



# *St. Leo School*

## *A Catholic Classical Academy*

*and part of the Elk County Catholic School System*



# **Student and Parent Handbook**

## **2019-2020**



Dear St. Leo School Parents,

As we launch another school year, I would like to take a moment to thank you for choosing to enroll your children at St. Leo School. We support the Church's belief that parents are the first and primary teachers of their children, and we are honored and humbled by your decision to partner with us in the education of your children.

As our *Vision Statement* affirms, we believe that the Catholic classical tradition offers your children a learning experience that will inspire wonder and a love of knowledge, as well as the cultivation of theological and intellectual virtues. We aspire to graduate students who are intellectually curious, with a solid ability to reason and discern well. A student who has been educated at St. Leo School should be able to evaluate events and his own experiences in light of the Catholic moral tradition. Moreover, the St. Leo graduate will embrace a future of lifelong learning, with the ability to live their lives in the service of God and others.

Working together, the family and the school have a unique opportunity to bring about this vision in the lives of our children. For this reason, we strongly encourage parents to get involved in the life of the school, just as the school seeks to support the life of the family.

Together, let us begin the academic year with grateful hearts as we thank God for the blessings he has bestowed on us. Please be assured that will be available to you should the need arise.

Sincerely,

Mrs. Lynne Kucenski  
Principal



## **VISION STATEMENT**

*St. Leo School, a Catholic Classical Academy educates their students in the truest and most complete sense by giving them the necessary tools of learning and by fostering a sense of wonder and love for truth, goodness, and beauty. We use the classical model, based on the Trivium, because we want to produce students who read well, speak well, and think well. We seek to educate children through wisdom and virtue in an environment where our Catholic identity is not added on, but is instead woven through all that we do, creating an educational home that is ordered to Christ. In this way, we are providing an authentic Catholic education, one that distinguishes itself from the secular progressive approach in both content and pedagogy. An education in this deep and comprehensive sense is more than just the acquisition of skills. It encompasses one's whole life.*

## **THE MISSION STATEMENT OF THE ELK COUNTY CATHOLIC SCHOOL SYSTEM**

Elk County Catholic School System, an educational ministry of the Diocese of Erie, rooted in the Gospel of Jesus Christ, is committed to the highest standards of academic excellence. With God as our constant source of inspiration, our mission is to develop the whole student in mind, body, and spirit while nurturing the values of knowledge, peace and holiness.

A community of students, families, teachers, staff, clergy, and friends, Elk County Catholic School System supports the ministry of its sponsoring parishes by providing a Christ-centered Catholic education. Respecting the dignity of the individual person and the needs of a diverse society, we strengthen the faith and spiritual values students first encounter at home. Committed to the highest standards of academic excellence, we cultivate the qualities of 21st century lifelong learners. We instill in each student the ability to create, develop innovative solutions to complex problems, collaborate seamlessly with others, think critically, and communicate effectively. Our students learn to become discerning adults who serve God and their neighbor and who stand firm in the pursuit of beauty, goodness, and truth.

- We believe that the presence of Jesus Christ can be found in every individual.
- We believe that Christian morals and values enhance a student's life.
- We believe that we are to nurture an active faith in God, preparing students to give Christian witness and live peacefully.
- We believe that all children are uniquely created by God, and we assist them in developing their individual talents to reach maximum personal growth.



- We believe that students should be encouraged to serve their families, their church, and their communities.
- We believe that a quality education is essential to student achievement.
- We believe that all students should be provided with realistic challenges that prepare them for the moral, intellectual, social, technological, and physical demands of today's society
- We believe in our students.

### **ST. LEO SCHOOL STUDENT MISSION STATEMENT**

My mission is to know, love and serve God; to be a good neighbor and friend; and to learn and grow in God's love each and every day.

### **SCHOOL HOURS**

#### **Regular school classes are scheduled as follows:**

3 Year Olds: 8:00 to 10:30 am or 12:00 to 2:30 pm

Pre-K: 8:00 to 10:45 am or 11:45 to 2:30 pm

Grades K - 8: 7:55 to 2:50

Lunch 11:40 to 12:30

#### **Two hour delay schedule is as follows:**

3 Year Olds: 10:00 to 11:30 am or 1:00 to 2:30 pm

Pre-K: 10:00 to 11:45 am or 12:45 to 2:30 pm

Grades K - 8: 9:55 to 2:50

Lunch 12:25 to 1:15

### **Catholic Schools Office-Diocese of Erie Attendance Policy**

Regular attendance at school is important to student growth, development, social and academic progress, and readiness to learn. Schools are expected to provide a school environment that adheres to the Pennsylvania Compulsory Attendance Law through proactive cooperation among students, parents, administrators, teachers, magisterial district judges, and county children and youth agencies. Compulsory attendance is a matter of state law and regulations.

A parent/guardian must call the school office to report a child absent on each day of the absence. When a call is not received from a parent/guardian, the school must contact the parent/guardian to verify the absence.



**The following definitions are helpful in clearly understanding the Attendance Policy:**

**Compulsory attendance (for Catholic Schools):** attendance at a school operated by a bona fide church or other religious body which provides a minimum of 180 days of instruction and 900 hours of instruction per year at the elementary level (K-6) or 990 hours of instruction per year at the secondary level (7-12).

**Compulsory school age:** the period of a child's life from the time he/she enters school as a beginner, which may be no later than eight years of age, until the age of seventeen or graduation from high school, whichever comes first.

**Cumulative lawful absences:** a maximum of ten days of cumulative lawful absences verified by parental notification are permitted during a school year. Absences beyond ten cumulative days require an excuse from a physician.

**Lawful absence:** absences for which the school has received a written excuse from the parent/guardian. This excuse should be received within three days of the absence. Absences may be excused when a student is prevented from attendance for mental, physical, or other urgent reasons, which include but are not limited to illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, and educational travel of five (5) or fewer days with prior approval. In addition, lawful absences include student attendance at court hearings related to the student's involvement with the agencies that deal with the welfare of children.

**Unlawful absences:** absences for which the school has not received a written excuse from the parent/guardian.

**Truancy:** a student is considered truant when absent for at least three unlawful absences during a school year.

**Habitually Truant:** a student is considered habitually truant if s/he has at least six unlawful absences during a school year.

parent/guardian or person in a parental relationship, as a foster parent, is responsible for ensuring that a child attends school regularly and for providing a written excuse in the event of



absence within three calendar days of the absence. The parent/guardian must be informed that if they do not provide the written excuse within three days of the absence, the absence will be permanently counted as unlawful.

### **PROCEDURES FOR LAWFUL ABSENCES**

A student who is absent due to mental, physical, or family reasons of an urgent nature, is considered lawfully absent if the absence is less than three days consecutively and if the parent/guardian provides a written excuse within three days of the absence.

A student who is absent for three or more consecutive days is considered lawfully absent if a written excuse is provided by a physician. A student who has been absent for 10 days during the school year is considered lawfully absent if a written excuse is provided by a physician.

### **PROCEDURES FOR UNLAWFUL ABSENCES**

If the parent/guardian is neglectful in providing written excuses or does not meet such requirements in a timely fashion, reasonable allowances should be made to help them comply with the law. Schools should document and maintain a record of all communications, including telephone calls, written correspondence, and any other documents.

- 1. First unlawful absence:** Parent/guardian receives notice of unlawful absence from the school. The name and telephone number of a school contact person are included with the notice. Legal penalties established by law for violation of compulsory attendance requirements are attached to the notice. (Appendix SOM – 22-B)
- 2. Second unlawful absence:** Parent/guardian receives second notice of unlawful absence from the school. Name and telephone number of a school contact person are included. An offer of assistance is made to the parent. Legal penalties established by law for violation of compulsory attendance requirements are attached to the notice. (Appendix SOM – 22-B)
- 3. Third unlawful absence:** Within 10 days of the third unlawful absence the Parent/guardian receives a third notice of unlawful absence by certified mail, noted as “official notice of child’s third illegal absence.” Legal penalties established by law for violation of compulsory attendance requirements are attached to the notice. Additionally, the parent/guardian should receive a phone call from the school indicating the student’s third unlawful absence and an invitation to attend a school attendance improvement conference. Three days after such notice, the student and/or parent/guardian who violates these requirements shall be liable without further notice.



At this time, the school is required to convene an attendance improvement conference for the purpose of developing a School Attendance Improvement Plan. A written invitation will be sent to the parent/guardian and the student to participate in the conference. All parties should sign the SAIP. Specific directions for developing and writing a School Attendance Improvement Plan are attached as an appendix. (Appendix SOM-22-A). The school must hold the attendance improvement conference even if the parent/child refuse to attend. The school must document the outcome of the conference in a written School Attendance Improvement Plan (SAIP). Representatives from the student's school district of residence should be invited to attend the conference and, once completed, should be given a copy of the SAIP.

**4. Subsequent unlawful absence:** After agreeing to an SAIP, or if there is no agreement, and three (3) days have passed, if the child is unlawfully absent at any point within the school year, a notice of unlawful absence is sent home via certified mail. Additionally, the student's school district of residence will be notified of the unlawful absences and that the student is at risk of becoming classified as "habitually truant."

**5. Continued truancy:** Once a student has six unlawful absences during a school year, they are classified as "habitually truant." The school must report to the superintendent cases when a child is habitually truant. The student's case will be referred to his/her school district of residence where decisions will be made on the following:

- a. Refer student to school based or community-based attendance improvement program
- b. Refer student to county child and youth agency for possible disposition as a dependent child
- c. File truancy citation with the appropriate judge



## COMMUNICATIONS

Regular and open communications among teachers, students, parents/guardians, administrators, and school support groups are essential to the well being of the school. All communication among members of the school community should be carried out in the spirit of Christian charity always remembering that our students are children of God and that the Holy Family is the role model for our schools. Communications will encourage student achievement, will allow for proper appraisal of student progress and will coordinate teacher efforts. A formal communications system from teacher to parent shall be instituted to identify student accomplishments and/or deficiencies, with praise and/or recommended corrective actions. Parents/guardians are strongly encouraged to communicate to the administration or teachers any circumstances that may adversely impact children's academic, behavioral or social progress. For example, changes in family status such as serious illness, death, separation, divorce, or financial hardship may have a significant and adverse impact on a student and should be communicated to the school. A folder containing important papers, including tests to be signed and correspondence from the school, will be sent home every Thursday with each student in grades K-8. Please make every effort to look through it and return it as soon as possible.

## DISCIPLINE

Proper conduct of students is essential to the fulfillment of the school's Christian and academic mission. Therefore, a Discipline Code/Honor Code has been established and will be enforced at St. Leo school. This code shall apply to all students while in school and during school sponsored activities. This code shall be impartially applied and should foster self-discipline, maturity, and self-worth. The teacher represents the parent/guardian in the classroom (in loco parentis) and is primarily responsible for student discipline. Serious discipline problems or continuous and deliberate minor discipline problems will be brought to the attention of the administration. Students will abide by an Honor Code of Conduct. Students will be taught the significance of the Honor Code of Conduct during the first week of school. They will be expected to abide by the Honor Code at all times. Discipline is one of the most important lessons you will learn while at St. Leo's School. Discipline develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration of other people. Any action of a student which hinders the carrying out of an objective in the classroom in particular and the school in general will result in the following course of action: **Any infraction of school rules or civility will result in the student serving a one hour detention after school.** If a student commits an infraction which is gravely harmful to himself or herself or another student they will 1) have a conference with their parents and principal and 2) serve an in school suspension.



**PARENTS WILL BE RESPONSIBLE TO PAY FOR A SUBSTITUTE TEACHER TO SIT WITH YOUR CHILD ON THIS DAY.**

**The following may be considered but not limited to violation of the Honor Code of Conduct:**

- ◆ Talking out in class
- ◆ Throwing objects
- ◆ Pushing/shoving/tripping
- ◆ Destruction of property
- ◆ Unacceptable conduct
- ◆ Violation of dress code
- ◆ Cheating
- ◆ Excessive or loud talking in the hallways
- ◆ Leaving classroom without permission
- ◆ Failure to do homework
- ◆ Fighting with another student
- ◆ Repeated disrespect to a teacher
- ◆ Repeated tardiness
- ◆ Common discourtesy/disrespect to faculty/staff and other students
- ◆ Out of seat without permission
- ◆ Violation of cell phone policy
- ◆ Disrespect of school/student property
- ◆ Forging a paper
- ◆ Profanity (written or verbal)
- ◆ Threats (verbal or written)

**THE ADMINISTRATION RESERVES THE RIGHT TO DISCIPLINE STUDENTS FOR OFF CAMPUS CONDUCT WHEN THAT BEHAVIOR HAS A DETRIMENTAL IMPACT ON ST. LEO SCHOOL OR ANY OF ITS PROGRAMS. THREATS OF ANY KIND MADE TO ANOTHER STUDENT, FACULTY OR STAFF MEMBER WILL NOT BE TOLERATED. IN SUCH AN INSTANCE, A CONFERENCE WILL BE HELD AS SOON AS POSSIBLE WITH THE STUDENT, PARENTS, AND ADMINISTRATION. APPROPRIATE ACTION WILL BE TAKEN.**

### **DRUGS, ALCOHOL AND WEAPONS POLICY**

St. Leo's School recognizes that the misuse of drugs is a serious problem in that chemical use, abuse, and dependency seriously impair the ability of individuals to develop their full potential. In order to deter the possession and use of prohibited items (alcohol, cigarettes, tobacco products, controlled substances, drugs, and drug paraphernalia), the following policy will be adhered to:

1. Any faculty member or administrative member may, upon reasonable suspicion of prohibited items, conduct a search of a student or a class in order to confiscate such items. As a condition of attending this school, parents and children give their implied consent to a search.
2. If any student is found to be in the possession of any of these prohibited items, disciplinary action will be determined by the principal and ECCSS president.
3. The sale and/or delivery of any controlled substance shall result in immediate expulsion from the school.



4. Weapons of any sort in the school or within the geographic boundaries of St. Leo's School are forbidden and violators will be subject to appropriate disciplinary actions.

#### **CUSTODY NOTIFICATION**

In split families where there are custody arrangements, a copy of the court order is required by law to be kept in the school. If the court order changes or is updated, a copy of the new order must be sent by the parent/guardian to replace the prior order.

#### **BOOK BAGS**

Please note: teachers/principal have the right to search student book bags, desks, etc. if a violation of school rules is suspected.

#### **CELL PHONE POLICY**

Students may not keep cell phones in their book bags, desks, or on their persons. If it is absolutely necessary that a student must bring a cell phone to school, the phone must be submitted to the principal's office upon the student's arrival at school. Students may pick up their phones when they leave school. Student cell phones are not permitted to be used anywhere on school grounds, including in the bus line. If a student is found in violation of this policy, the phone will be taken and only released to his/her parent.

iPods, iPads, iWatches, Nintendo DS, MP3 players, digital cameras, or electronic devices of any kind may never be brought to school. If a student is found with such items in the school, the item will be confiscated and only released to his/her parent.

#### **USE OF THE TELEPHONE**

Students are not permitted to use the phone for personal calls. Teachers and students will not be called to the phone during the school day. Important messages will be relayed.

#### **PARTY INVITATIONS**

Invitations to a child's birthday party may be passed out in school with the TEACHER'S PERMISSION. However, if ALL children are not being invited to attend, then the teacher will NOT ALLOW ANY invitations to be given out in the classroom. They will be returned home with the child and they will be asked to please mail them privately in order to avoid hurt feelings and embarrassment. The exception: if girls ONLY are being invited, then they may be passed out to the girls; if boys ONLY are being invited, then they may be passed out to the boys.



### **BIRTHDAY TREATS**

Children may bring treats to school to share with their classmates on their birthday. However, children **WILL NOT BE PERMITTED TO BRING PIZZA, HOAGIES, WINGS, ETC.** for lunch. Balloons and/or other gifts **SHOULD NOT** be sent to school. Please try to limit sugary treats.

### **FADS AND TRENDS**

Due to the very nature of fads and trends, it is often impossible to address each and every one at the time of publication of this handbook. Therefore, the administration of St. Leo's School reserves the right to address any issues concerning hair, jewelry, clothing, or shoes that may arise as the result of a current fad/trend. Disciplinary action will take place on an as needed basis.

## **Chapter I: PUPIL PERSONNEL**

Application Process for Admission... St. Leo School welcomes prospective students of all religions, races and ethnic origins who have the ability and the desire to receive a Catholic education focusing on the development of the whole child in a faith and values centered environment. Students will be afforded the opportunity for provisional enrollment in the following order of priority:

- a. Students already enrolled at the school
- b. Children of employees
- c. Children of St. Leo Parish
- d. Children of other parishes
- e. Other applicants

An application must be completed prior to acceptance and kept on file for each student. An application does not guarantee acceptance. Applicants for kindergarten and preschool shall meet the local district's guidelines for age. Registration takes place annually during February. Notification of these dates will appear in the Church Bulletin and the Ridgway Record. Any child regardless of race, creed or religion is eligible to attend. When registering prospective students for admission to Saint Leo's School the following documents are needed:

- a. State Birth Certificate
- b. Baptismal Certificate for those who were baptized outside Saint Leo's Parish
- c. Record of First Holy Communion, if applicable
- d. Health records showing dates of immunizations
- e. Social Security Number (Optional)



**Preschool...** Children entering preschool must be three years of age as of June 1 in order to enroll in the 3 year old class which meets two half-days per week. (Tuesdays and Thursdays; class size: 8 per session). To enroll in the four and five year old class which meets three half-days per week (Monday, Wednesday, Friday; class size: 12 per session) the child must be at least four years of age as of June 1. Preschool tuition payments are made through ECCSS, either in full or by enrolling in the FACTS method of payment. If payments for preschool students fall two months behind, the student will automatically be dropped from the preschool program. As soon as payments are made in full the student will be readmitted to class.

**Kindergarten...**Class Size: 18. Children entering Kindergarten must be five years of age as of June 1 in order to enroll in this group. There will be a full day session of Kindergarten. It will begin at 7:55 a.m. and end at 2:50 p.m. Students enrolled will need to pack a lunch everyday. Children are asked to use the Allenhurst Avenue entrance when coming into the school. Kindergarten students should not arrive before 7:35 a.m. and will not be dismissed until 2:50 p.m. PARENTS MAY NOT BLOCK THE BUS ZONE WHEN DROPPING OFF STUDENTS. PLEASE PARK IN THE CHURCH PARKING LOT IF YOU WISH TO WALK YOUR CHILD TO THE DOOR.

### **DRESS CODE**

In any educational environment, there should be a dress code for students. The uniform policy at St. Leo School teaches students that their bodies matter. It encourages self-respect, respect for the educational establishment and reverence for God by teaching that God and the truth deserve the best they have to offer. Students wear a neat, attractive uniform, which not only indicates the equality of all students, but enhances the learning environment. We want our students to understand that authentic self-expression comes from thoughts and words, not from one's outside appearance. It is for these reasons that we ask that parents take the necessary steps to make sure students are aware of and adhere to the uniform code.

### **UNIFORMS**

Uniforms may be ordered at anytime during the school year by writing to or calling The FlynnO'Hara Company:

#### **FlynnO'Hara Uniforms**

10905 Dutton Rd., Philadelphia, PA 19154

215-637-4600 or 1-800-441-4122 / Fax Number: 215-637-6392 / <https://www.flynnohara.com>

Uniforms must be ordered by July 15 of the previous school year to be guaranteed delivery by the beginning of the school year.



## **GIRL'S UNIFORMS**

**Jumpers** - Grades Kindergarten to Grade 4

**Skirts** - Grades Five to Eight. Length of skirt should not be more than two inches above the knee.

*GIRL'S JUMPERS AND SKIRTS MUST BE ORDERED FROM FLYNNO'HARA. NO OTHER JUMPER OR SKIRT STYLE WILL BE ACCEPTED.*

**Shorts and Skorts** - Girls are permitted to wear uniform shorts or skorts during the months of August, September, May and June.

**Slacks** - Girls may wear navy blue, khaki, or black pants under uniforms during cold weather when traveling to and from school. Pants are NOT to be worn in place of skirts or jumpers.

**Blouses** - Short Sleeve or Long Sleeve, Light Blue Front Button - Down Blouse, Peter Pan or Oxford Type Button - Down Collar, or girl's polo style shirt.

**Sweaters** - Uniform navy blue cardigan - Uniform navy blue vest sweater - Uniform navy blue pullover sweater.

**Pullover**- FlynnO'Hara Navy quarter-zip performance fleece pullover with school logo. This option to the blue uniform sweater can be worn during the school day. Only pullovers bearing our logo purchased through FlynnO'Hara are acceptable.

**Physical Education Shorts** - Must be purchased through the school

**Socks** - Navy blue knee highs - Navy blue leotards - Navy blue or white ankle logo free socks may be worn with shorts only - No socks below the ankle.

**Shoes** - Black, gray, brown, tan, or navy blue only - Clogs, sandals, plastic shoes, sneakers or any athletic type shoes with a logo are NOT permitted. No heels or wedge type shoe of any kind; please look for flats or those with a very minimal heel. Please, NO slipper or boot style shoe. No glitter embellishments, etc.

**Hair** - No clipper designs, shaving of the head or outlandish hairstyles are permitted. No tinting or dyeing of hair is permitted. No hair pieces or accessories with logos - NO FAD HAIR STYLES!

**Jewelry** - Earrings may be worn provided they are not gaudy or dangling. They are limited to two in each ear lobe. Necklaces, rings, watches, bracelets, etc. are limited to ONE of each. Girls are NOT permitted to wear choker style necklaces. Plastic, leather, hemp/jute, and other materials other than gold or silver are NOT permitted. Make-up, eye shadow, eyeliner, blush and lipstick are NOT PERMISSIBLE. No tatoos.

**Nails** - No nail polish may be worn.



## BOY'S UNIFORMS

**Pants** - Navy blue conventional dress pants of good quality material - Leisure type pants are not acceptable - No jeans, no rivets and no patch pockets.

**Shirts** - Long or short sleeve light blue dress shirt or knit light blue polo shirt

**Shorts** - These must be uniform shorts only and may be worn during the months of August and September, May and June

**Physical Education Shorts** - Must be purchased through the school

**Sweaters** - Uniform navy blue pull over sweater, cardigan, or vest sweater

**Pullover**- FlynnO'Hara Navy quarter-zip performance fleece pullover with school logo. This option to the blue uniform sweater can be worn during the school day. Only pullovers bearing our logo purchased through FlynnO'Hara are acceptable.

**Socks** - Navy blue, black, or white crew length logo free socks are to be worn. No socks below the ankle.

**Belts** - Brown or black

**Shoes** - Solid black or brown dress shoe - no boots or high tops - no sneakers - no athletic logo-type shoe.

**Hair** - Extremes in length of hair is not acceptable. Tails, shaving of the head, spiked hair, tinting or coloring of the hair, or any type of clipper design is NOT allowed. Hair on the boys should not touch the collar and the ENTIRE EAR MUST SHOW. Facial hair (long sideburns, chin hair, etc.) is NOT permitted. Boys must be clean shaven. Sideburns should be no longer than the middle of the ear. No perms are permitted. NO FAD HAIRSTYLES!

**Jewelry** - Boys are permitted to wear one watch and one necklace. Plastic, leather, hemp/ jute, and other materials other than gold or silver are NOT permitted.

BOYS ARE NOT PERMITTED TO WEAR EARRINGS. NO TATOOING or PIERCING IS PERMITTED. SNEAKERS MAY BE WORN ONLY FOR GYM CLASSES.

Nail Polish is NOT permitted.

All uniforms, skirts, pants, blouses, shirts, and sweaters MUST be kept clean and in good repair. Shirts and blouses must be tucked in at all times. NO trench style coats.

**Under Shirts** - Boys and girls have regularly worn undershirts and/or camis under their uniform shirts and blouses. This is acceptable provided that they are WHITE in color and that they DO NOT hang below the shirt or blouse.

Repeated offenses in uniform and/or hair violations will result in detention.

**NOTE:** Any child who is a member of the **Boy or Girl Scouts** may wear their uniforms to school on the days in which they have a meeting.



*Occasionally, we have a **relaxed dress day, spirit dress day, or a day that our Lion's team players will wear their travel clothes to school.** Below, you will find clear guidelines for those days.*

#### **RELAXED DRESS DAY REQUIREMENTS:**

Jeans or khakis that are in good repair and fit properly. Capri pants and shorts that are appropriate for the school environment are acceptable during the months of August/September and May/June. Sweatpants, yoga pants, leggings, jeggings, wind-pants, etc. are unacceptable. Pants cannot have holes, rips, or tears and must be worn at the hips.

An exception will be made for girls to wear leggings with a dress or skirt that is no more than 2 inches above the knee.

Shirts with short or long sleeves that fit properly. Sweatshirts (pullover or front zip, with or without hoods) are acceptable.

Sneakers, shoes, or boots that are clean and in good condition are permitted. Sandals are permitted in the months of August/September and May/June.

An alternative to the above option is the regular school uniform. If you have any questions about the dress code, see Principal prior to the relaxed dress day. SLS reserves the right to determine whether any item of clothing is acceptable.

#### **SPIRIT DRESS DAY REQUIREMENTS:**

Jeans or khakis that are in good repair and fit properly. Capri pants and shorts that are appropriate for the school environment are acceptable during the months of August/September and May/June. Sweatpants, yoga pants, leggings, jeggings, wind-pants, etc. are unacceptable. Pants cannot have holes, rips, or tears and must be worn at the hips.

Any SLS or LIONS shirt or sweatshirt. Also acceptable is a red shirt, a red and white shirt, a red sweatshirt, or a red and white sweatshirt. Shirts must be short or long sleeve. The basketball team jersey may also be worn as long as a white or red, short or long sleeve shirt is worn underneath.



Sneakers, shoes, or boots that are clean and in good condition are permitted. Sandals are permitted in the months of August/September and May/June.

An alternative to the above option is the regular school uniform. If you have any questions about the dress code, see Principal prior to the spirit dress day. SLS reserves the right to determine whether any item of clothing is acceptable.

### **TEAM TRAVEL CLOTHES REQUIREMENTS**

Khakis, black or blue dress pants that are in good repair, and fit properly. Shorts, sweatpants, yoga pants, leggings, jeggings, wind-pants, etc. are unacceptable. Pants cannot have holes, rips, or tears and must be worn at the hips.

A white button down dress shirt with collar or white polo shirt with collar that fits properly. Shirt must be tucked in.

7th and 8th grade (boys) Basketball players wear a white dress shirt with a tie. The tie is optional for boys in grades 4/5/6.

Cheerleaders are to wear their school uniform and will be given the opportunity to change into their cheerleading uniform at the end of the day.

An alternative to the above option is the regular school uniform. If you have any questions about the dress code, see Principal prior to the team travel clothes day. SLS reserves the right to determine whether any item of clothing is acceptable.



**Arrival of Students...**Students should arrive no earlier than 7:35 A.M. Doors will not be open prior to this time. Parents transporting children to school are asked to leave the children off at the Allenhurst Street entrance. After school, parents are asked to pick up their children in the church parking lot. Please do not park in the bus zone areas.

*There will be two bells rung in the morning. The “warning” bell will be rung at 7:50 a.m. This bell is to remind students to be in their seats and ready for class. The second bell will ring at 7:55 a.m. This is the morning announcements and prayer bell. Classes begin promptly at 8:00 a.m.*

**Tardiness...**All students (except those on late buses) should be in the building by 7:50 a.m. each day. Students who arrive after the first bell in the morning are considered tardy and must be reported as such. A written excuse from the parents must be sent in to school explaining the reason and date for the tardiness. After 3 such times, students will be required to report to the office before they can be admitted to class. Students in grades 5-8 will serve a one hour detention after being late 3 times. Students in grades K through 4 who are late three times will receive a phone call/email from the teacher. If they are late a total of five times, they will serve a detention. **PLEASE, LET’S WORK TOGETHER TO GET OUR CHILDREN TO SCHOOL ON TIME.**

**Early Dismissal...**The Principal is authorized to grant an early dismissal provided the request is made in writing by the parent. The request should be made before the time of dismissal. These requests are usually made for medical or dental appointments but requests for other legitimate reasons may be honored.

**NOTE: Shopping trips, hunting, fishing, concerts, etc. are NOT considered to be legitimate requests. All requests must be specific in nature. The reason for the excuse, along with the date must be given. If the student’s excuse does not state the reason for the absence, the note will be returned with the student, and parents will be asked to rewrite the excuse with the specific reason given.**

**Vacations...**Parents may wish to take their children out of school because of family vacation plans. This request is considered an excused absence but must be limited to only one such absence per year. The following guidelines must be followed when this takes place:

1. A written request must be submitted to the principal at least two weeks prior to the departure date. Vacation release forms for parents and students, as well as hunting permission forms can be found by visiting <https://www.eccss.org/forms/>



2. Parents must take into consideration how this time spent out of the classroom may affect the child's academic progress.
3. It is the student's responsibility to get the missed school work from the teachers and to complete all assignments by a specified date as determined by the teachers. Some of the work may be given to the student just prior to his or her departure, but due to the fact that it is difficult to determine classroom progress during the child's absence, the remainder of work will be given to the student on the day of his or her return to school.
4. Be advised that the parents will be expected to teach the material that a child has missed.
5. Incomplete assignments will ultimately affect a child's grades.
6. No trip will be approved for any student with 3 or more unexcused absences or for any student with more than 10 days of absence overall, whether the absences are legal or not.

**Lunch...**Milk (white, skim, 2%, & 1% chocolate) is available for all students in Grades K-8 who are interested. Milk money is collected every Wednesday morning for the following week, or parents may wish to pay for milk for the entire school year. A note will be sent home the first week of school informing the parents of the cost of milk. Our school participates in the National Milk Program. This program offers free and reduced prices for milk for qualifying families. Eligibility is based on family income. Applications for this program are available throughout the school year and may be acquired by contacting the school office. All children will have to carry a bag lunch since we do not have a cafeteria. Every effort will be made to make the lunch hour as enjoyable as possible. No child will be forced to eat his or her lunch. There will be a minimum of 15 minutes and a maximum of 30 minutes for each child to eat. Whenever possible the students will be taken outside to play after lunch. Students may bring water or 100% fruit juice for lunch (no sugary drinks).

We ask that each child behaves himself or herself in a Christian manner. Tossing food, screaming, and fighting will not be tolerated. No child will be permitted to leave the school premises during the lunch hour unless accompanied by their parent. Friends may not go to one another's house for lunch. If a parent brings the child's lunch to school while classes are in session, they are asked to leave it on the milk cooler and it will be delivered to them. Please DO NOT interrupt classes!

**Sports...**Basic to the philosophy of the St. Leo's School and the mission statement of the Catholic Schools Office of the Diocese of Erie are the principles of growth in academics and Christian values for each student that we serve. To maintain our mission to the best of our ability requires each school to remain steadfast on its academic and spiritual course in all matters related to our educational efforts.



In order for our mission to be strong and viable, sports programs that involve our students should be aware of our mission and cooperate in its implementation for the long term development of our students.

All sports programs should be avenues which teach Christian values and take a stance to develop the full potential of every participant in so far as is possible.

All students who participate in the Sports Program must maintain average grades and may not be failing in any subject area. If those students participating in the Sports Program have discipline/behavior issues in the classroom, on the basketball court, or at practice, they will be suspended until further notice by the Principal.

**School Calendar...** Saint Leo's School follows the Ridgway Area School District's Calendar because of busing. This calendar will be sent home the first week of school. Notices of any deviations to this calendar will appear in the Ridgway Record.

**School Closing...** Throughout the school year there are various reasons for school delays, closing early or cancellations due to inclement weather, icy roads, floods, etc. Parents are requested to listen to the radio & check the *Remind* system. Please do not call the rectory, or school. It is important that these lines be open at all times. Children should be taught what to do if they should ever be sent home early and you are not at home.

**Notification to parents concerning school records...** Although the schools under the Diocese of Erie are not required by law to obey the Family Educational Rights and Privacy Act of 1974, the School Policies and Administrative Procedures for Elementary Schools, the handbook For the Erie Diocesan Schools has adopted similar guidelines in order to protect the rights of the students. This is to inform you briefly of the process taken for evaluating your child and maintaining the records. The Principal supervises the records of the students and will assist you if you have any further questions. In the elementary schools of the Diocese of Erie the following procedures are followed:

**Collection and Maintenance**

As long as the child is in the school, statistical information as seen on the registration form and standardized tests will be kept in the child's file. Should any Category C (potential or temporarily used information such as legal or clinical findings, discipline memos, etc.) information be obtained on a child it will be filed separately and evaluated periodically and destroyed if its usefulness is no longer apparent.

Once the child leaves the school only the permanent folder which contains the minimum statistics and standardized achievement scores, with the academic records will be maintained in the inactive file. Each year the students are evaluated not only through the testing programs by



the teachers, but also through a Diocesan Testing Program which uses standardized tests. Parents receive copies of the results of these evaluations through report cards, conferences, and computer printouts.

### **Dissemination of Records**

1. Parents have the right of access to all educational records. Should the need arise this right can be exercised by an appointment at a time mutually convenient to the parties concerned.
2. If a child transfers to another school (public or private) the school will automatically send the records once the new school requests them. Parents may receive a copy for a nominal fee if they so wish, but they must make the request.
3. The records will not be sent to a third party unless a parent or student, of a legal age, signs a release form.
4. Directory information which includes such information as a student's name, address, telephone number, birthdate, weight, dates of attendance, or awards will not be released to third parties (news release, honor rolls, athletic programs, etc.) without the signed release form unless a parent stipulates otherwise.
5. If, at the time the student leaves the school, there are any outstanding debts owed to the school, no transcripts will be sent until such time as the debts are resolved to the school's satisfaction.

## **Chapter III: INSTRUCTIONAL PROGRAM**

**Testing Program...**A testing program which includes standardized tests of academic achievement and of mental ability in addition to the regular teacher evaluation program has been designed to provide information concerning the proficiency of all the children at Saint Leo's School.

**Report Cards...**A student's progress is evaluated through report cards which are sent home four times a year or after every nine weeks of school for Grades K through Eight.

**Parent-Teacher Conferences...**All parents are expected to attend a parent-teacher conference by the end of the second grading period. A private discussion is held to acquaint the parents with the progress of their child and recommendations are made for the child's continuing successful progress throughout the year. Parents desiring to confer with the faculty members and any other school personnel at any other time of the school year may do so by making an appointment to meet outside school hours.

**Textbooks...**Keeping books in good condition is the responsibility of each child. Should a child lose or destroy a book he or she must pay the full price of another book.



**Visitors...**Any adult entering the school for any reason should ring the bell first and wait to be admitted. They should then report to the school office. No child will be permitted to go to the door to visit with the parents of any other relatives or friends until there is approval from the principal or her representative. Parents waiting for children after school are asked to wait outside the building. No adults should be lingering in the hallways while school is in session. Homework pick up arrangements should be made by calling the main office.

**Spiritual Activities...**Besides the daily formal classroom instruction that provides the fundamental principles of our faith, the Religious Education Program at Saint Leo's School allows our children to participate in various liturgical services which helps them grow spiritually. Rite of Reconciliation is provided every two or three months. Mass is offered every Friday, Holy days of Obligation, and daily during Lent and Advent. Stations of the Cross are offered every Friday during Lent. An annual retreat is offered for our 5th, 6th, 7th, and 8th grade students. May crowning is held annually.

**Homework...**Homework assignments have many purposes: to reinforce classroom lessons, to increase learning time and to foster independent study. Homework develops self-discipline, independence, and good work and study habits. It also helps give parents the opportunity to become acquainted with the skills which are being taught. Minimum time spent on homework: 10 minutes per grade level. Homework may be given on weekends when necessary. Any child who misses school is responsible for making up whatever work is missed while he or she is absent. Teachers will consider length and nature of absence in determining when missed assignments are due.

**Your responsibilities as a student concerning homework are:**

1. Write down all assignments.
2. Make sure you understand the assignment, when it is due, and how it should be done.
3. Budget your time to complete assignments, including any reading (such as Accelerated Reader) which you are responsible for.
4. Request help when needed; teachers will be glad to give extra help if you do not understand an assignment.
5. Do your homework neatly and hand it in on time.
6. Be sure you have supplies at home that you may need.
7. Limit television viewing and establish a regular routine for homework time.
8. Check your work before you hand it in.

**NOTE: Three missed homework assignments will result in a one hour detention.**



## **Chapter IV: HEALTH CARE, PHYSICALS, AND MEDICATION**

Regarding health care, the school should be notified of any fractures, communicable diseases, allergies, or long-term illnesses the child may have.

The health of the school children is monitored through screening and examination.

- ◆ Each child's height, weight, and vision are recorded annually.
- ◆ Hearing tests are given in Grades K, 1, 2, 3, and 7.
- ◆ Dental examinations are required in Grades K, 3, and 7.
- ◆ Physical examinations are required in Grades K and 6.
- ◆ Scoliosis screening: Grades 6 and 7

**Parents will be notified if a child fails any screening or examination.**

### **Physicals**

According to the PA School Health Code, each student entering school in kindergarten/grade 1 and entering grades 6, and 11 is required to have a physical examination. This exam is to be done by the student's family physician in the year prior to the grade it is required. All exams need to be turned in to the school within the first week of the school year. Kindergarten students without an exam on file the first week of school will be denied admission until physical is received.

### **Dentals**

Dental exams are required of all students on entry into school at kindergarten/grade 1, grade 3 and grade 7. Exams should be done by the student's family dentist in the year prior to the grade it is required. All exams are to be turned in to the school within the first week of the school year.

### ***Pennsylvania Immunization Requirements...***

**Children in ALL grades (K-12) need the following vaccines:**

- ◆ 4 doses of tetanus\* (1 dose on or after 4th birthday)
- ◆ 4 doses of diphtheria\* (1 dose on or after 4th birthday)
- ◆ 3 doses of polio.
- ◆ 2 doses of measles\*\*
- ◆ 2 doses of mumps\*\*
- ◆ 1 dose of rubella (German Measles)\*\*
- ◆ 3 doses of hepatitis B
- ◆ 2 doses of varicella (Chicken Pox) or evidence of immunity

\* Usually given as DTaP or DTP or DT or Td



\*\* Usually given as MMR

**Children in ALL grades (K-12) need the following vaccines:**

- ◆ 1 dose meningococcal conjugate vaccine (MCV)
- ◆ 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)  
[if five years have elapsed since last tetanus immunization]

**The only exemptions to the school laws for immunizations are:**

- ◆ Medical reasons;
- ◆ Religious beliefs; or
- ◆ Philosophical/strong moral or ethical conviction

**If your child is exempt from immunizations, he or she may be removed from school during an outbreak.**

In the event of an emergency, the parent/guardian or other specified person will be notified as to the nature of the emergency. If necessary, first aid will be administered and emergency transportation to a medical facility will be provided. Through the use of a specific curriculum, special activities, community support and resources, a strong and consistent administrative and faculty effort, rehabilitative guidance, and disciplinary procedures, each school will work to educate, prevent and intervene in the use and abuse of all drug, alcohol, or mood-altering substances by the entire student body. As an extension of this policy, a set of rules, regulations and guidelines will be used by all school personnel when responding to drug, alcohol, or mood-altering substance situations.

## **Chapter V: FINANCES**

In order that the cash flow of each school not be disrupted or jeopardized, and so that all who are able to do so pay their fair share of the cost of the education of their children, parents/guardians must formally accept the responsibility for tuition payment at an agreed upon schedule. Payment may be made in full prior to the start of the school year. All other payment plans must go through the FACTS Tuition Management program.

No student will be denied admission to the school because of financial need, however, all avenues of aid must be pursued for families who have an inability to pay a part or all of the tuition. As the school year progresses, the administration or appropriate referral person should



be informed of extenuating circumstances that would prohibit immediate payment of tuition. Arrangements for financial assistance will be made to alleviate any undo hardships. Withholding of student grades or diplomas, denial of admission or continuance of enrollment for the following school year, or withholding of records for transfer to another school may result if there is a failure to make satisfactory arrangements for payment of unpaid balances or request for financial assistance.

A procedure for the timely collection of accounts receivable is in place. All financial matters such as aid applications, payment agreements, and individual account status will be kept in the strictest confidence. Communications from the school to parents regarding financial concerns will be handled in a confidential manner. **All tuition paid is nonrefundable** from preschool to eighth grade.

Several tuition assistance programs are available.

The guidelines and availability of funds through these programs are subject to change. The school will notify families of scholarships for which they are eligible.

### **GOVERNMENT PROGRAMS**

Act 89.....Remedial Math  
(2 days per week)  
Chapter I.....Remedial Reading  
(3 days per week)  
School Psychologist.....For testing  
School Nurse.....1/2 day per week  
Act 90.....Materials  
Act 195.....Textbooks  
Chapter I.....Technology  
Bus program           National Milk Program