduation or provide transcripts of the student's academic record to other schools, or to issue a Certificate of Completion to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations or infractions against the school's code of conduct).

Graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities.

A celebration of the Eucharist should be held for the graduates close to the date of graduation.

FINANCIAL ACCOUNTS AND GRADUATION

Eighth grade students will participate in graduation activities provided that all financial obligations are met by April 20th of the current school year.

Eighth grade records are released to high schools after all financial obligations to Saint Leo the Great Catholic School are satisfied

PARENT ORGANIZATIONS

Parent-teacher (and/or home-school) organizations are sponsored by the School to promote a cooperative effort at meeting certain needs of the student body. The parent organization is subject in all respects to the control of the school, and all parent organization activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution.

Persons nominated to serve as a PTO board member must receive the approval of the pastor and principal.

The parent organization should strive:

1. to serve in an advisory capacity to support the principal/administration;
2. to provide a means by which parents can respectfully articulate their values and expectations regarding the school so that these can be examined and addressed by the principal/administration;
3. to support and promote quality Catholic education at the school;
4. to encourage Catholic values of family life;
5. to share with teachers the values that parents are attempting to develop with their children at home;
6. to acquaint parents with up-to-date information concerning current developments in educational initiatives as they may affect the school so that they can be in a better position to promote the legitimate rights of their children;
7. to unify parents in an effort to raise funds each year for the school.

VOLUNTEER PROGRAM

The purpose of the Saint Leo the Great Volunteer Program is to assist the teachers and to provide adult role modeling for the children. Volunteer lists must be approved by the administration.

Volunteers are limited to parents, grandparents, and siblings over 21 years of age unless specifically approved by the administration. Children under the age of five should **not accompany volunteers** while they assist at school which includes but is not limited to the following activities:

- Working with teachers and assisting with activities both in and outside the classroom
- Working with small groups of children in an educational setting for either enrichment or remediation

- Assisting the librarian in checking out books, typing, repair of books, and book selection with children
- Providing enrichment through class presentations; assisting with field trips
- Serving as room parents, organizing and serving at receptions, and helping with fundraising activities
- Providing lunchroom/playground supervision

A more comprehensive list of volunteer opportunities is provided to each family at the beginning of the school year. Contact the Volunteer Coordinator to learn more about how you can assist. Consult the Family Directory for the appropriate telephone number. Your assistance and time is greatly needed and appreciated!

Volunteers must provide evidence of a negative tuberculosis skin test or X-ray, and meet the diocesan requirements for volunteers. Effective June 2004, the Diocese of Arlington revised its requirements for volunteers. Volunteers who have substantial contact with students are required to complete the following:

- 1) **Background packet** which includes:
 - Diocese of Arlington Criminal Background History Check Authorization
 - Virginia Department of Social Services/Child Protection Services Request for Search of the Criminal Registry and Release of Information Form
 - SP-24 National Criminal Background Check for Employees or Volunteers Providing Care to Children, the Elderly and Disabled
- 2) **Policy on the Protection of Children/Young People and the Prevention of Sexual Misconduct and/or Child Abuse:** Read the policy, sign and detach the back page, and mail it directly to the Diocese to the address provided. **Questionnaire:** Complete and mail it directly to the Diocese to the address provided.
- 3) **Code of Conduct for Church Personnel in the Diocese of Arlington:** Review, sign the back page, and return it to school.
- 4) Attend the **VIRTUS Protecting God's Children Seminar** and provide electronic confirmation of attendance including the place and date. Register on line at www.virtus.org.

Volunteers identified as those with substantial contact with students at Saint Leo the Great School are:

- 1) Lunchroom / Playground monitor
- 2) Room parent
- 3) Chaperone for **any** event
- 4) Volunteers who are working 1:1 or in small groups with children, i.e. math parent helper, or any who may interact with children without the teacher's presence

- 5) Library volunteer
- 6) General volunteer who comes into the school or classroom more than one time a year to do various jobs

Volunteers who help in the classroom once per year are not required to complete the background check. Science fair judges, field day Assistants, colonial day helpers, medieval day helpers, presidential fitness testers (that remain with the group), and guest speakers do not need to complete a background check with the understanding that the individual will not be alone with a student at any time during these events.

If a person has completed the required background paperwork and attended the Virtus through another parish/school, please contact the St. Leo School Office of Child Protection and Safety Volunteer Liaison (School Nurse) at the beginning of the school year or upon transfer to have your name added to the St. Leo School volunteer compliance report.

CYO coaches, scout leaders (girl, cub, and boy) are provided with background check materials through the rectory; CCD volunteers are provided with these materials through the CCD office. Volunteers who meet the requirements through the rectory or CCD office can be added to the school general volunteer list.

FUND-RAISING

Any program of fundraising at the school must have the approval of the pastor and the principal/administration. Fundraising activities should be organized and executed so that the school program is not interrupted. Students may participate in and cooperate with worthy collections and fundraising projects conducted by the school or parish.

Any school group or moderator of a group wishing to conduct a fundraiser at any time during the school year is required to complete the appropriate fundraising request form. All requests must receive prior approval from the pastor and principal. Forms are available in the school office.

STUDENT PHOTOGRAPHS

Opportunities for professional student photographs are available twice during the school year. Individual photographs are taken each fall; class photographs are taken each spring. Notice is sent in advance to advise parents/guardians of ordering procedures. As a fundraiser, the school receives a percentage of the sale of these photographs from the photo company. These funds are used to enhance instructional programs during the school year.

USE OF SCHOOL/PARISH PROPERTY

Commercial enterprises (individual or group), advancing of personal family businesses and

solicitation of any kind are prohibited on school/parish property.

BUYING AND SELLING OF ITEMS IN SCHOOL

No students may buy or sell items in school or on school/parish property for personal profit or for organizations outside of school. All buying and selling of items must be cleared through the school administration.

TRANSPORTATION/PARKING

Always follow the directional signs and arrows when entering the school/church property. Cars must never enter an area when barricades/cones are in place. If you must leave your car, park it in the most central parking lot spaces. **Parents/guardians or other visitors must use the front entrance to the building at all times.**

Parking spaces located in the front of the building and between the building and Van Dyck Park are reserved for faculty. Curbs that are painted yellow are designated fire lanes. **Cars are not to be left unattended along yellow curbs. The roadway in this area is “one way” only. Parking in Area 1 is not permitted one and a half hours prior to the opening and closing of any school day.**

The first parking places (in Area 2) at the front corners of the school, are reserved for the winners of these items purchased at the School Development annual Auction Gala.

FINANCES

DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

Application Process & Requirements

- a. All school families participating in the program must submit the same application form (available in English and Spanish) along with a processing fee payable to the private vendor.
- b. To become eligible for receiving funds from this program, students must satisfy all of the criteria described below:
 - A baptized Catholic or convert officially received into the Church
 - Family resides within the boundaries of the Diocese of Arlington
 - Family is registered and an active member of the parish
 - Student attends or is accepted by a Catholic school in the Diocese of Arlington
- c. The deadline for submitting applications to the contracted vendor is determined annually. Applications received after the stated due date will be considered for tuition assistance if funds are still available.
- d. Although students from families residing on local military bases are not domiciled in a Diocesan parish, those students are eligible for the Diocese of Arlington Tuition Assistance Program.
- e. The funds from the program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

SCHOOL TUITION POLICIES

The Pastor, in consultation with the Principal and Finance Council, establishes the amount of tuition and educational fees to be charged each year in accordance with the diocesan salary guidelines for a parochial Catholic elementary school and parish financial policies.

In-parish rates are based on parishioners' registration at St. Leo the Great Catholic Church.

DUE DATES

Monthly tuition payments are due by the 10th of each month, based on a ten-month school year. The first payment is due by July 10th and by the 10th of each succeeding month through April 10th. **All educational fees for each child are due in full with the first tuition payment in July.** Registration is subject to cancellation if first tuition payment is not received by July 20th. A tuition booklet is provided to each family to use for payment. Requests for alternate methods of payment of fees must have the prior approval of the principal. Tuition (exclusive of fees) may also be paid yearly or quarterly.

Accounts must always be current by the end of the academic quarter. The child will not be allowed to attend class until outstanding tuition, late fees, and all other fees are paid in full

by the current quarter, or unless specific arrangements for payment have been discussed with the pastor or the principal.

Late Fees

A late fee of \$30.00 is charged to monthly tuition accounts that are ten days past due, and for each month that tuition is in arrears. We reserve the right to require a money order, cashier's check or certified check from families who have had three returned checks within any of the school financial areas. Any amounts outstanding beyond thirty (30) days, related to tuition payments, fees or any other similar item, are past due accounts. Following the expiration of thirty (30) days, and after consultation with the Pastor and the Office of Catholic Schools, past due accounts may be placed with an attorney for collection. In the event that the School obtains a judgment for the subject past due account, the debtor agrees to pay, in addition to any principal amount that may be owing and due, actual attorney's fees and costs associated with obtaining the enforcement of the respective judgment.

FINANCIAL ACCOUNTS AND RE-REGISTRATION

In-house re-registration for students currently enrolled is permitted only for those families whose financial accounts are current. Re-registration for the following year will not be considered final until all tuition and fees for the current year are paid in full by the due date established by the school.

In certain circumstances with administrative approval, tuition may be pro-rated up to the date of withdrawal. This is handled on an individual basis with administration.

To process paperwork, parents/guardians are to provide two-week notice prior to student's last day of school.

FINANCIAL ACCOUNTS AND GRADUATION

Eighth grade students will participate in graduation activities provided that all financial obligations are met by April 20th of the current school year. Any Extended Day fees incurred after April 20th must be paid in full by the last full week of school prior to graduation.

Eighth grade records are released to high schools after all financial obligations to Saint Leo the Great Catholic School are satisfied.

RE-REGISTRATION FOR STUDENTS CURRENTLY ENROLLED

In-house re-registration for students currently enrolled takes place at the beginning of the second semester. Parents/guardians complete the appropriate re-registration form and submit this with the re-registration fee as follows:

| | |
|--------------------|----------|
| 1 child | \$100.00 |
| 2 children | \$150.00 |
| 3 or more children | \$175.00 |

All re-registration fees are non-refundable. The only exception will be for families who transfer their residence to another geographical location.

Tuition is based on a 10 month school year (which may be paid in 10 equal installments). The first payment is due July 10, 2012 and by the 10th of each succeeding month through April 2013. *If your first tuition payment is not received by July 20, 2012, your registration and guaranteed class placement is subject to cancellation. This will allow us to notify those on the waiting list.*

In-parish rates are based on parishioners' registration. Payments received after the 20th of the month will be considered late and will be assessed a \$30.00 late fee.

TUITION AND OTHER FEE SCHEDULES

2011-2012 TUITION RATES:

| | |
|---------------------------------|-----------------|
| In Parish | Annually |
| 1 child | \$4,728 |
| 2 children | \$8,078 |
| 3 children | \$10,491 |
| 4 children | \$11,240 |
| Out of Parish | Annually |
| 1 child | \$6,360 |
| 2 children | \$10,006 |
| 3 children | \$13,005 |
| 4 children | \$13,755 |
| Families of Other Faiths | Annually |
| 1 child | \$7,273 |
| 2 children | \$13,597 |

| | |
|------------|----------|
| 3 children | \$19,304 |
| 4 children | \$20,048 |

charts are based on 10 months, 40 weeks, 180 days of school

ADDITIONAL FEES:

The additional fees are paid in full and are due with the *first* tuition payment July 10, 2011.

| | | |
|----------------------------------|--------------------------------|--|
| KINDERGARTEN FEE | \$350 per child | (Necessary to provide for smaller class size, full time instructional assistants, and additional consumable art supplies) |
| EDUCATIONAL FEE | \$350 per child | (Provides for the purchase and rental of books, workbooks, paper, art supplies, and playground/lunchroom supervision.) |
| 8th GRADE FEE | \$175 per child | (class activities/Graduating expenses - Due November 1, 2011) |
| FINANCIAL AID STIPEND (OPTIONAL) | \$30 per family | (As stewardship to assist those families in need who are unable to meet the necessary tuition/fees payments; matched by Saint Leo the Great parish.) |
| MILK FEE (OPTIONAL) | \$36.00 per child for the year | Milk fee is paid by separate check at the Open House in August, in a separate envelope marked with child/ren(s) name(s), grade; specify white or chocolate. Milk can also be purchased any time during the school year. |

EXTENDED DAY PROGRAM

| | |
|------------------|---|
| Registration Fee | \$75 per family |
| Hourly Rate | \$6.00 per hour per child Fees cover each hour or part of an hour. (For the first half hour only of each day, fees are one-half the rate.) |
| Late Pick-up Fee | \$25, per family, for each 15 minutes or portion thereof, beyond closing time. |

All accounts are due and payable by the 10th of each month. Payments received after the 20th of the month are considered late and are assessed late fees as follows:

- Total outstanding balance of \$50.00 or less = \$10.00
- Total outstanding balance of \$100.00 or less = \$20.00
- Total outstanding balance of more than \$100.00 = \$30.00

CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

Participation in co-curricular and extra curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extra-curricular activities. Girls are not allowed to participate in boys' football and/or wrestling activities.

Students participating in school-sponsored team athletic activities must have proof of an annual physical. Submission of a pre-sport participation physical examination form and consent form for elementary and middle school based athletic program participation is required, excluding parish CYO.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician that states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

TRANSPORTATION OF ATHLETES

Students participating in a school-sponsored sport who wish to drive to and from practice and games in a privately owned vehicle must have a written permission from their parents/guardians. This approval does not permit a student to transport other passengers, under any circumstances, unless that passenger is a member of the car pool as permitted by the parents and administration.

Although CYO athletic teams are separate and distinct from parish/school activities, the pastor/principal retains the right to possible intervention by the school in the event a significant incident would bring the reputation of the parish and/or school into question within the community.

C0-CURRICULAR ACTIVITIES

ALTAR SERVERS

On a rotating basis boys and girls, who have been trained by Saint Leo the Great Parish, act as altar servers for school Masses, daily 9:00AM parish Masses, on holy days, and for funerals as needed. Initial training is offered by a member of the clergy to interested boys and girls, fifth grade and older. Altar servers who are scheduled to serve during the school day are responsible for finding a substitute server and communicating this change to the Altar server school coordinator. Students wearing PE uniforms must also bring their uniform dress shoes to serve.

CULTURAL ENRICHMENT PROGRAM

Cultural enrichment programs in the form of field trips, school assemblies, or classroom speakers are meant to broaden the interests of the students and to supplement the curriculum.

INSTRUMENTAL MUSIC PROGRAM

Saint Leo the Great Catholic School participates in the Diocesan Band Program. Lessons are given on a rotating basis during school hours. Full band practice is usually held for one hour once a week. Students in Grades 4 through 8 who are interested in the band program are provided with all necessary information at the beginning of the school year. It is the responsibility of each band member to make up any class work missed during lessons or band practice. Band lessons are contracted by the parent with the Garwood Whaley Music Program and the fee for lessons is paid directly to the program.

The Saint Leo the Great Band is an award winning elementary/middle school band. They participate in the Diocesan Band Festival as well as one other competition during the school year. The many trophies and awards earned by the band attest to their superiority.

NATIONAL JUNIOR HONOR SOCIETY

The purpose of this organization is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, develop character, and encourage citizenship in students of Saint Leo the Great Catholic School. Membership is an honor bestowed upon a student. Selection for membership is by majority vote of the faculty council and is based on the outstanding scholarship, character, leadership, service, and citizenship during the middle school years. Candidates become members at a special induction ceremony scheduled during the academic school year. Specific criteria for selection of members are disseminated to parents and students in the fall of each academic year.

Transfer students entering St. Leo's who have already been inducted into a NJHS, may submit a letter from their NJHS moderator and transfer their membership.

Eligibility

Students in seventh and eighth grade will be eligible for membership.

Selection Process:

1. Students with Middle School cumulative GPA of 92% in English,

Literature, Math, Science, Social Studies, Spanish and Religion will receive an activity form to complete and return to the NJHS Faculty Advisor. Returning eighth grade students will be evaluated for admission at the end of the first quarter. Eighth grade students who have only transferred to St. Leo School during their eighth grade year and all seventh grade students will be evaluation for admission after the first semester.

2. Middle school and encore teachers as well as staff members who teach/work with the students will provide a character recommendation.
3. The faculty council will take into consideration: the Personal Development section of the report card where students should maintain 2s and 3s in all areas, the completed activity form, and teacher recommendations during the selection process. Potential candidates with one 1 or one U may appeal to the council for consideration.
4. Candidates who are invited to join the Saint Leo the Great Chapter of the NJHS will become members after their induction ceremony.

SAFETY PATROL

Students in Middle School (Grades 6, 7, and 8), selected by teacher recommendation, act as safety patrols during the school day. They work to ensure everyone's safety, particularly at arrival and dismissal. All members of our school community, as well as visitors, are expected to abide by the instructions given to them by the safety patrols.

STUDENT COUNCIL

Student Council officers, President, Vice President, Secretary/Treasurer, Commissioner of Religions Affairs, Commissioner of Publicity and Public Relations, Commissioner of School Spirit and Athletics, (Grades 6 through 8) and classroom representatives (Grades 4 through 8) are elected each year by the student body. A faculty member acts as advisor to the Student Council. The Council works toward the betterment of all aspects of school life. This activity provides the students with the opportunity to develop leadership skills; promotes a sense of responsibility and service to the school, church and community; and encourages students to use their creativity in promoting school spirit.

Student Council officers are elected in the spring prior to the new school year. Potential candidates must have maintained 2s and 3s in the Personal Development section of the report card in the year running for office. Potential candidates with no more than one 1 or one U in the Personal Development section of the report card may appeal to the Student Council Faculty Advisor for consideration.

In addition any student running for President or Vice President must maintain an average no lower than 85% with no subject grade lower than 77% in the election year and must have attended St. Leo School for one year prior to taking office. President must be an eighth grade student while in office. Vice President must be in seventh or eighth grade while in office.

All other officers must maintain an average no lower than 77% with no subject grade lower than 70% in the election year. The secretary/treasurer must also have attended St. Leo School for one year prior to taking office. All other officers must be in sixth, seventh or eighth grade while in office.

Student Council representatives must maintain all 2s and 3s on the Personal Development section of their report card to remain an active member. If they receive a 1 or U, they will be placed on probation for one quarter and an alternate student will take their place. They may earn their student council office back by not receiving any 1s or Us the next quarter. If the representative is unable to accomplish this, they will not be able to serve on the council. It is important that the student takes the time to concentrate on their own behavior during this time.

YEARBOOK (*THE PRIDE*)

The Pride depicts the highlights of the current school year and is compiled annually. Order forms are sent home at mid-year; distribution occurs at the end of the school year. Yearbook club is a selected group of Middle School students who are eligible to apply to serve on the yearbook editing team in the fall of the new school year. They meet afterschool on a regular basis.

EXTRA CURRICULAR ACTIVITIES

7TH AND 8TH GRADE DANCES

Students in grades 7 and 8 have the opportunity to attend several Diocesan dances during the school year. These take place during the early evening hours, are limited to Saint Leo the Great 7th and 8th grade students, and are chaperoned by administration, faculty, and parent volunteers. Parent Permission and emergency forms are required. After expenses, funds raised through the sale of tickets are used to help offset the costs of eighth grade graduation activities. Refer to Dress Code regulations for appropriate attire.

SCOUTING

Students have the opportunity to participate in the following scouting programs: Daisies, Brownies, Girl Scouts, Tiger Cubs, Cub Scouts and Boy Scouts. Parent volunteers run the scout troops. Students receive information about these organizations through flyers and information sent home from the school. Representatives from the scouting programs are also available at the Open House in August. Neither Saint Leo the Great Catholic School nor Parish operate these programs.

SPORTS

Saint Leo the Great students participate in the Northern Virginia Junior Catholic Youth Organization (CYO) sports program in basketball, baseball, cheerleading, softball, tennis and track. Parent volunteers coach each team. Neither Saint Leo the Great Catholic School nor Parish operate these programs. Interested students in Grades 4 through 8 have the opportunity to sign up and try out for the teams at school at the beginning of the season. Grade requirements vary according to the

individual sport.

SUPERVISION OF STUDENTS

The school is not responsible for providing supervision for students who remain on school property after the conclusion of the instructional day, unless the student is participating in a school-sponsored activity (such as athletics or theater).

STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, faculty and students work together to create a Catholic school environment. These basic components include:

- Teachers have a right to teach. No student will stop the teacher from teaching.
- Students have a right to learn. No student will stop another student from learning. Based upon the Catholic moral values and loving respect for others taught by Jesus, students:
 1. will be honest and committed to integrity.
 2. will be respectful and courteous toward all teachers and adults.
 3. will refrain from harassment of any kind.
 4. will use appropriate language.
 5. will speak respectfully to and about others.
 6. will complete all assignments and participate fully in class.
 7. will respect all school and personal property (*Care of School Property*).
 8. will refrain from any deliberate disruption in the school.
 9. will adhere to the school's cell phone policy.
 10. will comply with the Internet Acceptable Use Policy.
 11. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.
 12. will be present for all required activities unless officially excused by the administration.
 13. will adhere to the dress code (*Dress Code*).
 14. will not give or receive unauthorized assistance on tests, quizzes or assignments.
 15. will not leave school grounds during the school day for any reason without permission from the principal/administration.
 16. will not bring to school nor possess at school any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices or any facsimile thereof. It is understood if this term is violated, suspension or expulsion may result (*Substance Abuse/Weapons and Inappropriate Materials*).
 17. will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*).
 18. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited

on school grounds or at school-sponsored activities.

19. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal/administration, staff and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

SUBSTANCE ABUSE/WEAPONS

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

1. It is unlawful for any person to manufacture, sell, or distribute or possess with intent to sell, give or distribute any controlled substance, imitation controlled substance or marijuana while upon the property of the school; on any school bus; upon any public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity.) If a student knows or suspects that any of the foregoing activities are occurring, he/she must immediately report the matter to the school administration/faculty so the appropriate law enforcement agency may be contacted.

2. If a student is suspected or is discovered to have (a) violated the foregoing policy with respect to any controlled substance, imitation controlled substance or marijuana or (b) used, possessed or distributed alcohol or tobacco while upon the property of the school; on any school bus; upon public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity), the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agency will be contacted (see also Policy 615).

3. A student shall not possess or use drug paraphernalia, including, but not limited to, water pipes, cigarette paper rolling machines, and miniature scales on the property of the school, on any school bus and/or any school-sponsored activity, whether discovered in an authorized search of his or her private property (Policy 615, paragraph 1) or on school property (e.g., lockers—Policy 615, paragraph 2). Any student who violates this provision will be subject to disciplinary action up to and including expulsion.

4. A student shall not possess, use or threaten to use on the property of the school, on any school bus; and/or at any school sponsored activity, any weapons (including but not limited to any pistols, revolvers, rifles or other firearms, stun weapons, tasers, knives, flailing instruments (which may sometimes be known as nunchucks or fighting chains), sling shot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray or other similar propellant or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual,

except when expressly authorized by a member of the school administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the school's academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to and including expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency will be immediately contacted.

DISCIPLINE

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy and code of conduct of the school, even though not specified.

In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

USE OF DISCIPLINARY ACTION

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will appraise the principal/administration of the situation. They will assist in the development of a course of action to be taken to correct the situation.

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

1. Counseling and/or conference with the student and family
2. Assignment of special tasks
3. Denial of privileges
4. Detention
5. Probation
6. Suspension
7. Dismissal
8. Expulsion

SPECIFIC DISCIPLINARY POLICIES

Disciplinary measures may also include any of the following:

- Warning to student (verbal or written)

- A written note from student to parent/guardian
- Supervising adult, teacher, or administrator issues a Warning Note, Behavior Report, or Disciplinary Referral
- Time-out period
- Denial of privileges (which may include field trips and/or school-sponsored social events)
- Financial restitution for damage caused to school property or belongings of another

Self discipline and consequences

“Discipline means hearing the voice of another, understanding the meaning of what is heard, and applying the message freely and appropriately to the situation...and leads him or her to become inner-directed, responsible, responsive, and cooperative.” (*Student Self-Discipline in the Classroom and Beyond*, p.xiii-xiv)

Any form of discipline should be a means of helping a student to modify or change his/her behavior and to help him/her develop self-discipline. It is understood that a moderate number of verbal daily reminders for children in Kindergarten through Grade 3 are considered to be a natural part of the learning process in becoming a member of the school community. Teachers in Kindergarten through Grade 5 may elect to use internal incentives and consequences. At the middle school level, a “Pride Points” system (contained in each student’s assignment book) is used.

Uniform Violations

In Kindergarten through Grade 5, use the designated form to notify parents/guardians of student uniform violations. Teachers keep a copy as a reminder to ensure that the student returns the signed form the following day. If an encore teacher needs to issue a uniform violation, he/she should give the copy to the homeroom teacher so that follow-up can occur the following day.

Kindergarten through Grade 2 students do not have the category of “adheres to Dress Code” on the report card as do the older grades. If three violation forms are issued in K through 2, teachers may give an “1” for “Accepts Responsibility” on the report card if more than three violation forms are issued, students may receive a “U” or “NI” (where applicable). However, grade level circumstances should be taken into consideration.

Uniform violations at the middle school level are noted in the student’s “passport” and/or the designated uniform form.

WARNING NOTES, BEHAVIOR REPORTS, AND DISCIPLINARY REFERRALS

Any student in Kindergarten through Grade 8 may receive *Warning Notes*, *Behavior Reports*, or *Disciplinary Referrals*. These are issued for, but are not limited to, violations of the Code of Conduct. They may be issued by an administrator, teacher, or staff member. *Warning Notes* (and/or loss of Pride Points for middle school students) are issued for less serious violations. (Refer to Middle School Passport for consequences for repeated point deductions.) *Behavior Reports* are issued for more serious violations. *Disciplinary Referrals* are issued for violations

deemed very serious in nature. Violations of any kind are deemed serious in nature when they are repeated behaviors.

***Warning Notes, Behavior Reports, or Disciplinary Referrals* always require a parent/guardian signature. In Kindergarten through Grade 5, notes, reports and referrals are returned to the homeroom teacher the following school day before the student is readmitted to class. In Grades 6 through 8, they are returned to the advisor the following school day before the student is readmitted to class.**

At the administration's discretion, student actions resulting in *Warning Notes* may be reflected in the Personal Development section on the quarterly report card during the academic quarter in which the notes are received. Student actions resulting in *Behavior Reports* or *Disciplinary Referrals* will be reflected in the Personal Development section. *Warning Notes, Behavior Reports, and Disciplinary Referrals* do not accumulate beyond the present academic year.

Warning Notes

The purpose of the ***Warning Note*** is to inform the student and parents/guardians of minor violations of the rules, and to provide the student with the opportunity to correct this behavior without disciplinary action. The combined effort of parent/guardian and teacher to instruct and inform the student should correct the behavior.

Behavior Reports

When the same minor violation is repeated for a second time, a ***Behavior Report*** is issued. When a student has three violations, each different and minor in nature, a *Behavior Report* will be issued. Additionally, a *Behavior Report* can be issued when a violation is deemed more serious in nature. A *Behavior Report* necessitates direct communication with the student, teacher, and parent/guardian. When a student receives the first behavior report, the behavior is discussed and a plan of action is formulated; disciplinary consequences and the plan of action (when applicable) is communicated to the parents either via email, phone call or conference. A critical part of the plan includes enlisting the support of the student's parents/guardians in promoting self-discipline in their child. Compliance and active cooperation by the parents/guardians is essential.

If the student receives a second *Behavior Report*, a conference via phone or in person during school hours occurs between the student, parent/guardian, teacher, staff member (when applicable), and an administrator to discuss and implement further dimensions to plan of action. Disciplinary consequences are communicated, when applicable. Compliance and cooperation between family and school is essential.

Disciplinary Referrals

If the student has a third serious violation, a *Disciplinary Referral* is issued. A meeting or conference call during school hours occurs between the student, parent/guardian, teacher, staff member (when applicable), and an administrator. The seriousness of the situation is discussed, especially regarding the severity of reaching the *Disciplinary Referral* level, a reassessment of

the plan of action is conducted, and a revised plan is implemented. Disciplinary consequences are communicated. Compliance and cooperation between the family and school is essential.

Since a plan of action has preceded this *Disciplinary Referral*, it is noted on the referral, the plan of action may be modified, and the student may be suspended and placed on disciplinary probation. If another violation, deemed very serious by the administration, occurs during the probationary period, it is considered grounds for dismissal/withdrawal or expulsion.

If the student has committed a first violation deemed very serious, he/she will receive an immediate *Disciplinary Referral*. This will initiate a conference via phone or in-person during school hours with the student, parent/guardian, faculty member, staff member (when applicable) and administrator.

Since a plan of action has not preceded this *Disciplinary Referral*, a plan of action for student improvement and self-discipline is implemented. Disciplinary consequences are communicated. A critical part of the plan includes enlisting the support of the student's parents/guardians in promoting self-discipline in their child. Compliance and active cooperation between family and school is essential.

If a repeated serious violation occurs or if the student commits a second serious violation, a second *Disciplinary Referral* is issued. The student is suspended and placed on disciplinary probation. If the student receives a third *Disciplinary Referral* for an infraction deemed very serious by the administration, it is considered grounds for withdrawal/dismissal or expulsion.

DISCIPLINARY DETENTION

When a student is assigned before or after school detention, the parent/guardian will be notified of the date and time by means of a detention form. The parent/guardian signs the form; the student returns the signed form the following school day. Parents/guardians are responsible for the timely arrival (for before school detention) or pick-up (for after school detention) of the student. **In the case of after school detention, students who are not picked up within ten minutes after the schedule concluding time, will be sent to the Extended Day program.** Parents/guardians will be responsible for any extended day fees incurred due to late pick-up.

SUSPENSION

Suspension may be imposed as determined by the principal/administration. Once the principal/administration suspends a student, parents may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation.

The failure of the parents to execute the above referenced agreement shall preclude the student from returning to the regular instructional program. This policy applies to in-house and out-of-school suspensions.

Suspension may be imposed by the administration for a major infraction of school rules or for the accumulation of disciplinary referrals as outlined above. The principal may consult with the pastor. The number of days for suspension depends upon the severity of the offense.

Cheating (which includes copying another student's work/homework or providing work to be copied by another student) and or verbal/written/physical threats of violence results in suspension. Students may receive in-school or out-of-school suspensions. Schoolwork is assigned for in-school suspension. Credit is given for completed work only. Work missed during out-of-school suspension is either completed at home or made up and credit is given for completed work only. Discipline for cheating will also result in an U in self-control on the report card.

All work is due on the day that the student returns to class, unless otherwise specified by the teacher. Upon return, the student will have forty-eight hours in which to make up all tests and quizzes. The teacher is not responsible for re-teaching material taught during the suspension period.

If, in the principal's judgment, the student's actions warrant removal from the school community for a period of time, the parents/guardians are notified by the principal or delegate immediately. Written notice of the school's actions will follow. Students who have received an out-of-school suspension cannot be readmitted until a parent/guardian meets with the principal or delegate and agrees to cooperate with the school and sign a behavioral contract.

Signed agreement of parents/guardians and a written report of the suspension are filed in the student's confidential folder, but do not become part of the student's permanent record or cumulative record.

The Pastor is apprised of circumstances involving dismissal or expulsion.

DISMISSAL

Conduct which is disruptive to the learning atmosphere and/or contrary to the school's Code of Conduct is justification for a principal/administration to dismiss a student at the close of the school year.

Students who are dismissed may apply for readmission to any Diocesan school after one full year.

EXPULSION

Expulsion may be resorted to when one or all of the following are present:

1. a serious infraction of school rules occurs;
2. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
3. the student's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;
4. a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful,

disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff.

If the principal/administration believes it necessary to expel a student, the principal/administration will notify the student and the student's parents about the student's action and provide them with an opportunity to respond in accordance with the school's disciplinary hearing process before making any final decision on the matter.

A parent whose child is expelled may appeal this decision in writing to the Superintendent of Schools within 5 working days from the time of written notification.

During the pendency of any appeal, the expelled student shall be removed from the school community in compliance with the expulsion notice unless otherwise directed in the discretion of the principal/administration.

Students who have been expelled from any Diocesan school may not apply for admission to that school or another Diocesan school for a minimum of one (1) year from the date of expulsion.

STUDENT REGULATIONS AND PROCEDURES

Privacy of individual students must be balanced against the need to protect the health, welfare and safety of other members of the school community.

STUDENTS AND STUDENT PROPERTY

Searches

The principal/administration or his/her designee has the right to protect the health, welfare and safety of school patrons against drugs, weapons, unauthorized publications and other contraband materials. Search of a student's person and/or personal property on school property (e.g. automobiles, etc.) or at school activities may be conducted by the school principal/administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

Interrogation of Students

Unless provided with a court-issued warrant, the pastor (or principal if Diocesan high school) or the Office of Catholic Schools must first be consulted before law enforcement authorities are allowed to speak to any student for interrogation purposes of alleged illegal activities. This policy does not apply to Child Protective Services (CPS) officers, who are by law entitled to interview children.

The questioning by police officers of students in school or on school grounds about alleged illegal activities shall meet the following conditions:

- The principal, the assistant principal, or the principal's designee shall be alerted.

- The police officers shall report to the principal's office.
- Permission from the student's parent/guardian, either by phone or in person, prior to questioning must be acquired.
- The principal or a school representative shall be present.
- The questioning shall be conducted in a private room where participants cannot be seen or heard by students and/or other school personnel.

The police officers, under unusual circumstances, may take legal actions that they deem necessary.

Students and Student Property

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches and other valuables to the physical education teacher/coach when participating in athletic events away from school. Items of personal property or clothing not directly related to academic or athletic events sponsored by the school should not be brought to school.

SCHOOL LOCKERS AND DESKS

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned has *vis-a-vis* other students exclusive use of the locker or desk but has no proprietary rights versus the school.

Lockers are located in each classroom (Grades 1 through 8); separate locks are not permitted. Lockers/desks may be used to store books and supplies necessary to the normal classroom routine. School officials retain the right to periodically inspect student lockers/desks. Students are responsible for any damage they cause to lockers.

CARE OF SCHOOL PROPERTY

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/administration.

Chewing gum is never permitted in school or at school functions.

DRESS CODE

The dress code provides a standard for our students, which fosters an environment conducive to learning and respectful behavior.

Final decisions regarding the school uniform rest with the principal/administration.

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

The complete school uniform is worn each school day. When there is an exception, the students will be notified. School uniforms must be purchased from:

| | |
|-------------------|---------------------------|
| Flynn & O'Hara | 703-503-5966 |
| Fair City Mall | Toll Free: 1-800-441-4122 |
| 9650 Main Street | www.flynnohara.com |
| Fairfax, VA 22031 | |

Flynn & O'Hara remains the sole supplier of uniforms for Saint Leo the Great Catholic School. Clothing similar in color and texture is not considered uniform. Belts and socks that meet dress code requirements may be purchased elsewhere.

Girls: Grades K-5

Fall/Winter Uniform:

| | |
|----------|--|
| Jumper | plaid |
| Blouse | white uniform blouse, long or short sleeves having a plain, rounded "peter pan" collar |
| Socks | plain, white, visible socks (without lace or designs), white knee socks, or white tights (tights are continuous coverage of the foot, no leggings) |
| Sweater | maroon cardigan with Saint Leo the Great school emblem |
| Optional | black, uniform twill with black belt, white uniform blouse, uniform cardigan |

Optional Early Fall/Spring Uniform:

(August- October 21, 2011 and beginning April 16, 2012; otherwise the fall/winter uniform is worn.)

| | |
|--------|---|
| Shorts | plaid, cuffed uniform walking shorts with black belt |
| Shirt | white golf shirt with Saint Leo the Great monogram/emblem |
| Socks | plain, white, visible socks without lace or designs |

Girls: Grades 6-8

Fall/Winter Uniform:

| | |
|--------|---|
| Skirt | plaid kilt |
| Blouse | white uniform oxford type with button-down collar, long or short sleeves |
| Socks | plain, white visible socks (without lace or designs), black or white knee socks, or black or white tights (tights are continuous coverage of the foot, no leggings) |

| | |
|----------|---|
| Sweater | maroon vest or long sleeve sweater with Saint Leo the Great school emblem |
| Optional | black, uniform twill with black belt, white uniform blouse, uniform sweater or vest sweater |

Optional Early Fall/Spring Uniform: SAME AS K-5

Additionally, girls (grades 6 through 8) may wear white golf shirt St. Leo the Great monogram/emblem and kilt. (August- October 21, 2011 and beginning April 16, 2012; otherwise the fall/winter uniform is worn.)

Boys: Grades K-8

Fall/Winter Uniform:

| | |
|---------|--|
| Pants | black, uniform twill with black belt |
| Shirt | white uniform oxford type with button-down collar, long or short sleeves |
| Socks | plain, visible length, black |
| Sweater | K-5: Maroon cardigan with Saint Leo the Great School emblem; 6, 7, 8: Maroon vest or long sleeve sweater with Saint Leo the Great School emblem |
| Tie | K-8: Uniform stripe (worn only from October 24, 2011 through April 5, 2012) |

Optional Early Fall/Spring Uniform:

(August- October 21, 2011 and beginning April 16, 2012; otherwise the fall/winter uniform is worn.)

| | |
|--------------|---|
| Shorts/pants | black, uniform twill with black belt |
| Shirt | white golf shirt with Saint Leo the Great monogram/emblem; or white uniform oxford type with button-down collar |
| Socks | plain, visible, white without designs (with shorts only); plain, black (with pants only) |

NOTE: For boys, only black socks are worn with uniform pants, and only white socks are worn with uniform shorts.

PHYSICAL EDUCATION UNIFORM FOR GRADES K-8 (GIRLS AND BOYS)

The P.E. uniform consists of maroon monogrammed T-shirt and black monogrammed shorts with Saint Leo the Great logo, maroon logo sweatshirt and sweatpants (middle school students may opt for the uniform maroon logo warm-up suit in place of uniform sweat suit), white, plain, visible socks, and athletic shoes. Athletic shoes are not canvas fashion sneakers; these are not safe or appropriate for P.E. class activities.

Students in Kindergarten through Grade 8 wear their P.E. uniforms/athletic shoes to school in place of their school uniforms on the day of P.E. class.

In cold weather and from October 24, 2011 through April 5, 2012:

- Students in Kindergarten through Grade 5 are required to wear the maroon school logo sweatshirt and sweatpants.
- Middle school students must wear either uniform P.E. sweat suit or warm up suit to school in addition to the uniform P.E. shirt and shorts.

Only students wearing the required clothing may participate in physical education class. For safety reasons, girls with long hair wear it pulled back for PE class.

GENERAL UNIFORM INFORMATION FOR ALL STUDENTS

- Every student is expected to wear **clean, neat** clothes.
- Every student is expected to enter and leave the school/church property in a full and properly worn uniform.
- Jumpers and kilts **must reach the knee or lower in both the front and back.**
- Pants/shorts (including P.E. shorts) must be worn belted at the waist. Shorts (including P.E. shorts) are worn knee length, but not shorter than two to three inches above the knee.
- Shirts and blouses must be **fully** tucked into pants, shorts, and skirts. Shirt tails may not be folded under in place of being tucked. Long shirtsleeves are not worn rolled up.
- When ties are worn, collars are completely buttoned and ties are tightened at the collar. Students who wear oxford shirts must wear all collar side buttons buttoned.
- When shirts are worn open at the neck, no more than one button may be unbuttoned.
- T-shirts worn under school uniform must be solid white.
- If tights and socks are worn together with the fall/winter uniform during the cold weather, these must both be white. Sweatpants or leggings may be worn under the uniform jumper or kilt only while outside in cold weather. These may not be worn inside the school building.
- Socks must be worn and visible at all times.
- Middle school students may not wear black socks with the school P.E. uniform.
- Middle school girls may not wear black sport socks with the school uniform kilt, black knee socks are permitted grades 6-8.
- Undergarments should not be seen through clothing.
- Earrings should be small post or stud earrings in the earlobe only. Only one earring may be worn in each earlobe. Boys do not wear earrings.
- “Choker style” necklaces (beaded, braided, or any other type) and or excessive amounts of jewelry are not permitted.
- Nail polish, artificial nails, and makeup are not worn to school.
- Tattoos, temporary tattoos, or body graffiti are not permitted.
- Hats are not worn indoors.
- Hair that is dyed an unnatural color or is an extreme difference from your own natural hair color is not permitted.
- Fad or unusual hairstyles, partly shaved head, mo-hawks or extremely spiky hair or other distracting styles are not permitted. In addition, boys' hair must be neat, trimmed at or above the ear, above the eyebrows, and may not touch the shirt collar.
- Facial hair is not permitted.

- Hair spray, perfume, cologne, or aerosol deodorants are not to be brought to school. All mouthwash products, in liquid or strip form, are prohibited.
- Students may not wear perfume or cologne to school.
- For safety reasons, unusual hair adornments and or fake hair pieces, including clip-in hair extensions, are not permitted.

SHOES

Sturdy brown or black dress shoes must be worn with the school uniform. Girls may wear black and white saddle shoes. **Heels may not be higher than one inch (measured from the back of the heel).** When wearing shoes with ties or Velcro closures, these must be tied or Velcroed at all times. The following styles are not acceptable with the uniform:

- boots, high tops, or 3/4 high tops of any kind for either boys or girls
- athletic or “skater” type shoes
- shoes made of canvas
- backless shoes; clogs
- sandals
- "jellies"

Students may change to athletic shoes for playground activities. Athletic shoes are **always** worn for physical education activities. Athletic shoes are not canvas fashion sneakers; these are not safe or appropriate for P.E. class activities. These may be low, 3/4, or high top.

Students are not to change out of uniform before leaving school unless going to the Extended Day Program. Requests to change at other times must have the approval of the administrator.

Students in Kindergarten through Grade 5 may not wear colored shoelaces.

NOTE:

“Name tag” all clothing and personal items.

Sweatshirts, jackets, or sweaters may be worn TO AND FROM school or while outside, but NOT IN school. If your child wears a sweater in school, it must be the appropriate uniform sweater.

Dress Code violations may be issued for, but are not limited to:

- wearing non-uniform trousers, shorts, shirts, blouses, sweaters or clothing
- no sweater, vest, tie or belt
- skirt/jumper length too short
- improper school shoes
- no socks or wrong socks; wrong color socks or tights
- no PE uniform or incomplete PE uniform

Uniform compliance is reflected in the Personal Development section of the quarterly report card and may affect the student’s placement on the honor roll.

BOOK BAGS

For safety reasons, any wheeled book bags must be able to fit fully inside the student's locker while still accommodating any of the student's books and supplies that must be stored there.

OUT OF UNIFORM DAYS/ DRESS DOWN DAYS

Certain days approved by the administration may be granted throughout the school year as "out-of-uniform" days. On those days, students may wear casual clothing and shoes to school. Jeans or other casual pants may be worn; **shorts may only be worn August through October 21, 2011 and beginning again on April 16, 2012 through June.** Pants must be worn at the waist; shorts and skirts must be of acceptable length; clothing may not be tight; muscle shirts and mini skirts may not be worn, tops must cover the shoulders and midriff and not be low cut; clothing must be in good repair and always be in good taste. Girls may wear leggings with dresses or skirts. Hats may never be worn in the building. Flip-flops may not be worn for safety reasons. The administration reserves the right to deny "out of uniform" privileges to any student for non-compliance.

DRESS CODE FOR DANCES

Refer to "Out of Uniform Days" for proper code of dress.

SPIRITWEAR DAYS

On the following dates during the 2011-2012 school year students wearing spirit wear will be allowed to dress out of uniform. Students dressing out of uniform must wear a shirt or sweatshirt with the Saint Leo the Great logo (this includes the PTO shirt, CYO team shirts, and other school/parish activity shirts), jeans or other casual pants, and casual shoes (including sneakers/tennis shoes); **shorts may only be worn August- October 21, 2011 and beginning April 16 through June 2012.** Please see the above Out of Uniform Policy for specific guidelines. Students may also wear sneakers on these days.

To help students and parents show their pride for our school the PTO has designed a Saint Leo the Great T-shirt. The PTO has designed spiritwear shirts available for purchase.

The following are the Spirit Wear Days 2011-2012:

- Friday, September 16th
- Friday, November 18th
- Friday, January 13th
- Friday, April 5
- Friday, May 25

BIRTHDAYS

Students may **dress up** on their birthdays. *When students dress up they do not wear jeans, sneakers, or t-shirts. "Dressing up" means that students dress equal to, or better than, the uniform. During winter months, this does include a tie. Length of skirts and shorts MUST be consistent with the uniform dress code policy. This is not a "dress down" or "out-of-uniform" day.* In the event that a student's clothing is not in compliance, a phone call will be made to the parents. During the appropriate times that the spring/early fall uniform may be worn, i.e. August-October 21, 2011 and beginning April 16, 2012, students may wear shorts only if they are dress shorts. If the student's birthday falls on a PE day, they may dress up the day prior or after their actual birthday, but they should not dress out on the PE day. **Please note, if students do not comply with the rules on their birthday dress out day, they will forfeit the privilege of dressing out on the next scheduled dress out or spritwear day and will be required to wear their regular uniform. Middle School Students will also loose a Dress Code point in the passport.**

The school celebrates the student's birthday by announcing his/her name on the morning TV broadcast. **Parents/guardians should check with their child's teacher on how to celebrate the child's birthday in the classroom.** No balloon, flower, restaurant or other professional deliveries will be accepted for students at the school. Unless invitations to a private birthday party are distributed to the entire class, they must be sent via US mail or delivered by some alternate means off of school grounds.

Students may choose to purchase a book for the library as their "birthday gift" to the school. Please check with the librarian before purchasing a particular book. A special nameplate will be placed in the book. In this way, the students can celebrate a birthday long after the donor has graduated.

INAPPROPRIATE MATERIALS

Students are not permitted to possess the following items on school property or at school functions:

unauthorized playing cards, remote control devices, video games, skateboards, roller-skates, roller-blades, heelies, sharp objects, beepers, pagers, or any sound-producing electronic equipment.

Cell phones must be kept in the student's locker in the "off" position during the school day and in the "off" position while in attendance at the extended day program. Cell phones may not be used at dismissal time unless authorized by a faculty member. Students should wait for late arriving parents by the gym door. Violation of this rule will result in the confiscation of the cell phone and possible forfeiture of the privilege of bringing it to school. Cell phones found on or being used during the school day for texting, photos, or phone calls will be held in the office for parent pick-up. Students found violating the cell phone policy will be written up and may receive further disciplinary action. If parents have a change of carpool plans, please contact the school office by 2:45pm and we will notify the student.

Students are discouraged from having valuable electronic devices at school such as but not

limited to iPods, tablets, or e-readers. These items must remain in their backpacks, in lockers, and “off” throughout the school day. St. Leo the Great School is not responsible for lost or damaged devices.

The possession (on school grounds or at any school function off grounds) of laser pointer devices, real or toy knives, real or toy guns, matches, lighters, stink bombs, aerosols or any device that causes an explosion including, but not limited to, devices requiring a fuse for ignition of any chemical, are serious offenses and will immediately render a student subject to suspension or expulsion.

Possession and/or distribution of inappropriate materials which would cause injury to the individual or others, or possession of printed materials, deemed objectionable in nature by school administration, is considered a serious infraction and will be handled on an individual basis.

Any items that interfere with the learning process of any student will not be tolerated and may result in disciplinary action.

PLAYGROUND REGULATIONS

All students go outdoors for recess unless special permission is given to remain indoors.

To ensure the safety of all on the playground, the students are expected to obey the following playground regulations. Consequences for infractions are noted in the disciplinary code.

- Consideration and respect for others and for playground equipment is to be shown at all times. Above all, PLAY FAIR.
- Students may not bring toys from home to play with at recess such as dolls, stuffed animals, etc.
- Supervising adults on the playground are to be given the same respect and obedience as the classroom teacher.
- Students play in the assigned area and follow all rules of that area.
- Avoid the type of playing that tears and ruins clothing.
- Fighting, pushing, shoving, tackling, wrestling, or “keep away” are not acceptable.
- Climbing on any fences is prohibited.
- Language used on the playground is the same as that which is used in the classroom.
- Only soft-type balls are used. Hard objects may never be used or thrown (including, but not limited to, baseballs, rocks, snowballs, pine cones).
- Keep hands away from other students.
- Running and tag games are not allowed in the enclosed playground.
- Wood chips remain on the ground in the enclosed playground area.
- The slide is one-way, down only, bottoms only, feet first, one person at a time.
- Follow the posted schedule of use times for the enclosed playground area and basketball hoops.

Students line up in an orderly manner on the appropriate homeroom/homebase line when the bell rings to signal the end of recess.

LUNCHROOM REGULATIONS

Given the risk of potential harm, students' access and use of microwave ovens are prohibited. Student meals provided by parents must not be heated in microwave ovens by school personnel and/or school volunteers.

All students:

- Walk at all times.
- Use indoor voices.
- Form a single line when purchasing lunch.
- Sit in assigned sections for their grade level, when applicable.
- Eat their own lunches.
- Pick up all trash in their immediate areas.
- Fulfill table captain responsibilities cheerfully and conscientiously.
- Clean the table with the sponge/brush/dustpan provided.
- Raise hand to be dismissed by the monitor.
- Walk to trash container and put trash in.
- Visit the restroom, if necessary, before going outside for lunchtime recess.
- When choosing to eat ice cream outside - eat in the designated area and dispose of trash in the trash container.

GUIDELINES AND RULES FOR ENCLOSED OUTDOOR PLAYGROUND

- Use playground equipment properly and safely
- Share so everyone has a turn.
- Keep hands to yourself.
- Leave mulch on the ground.
- The slide is one-way, DOWN only.
- Slide down one at a time in a sitting position, feet forward.
- Never push someone down the slide.
- Climbing on any of the fences is prohibited.

If the jungle gym becomes overcrowded, adult monitor reserves the right to ask students to leave. If there is unacceptable behavior, students will leave the jungle gym area and their teacher(s) will be notified.

Assigned days for use of outdoor playground:

Monday: 3rd grade and kindergarten
Tuesday: 4th grade and 1st grade
Wednesday: 5th grade and 2nd grade
Thursday: Girls only

Friday: Boys only

Students in grades 6, 7, and 8 are not permitted on the jungle gym at any time.

HEALTH, SAFETY, & WELFARE

STUDENT HEALTH, SAFETY, & WELFARE

Parents and guardians have the primary responsibility for the health and well being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

The Catholic Diocese of Arlington Policy on the Prevention of Sexual Misconduct and/or Child Abuse generally applies to all clergy, all employees and all volunteers.

It is the policy of the Diocese that sexual misconduct and/or child abuse while performing any work or activities under the auspices of the Diocese is contrary to Christian principles and outside the scope of any authority, duties, and/or employment of any clergy, employee or volunteer.

Any clergy, employee or volunteer with the Diocese who knows or has reasonable cause to suspect that an incident of child abuse or illegal sexual misconduct has been perpetrated by any individual, including clergy, employee or volunteer with the Diocese,

- must comply with applicable reporting and other requirements of state and local law;
- must report the incident to the Moderator of the Curia of the Diocese of Arlington.

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services and to the school principal (who in turn will call the Moderator of the Curia). At that point, confidentiality must be respected.

According to the *Code of Virginia*, (Section 63.2 – 1518) *Authority to Talk to a Child or Sibling*, “Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent, guardian, legal custodian, or other person standing in loc parentis, or school personnel.”

WELLNESS POLICY

The Diocese of Arlington Office of Catholic Schools Wellness Policy (2006) meets minimum federal standards and establishes goals for physical education, nutrition and healthy environments in schools. All schools must develop, and continue to evaluate, local school wellness policies. The local policies create a framework for increased student activity, staff wellness, safe and healthy

environments and the elimination of foods of minimal nutritional value, during the school day. All schools have wellness committees to implement, sustain and evaluate the local wellness program.

ACCIDENTS AND FIRST AID

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition.. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

ILLNESS

Each school will provide a health office or comfortable space, apart from the student population, where children who become ill or injured can be cared for following *Virginia School Health Guidelines, 2nd edition*.

Children with fevers, contagious or infectious diseases will be sent home promptly and excluded from school while in that condition, per Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school, afterschool and extracurricular activities.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician which states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

A child must not be sent to school if he/she:

- Has had a fever of 100 degrees Fahrenheit or higher within the previous 24 hours
- Has been diagnosed with a contagious illness and has not yet received medication for a minimum of 24 hours or until your physician indicates that your child is no longer contagious
- Has received medication for an illness for the required 24 hours, but still has a fever
- Has vomited the night before or in the morning before school

- Has diarrhea

If your child has been diagnosed with a strep throat or pink eye, notify the school attendance line when reporting the child ill.

The health clinic is open every day during regular school hours and is staffed by a registered nurse.

If a child is ill enough to go home, the parent/guardian, principal's office, and child's teacher are notified. If the parent/guardian cannot pick up the child, he/she must designate another responsible adult. No child may ever be sent home alone or to a home where there will not be a responsible adult present. At no time is an ill child to be removed from the school by anyone without prior permission of the school office. School personnel must always be apprised of what time and with whom an ill child leaves.

In case of severe injury or life threatening illness warranting emergency room care, the Rescue Squad will be called and the parent/guardian will be notified. The principal and child's teacher will also be notified. School personnel never transport children to the hospital due to insurance restrictions.

It is imperative that parents/guardians submit the emergency information, which directs the school's course of action in cases when parents/guardians cannot be contacted. This form will be sent home the first day of school and must be returned to the school office during the first week of school. A separate form is required for each child in school.

If a child is well enough to come to school, the child is expected to participate in all activities. There will be outside recess (weather permitting) for all children. If a child is not feeling well enough for outside recess, then he/she should be kept at home.

Any student who is absent from school or who leaves early due to illness may not attend the Extended Day Program.

If a student is required to use crutches or a wheel chair for any given amount of time, special arrangements for pick up and drop off may be made through the clinic. Once a student is able to walk on their own, not using crutches or a wheel chair, students are expected to return to the regular carpool procedures.

MEDICATION ADMINISTRATION OVERVIEW

Detailed Diocesan medication policies and procedures can be accessed on the Office of Catholic Schools website, in the school clinic and in the appendix of this document.

All school clinic, administrators and staff are required to administer medication within the framework of the procedures outlined in Diocesan policy and summarized here.

All prescription and over the counter (OTC) medications may be administered during the school day under the following conditions:

1. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
2. After the first dose of any medication has been given at home;
3. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant, or a senior member of the school administration;
4. When there is a health care provider's written order signed by the parent/guardian requesting the school to administer medication or to permit the student to self-administer the medication;
5. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
6. When the appropriate medication authorization form (Appendix) has been completed, signed and accompanies the medication;
7. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets that are to be divided in order to achieve their child's proper dosage.

All OTC and prescription medications are to be kept locked in the clinic/school office and be administered by the school nurse, clinic aide, principal or trained designee. No student is to carry/possess medications, without appropriate medical authorization. No medication will be administered unless the school has received a signed copy of the Medication Authorization Form (Appendix). OTC medications do not require a health care provider's signature unless the medication is required for four (4) or more consecutive days.

It shall be the student's responsibility to come to the clinic/school office at the appropriate time for medication unless a health care provider or parent indicates in writing that the student cannot do this.

Students are NOT permitted to self-medicate. The school does not assume responsibility for medications taken independently by the student. Exceptions may be made on a case by case basis for students who demonstrate the capability to carry and self-administer emergency lifesaving medications (e.g. inhaler, Epi-pen).

Within one week after expiration of the effective date on the order, or on the last day of school, the parent /guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

If your child requires an epi-pen for allergy management or inhaler for asthma, the parent/guardian will need to bring the medication and ALL required medication forms **completely filled out including Health Care Provider signatures** to the "Welcome Back to School Day" on the Friday before school starts, or 8:00 am on the first day of school August 29,

2011. The forms are available on line at :

<http://www.arlingtondiocese.org/catholicschools/forms.php>

If you have questions regarding this requirement you may call or email the school nurse. Students must have their medication and correct forms available for the first day of school. In addition, a second set of medication will need to be brought in for our Extended Day Program.

SPECIALIZED STUDENT CARE NEEDS

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration and identify in writing the student's supervising health care provider. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the health care provider regarding possible effects on the pupil's healthcare management, special emergency procedures or behavior at school.

LIFE THREATENING ALLERGY

The Diocese of Arlington Office of Catholic Schools Life- Threatening Allergy Policy (2009) aims to minimize the risk of student exposure to known allergens during the school day. All schools will provide an annual in-service for school faculty and staff to educate on the policy. Training will include minimizing the risk of exposure to life threatening allergens in the school setting as well as anaphylaxis recognition, medical management and incident reporting.

Schools will utilize the policy to develop allergen management communications for student handbooks, classrooms and parental publications. Schools will recruit and train teams responsible for managing an allergic crisis.

Parents and guardians of students with a life threatening allergy must inform principal and school health personnel of any allergies and provide schools with fully executed Diocesan documents, including but not limited to; allergy action plans (F-4A), medication administration forms (F-6), inhaler administration forms (F-3) and Epinephrine administration forms (F-4). Parents/guardians are expected to supply schools with any emergency medications as prescribed and may additionally provide the student with "safe" foods for classroom celebrations involving food. Schools will utilize Diocesan documents to formulate an emergency care plan for the student and will share this care plan with those involved with the student including, but not limited to; teacher(s), food service, bus driver, janitorial staff.

PARTICIPATION IN SPORTS AND MODIFICATION OF PHYSICAL ACTIVITY

Students participating in school-sponsored team athletic activities must have proof of an annual pre-participation sports physical. Submission of this form and a consent to participate form for elementary, middle and high school based athletic program participation is required, excluding parish CYO and intramural sports.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's health care provider that states any activity restrictions with regard to participation in Physical Education classes

and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

CHRONIC MEDICAL CONDITIONS OF STUDENTS

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration and identify in writing the student's supervising physician. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the physician regarding possible effects on the pupil's behavior at school and special emergency procedures.

ADDITIONAL MEDICATION REQUIREMENTS

In order to insure proper administration of medication in school, the only persons authorized to dispense medication are: (1) the nurse, (2) the Principal, or (3) the Principal designee.

ALL MEDICATION, INCLUDING NON-PRESCRIPTION MEDICATIONS, MUST BE KEPT IN THE CLINIC. MEDICATION MAY NOT BE LEFT IN THE CLASSROOM OR IN THE STUDENT'S LUNCH BOX.

NO CHILD IS TO CARRY/POSSESS NON-PRESCRIPTION MEDICATIONS. IF YOUR CHILD MUST CARRY AN INHALER OR EPI-PEN, PLEASE CONTACT THE CLINIC NURSE.

Administration of medication during school hours is discouraged. When it is absolutely necessary for a student to take medication at school, the preceding requirements must be met.

Additionally:

- All prescription tablets must be counted by the parent/guardian and authorized school personnel before they will be accepted for administration to the child.
- Parent/guardian must submit a written statement regarding any revision in doctor's orders concerning the medication.

Medication dispensation times should not interrupt class work.

INFECTIOUS/COMMUNICABLE DISEASES

Parents must notify the school within 24 hours if their child or any member of the immediate household has developed a communicable disease. Parents must notify the school immediately if the disease is life threatening. Parents must pick up their sick or injured child in a timely manner when contacted. If the parent cannot be reached, emergency contacts will be called to pick up the child.

The protection and welfare of each individual student is of importance in the schools of the Diocese of Arlington. In an effort to enhance protection of students:

1. No daycare/preschool, elementary, middle or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by

licensed health care provider) on the Virginia School Entrance Health Form (MCH-213).

- a. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
 - b. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
2. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
 3. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, 2nd edition, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
 4. The Diocese of Arlington has comprehensive guidelines for school /parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics, for children during school hours and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (appendix F-##). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

LICE

All students determined to have an active case of lice will be excluded from school until they receive treatment. It is the responsibility of the parent/guardian to provide appropriate and adequate treatment for the student and home environment as recommended by their health care professional. Readmission to school is determined by the school nurse based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse. Classroom contacts may be inspected.

All cases of head lice must be reported to the school office or clinic immediately. **Saint Leo the Great Catholic School has a “NO NIT” policy.** If a student is discovered to have head lice while at school, he/she will be sent to the school clinic and the parent/guardian will be contacted to come and pick up his/her child. A letter will then be sent to all parents/guardians with children in that class informing them of the incidence of lice.

After scalp treatment and the removal of all nits, the identified student may return to school but must report with his/her parent/guardian to the school clinic to be checked before returning to class. **If the student is found to have nits, he/she will not be permitted to return.**

CONTAGIOUS DISEASE

If a student has contracted a contagious disease the school must be notified immediately. Fairfax County Health Department regulations regarding re-admission will be followed.

BLOOD BORNE PATHOGENS COMPLIANCE

Saint Leo the Great Catholic School complies with OSHA Bloodborne Pathogens regulations. A written bloodborne pathogens exposure control plan is available in the school clinic.

BLOODBORNE DISEASE

The Christian community is called to respond to the sick in our midst with compassion and justice. The diocese recognizes its obligation to protect the rights of individual students infected with Hepatitis and HIV to provide a safe environment for students, staff members, and the public. Students who are infected with bloodborne Hepatitis, Human Immunodeficiency Virus (HIV) or HIV-related conditions must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with school performance.

Since it is known that bloodborne Hepatitis and HIV are not transmitted through casual contact, any student who is infected will continue education in a regular classroom assignment unless his or her health status requires otherwise. It is the intent of the Diocese of Arlington Office of Catholic Schools to follow the recommendations of the U.S. Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health which state that, most bloodborne Hepatitis and HIV-infected children be allowed to attend school in an unrestricted setting, and that decisions regarding school attendance be based on the medical condition of each child and the expected type of interaction with others in that setting.

Persons involved in the implementation and monitoring of this policy shall maintain confidentiality of records in compliance with federal and state law, and diocesan policy. All diocesan schools shall also maintain a program of information and training for school staff members to ensure a consistent and accurate understanding regarding prevention of exposure to bloodborne pathogens. This includes training related to the proper application of universal/standard precautions.

FIRE/EMERGENCY DRILLS

Fire/emergency drills are conducted regularly as mandated by the State of Virginia and the local Fire Marshal. All persons in the building, including visitors, must exit the building at the sound of the fire alarm and or follow emergency school procedures when directed.

SEXUAL HARASSMENT--STUDENTS

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Arlington endeavors to provide for its students an atmosphere free from sexual harassment.

1. No student is to sexually harass another member of the school community. Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.
2. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."
3. Any student who believes that he or she is being sexually harassed shall immediately report such information to the supervising teacher and to the school principal/administration. A student who is uncomfortable for any reason in reporting such alleged harassment to the teacher and/or school principal/administration, or is not satisfied in doing so, may report the matter directly to the Superintendent of Schools. Any information reported shall, to the extent possible, be treated as confidential. All claims of sexual harassment shall be thoroughly investigated in an appropriate manner under the supervision of the Superintendent of Schools and/or another designated Chancery official
4. No student will be subject to any retaliation or disciplinary action on the part of the school for reports of sexual harassment made in good faith.
5. In adherence to the *Charter for the Protection of Children and Young People*, schools will offer the "Safe Environment Program" endorsed by the Office of Catholic Schools. This program will be presented annually to students in selected grades (Policy 616.5).

Parents should be afforded the opportunity to review the materials prior to presenting the program at any given grade level and reserve the right to remove their children from the classes.

BULLYING

Bullying is prohibited and is defined as one or more actions of abusive treatment of another. Examples include but are not limited to:

- a. Physical intimidation or assault
- b. Extortion
- c. Oral or written threats
- d. Teasing
- e. Putdowns
- f. Name calling
- g. Threatening looks
- h. Gestures or acts of aggression (Overt and Covert)
- i. Cruel rumors & false accusations
- j. Social Isolation
- k. Cyber-bullying

School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects

students and parents who become aware of an act of bullying to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incidence of bullying to take appropriate steps to intervene—unless intervention would be a threat to staff members’ safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal for further investigation.

In cases of reported bullying, the principal or designee shall interview all students involved (i.e. the aggressor(s) and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences.

- a. Consequences for students who bully others shall depend on the results of the investigation and may include:
 - Counseling
 - Parent conference
 - Detention
 - Suspension and/or Expulsion
- b. Depending on the severity of the incident(s), the principal may also report incidents of bullying to law enforcement if appropriate.

RESPECT FOR LIFE

A fundamental tenet of our Catholic faith is that human life must be respected and protected absolutely from the moment of conception. In the event of a student pregnancy or participation in an abortion, the school may condition continued enrollment in the school upon the student’s/family’s compliance with the foregoing and other corollary tenets of the Catholic Church.

STUDENTS WITH SPECIAL NEEDS

The Catholic school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school. The refusal to provide such information is grounds for terminating enrollment in the school. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan, and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. Students who have a documented disability but do not qualify for services through the local public school may be eligible for accommodations through a Student Assistance Plan written at the Catholic school.

When a student qualifies for special education services through the public school and will not receive services, an Individualized Catholic Education Plan can be written following the information in the Guidelines for Serving Students with Special Needs.

Failure of the parent to sign Student Assistance Plan or Individualized Catholic Education Plan does not negate the implementation of the plan.

Students with disabilities are expected to follow the school's policies and honor code.

SAINT JOHN VIANNEY CENTER

As an additional resource, Saint Leo the Great Catholic School operates the Saint John Vianney Center. The Center is available to any enrolled student with special needs. Special education teaching personnel are available to provide services to individual students and small groups of students experiencing academic difficulties. Services are also provided to students with documented learning disabilities. Teachers or parents/guardians may refer students to the Vianney Center. There is an additional fee/tuition for both aspects of this program.

EXTENDED DAY

EXTENDED DAY PROGRAM

The school offers an extended day program on days when the school is in session for students who are currently enrolled in the school's academic program. See Section V. General School Policies regarding fees to utilize this program. Parents must sign their child(ren) in/out when they are being placed in/released from the program at the beginning and end of the school day, respectively. All provisions in this handbook (except Section II., Academics, but including the section on Technology), apply to the Extended Day Program.

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

A Crisis Management/Emergency Preparedness Plan has been developed and approved. All employees have been trained accordingly.

OVER-THE-COUNTER SKIN PRODUCTS

All non-prescription drugs and over-the-counter skin products shall be used in accordance with the manufacturer's recommendations. Non-prescription drugs and over-the-counter skin products shall not be kept or used beyond the expiration date of the product.

For all over-the-counter skin products,

- written parent authorization noting any known adverse reactions shall be obtained;
- shall be in the original container labeled with the child's name;
- does not need to be kept locked but shall be inaccessible to children under five years of age;
- any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;
- children nine years of age and older may administer their own sunscreen if supervised.

When insect repellent is used, a record shall be kept that includes the child's name, date of use, frequency of application and any adverse reaction. Manufacturer's instructions for age, duration and dosage shall be followed.

LICENSING INFORMATION

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes, which are not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program, and record keeping. Criminal record

checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

Three types of licensing may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

Fairfax Licensing Office
11320 Random Hill Road, Ste. 200
Fairfax, VA 22030
(703) 934-1505

Verona Licensing Office
Post Office Box 350
Verona, Virginia 24482-0350
(540) 248-9345

Northern Virginia Regional Office
320 Hospital Drive, Suite #23
Warrenton, VA 22186
(540) 347-6345

Piedmont Regional Office
Commonwealth of Virginia Building
210 Church Street, S.W., Ste. 100
Roanoke, VA 24011-1779
(540) 857-7920

Central Regional Offices
1604 Santa Rosa Road, Suite 130
Richmond, VA 23229-5008
(804) 662-9743

Abingdon Licensing Office
190 Patton Street
Abingdon, VA 24210
(540) 676-549

Eastern Regional Office
Pembroke Office Park
Pembroke Four Office Building, Suite 300
Virginia Beach, VA 23452-5496
(757) 491-3990

INSURANCE

The extended day program is covered by public liability insurance through the Diocese of Arlington and the Catholic Mutual Relief Society of America. Student insurance must be provided by the family through their own policy or purchased through an independent school insurance provider. The school will send home optional policies each fall for the families to consider.

TAX INFORMATION

Because the Internal Revenue Service requires identification of care givers in order to claim a credit for child and dependent care expenses, the program staff will complete and return to the parent any W-10 that is sent in, provided Part II is already completed by the parent.

PARENTAL INVOLVEMENT

Incompliance with state regulations for state licensed programs, a custodial parent shall be admitted to any child day program. Such right of admission shall apply only while the child is in the child day program (63.2-1813 of Code of Virginia).

Every family/guardian should retain monthly bills and/or canceled checks for IRS purposes. Extended Day cannot and will not be responsible for providing end of year statements. The Tax ID number is available upon request.

HOURS OF OPERATION

The Extended Day Program operates in two sessions on every regularly scheduled school day, unless otherwise specified in the Extended Day calendar. On early dismissal days (e.g., parent/teacher conferences, etc.), check the Extended Day calendar for hours of operation.

| | |
|--------------------|--|
| Morning Session: | 6:45AM - 7:45AM |
| Afternoon Session: | Immediately following dismissal until 6:00PM (or the scheduled time or that day) |

Students arriving to school between 6:45AM and 7:45AM MUST report to the Extended Day Program. **The Program always open one hour before school starts.** This includes days when opening is delayed due to inclement weather:

- Delay of **one hour**: open at **7:45AM**
- Delay of **two hours**: open at **8:45AM**

The Extended Day Program follows the Fairfax County School system schedule for delayed openings, early closings, or closings due to inclement weather. Please listen to the Fairfax County announcement on the radio or T.V. channels. On early closing days or on days when Fairfax County cancels after school and/or evening activities, students must be picked up as soon as possible and **no later than two hours after school closes.**

Any student who is absent or leaves school early may not attend the Extended Day Program on that day.

TRANSPORTATION

Transportation to the program in the morning and pick-up in the afternoon must be provided by the parent/guardian or by a driver authorized by the parent/guardian. Students using carpools must have the name of the authorized adult picking them up on file in the Program. If parents/guardians request that an older sibling under 18 years old picks up their child(ren), parents/guardians must provide his/her name with written authorization for pick-up by the sibling. In addition to authorization, the days of the week and times must be noted. A picture I.D. will be required. **All students must be signed in and out of the program by the authorized individual at drop-off and pick-up.**

REGISTRATION

Separate registration and fees are required for participation in the program.

So that the Extended Day Program may be prepared in case an unregistered student is not picked up at dismissal, each school family (whether the intent is to utilize the program or not) must complete an emergency information/contact form at the beginning of the school year.

Additionally, families who intend to utilize the Extended Day Program, must have a Registration Form on file for each participating child. There is a \$75.00 non-refundable registration fee per family, per year. Upon the second time your child is checked-in to Extended day, the registration fee will be charged to the bill and the registration forms must be completed. **Parents who have not completed the registration form or paid the \$75.00 registration fee will be called to pick up the child(ren).**

If the Extended Day Program does not have all the emergency information on file by the first day of the child(ren)'s attendance, parents/guardians will be called to pick up the child(ren).

Contact the school office or the Extended Day Program for further information or registration materials.

SIGNING IN AND OUT

Students attending the morning session must be signed in by a parent/guardian. **STUDENTS MAY NOT BE DROPPED OFF AND COME INTO THE BUILDING BY THEMSELVES AND MAY NOT BE DROPPED OFF BEFORE 6:45AM.** Children attending the afternoon session must be signed in by an adult and signed out by a parent/guardian indicating the time of departure and must be picked up by 6:00 PM or by the closing time stated on the Extended Day calendar.

If someone other than the parent/guardian is picking up the child, the staff must be notified by a written note signed by the parent/guardian and sent with the child that day. This person **MUST** be indicated on the list of authorized persons on the registration form and show picture identification before the child is released to him/her. In extraordinary circumstances, with the

director's approval, a child may be released to someone who is not on the list, provided that the parent/guardian has provided this information to the director.

When signing in or out, the child's **legal** first and last name must be printed clearly. **No child may leave the school grounds and return to the Program.** *The Extended Day Program is not responsible for any child until he/she reports to the Program.*

Before entering the building to pick up your child, you must identify yourself through the intercom by stating your first and last names to gain admittance. **Please be advised that if you do not sign out, the maximum number of hours will be charged for that day.**

NOTE: There will be a \$25.00 fee, per family, for each 15 minutes, or portion thereof, that you pick up your child(ren) past the closing time. This also includes holidays, early dismissals, and emergency closings. If you cannot pick up your child(ren) by the closing time or by the time communicated by other means, you must make other arrangements for after school care. If a child is not picked up by 30 minutes past the closing time, the administration will be informed.

Late pick-up fees also apply on days when the program is not in session and students are not picked up. Parents/guardians are charged the hourly rate on early dismissal days when the extended day program is not in session.

LUNCH/SNACK

On early dismissal days a lunch and drink must be brought from home. The Extended Day Program does not provide lunch. A child who arrives without lunch, however, will be given a snack.

Students are responsible for bringing an afternoon snack and drink. If your child has a food allergy or other special food restrictions, please inform the Extended Day Director. Any food brought to the Program must be properly wrapped and not need refrigeration or special storage. Students are not permitted to share food with others because of possible food allergies or special diets.

AFTER SCHOOL ACTIVITIES

The Program offers a variety of activities for the students. Outside free play (weather permitting), snack, arts and crafts, board games, group games, and homework time are a sampling of activities.

Each school day, a time and a place is provided for the students to do homework, if they choose to do so. The Program encourages this. Students must bring all necessary supplies. **They will not be permitted to return to their classrooms to retrieve forgotten materials.**

Students attending the Program in the afternoon should bring play clothes and sneakers or gym shoes to change into after school. **ANY STUDENT WEARING STREET SHOES WILL NOT BE PERMITTED TO PLAY BASKETBALL OR ANY OTHER TYPES OF RUNNING GAMES IN THE GYM.** Students will always play outside, weather permitting, on the fields behind the school building or on the blacktop. In case of inclement or extremely cold weather, we will use the gym. Please label **ALL** of your child(ren)'s belongings, as this is the only way that we can return lost articles. Lost articles will be placed in the school's Lost & Found container located in the gym.

The **adult** sponsoring an after school activity (e.g., scouts, choir, hand bells, sports teams, etc.), must sign participating students out of Extended Day and then sign them back in when the activity ends. Parents/guardians must notify the Director, in writing, if their child has permission to attend any after school activity.

FEES

The Extended Day registration fee is \$75.00 per family per year. The hourly rate is \$6.00 per hour per child. For the first half hour **only** of each day, fees will be one-half the rate. Please note that these fees cover each hour **or** part of an hour.

BILLING

Bills are available for pick-up the first Monday of the month (unless there is a holiday) from the Extended Day Staff. **It is the parent's/guardian's responsibility to ask for the bill.** The bill will state how many hours your child(ren) attended and the fees charged. Please pay your bills promptly. If your bill has not been picked up by Wednesday of that week, it will be given to your child's teacher to be sent home. Look for this in the Thursday folder. If the bill is missing, the parent/guardian must call the Extended Day Program the following day (Friday). Extended day bills are separate from school tuition payments, please do not make checks out for both payments together.

The first time a student attends the program, the family will be charged by the hour (or half hour if arriving within one-half hour following dismissal.) **For attendance on subsequent days, the \$75.00 registration fee must be paid in addition to the hourly rate.** From May 1st through the last day of extended day, the mandatory registration fee is \$25.00.

All accounts are due and payable by the 10th of the month. *A late fee is charged to monthly accounts that are ten (10) days past due, and for each month that the account is in arrears.* The amount of the Late Fee varies based on the total outstanding balance as follows:

1. Total outstanding balance of \$50 or less, the Late Fee is \$10.00.
2. Total outstanding balance of \$100 or less, the Late Fee is \$20.00
3. Total outstanding balance of more than \$100, the Late Fee is \$30.00

Late fees will not be waived when the parent/guardian has not followed the procedures stated in the first paragraph of this section (“Billing”). **All of the above billing regulations also apply to non-registered members of carpools.**

NOTE: Sending in payments ahead of time is permitted. Please inform the Director if this is your preferred method.

Accounts must always be current by the end of the academic quarter. The child will not be allowed to attend class until outstanding tuition, late fees, and all other fees are paid in full by the current quarter, or unless specific arrangements for payment have been discussed with the pastor or the principal.

FINANCIAL AID

Contact the Director and your situation will be handled confidentially.

CODE OF CONDUCT

The Extended Day Program follows the same Code of Conduct and disciplinary measures as during school hours. The reporting of infractions may be in the form of Warning Notes, Behavior Reports or Disciplinary Referrals.

ADDITIONAL REGULATIONS FOR STUDENTS

When INSIDE students are expected to:

- Stay in the assigned areas with their supervisor, and always ask permission to leave if necessary.
- Help pick up and clean their area after snack, art projects, or other activities.
- Use all games provided by the Program with care.
- Return all gym equipment to staff members when finished playing with it.

When OUTSIDE, students are expected to:

- Stay within the assigned area, as designated, always asking permission to leave from a staff member.
- For safety reasons, refrain from tackling when playing football, and from climbing trees or fences.
- Return any equipment taken from the Program or give it to a staff member when finished.

NOTE: Students are responsible for the equipment they use. If they damage or lose equipment, they will be charged for replacement.

VOLUNTEERS

Parents/guardians who would like to volunteer their time to the Program or help with special projects are welcome to do so. Please contact the Director to schedule a time.

OPEN DOOR POLICY

Parents/guardians are welcome to visit the Extended Day Program any time the Program is in session or by appointment. For safety reasons, visitors must show identification and wear a visitor's badge to be admitted.

APPENDICES

Diocesan Forms – please see the Arlington Diocese website for all school forms.

<http://www.arlingtondiocese.org/catholicschools/forms.php>