

Saint Leo the Great Catholic School Student and Family Handbook



Learning and Living the Gospel of Christ

Approved January 1, 2024

Nothing contained in our handbook, or in any other document, custom, or practice, is intended to, or shall be construed to, create any contractual obligations, expressed or implied, on the part of the diocese or school. Contents of the handbook are subject to alteration or modification by the school as circumstances may require.



Learning and Living the Gospel of Christ

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Dear Parents and Guardians,

Welcome to Saint Leo the Great Catholic School.

Our mission here in serving your children is a most solemn one. As the Church teaches, “the right and duty of parents to educate their children is primordial and inalienable.” (CCC #2221)

We are here to assist you and to partner with you so that your children may grow, as we are told in the Scriptures that Christ did as a young man, in “age and wisdom and grace.”

Our Mission Statement identifies our goal, that with your cooperation and collaboration, we strive to provide your child with a rigorous academic program that is centered on the Person of Jesus Christ, the invisible but ever-present Teacher at our School. To that end, parents and guardians understand and acknowledge that we exist as a Catholic School under the auspices of the Diocese of Harrisburg, in Full Communion with the Holy Roman Catholic Church.

When you decide to enroll your child here, you are necessarily agreeing that you will not publicly repudiate the teachings of the Church and that you will support the Parish and School in our mission in communion with our Diocesan Bishop and all the policies and procedures of our Diocese. The Memorandum of Understanding, that is contained on Page 5 of this Handbook is that summary of this most important trust and collaboration that we share.

This Handbook is meant to provide a brief and understandable overview of our programs, our behavior policies, and the shared expectations of parents, teachers, administration and children so that we can truly all be built up in the Kingdom of God here on earth so that one day, all of us may experience it forever in heaven.

All our teachers, staff and administration of the Parish and School pledge to serve you with the heart of Christ and we hope that our shared mission is blessed by God with great success and happiness for your children.

God bless you.

Mrs. Jennifer L. Miller

Principal

Rev. Peter I. Hahn

Pastor

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**SAINT LEO THE GREAT CATHOLIC SCHOOL PARENTS’
MEMORANDUM OF UNDERSTANDING**

As a parent/guardian of a student in Saint Leo the Great Catholic School, I understand and affirm the following:

1. The primary purpose of our School is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
2. Saint Leo the Great Catholic School is a distinctive religious education institution operated as a ministry of the Catholic Church. It is not to be seen as a “private school” but a “Catholic School”, operated under the auspices of the Parish of Saint Leo the Great and the Harrisburg Catholic Diocese.
3. Attending any Catholic school is a privilege, not a right.
4. While academic excellence and involvement in extracurricular activity are important and encouraged, the most fundamental priority of our School is to nurture and develop in our students our Catholic Faith and Identity.
5. Our School and its Administration have the responsibility to ensure that Catholic teachings permeate every facet of our School’s life and activity.
6. In all questions involving faith, morals, and Church law, any final determination rests with the Pastor of Saint Leo the Great Catholic Church and ultimately, our Diocesan Bishop.

As a parent/guardian who has enrolled my child in Saint Leo the Great Catholic School, I accept this Memorandum of Understanding. I pledge support for this Catholic Identity and Mission of this School and by enrolling my child I commit myself to uphold all the principles and policies that govern our Catholic School as those policies are expressly defined by the Pastor of Saint Leo the Great Parish and the Principal of our School.

VISION STATEMENT

Saint Leo the Great Catholic School is a Parochial School, operating under the guidance and direction of the Catholic Diocese of Harrisburg, which provides academic excellence in an inclusive, spiritually integrated, and Christ-centered environment. The faculty places the highest emphasis on character development, based on the moral and doctrinal teachings of the Catholic Church, by modeling that faith to all. Both parents and parish leadership support teachers in their personal and professional growth so that they are equipped to deliver the highest standard of academics and religious education. The School meets the needs of the parish community, by striving always, to offer this comprehensive education in safe, efficient, and well-equipped facilities.

A Community of Holiness where our faith is fully integrated into the curriculum and the environment; and where we grow in service to each other, the parish, and our community.

A Community of Character with integrity and mutual respect, where children of all abilities are welcome with programs tailored to children's needs.

A Community of Scholarship recognized as the best academic program in Lancaster County with a modern, safe, and healthy educational environment.

MISSION STATEMENT

Saint Leo the Great Catholic School exists to develop disciples of Jesus Christ within a secure Catholic atmosphere. As a school community, we endeavor to strengthen the covenant between school and family to educate the whole child spiritually, intellectually, physically, emotionally, and socially. We are committed to forming 21st-century learners, well-prepared in their quest to succeed and serve.

PARTICIPATING IN PRAYER

Students are blessed at Saint Leo the Great School to have many opportunities to live our Catholic faith and share it with others. We begin each day with prayer and carry our learning about Christian living through every aspect of our day. To truly nurture our relationship with God and become closer to the person of Jesus, we must participate fully in communal prayer, classroom religious services and retreats, Adoration, and Holy Mass. The Church teaches that the Eucharist is the "source and summit of the entire Christian life" (CCC #1324) and so our worship of God in our communion with the offering of Jesus Christ on the Altar of His Cross made present at each celebration of the Holy Eucharist is of primary importance and most basically integral to our School life.

WITNESSING OUR FAITH

Everything we do and say bears witness to who we are and what we believe, and our actions often speak louder than our voices ever could. A prayerful attitude is always expected in Church, as well as the proper etiquette of sitting quietly and behaving reverently. As members of a Catholic educational community, we must also demonstrate positive, Christ-like behavior regardless of where we are: in the Church, on school grounds, at our homes, on the sports fields, or in the virtual world. We should actively support school service projects, participate in school activities, and treat everyone with care and respect. In this way, students prepare for an active role as adults in the Catholic Church.

CHASTITY AND SEXUALITY

The primary call of the Gospel is to love God with “all your heart, with all your soul, and with all your mind . . . [and to] love your neighbor as yourself.” (Matthew 22:37; 39) In our service to our children and families, we pledge to treat all persons with respect, compassion and sensitivity.

In doing so, we must be vigilant not to endorse or permit any student to engage in conduct which would be directly contrary to the teachings of the Catholic Church. We promote the virtue of Chastity, seen as part of the Cardinal Virtue of Temperance, that seeks to govern all the passions and appetites of the senses within reason and truth. Thus understood, chastity is a gift from God, one of the fruits of the Holy Spirit. (CCC #2337, 2341, 2345)

Sadly, so many voices in our culture promote sexual promiscuity and other acts inconsistent with the teachings of the Church. The Catechism of the Catholic Church clearly prescribes how, under the topic of the Sixth Commandment, chastity is meant to guide us in all our interactions with others and then lists those sins and disorders which constitute offenses against Chastity. (CCC #2332-2359) Therefore, any action by any student, teacher, or staff seen to be in support of such prohibited conduct is not permitted.

Furthermore, in recent years, there has been much comment on “gender dysphoria” and “transgenderism”. In its publication, “Male and Female He Created Them”, dated February 2, 2019, the Church’s Congregation for Catholic Education decries the current “educational crisis” marked by the general name of “gender theory”, which “denies the difference and reciprocity in nature of a man and woman” and which also separates the concepts of “sex”, i.e. one’s biological or natural disposition, from one’s “gender”, which is claimed to be within the subjective mindset of each person. No student, teacher or staff may act in any way to support this perversion, which is a direct contradiction of God’s plan for the human person.

SACRED LITURGIES

The Catechism of the Catholic Church, quoting the Second Vatican Council's Dogmatic Constitution on the Sacred Liturgy, teaches that “every liturgical celebration, because it is an action of Christ the priest and of His Body, which is the Church, is a sacred action surpassing all others”, that it is “a participation in Christ's own prayer addressed to the Father in the Holy Spirit” and that it is “the privileged place for catechizing the People of God . . .” ; that it is in the Sacraments, especially in the Eucharist, that Christ Jesus works in fullness for the transformation of men. (CCC #1070, 1073, 1074)

Indeed, the Eucharist is “the source and summit of the Christian life” (CCC #1324) and so we gather, as a School Community, usually every Friday at 9:00 a.m. and/or on all Holy Days of Obligation or special Feasts in the Church, to celebrate Holy Mass. We require our students to prayerfully attend and participate in this sacred action so that they may grow in God's grace. We encourage parents and other family members and friends to join us for these Masses. Mass times are posted on our School Calendar.

SCHOOL POLICIES, REGULATIONS AND GENERAL INFORMATION

ACCREDITATION

Saint Leo the Great Catholic School is fully accredited by the Middle States Association.

ADMISSIONS

Saint Leo the Great Catholic School admits students of any race, sex, color, national or ethnic origin, and does not discriminate on these bases.

Subject to the conditions and considerations set forth herein, a student will be accepted after pre-admission testing provided there is room in the class and the child has no academic, emotional, attendance or disciplinary problems that would hinder his/her education at Saint Leo the Great Catholic School.

A Pre-Kindergarten 4 student should be four years of age by September 1 of the school year. A Kindergarten student should be five years of age by September 1 of the school year, while a First Grade student should be six years of age by September 1 of the school year.

A child who has transferred from Saint Leo the Great Catholic School will not be considered for re-admission for a period of one full year, except for special circumstances to be determined by the Principal.

Students transferring from another school to Saint Leo the Great Catholic School will be accepted on a probationary basis for a period of one full year.

In any year where admission to Saint Leo the Great Catholic School must be limited due to capacity concerns for any level or class, the following categories of admission priority will guide the order of acceptance of students to Saint Leo the Great Catholic School for the implicated level or class:

1. Siblings of currently enrolled students of families who are “active members” of Saint Leo the Great Parish (“active members” means that family is participating in Sacramental Life of the Church, attendance at Sunday Mass and Holy Days of Obligation and, where possible, financial support of Parish).
2. Children of families who are “active members” of Saint Leo the Great Parish.
3. Siblings of currently enrolled students of families who are “active members” of Saint Philip and Mary, Mother of the Church Parishes.
4. Siblings of currently enrolled students of families who are “active members” of all other Catholic Parishes.
5. Children of families who are “active members” of Saint Philip and Mary, Mother of the Church Parishes.
6. Children of families who have recently moved into Saint Leo the Great, Saint Philip or Mary, Mother of the Church parishes.
7. Siblings of currently enrolled students of non-active Catholic families or non-Catholic families.
8. Children of families who are “active members” of other Catholic Parishes.
9. Children of non-active Catholic families or non-Catholic families.

Should the number of prospective students in any one category of admission priority exceed the number of available openings in a level or class, the order of acceptance within that category of admission priority will be guided by “first in time” receipt of a prospective student’s completed application for admissions, required documents, registration form and registration fee. An acceptance is conditional and tentative pending receipt of the signed Tuition Contract. A student is not considered to be enrolled until the signed Tuition Contract is received.

AFTER SCHOOL ACTIVITIES

Students are not permitted to remain on school property unless directly supervised by an adult. Students may not remain at school after 3:30 p.m. waiting for their after school activities to begin unless directly supervised by someone from the after school activity. The school is not to be used

as a play area by those who attend after school, evening, or weekend functions. Adults in charge are responsible for the behavior of the students attending the event.

AFTER SCHOOL CARE

After School Care is available for students in Pre K-4 through 8th Grade and is offered from 3:30 p.m. to 5:30 p.m.. There will be no after school care on early dismissal days, either scheduled or snow emergencies. Registration is required and rates can be found on the website. Billing will be done at the end of the month and will show up as an incidental charge through the STS (Simple Tuition Solutions).

ATTENDANCE AND ABSENCES

Prompt, regular attendance is essential to academic success. State School Code requires a minimum of 180 school days for all students in accredited institutions; thus, Saint Leo the Great Catholic School encourages attendance every school day. We urge parents/guardians to limit trips, vacations, and other non-school activities to weekends, summer vacations, and non-attendance days. See Vacations During School section for more information.

Tardiness

The school day begins at 8:15 a.m. with drop off beginning at 8:00 a.m.. See Transportation section for more information on arrival procedures. A student is considered tardy if he/she arrives after 8:15 a.m.. Students that arrive after this time must be signed in at the school office. If a student is habitually tardy the Principal will meet with the parents.

Absences

If a student is going to be absent, late, or leaving early, parents should email the school office and their homeroom teacher by 8:30 a.m.. If there is no email, the office will call home; this is done for the safety of the child. **If a student is sent home from school with a fever, they may return to school after being fever-free without medication for 24 hours.** Medical appointments should be made so that they do not conflict with school hours to the greatest extent possible. Students absent three (3) days consecutive days or more must have a **note from their physician.** After 10 school absences in the same school year (partial or full day), all following absences must have a doctor's note or the absence will be unexcused and all work missed will receive a grade of "0."

Excused Absences

The following reasons for absence may be considered excused.

- **Personal Illness:** The student is ill and the parent or guardian contacts the school of the day(s) of absence(s). A medical doctor certificate is required when a student is absent for three (3) consecutive days due to illness.
- **Family Illness:** Absences can be excused for up to three (3) days when the student's presence at home is necessary for family stability.
- **Death of Immediate Family Member:** Absences will be excused for up to three (3) days. An immediate family member is defined as father, mother, grandfather, grandmother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who resides in the same household. Additional time off will be considered on a case-by-case basis depending on circumstances. Absences for other relatives or close non-family members will be considered on a case-by-case basis.
- **Quarantine of the Home:** A physician's statement documenting the need for quarantine is required.
- **Family Emergency:** Absences can be excused if there is a family emergency or set of circumstances which, in the judgment of the principal, constitutes a sufficient cause for absences from school.
- **Inclement Weather:** Student safety is our number one priority when inclement weather occurs.
- **District Bus Problems:** Absence may be excused due to a bus problem beyond the student's control and there is no other transportation to school.
- **Other School Activity:** Absence will be excused for authorized school activities (e.g., choir) or other educational travel (e.g., state capitol).

Students are responsible for making up any work missed during the absence. Work should be submitted to the teacher, based on an approved schedule. Tests missed while absent will be made up at the teacher's discretion.

Unexcused (Unlawful) Absences

Absences for any other reason than those listed above shall be considered unexcused.

- Parents will be notified that the absence has been listed as unexcused.
- Truancy on the part of the student, without the parent's knowledge, is also an unlawful absence.
- Absences shall be treated as unlawful or unexcused until the school receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

NOTE: 20 days of absence is sufficient to warrant repeating the school year.

Students who are chronically absent will be referred to a school-family conference to initiate a Student Attendance Improvement Plan (SAIP) in an effort to identify issues/concerns that are affecting the student's attendance.

If the student is unexcused or absent again, the matter will be referred to the student's home school district, and a proceeding may be initiated against the student and parent(s) before a Magisterial District Judge.

ASSESSMENT PROCEDURES

Students are expected to participate in class, complete homework and independent work, turn in projects and take tests and quizzes. Major assessments and quizzes will be sent home periodically during a marking period. (Teachers may refuse to accept an assignment on time if the quality of the work is inferior to the student's ability.)

Readiness Testing

Students entering Kindergarten are administered a Readiness Test in June before the Kindergarten year begins. This test assists our educational professionals in determining a student's readiness for beginning Kindergarten.

Standardized Testing

A standardized test program (STAR) is administered three times per year to all students in Grades Kindergarten through 8 inclusive, for the purpose of:

1. Determining specific learning patterns of students.
2. Monitoring the effectiveness of the various instructional programs
3. Measuring the educational progress of the elementary students in our diocese as compared with national norms.

Homework

The purpose of assigned homework is to help students learn to work independently, strengthen skills that have been taught, and complete projects. Students are expected to complete all assignments as directed by the teacher. Parents should not request extensions on homework deadlines except for serious reasons. If a child is absent for more than one day, but well enough to do work, the parent may call the office in the morning requesting the student's work for

pick-up at 3:30 p.m.. Each child has the responsibility, following an absence, to make up missed assignments promptly. Absence from school is not a legitimate reason for not completing assignments. If a child is absent for 5 days, he/she has 5 days to make the work up, unless there are extenuating circumstances and the teacher permits otherwise.

Saint Leo the Great School strives to follow the “10-minute rule”: approximately 10 minutes of homework each night for each grade level (20 minutes for 2nd Grade, 80 minutes for 8th Grade).

Progress Reports

Grade reports will be issued for all grades in December, March, and June. Interim progress reports will be distributed to all students midway through each marking period in Pre K-4 through 3rd Grade. Parents and students in Grades 4 - 8 may access their grades online.

Parent - Teacher Conferences

Parent teacher conferences will be scheduled at the end of the first trimester to give both parties an opportunity to meet and discuss student progress. Conferences are encouraged whenever a teacher feels the need for in-depth communication about a student.

Student Support Team

The Student Support Team (SST) is a regular education, interdisciplinary group that uses a systematic approach to address learning or behavior problems of students. The SST is made up of the Instructional Support Coordinator, a student’s teacher(s), parents, IU13 support personnel, the principal, and depending on the student’s age and the problem being addressed, the student, as well. Any member of the team can call for an SST meeting when they determine that a student’s progress or behavior warrants one. The purpose of the SST meeting is for the team members to brainstorm and recommend instructional and behavioral strategies to be used both in the classroom and at home. Data is collected and strategies are evaluated by the team as to their effectiveness at subsequent SST meeting(s). Through the consistent use of effective strategies, the goal is to enable the student to achieve success in his/her academic and social development.

Retention

If a student fails a class for the year, the student will be required to complete and pass a remediation program in the summer. A student may be required to repeat a grade level for if their final grade for two major subjects falls below a D. Major subjects include: Grades 1 through 4 -

Religion, Math, Integrated Language Arts; Grades 5 through 8 - Religion, Math, Science, Social Studies, Integrated Language Arts, and Spanish.

At times, retention is recommended when the maturity of the student is not adequate for the student to handle class work. In such cases, retention must be agreed upon by parents, teachers, and principal. A student may not be retained because of immaturity without parental consent.

Graduation

An eighth-grade student is awarded a diploma from the Diocese of Harrisburg upon completion of 8th Grade with passing grades for the year in all subjects.

A student with one failing grade in the year's average may attend graduation and will receive a certificate of attendance in place of the diploma until such time the subject is made up in the summer through a remediation program. A diploma will be awarded when the subject is passed. Notice of verification of a passing grade must be forwarded to the school to be kept on file.

BIRTHDAY CELEBRATIONS

Students may dress down on their birthdays. If their birthday falls on a weekend, a Mass day or during the summer, they may choose an alternative day during the school year to dress down. A family may choose to send simple, non-food items to their child's class for distribution. If a family sends in food to share it must have a nut-free label.

CELL PHONE/SMART WATCH USE

Students are not permitted to use a cell phone or smartwatch without permission. If a true emergency occurs, the office personnel will place a call to parents. Students are not to call/text home for forgotten items or to ask permission to stay for an activity, etc. If an activity is canceled, parents will be contacted so that appropriate transportation can be arranged. Extenuating circumstances may require special treatment concerning cell phone use. Cell phones and smartwatches must be turned off and kept in the backpack during the day. Calls may be made to parents from the office either before school or after dismissal with permission from the homeroom teacher. Students are never to use cell phones or smartwatches during the school day.

CHANGE OF INFORMATION

All pertinent information regarding a student or parent must be kept up to date. Any change in a student's telephone number or address as well as changes regarding parent's address, telephone number, or email address at home or work must be communicated to the school immediately. In the case of the parents being unavailable, emergency numbers must be available for alternate contacts.

CHILD CUSTODY

A copy of any parent custody arrangement must be given to the administration to expect compliance by the school with any court-ordered agreement.

CODE OF CONDUCT/DISCIPLINE POLICIES

Introduction

Catholic schools in the Diocese of Harrisburg must respect the individual dignity of all students. The classroom and, indeed, the entire school facility should be a place where all students are accepted and protected. This institution offers a quality education that helps students integrate their faith with the knowledge they acquire and the skills they develop, so they may serve the community as responsible adults.

Philosophy

We affirm the inherent value of every individual and uphold the respect due to each because of his or her uniqueness as a child of God. We endeavor to develop the whole person spiritually, intellectually, and socially, ultimately leading to the larger goals of Christianity - truth, charity, justice, freedom, peace, and salvation. Catholic school education is a privilege and not a right. As such, students are expected to conduct themselves in a manner that reflects favorably on themselves, their families, and their schools. Students are expected to have respect and to show consideration to the other students in the school and to the administration, faculty, and staff. They are to cooperate to create a harmonious school atmosphere.

To the extent that students have influence with other persons, their own words and actions, and school activities and environments, each student shall:

- Respect and obey all teachers, staff, and volunteers.

- Respect other students in words and actions.
- Respect the school property and the property of others.
- Use good manners and be courteous, polite, and respectful to all persons at the school.
- Greet priests, visitors, teachers, and staff in the corridors and school areas.
- Respond to a classroom visitor with full attention.
- Listen attentively at morning prayer assemblies and during public address system announcements at dismissal time.
- Walk to the right of the hallway quietly. Classes change at different times and a group in the hall should not be loud enough to disturb another group.

All adults working in or with our School students have the responsibility for maintaining a workplace, work area, learning area, and/or activity area free of harassment, intimidation, hazing, and bullying.

General Regulations

Every student is entitled to a safe, secure school environment that is conducive to learning. Any behavior that is disruptive to the learning process, for self or others, can be seen as an offense. Students should arrive on time every day wearing the school uniform as it is supposed to be worn. Students should move around the rooms and hallways in a quiet, orderly manner. The members of the school community should practice good manners and behave courteously at all times.

Students are responsible for their own belongings as well as for the classroom materials and books given to them for their own use. Charges are made for lost or damaged items. The school is not responsible for personal items brought to school such as money, toys, etc. The administration strongly discourages students from bringing expensive personal items, such as video or music players, to school. Students may not have cell phones or smartwatches in the classroom. If the parent decides that there is an urgent need for them because of after-school activities, the phones or smartwatches are to be off and stored in backpacks during the school day. Any phones or smartwatches found in students' possession will be confiscated, and parents called to pick them up. No photographing, recording or text messaging is permitted by students during the school day.

Playground Regulations

In order to provide for the safety and well-being of children on the playground and to protect the school equipment and facilities from undue damages, the following regulations shall be observed with emphasis on courtesy, respect, and consideration of others.

- The adult in charge is an agent of the school and should be obeyed and treated with respect.
- Equipment is to be used in the way for which it is designed: i.e. no walking, jumping, or pushing on sliding boards, no standing on or jumping off swings, etc.
- Throwing of stones, snowballs, ice, or any other foreign object is not permitted. Balls shall not be thrown or hit against the building at any time, or used when conditions are not favorable.
- Students may not engage in games or activities that are hazardous to their safety or the safety of others. This includes, but is not limited to, tackle football, wrestling, sliding on ice, tree climbing, king of the mountain, crack the whip, or throwing balls at each other.
- Students should try to welcome others who wish to join their activities.

Cafeteria Regulations

Before leaving homeroom, students shall say the grace before meals. Students usually eat in the gymnasium/cafeteria each day. Proper table manners are expected. No food may be taken out of the area. Each grade is responsible for the cleanliness of the table it uses. Children may not leave the cafeteria without the permission of the person in charge. Soft drinks/sodas may not be brought as part of a school lunch. No glass bottles or containers of any kind are allowed. Parents are strongly discouraged from bringing fast food lunches for a student.

Discipline for Grades K-5

1. All discipline will be handled in the classroom by the teacher.
 - a. Teachers will use positive reinforcement, clip charts, etc. and if necessary lunch detentions.
 - b. Each teacher will communicate ongoing behavior issues with parents through phone calls, conferences, and email (Principal will be copied on behavior issues).
2. Refer the student to SST (Student Support Team) and inform parents.
3. Create a behavior plan if necessary.
4. Implement the behavior plan for 6 weeks to collect data, and then assess for further action, consistent with policy for Grades 6 - 8.

Discipline for Grades 6 - 8

Disciplinary consequences for inappropriate behavior will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. It may result in the student receiving demerits, detention, or suspension. This is the basic order for demerit/detention established by the school:

- Less severe offenses [i.e. excessive tardiness, chewing gum, uniform code infractions] will result in a demerit assigned to the student.
- After three demerits, the student will be assigned lunch detention. Any additional demerits will result in lunch detention.
- More serious offenses [i.e. physical infractions, rudeness, or disrespect] may result directly in the assignment to detention or suspension.
- After three detentions, any further offenses may result in suspension. After two suspensions, expulsion may be required.
- Very serious offenses may result directly in suspension or expulsion.

Detention for Grades 6 - 8 may be held during lunch/recess. Our detention program is designed to provide a positive constructive learning experience for students who have violated our Code of Conduct. We believe that students need to think about how their actions affect the other person, and how others feel when they are disrespected. Students who serve lunch detention will read selected Scripture and/or Catechism passages and write a personal reflection that points to an alternate behavior to the one that he or she has previously chosen. The student will then review with his/her parents who will then be requested to sign the reflection before it is returned.

Within this framework, our hope is to help to reinforce the behavior goal set by the student after reflecting upon the living Word of God, who is Jesus Christ, “the Father's one, perfect and unsurpassable Word.” (CCC #65)

Serious Offenses, including but not limited to, assault, the possession of drugs or weapons on school property or on school buses, any type of sexual abuse, etc., may result in an immediate suspension or expulsion from school. Parents will be notified by telephone and in writing of the Disciplinary Action and will be required to meet with the Pastor and/or Principal before the student is readmitted to class.

Should a student be accused of a serious or criminal violation apart from school, the student may be placed on home study until the matter has been resolved, or another determination has been made by the administration. (See [Diocesan conduct policy #5131](#).)

Ultimately, The Pastor, in consultation with the Principal, has the right to make decisions determined to be in the best interests of the School Community, while at all times hoping to serve the benefit of each individual student.

Academic Honesty

Students at Saint Leo the Great School are expected to be honest in all academic pursuits. Plagiarizing (presenting the words or ideas of another individual and passing them off as the product of one's own), cheating, and giving or receiving unacknowledged assistance in academic work (class work, homework, projects, test, quizzes, etc.) are morally and ethically wrong. Teachers and the administration have the right and responsibility to discipline students for academic dishonesty.

Bullying and Harassment

Bullying and harassment in all forms can be thought of as any actions, particularly when occurring repeatedly or over some period of time, that create an intimidating, hostile, and/or offensive working or academic environment.

Bullying, as defined by Diocesan Policy, is an unwelcome verbal, written, or physical conduct directed at a student by another student(s) that has the intent of or effect of:

- a. Physically, emotionally, or mentally harming a student;
- b. Damaging, extorting, or taking a student's personal property;
- c. Placing a student in reasonable fear of physical, emotional, or mental harm;
- d. Placing a student in reasonable fear of damage to or loss of personal property; or
- e. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Bullying involves conduct by a person, including verbal conduct, including social exclusion, that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being. Key elements include but are not limited to, a dominant position of power and repeated occurrences of such behavior.

Bystanders are those who encourage and/or witness bullying behavior, are subject to similar disciplinary action at the discretion of the Pastor and/or Principal which will be evaluated on a case-by-case basis.

Cyberbullying occurs when someone is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by a peer using information and communication technologies. Cyberbullying includes but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, or employee of the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs and videos). This should not be in conflict with any technology policy used by the school.

Sexual harassment is a form of bullying, defined as unwanted and unwelcome sexual behavior toward another person. Behavior considered harassment may include but is not limited to, the following: touching, grabbing, or pinching in a sexual manner, spreading sexual rumors, referring to sexual anatomy, name-calling, graffiti, pressure for sexual favors, indecent exposure, and sexual messages.

Reporting of Bullying or Harassment

All are encouraged and expected to report an alleged act or acts immediately to the School Principal or Designee. Initial reports can be made via email or phone call or any other written means. A student may report bullying anonymously. Reports of bullying are classified as either private educational, personal data, or confidential investigative data, and will not be disclosed except as required by law. Formal disciplinary action will never be based solely on an anonymous report, without some verifying evidence from a separate source. When a report is made, it should be memorialized in writing, dated, and presented to the Principal, with a copy to the Pastor. Once a report is made and the investigation concluded, and if found to be credible and disciplinary action imposed, a report shall be submitted to the School Board summarizing the same but without divulging the names of the victim, perpetrator, or any witnesses.

Schools have a valid concern and legal obligation to maintain discipline and protect their students while in their care in the classroom, on school grounds, and at school-sponsored activities. If instances of cyberbullying are found to originate off school grounds and outside of school hours and do not directly impact the school itself, the school has limited authority to react to cyberbullying. The Technology Acceptable Use Policy, signed by the student and parent, includes a provision reserving the school's right to discipline the student for actions taken off school grounds if these actions are intended to and/or do adversely affect the safety and well-being of students while in school.

Investigation of Bullying or Harassment

Prompt investigation of allegations of bullying or harassment will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints. The investigation may consist of personal interviews with the complainant, individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. School surveillance camera footage may be used in the investigation.

The Principal, or designee, is not obligated to disclose to a victim any educational or personal data, including any disciplinary action taken against an alleged perpetrator. To the extent permitted by law, the Principal will notify the parents or guardians of the student(s) involved in a bullying incident and the remedial action taken, based on a substantiated report while maintaining the confidentiality of the identity of all reporting parties.

“Whistleblower” Protection

Saint Leo the Great Catholic School prohibits intimidation, harassment, or intentional disparate treatment against:

- any person who makes a good faith report of alleged bullying,
- any person who testifies, assists, or participates in an investigation; or
- any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

Disciplinary Review Board

Parents/guardians have the right to appeal an expulsion from school. A written notice of the expulsion shall inform the parents/guardians and the student that the decision may be appealed to the Review Board and how the appeal is to be made. In those instances, where a student has been expelled, the parent may appeal the transfer required by the Principal. In order to make a formal appeal, the parents must present a formal letter of appeal to the Pastor.

The Pastor selects members of the Disciplinary Review Board. The sole jurisdiction of the Disciplinary Review Board is to determine whether or not the policy has been followed; they cannot render a judgment on the appropriateness of the decision. The final decision on expulsion lies with the Pastor. The Disciplinary Review Board shall consist of not less than three persons which must include one School Board Member and one Teacher, none of whom can have any

direct involvement in the case under review. The Review Board is to then meet with the Principal and/or Pastor and the parent making the appeal and to then submit a written summary to the Pastor with a conclusion of whether or not, in their opinion, the Policy was followed and whether or not, the Review Board agrees with the decision of expulsion.

It is the policy of our School to notify the school to which a student transfers if a student is expelled, or withdraws from school, and is involved with any of the following infractions

- An act or offense involving weapons;
- Sale, distribution, and/or possession of a controlled substance;
- Willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of the school. [This policy reflects our commitment to the Safe Schools Act of 1997].

Conflict Resolution

The School Board is not involved in conflict resolution involving individual students or classroom situations. The following procedure is to be followed in all matters regarding conflict resolution within the school. The parties directly involved arrange to meet and settle the matter (i.e. parents, teacher, student). Communications or complaints would first be discussed in private, informal conferences between the parties involved. This is the first step of remediation and should be attempted before involving supervisory personnel. After meeting with the parents and/or students, the teacher is to summarize the meeting, outlining the agreed-upon efforts that have been or will be made to address and resolve the situation. This summary is to be in writing. This summary is to be given to the parents, the Principal, and the Pastor. If the meeting between parties is not settled satisfactorily, the Principal is notified by the dissatisfied party, and a second meeting is arranged when all parties can be present, including the Principal.

If the meeting with the Principal does not lead to a satisfactory solution to the conflict, the parties involved may meet with the Pastor after which an administrative decision by the Pastor is made. All parties must abide by the decision.

The Principal is not involved in conflict resolutions within programs sponsored by the Parish, except as they may affect the classroom and learning environment. Otherwise, all conflicts occurring within programs sponsored by the Parish should be directed immediately to the Pastor.

Ineligibility Due to Misconduct in Academic Setting

Character formation is a very important part of the educational development of the student. Certain conduct offenses which may seem minor are serious because they disrupt the educational process. They may also put students at risk. Conduct offenses that result in suspension from school will result in suspension from extracurricular activities for the duration of the suspension.

COMMUNICATION

Communication from the school to parents will occur regularly.

- Weekly Saint Leo the Great School notes are sent out each week with school notes, updates and reminders.
- Phone, text or email alerts are sent out as needed.
- The website calendar is updated regularly.
- Parent Portal is used for student grades with an account in PlusPortals.
- Parent Dashboard on the website contains the parent directory, all sign up links, and weekly Saint Leo the Great School notes from the office.
 - This page is password protected and the username and password for the school year will be emailed to school families.
- STS is used for tuition management and payments as well as for after school charges.
- The school is also on Facebook and Instagram.

COUNSELING SERVICES

Using Act 89 state funding, IU13 provides school counselors, who are educational specialists, to non-public schools. School counselors may be available to support students' academic success, social and emotional development, and college and career readiness. They also may be involved in crisis intervention, responsive services, developmental programs, and student support initiatives. The school counselor works as part of a team with teachers, administrators, parents/guardians, and other stakeholders. School counselors may meet with students individually, in small groups, and/or in classroom settings. Parent collaboration and permission are obtained for individual and small group counseling, while classroom lessons are developed and taught in collaboration with the teacher.

School Counselors encourage the following mindsets for all students.

1. Belief in the development of the whole self, including a healthy balance of academic, mental, social/emotional, and physical well-being.

2. Sense of acceptance, respect, support, and inclusion for self and others in the school environment.
3. Positive attitude and growth mindset toward work and learning.
4. Self-confidence in their ability to succeed.
5. Belief in using abilities to their fullest to achieve high-quality results and outcomes.
6. Understanding that post-secondary planning and life-long learning are necessary for long-term career success.

The School Counselor supplies instruction, appraisal, advisement, and counseling to help all students demonstrate:

- Learning Strategies – including academic curiosity, critical thinking, problem-solving, time management, study skills, goal setting, and decision-making.
- Self-Management Skills – including responsibility for self and actions, self-discipline and self-control, coping skills, organization, and perseverance toward a goal.
- Social Skills – including effective oral and written communication and listening skills, positive relationships with peers and adults, collaboration and cooperation skills, and leadership and teamwork skills in group settings.

Our school counselor meets with individual students, small groups or entire classes. This is an optional program for students to participate in. Families will be notified by the counselor if a student is going to be seen individually on an ongoing basis. Families are also free to contact the counselor at any time with questions or concerns.

DOCTOR / DENTAL APPOINTMENTS

Doctor and dental appointments should be made before or after school whenever possible. In the event that a child needs to be excused during the school day, an email or note should be sent before the scheduled appointment and signed by the parents. Students are to be picked up and signed out by the parents in the office.

DRESS CODE/UNIFORMS

As a Catholic Elementary School, we seek to present an image of order, respect, and discipline that expresses the interior call of Discipleship. That call is to follow Jesus Christ, to see His image and likeness in each other, and to treat one another with reverence. Part of this commitment is the establishment and implementation of a Dress Code that will ensure appearances of modesty, neatness, and excellence. We hope this will help create and ensure an environment in which students are encouraged to excel and grow in the Supernatural Virtues of

Faith, Hope, and Love and the Natural Virtues of Prudence, Justice, Temperance, and Fortitude. Students should be ever mindful that they are representatives of their Catholic school and faith.

Overall Standards of Modesty and Neatness: All Students in Grades K-8

- No extreme haircuts are permitted---e.g. mohawks or shaving parts nor shaving designs of the head or hairstyles that are higher than about 2 inches from the scalp.
- Hair that is tinted, dyed, or highlighted outside of the natural hair coloring is not permitted. Hair needs to be the natural color.
- Hair must always be clean and neatly combed.
- Boys are expected to be clean-shaven and hair must be trimmed so that, when it falls naturally, it is above the eyebrows, ears, and shirt collar. Sideburns must end at the ear lobes.
- Girls' hair must be above the eyebrows.
- Girls in Grades 6-8 may wear only light-medicated make-up for cover-up of blemishes. No eye makeup is permitted.
- Only clear polish may be worn on fingernails (Middle School girls may wear light pink nail polish or French manicured nails). Boys may not wear nail polish.
- Tattoos are not permitted.
- Slacks, shorts, skirts, and skorts should be worn at the waist.
- Shirts and blouses must be pressed and tucked in neatly and completely.
- Belts must be worn when apparel has belt loops. (except for 1st grade)
- Shoes should fit the feet safely and be fastened securely.
- Top buttons of boys' shirts must be fastened and ties pulled up neatly and completely.
- Long sleeves should be fully extended and cuffs buttoned.
- Appropriate skirt length is between two inches below and two inches above the knee.
- Appropriate short and summer skort length is at or below the tips of the fingers when the hands are held at the sides with fingers fully extended.
- Clothing should be modestly loose fitting without being unduly baggy.

Pre K-4 and Kindergarten

Uniforms are not required for Pre K-4 and Kindergarten students. Children should wear casual play clothes and sneakers or closed-back shoes; saddle shoes or styles with straps are recommended. Sneakers must be worn on gym days.

- Sleeveless shirts, tank tops, and tops with spaghetti straps are prohibited.
- Flip-flops, crocs, or shoes without backs are prohibited.

- Please remember that the students often play outdoors and sit on the floor in their school attire.

Grades 1–8 (and for Kindergarten Students effective August, 2024).

Uniforms are required for all students from the first day of school until the last day of school. Flynn O’Hara and Lands’ End are the approved uniform providers. The link for ordering uniforms can be found on the school website.

GIRLS:

Grades 1-5

- Plaid jumper or navy-blue dress slacks.
- White long or short sleeve blouse with plain peter pan collar or white turtleneck.
- Navy blue crew socks, knee socks, or knit tights, cable or opaque.
 - All socks must cover the ankle. Please check the Flynn O’Hara or Lands’ End website for the required style.
- Navy blue flat-knit uniform cardigan or Saint Leo fleece.
- Brown, black, or navy closed-back leather shoes. Saddle shoes are acceptable. Solid colors are preferred; patterns should only be an accent of a discreet design.
- Brown, black or navy-blue belts must be worn with navy blue dress slacks.

Grades 6-8

- Plaid skirt, or navy-blue dress slacks. Skirt hems should be within two (2) inches of the top of the kneecap.
- White long or short sleeve oxford button-down collar dress shirt, peter pan collar blouse or white turtleneck.
- Navy blue crew socks, knee socks, or knit tights, cable or opaque. All socks must cover the ankle. Please check the FlynnO’Hara or Lands’ End website for the required style.
- Navy blue uniform flat-knit cardigan, V-neck sweater, Saint Leo fleece, or vest.
- Brown, black, or navy closed-back leather shoes. Saddle shoes are acceptable. Solid colors are preferred; patterns should only be an accent of a discreet design.
- Brown, black or navy-blue belts must be worn with navy blue dress slacks.

Girls Optional Summer Uniform: First school day through October 31st; April 15th through last school day:

- ***Grades 1–5:*** Navy blue dress shorts or navy blue uniform skort (*hem should be no shorter than tips of fingers with arms extended.*)

- **Grades 6–8:** Navy blue dress shorts, navy blue uniform skort, or green plaid skort (*hem should be no shorter than tips of fingers with arms extended.*)
- White short sleeve polo shirt, plain or with the Saint Leo logo on the left front.
- Predominantly white sneakers; laces must be white. **High-top sneakers are not permitted.** (*In other words, the sneaker itself must be white – a small logo may be of color.*) Winter uniform shoes with navy blue crew socks are also permitted. Please check the FlynnO’Hara or Lands’ End website for the required style.
- White socks if sneakers are worn.
- Brown, black, or navy blue belts must be worn with navy blue dress shorts.

Approved Accessories

- One pair of stud earrings smaller than the lobe of the ear.
 - Middle School girls may wear one pair of hoop earrings no larger than ½ inch in diameter.
- One small pendant or cross on a chain.
- No more than one bracelet on each wrist. A wristwatch is considered a bracelet. The bracelet cannot contain any image or promote any movement that is in contradiction to the teachings of the Catholic Church.
- Hair accessories, including headbands, bows and clips, must be small and plain. Solid colors or school plaid only.
- Green plaid criss-cross tie.

BOYS:

Grades 1-8

- Navy blue dress slacks.
- Brown, black or navy-blue belt is required.
- Navy blue or black dress/crew socks. All socks should cover the ankle. Please check the Flynn O’Hara website for the required style.
- Brown, cordovan, black, or navy closed-back leather shoes.
- Navy blue flat-knit uniform cardigan, V-neck sweater, Saint Leo fleece, or vest.

Grades 1-2

- White knit polo shirt, long or short sleeve, plain or with Saint Leo logo on the left front, or white turtleneck.

Grades 3-8

- White long or short sleeve button-down collar dress shirt or white turtleneck.

- Uniform tie specified for Saint Leo the Great School on the Lands' End or Flynn O'Hara website.

Approved Accessories

- One chain (20 inches in length or less) with a cross or religious medal permitted. Must be worn under the shirt.
- No more than one bracelet on each wrist. A wristwatch is considered a bracelet. The bracelet cannot contain any image or promote any movement that is in contradiction to the teachings of the Catholic Church.
- No rings or earrings permitted.

Boys Optional Summer Uniform: First school day through October 31st; April 15th through last school day:

- Navy blue dress shorts.
- White short sleeve polo shirt, plain or with the Saint Leo logo on the left front.
- Predominantly white sneakers; laces must be white. *(In other words, the sneaker itself must be white – a small logo may be of color.)* **High-top sneakers are not permitted.** Winter uniform shoes with navy blue crew socks (please check the Flynn O'Hara or Lands' End website for the required style) are also permitted.
- White socks, plain, that completely cover the ankles if sneakers are worn.
- Brown, black, or navy blue belts must be worn with navy blue dress shorts.

Gym Uniform: All Students in Grades 1–8

Students are to wear the gym uniform on their designated gym day.

- Saint Leo short or long sleeve gym T-shirt (light steel, white, or hunter green)
 - Saint Leo micromesh nylon gym shorts (black or hunter green)
 - Saint Leo gym sweatpants (black or hunter green). Mandatory beginning November 1st.
 - Saint Leo gym sweatshirt (hoodie, crew or zipper/hunter green, black, or ash gray)
- Optional
- White or black socks (no stripes)
 - Athletic sneakers (any color)

If students have gym class on a day when Mass is scheduled, they are to wear their school uniform and sneakers. Students present for school but medically unable to participate in gym should NOT be in gym uniform. They should wear the regular school uniform and sneakers.

Dress-down Days

Certain days will be designated dress-down days. These days, uniforms are not required. Students are still expected to dress with appropriate neatness, foot protection, and modesty. Modesty is a part of temperance. Temperance is a virtue, and a virtue is a mark of excellence. Therefore, wearing shirts within two inches of your collarbone, staying away from excessively tight clothing, etc. is not only modest but also excellent in God's eyes. When the day is Spirit Day, only clothing with Saint Leo spirit wear logos should be worn. Gym uniforms are an acceptable way to show your school spirit. Shorts should be no shorter than the tips of fingers with arms extended.

If leggings are worn on a dress-down day or spirit day, a tunic-length top should be worn to cover one's bottom. Should the Principal deem a dress-down or spirit day outfit unacceptable, parents will be called to bring a change of clothing for the student.

Spirit Days

On Spirit Days only Spirit wear is acceptable. Spirit Wear consists of regular uniform, gym uniform, Saint Leo's Spirit Wear, or any clothing that says Saint Leo. LCHS Crusader Wear is not acceptable.

Dress-up Days

Certain days will be designated dress-up days. On these days, students should wear clothing with appropriate neatness, protection, and modesty. Again, modesty is a part of temperance. Temperance is a virtue and a virtue is a mark of excellence. Therefore, wearing shirts within two inches of your collarbone, staying away from excessively tight clothing, etc. is not only modest but also excellent in God's eyes. Should the principal deem a dress-up outfit as unacceptable, parents will be called to bring in a change of clothing for their student.

EMERGENCIES

In the event of emergencies involving only Saint Leo the Great Catholic School and not Hempfield School District, a phone message, text and email will be sent. It is for this reason that it is imperative we have up-to-date telephone numbers and email addresses for you and for your emergency contacts. If extenuating circumstances require that a parent receive a personal phone call, the parent must provide that request in writing.

EXTRACURRICULAR ACTIVITIES

Students have the opportunity to participate in school-sponsored, extracurricular activities including but not limited to:

Academic: First Lego League Robotics Club, Science Explorers, Science Olympiad

Misc.: Student Council, Yearbook

Music: Honor's Band at LCHS, School Musical, School Mass Choir, Instrument Lessons

Spiritual: Altar Servers, School Mass Lectors, Youth Ministry

Sports: Baseball, Softball, Basketball, Football, Soccer, Cheerleading, Field Hockey (Junior High), Lacrosse (Junior High)

This list may not be all-inclusive. This list may need revisions/additions during certain school years as activities are added or deleted.

FIELD TRIPS

One field trip based on sound pedagogy may be arranged by the teacher each school year. School-sponsored field trips are a privilege - not a right. A student may be eliminated from the trip at the discretion of the principal. ***Formal permission slips*** are required and **no** verbal permission will be accepted. **The official school permission slip is the only form acceptable; handwritten notes will not be accepted.**

HEALTH CARE

Emergency health care forms are distributed to all students in the first week of school and to new students upon arrival. These forms must be filled out completely because the form gives school personnel permission to transport the student to the hospital of the parent(s)' choice and request emergency treatment should it not be possible to reach either parent. Information regarding specific allergies or other medical conditions must be provided to the school.

It is wise to keep your child home if there is a sign of illness. Children need to be fever free for 24 hours without any medication prior to returning to school. For those with vomiting and diarrhea, this should be over for a 24-hour period before they return. If a child is prescribed an antibiotic for infections, especially strep and pink eye, they must be on the antibiotic for a full 24 hours prior to returning, as they are still considered contagious before that. The school reserves the right to request a Doctor's note in unusual circumstances to validate a safe return to school and the general school population. Studies have shown that children generally do not perform well, and test poorly when they are ill. It is in your child's best interest, and the well-being of other students and staff, that they are kept home when ill. Thank you for helping to keep our school as healthy as possible.

School personnel may not administer medication of any type without a written note from a physician. This includes over-the-counter medication such as Tylenol, etc. Prescription drugs and any other medication needed by students should be brought in by a parent with clear directions for administration attached. If your child is in need of frequent or regular doses of over-the-counter medication a doctor must request that the medication be given with clear directions for the administration of the medication. These also need to be supplied to the school office with the child's name and dosage affixed to the container. All medications must be kept in the health room and administered by school personnel. Cough drops should be accompanied by a parent note and given to the teacher for distribution.

Students MAY NOT transport medications of any kind to school on district school buses or have medication (except an inhaler or Epi-pen) in their possession during the school day. The Procedure for Administration of Medication at School Form must be completed. This can be found on the download section of the School's website.

Allergies

Please see the policies on the school website regarding safe snacks and food safety for school events:

Safe Snack List -

<https://www.stleoschool.org/wp-content/uploads/2023/08/updated-snack-list-2023.pdf>

Food Safety and Nutrition at School Events -

<https://www.stleoschool.org/wp-content/uploads/2023/10/Food-Safety-and-Nutrition-at-School-Events-2023.pdf>

INCLEMENT WEATHER

When school is canceled or delayed, parents will receive an automated phone message, text and email. Saint Leo the Great Catholic School follows the same plan set by the Hempfield School District.

LIVE LIKE SAINT LEO

Saint Leo the Great School uses cross emblems to reinforce positive behavior. Any staff member may place a student's name on a cross when he/she is seen displaying positive behavior: **BE A LEARNER, BE EARNEST, BE OPTIMISTIC.**

Each inscribed cross will be posted on a bulletin board until Friday afternoon. Crosses will then be placed in a drawing box, located on our community prayer table. Winners will be chosen every Friday afternoon. Students will earn a school-wide incentive when they have been awarded 300 crosses. Each month a winner will be randomly selected and be presented with a precious Saint Leo the Great medal.

We expect students to display these behaviors regularly and we will make an effort to recognize positive behaviors as much as possible, either through Saint Leo the Great crosses or verbal praise. The goal of the program is to teach students the internal rewards for doing the right thing. SLTG crosses will be given periodically to those demonstrating such behavior.

PARTY INVITATIONS

Party invitations distributed in school must be extended to all students of the same sex within a class, or both sexes if it is a party for both boys and girls. Invitations must be mailed in all other circumstances.

PHYSICAL EDUCATION

Students are required to take gym and they must wear the required gym uniform. (If a student is unable to participate in gym for some reason, a written note must be presented to the gym teacher). Students must wear the required gym uniform (see dress code policy). If students have gym class on a school day where Mass is celebrated, a scheduled early dismissal, or a snow delay and they will not have gym, they are to wear the regular school uniform on that day. If they will have gym, they are to wear their regular school uniform and sneakers.

PTO (Parent Teacher Organization)

Every parent or guardian is a member of our PTO. This is an organization through which parents and teachers share in their children's educational and spiritual development. The purpose of the PTO is to promote and sustain the spiritual, social, and educational excellence of the school. The objectives of this organization include:

1. To foster and strengthen communications between the school and parents.
2. To support, organize and lead school activities and programs to support the mission of the school.

SCHOOL BOARD

The School Board serves as an advisory panel to our Pastor and Principal. Board terms are 3 years, with each member expected to serve on one or more committees (Planning, Policy, Spiritual Life, etc). Meetings are held at 7 p.m. on the first Monday of the month during the school year and typically last 60-90 minutes. This position is not limited to active school parents. We welcome grandparents, alumni, members of associated parishes and all others committed to the improvement of our Catholic School. Note: Paid school employees are NOT eligible.

SCHOOL SUPPLIES

All students must use a book bag. School supply items to be provided by the school families can be found on the school website under “supply list”. Additional items will be provided to students by the school. Hardcover textbooks must be kept covered throughout the school year.

STUDENT INSURANCE

The Diocese of Harrisburg offers Grades K-12 Voluntary Student Accident Insurance up to \$250,000. Enrollment information will be posted on the school website at the beginning of each school year. (click on downloads – general forms)

TRANSPORTATION

Car Riders

Morning Arrival Procedure:

- Drop-off begins at 8 a.m..

- Car riders should enter through door C-4, the first 5 cars should unload and students walk inside the cones.
- Parents are required to stay in their cars to facilitate movement. Aides and teachers will help Pre K-4 children into the building.
- Grades 6th – 8th - report to their lockers.
- Grades K – 5th - report to their homerooms.
- Monday morning all students will gather in the gym for morning prayers.

Dismissal Procedure:

- Students whose last names begin with A-J will be dismissed at 2:55 p.m. through door C-5. Parents/Caregivers will park and turn off car engines and stand by their cars. Staff will supervise the children as they depart to their cars. Parents/students depart from the parking lot when the cone is removed and instructed to do so.
- Parents/caregivers K-Z will park in 2 rows in the chapel lot between 2:50-3:10 p.m. and will drive over to the back-recess parking lot after the first group is dismissed.

Bus Riders (K-8)

Transportation safety is essential and requires both respect for others and self-discipline. All school districts require full cooperation, which WILL be enforced by Saint Leo the Great Catholic School. Bus transportation is provided by each student’s home school district, in accordance with PA School Code. Students are not permitted to ride school buses from school districts where they do not reside. A student may not ride a bus to which he or she is not assigned. If children are visiting each other after school, transportation other than the school bus needs to be provided.

Bus Rules:

To ensure safety on buses, proper behavior is essential. The following bus rules will be followed:

1. Respect property while waiting for the bus.
2. Be quiet and courteous
3. Stay seated at all times.
4. Do not eat, drink or chew gum on the bus.
5. Keep the bus clean.
6. Keep hands and head inside the bus at all times.
7. The bus driver is authorized to assign seats and is encouraged to do so.
8. Obey all district rules related to electronics.
9. Obey all rules established by the bus driver and principal.

Misconduct on the bus will be reported to the school office, and parents will be subsequently notified in writing. As noted below, suspension of bus privileges may result.

Consequences for Bus Violations:

- 1st and 2nd Conduct Report – Matter resolved by Principal. Written notification to parent/guardian.
- 3rd Conduct Report – Loss of bus privilege for one week.
- 4th Conduct Report – Loss of bus privilege for a month.
- 5th Conduct Report– Loss of bus privileges for the remainder of the school year.

Bus drivers have a tremendous responsibility and must not be distracted by loud or disruptive students. The principal of Saint Leo the Great Catholic School will contact the district's transportation directors and bus drivers if disciplinary procedures are warranted.

TUITION

Saint Leo the Great Catholic School has adopted a Variable Tuition Program for all school families. The tuition plan, executed via contract, individualizes the family's commitment to the school in both tuition and services rendered, thereby making Catholic education affordable for all Catholic families within our community. Multi-student discounts may be provided for families that enroll more than one student.

The essence of this program. is to adopt a comprehensive "Fair Share Tuition Program" based upon the actual "Cost of Education", which establishes a Full Tuition amount each year. For those families desiring to pay less than the Full Tuition amount, several options are available to make tuition more affordable. One option is to apply for Financial Aid, which is completed online through Simple Tuition Solutions (STS), an independent, third-party agency, to assess a family's ability to pay tuition. Another option is to participate in the Special Purpose Entity (S.P.E.) Program at \$3,500 or more per year, to help support families requiring financial assistance. Information on the tuition program can be found on the school website.

Each year, each student's family will be contracted to commit to the school a tuition amount to be paid in a lump sum, two bi-annual payments, or 10 monthly payments. Once a contract is signed, it becomes a firm commitment to the Parish and School. The school budget is based on the income from the tuition plan. It is important that you carry through with your contract amount. Tuition payments begin in June for the next school year. Accounts must be current for students to be admitted for the new school year. Three months' tuition, if on a monthly plan,

should be paid before school begins in August. For biannual plans, the first payment is due in June. One yearly payment is due by July 15.

Families failing to pay a previous year's tuition and not in compliance with this policy may be prohibited from re-enrolling for the next school year until a meeting has been held to establish a payment plan. Records of students will not be forwarded to other schools until delinquent tuition contracts are fulfilled or until arrangements are made to complete the payments.

Our Constant Parish Commitment: No parishioner will ever be denied a Catholic Education in our Parish School because of financial need. If once a Tuition is proposed to a family and they desire a reduction because of extenuating circumstances, they simply need to contact the Pastor to see if further accommodations can be made.

USE OF SCHOOL GROUNDS / FACILITIES

Any group wishing to use any of our Parish or School facilities must contact the Parish office at 717- 394-1742 for permission.

VACATIONS DURING SCHOOL

Family vacations should be taken when school is not in session. Vacations during school time are disruptive to your child's education. Parents who must take their child(ren) out of school for any pre-planned absence must complete the Request for Vacation Travel form. This completed form can be found on the school website and must be returned to the school office at least one week prior to travel. Teachers are not required to send work to complete on vacation. The student(s) will be given assignments upon the return from the absence.

VISITING THE SCHOOL

To ensure the safety and security of our students, all parents and visitors to any part of the building are asked to report to the Main Office. Walking down the school hallway during school hours is not permitted without an appointment. If you **do** have an appointment, we ask that you sign the visitor's log and check in with the secretaries. If you **do not** have an appointment and wish to see the Principal, teacher, or other staff member, we ask that you please stop in the office to see if they are free to meet with you.

The hallway to the Principal's office/teachers' lounge/conference room is a private area and should not be accessed without prior permission. Please remember that we are trying to respect the privacy of students, faculty, and parents alike by restricting these areas during school hours.

Visitors and volunteers at the school may not prop doors with outside access open for any reason. Any suspicious activity should be reported to a teacher or administrator immediately. This is a safety measure for all.

VOLUNTEER HOURS/REQUIREMENTS

Volunteers are an integral part of the school community. We are so grateful to all our families who donate their time and talents to our school. In addition to helping build a sense of community, volunteers provide a wide range of essential services to enhance the academic, spiritual, and extracurricular activities of the school. Each family is asked to volunteer a minimum of 20 hours toward school or Church sponsored activities each school year. Volunteer hours should be logged online. Families that do not fulfill their volunteer hours will be assessed \$20 for each unfulfilled volunteer hour at the end of the school year.

All volunteers **MUST** be compliant with the Diocese of Harrisburg Youth Protection Policy and wear their volunteer badge at all times. Requirements can be found on the link below. If you have any questions, please call the school office.

<https://www.hbgdiocese.org/safeyouth/background-certificates-and-youth-protection-requirements/adult-volunteers/#adult-school-volunteers>

APPENDIX I : TECHNOLOGY ACCEPTABLE USE POLICY

Purpose

This policy is intended to provide students and parents with knowledge of the parameters for acceptable and legal use of computers, hardware, and software accessed within the school and personal devices brought by the student. Personal technological devices include but are not limited to, any Wi-Fi-capable mobile device, including laptop computers, tablets, display boards, smartphones, smartwatches, and more.

Students who are accessing the school's technology, or who bring their own, must use it in accordance with these established guidelines for the purpose of learning. The school will monitor technological activities that take place on campus during the school day including logging in, website access, bandwidth, and network use.

Computers are a valuable tool for education at Saint Leo the Great Elementary School; the faculty/staff encourage the proper use of computer-related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy below. No student can use the Internet without this agreement signed and on file with the school office.

Goals:

- To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources.
- To enable students to work effectively with various computer/communication technology
- To encourage critical thinking and problem-solving skills which will be needed in our electronic and global society.

Responsibilities of User

Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With the right of access comes the responsibility to use the source both correctly and wisely. Saint Leo the Great School students and staff and all those who use the school's computers are expected to exercise wise judgment, common sense, and good taste in selecting sites and material from the Internet. Saint Leo the Great School has implemented web filter(s) to monitor and filter inappropriate Internet sites. In addition, teachers will make every reasonable effort to monitor Internet sites used in the classroom but ultimately, it is the responsibility of each user to monitor his/her use of technology resources. All students will respect the teacher's time and professionalism by supporting the same positive approach.

General Guidelines for Use of the Internet:

- The use of the Internet is a privilege, not a right, and inappropriate use will cancel those privileges. The faculty member in charge or principal will deem what is appropriate use and his or her decision is final.
- All students within the building using a school-issued device must connect to our own Wi-Fi as directed. Any student who accesses material on their school-issued device, which is blocked by our system, will be in breach of the Saint Leo the Great School acceptable use policy and will be referred to the Administration.
- Computers are to be used only for the purpose of academic or other authorized activities.

- All users are required to take simple Internet training (how to sign on, log off, etc.) from a teacher.
- Teachers will instruct students in proper online behavior as appropriate, including but not limited to, interaction with other individuals on social networking websites, chats, and cyberbullying awareness and appropriate response.
- The principal, faculty, and information technology director have the right to monitor and judge the acceptability of all activities. Students may not attempt to deprive authorized personnel of necessary supervision or access.
- Any attempt to go around system security, (hacking or any unauthorized activity) guessing passwords or in any way gaining access to secured resources is forbidden and may result in the loss of Internet privileges.
- Use of proxy sites or other means to circumvent filtering software is strictly prohibited.
- No user may deliberately attempt to degrade the performance of any computer system. Users will not move, repair, reconfigure, modify, or attach external devices to the systems with the exception of a mouse, monitor, keyboard or device requested by teacher/staff to their school-issued device.
- Students are prohibited from accessing faculty, and staff computers, as well as school file servers, for any reason.
- Use of the Internet for commercial gains or profits is not allowed from a school-issued device or account.
- Student school email may be used in correspondence with those outside the Saint Leo the Great domain when required by a teacher or administrator. Personal use of school email for any reason to any person is prohibited.
- No student is allowed to participate in chats or comment on a post unless directed to do so by a teacher or administrator. Staff and other adult users are likewise asked to avoid chats and posts when using the school's computer or employment-issued services.
- Deliberate spreading of a virus by any means is strictly forbidden.
- Saint Leo the Great respects the privacy of every student with respect to stored files and email accounts. However, the school administration maintains the right to search these files in order to investigate suspected inappropriate behavior.
- Use of email or Internet sites to harass, offend or annoy other users is strictly forbidden.
- Transferring copyrighted material to or from Saint Leo the Great School without the express permission of the owner is a violation of Federal Law. The student is deemed responsible to see that this does not occur.
- Students may not: make phone calls, watch, or listen to anything outside the required instruction plan unless directed to do so by the teacher or proctor responsible for the student at that time.
- Students who use technology to complete assignments are expected to hand all assignments in on time, even if technology issues arise. Students are encouraged to

always have a backup plan and hard copy. Saint Leo the Great School acknowledges that problems may arise with the use of technology that is out of the student's control. These issues will be handled on a case-by-case basis and at the discretion of the classroom teacher.

- Students may not use personal devices during the school day unless directed to do so by a teacher. If a student is found with a device on his/her person, it will be confiscated and turned into the office. Students are free to use personal devices any time before entering the school building for the day and any time after school ends.
- The school takes no responsibility for lost or stolen personal devices. Thefts of property will be investigated and reported to the proper authorities.
- Additional rules and restrictions may be added at any time.

Internet:

Saint Leo the Great School will adhere to the policy as stated in the Diocese of Harrisburg Policy Handbook. It includes the following paragraph:

The Internet is a public forum with unrestricted access. For this reason, the schools in the Diocese restrict permission for the posting of information related to the school, the staff, and students on the Internet. No person is permitted to use the school name or images of the school, the school logo or seal, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the school administration. The posting of any such information on any website, social networking site, bulletin board, chat room, e-mail, or other messaging system without permission, or posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school, or by the Diocese.

Computer Use Rules:

1. Protect privacy. For reasons of personal safety, students will not post personal contact information about themselves or other people. This may include address, telephone number, school address, etc. Students will not knowingly or carelessly post false information about a person(s) or organization(s).
2. Research honestly. Consider that all work on the Internet is copyrighted. Students will not plagiarize the works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. The illegal downloading of copyrighted software for use on home and school computers is prohibited. All sources

for research taken from the Internet for projects must be documented correctly. Copyrighted material that is not cited in any student's work will be deemed as plagiarism and disciplined accordingly.

3. Respect life. Fraudulent, harassing, violent, libelous, obscene, discriminatory, religiously offensive, ethnically offensive, and other inappropriate materials or messages may not be e-mailed, printed, requested, displayed, uploaded, downloaded, or stored.
4. Respect property. Students will not abuse, either physically or otherwise, any device or account provided to them by Saint Leo the Great School.

Sanctions:

1. Access to and use of the student's devices and electronic accounts are considered a privilege. Saint Leo the Great School maintains the right to terminate the access and use of their Google account when there is reason to believe that violations of law or diocesan policies have occurred. The alleged violation will be directed to the Principal and addressed according to the procedures outlined in this handbook.
2. Any student who violates the acceptable use policy will be referred to the administration. Consequences for inappropriate use may include detention, suspension, and/or loss of privileges.
3. Disciplinary or legal action may be taken by the school or other interested parties.

Internet Safety Rules for Minors

- Don't give out information about yourself like your last name, phone number, address, or school — without asking your parents first.
- Never email a picture of yourself to strangers.
- Be suspicious of those who want to know too much. There's no rule that says you have to tell them where you live or anything else personal. Trust your instincts. If someone makes you feel uncomfortable, leave.
- Avoid chats, postings, or discussion areas that look sketchy or provocative, and don't let people online trick you into thinking of them as real-life friends if you've never met them in person. If somebody says something to you that makes you uncomfortable or if somebody sends you something or you see something that makes you uncomfortable, don't look around or explore: Get your parents instead — they know what to do.
- Making plans to meet your Internet buddies in real life is usually a bad idea. If you decide to do it anyway, have your parents help make the plans and go with you.
- Don't open up emails, files, or Web pages that you get from people you don't know or trust. The same goes for links or URLs that look suspicious – don't click on them.
- Don't give out your password, except to responsible adults in your family.

- Be honest about your age. Membership rules are there to protect people. If you are too young to sign up, do not attempt to lie about your age.
- Talk with your parents about alternative sites that may be appropriate for you.

Google Education

Students will have Google accounts to allow email communications and to store and share documents. All stored work will be accessible from home, school, and anywhere there is an Internet connection. Students and teachers will have access to Google Mail, Google Calendar, Google Docs, Google Groups, and more. Students will not be permitted to use the Google Chat feature.

In addition, Saint Leo's has created email accounts for the students to allow for collaborative sharing using Google Apps for Education. These accounts will be used at school for school-related projects. Google Apps is a place for students to safely keep online communications and collaborative documents as they relate to school: school websites, school documents, school videos, school calendars, and, school email. It is not to be used for personal items. The email naming convention for a Google account at SLTG is:

firstinitiallastnameleasttwodigitsofyeargraduating8thgrade.@stleoschool.org
(i.e. jsmith26@stleoschool.org)

Students Involved in 1:1 Chromebook Initiative

Student Pledge for Chromebook Use; The 17 Commandments

1. I will take care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily at home before the start of every school day.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will not deface the serial number or any part of any Chromebook.
9. I will not play games on any Chromebook.
10. I will not put stickers, tape, or other sticky items on any Chromebook.
11. I will ask a teacher or staff member for help when I discover a problem or damage to my Chromebook.

12. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Saint Leo the Great School.
13. I will follow the policies outlined in the 1:1 Chromebook Handbook, the Acceptable Use of Technology Policy, and all applicable Diocesan policies while at school, as well as outside the school day.
14. I will be responsible for all damage caused by neglect or abuse or lost items.
15. I agree to return the school's Chromebook and power cords in good working condition.
16. I understand that a non-functioning Chromebook is not an excuse for a lack of participation in class or failure to complete assigned work.
17. I will be a Christian, proactive digital citizen when using my Chromebook.

Norms for Distance Learning

1. Sit up during class time, no lying down.
2. The student's face should be visible at all times and immediately recognizable.
3. Students should use their real names.
4. Students should dress in school uniform.
5. All classes will start on time, and students should be punctual. Attendance will be taken.
6. Cameras are to be on at all times unless the teacher instructs a student to turn it off.
7. Use your school-issued computer for all distance learning classes. Do not share computers.
8. Mute your microphone if you are not talking.
9. All chat messages must be relevant to the class lesson.
10. Do not ask anyone to join the class without the teacher's permission.
11. Do not share links with anyone that is not in your class.
12. Have all other electronic devices turned off during class and stored in another room.

APPENDIX II: MIDDLE SCHOOL GUIDEBOOK

INTRODUCTION

Welcome to the Middle-Level Program at Saint Leo the Great School Catholic School. We are pleased and privileged to have you with us. This year will be full of many challenges and new experiences. It is our hope that you, as a student of the middle level, will accept the responsibility of becoming a life-long learner and a model of Christian principles. In light of that goal, we have developed the Student Guide for the Middle-Level Grades. This guidebook does

not replace but rather reinforces and supplements the school's handbook. It provides information on the daily operations, the teachers, the classes, and the expectations for students. In addition, it explains some of the procedures that will be followed in the classrooms. We hope that it helps in your adjustment to these next few years at Saint Leo the Great School.

PROFILE OF GRADUATES

Christ-Centered

Our Eighth Grade Graduate....

- Models Catholic Christian Values; including respect and forgiveness of self and others
- Forms a Christian conscience and evaluates moral choices within the context of the Church's teachings
- Responds to the needs of others with a compassionate heart and empathetic spirit
- Builds a personal relationship with Christ through the regular practice of prayer and sacramental celebrations, especially the Eucharist
- Takes responsibility for exploring, validating, and sharing one's own faith
- Exhibits proficient knowledge of Catholic beliefs, prayer, scripture, and social teachings
- Who is of another faith tradition, knows and understands Catholic teachings

Academically Strong

Our Eighth Grade Graduate...

- Possesses skills academically competitive and successful in high school and beyond
- Possesses a strong foundation, mastery, and competencies in all areas of study as outlined in the Diocese of Harrisburg Curriculum
- Develops creative, collaborative media and information fluencies as presented in 21st Century Teaching and Learning Skills
- Demonstrates critical thinking skills for problem-solving
- Reads, comprehends, applies, analyzes, and evaluates various texts and materials
- Conveys information in an effective and clear manner
- Applies study skills to retain pertinent information
- Works collaboratively and creatively with others to achieve greater goals more efficiently
- Strives for personal best
- Recognizes that learning continues beyond the classroom through various means and modes and is best sustained through self-motivation

Christian Leadership

Our Eighth Grade Graduate...

- Acts with good judgment and encourages and empowers others
- Sets a positive example for younger students
- Collaborates with others to achieve a common goal
- Plans and perseveres to achieve short-term and long-term goals
- Demonstrates flexibility and good listening skills
- Accepts challenges and takes appropriate risks that develop his/her talents
- Demonstrates confidence; that is, faith in oneself and one's gifts
- Displays a positive attitude, good effort, and sense of humor
- Demonstrates good sportsmanship
- Exhibits humility

Service

Our Eighth Grade Graduate...

- Shares time, talents, and treasures for the purpose of enriching other people's lives; especially service
- Develops an ongoing awareness of the proper and ethical treatment of others and his/her surroundings

Responsible Citizenship

Our Eighth Grade Graduate...

- Recognizes that it is his/her responsibility to give back to society through community service
- Understands that each person's words and behaviors affect the surrounding community positively or negatively
- Views the environment as a gift from God and accepts his/her role as a steward of God's creation
- Understands that integrity when online has the potential to positively affect self and others when used for collaboration and creation of appropriate school-related educational purposes
- Takes an interest in social and global awareness issues as reflected in the Seven Principles of Catholic Teaching

BEGINNING OF THE DAY

Students in Grades 6, 7, and 8 will be allowed to go directly to their lockers upon arrival. We are confident that you will respect others and our school at all times. Evidence of this includes; speaking in hushed tones, listening to adults the first time, organizing materials needed for your morning classes before going to homeroom, etc. Failure to make good choices will result in the loss of locker privileges. On Monday mornings all students are to report to the gym at 8:20 a.m., after placing all materials needed for the first three periods on homeroom desks, for school-wide morning prayers. On Tuesday through Friday, the students are to be seated in their homerooms by 8:15 a.m.. Students showing difficulty following locker procedures may lose locker privileges as directed by the Principal.

LOCKERS

You will be assigned a locker to store your personal belongings and borrowed school property. Lockers must remain clean and organized both inside and out. **No writing on lockers is permitted.** No items may be affixed to the outside of the lockers *unless it is an individual's birthday and then only temporary, appropriate, and affirming decorations may be used.* Again, it is expected that you can and will respect each other's privacy and not tamper with things in others' lockers. All lockers are subject to periodic inspection and students may not switch lockers. Since no locks will be allowed on lockers we recommend **NOT KEEPING VALUABLES** in the locker (including money, jewelry, electronic equipment, etc.). You may visit your locker during the following times of the day: before homeroom, before specials, before and after lunch, and in the three minutes between all classes. A student must obtain teacher permission to visit his or her locker at any other time.

CLASS SCHEDULE ORGANIZATION

The middle grades follow a modified departmentalized schedule. Grades 6 - 8 begin the day with their respective homeroom teacher, who also teaches some of their subject area classes. Each of the homeroom teachers is a subject area specialist, so the students move from one teacher's room to the next for various subjects. Students should keep their individual schedule of weekly classes, mailed home in August. Students will have three minutes to transition from one class to the next. Students may and should revisit their lockers at this time. A demerit will be given if a student is late for class, as indicated by our bell system. Students may go directly to their class and get the teacher's permission to go to the restroom.

STANDARD CLASSROOM PROCEDURES

HOMEWORK

Unless a student has been absent, there is probably no need for assistance on daily assigned homework on a regular basis. Supervision and support, however, are necessary and highly valuable for middle-level-age students. They need an appropriate place and sufficient time to fully devote attention to homework.

- Each student will have and use a homework planner. The planner is also a convenient place to track progress in subject areas.
- Homework assignments are generally posted in the classroom. It is the responsibility of the student to copy this into the assignment planner. Assignments will also be posted in Google Classroom.
- Homework must be completed according to directions and handed in when due to receive full credit. There is never a day on which a student has no homework in the middle grades.

By this stage in the educational process, students need to review readings and notes and memorize new vocabulary every night, whether or not there is a specific assignment. We would recommend 10-20 minutes per major subject but understand that each child has individual strengths and weaknesses that might affect the time they need to put into the subject. Please reach out to us if your child needs to spend excessive amounts of time to meet the demands of a particular class.

This is especially true of subjects like Spanish, which is scheduled two or three days each week. The students could make and use flashcards to review vocabulary and grammar. Rereading social studies and science helps in grasping the main concepts presented. Religion, language arts, and mathematics should also receive attention when no written assignment has been made. No more than two major tests will be given on any one day.

MIDDLE SCHOOL MATERIALS

Saint Leo the Great School will be purchasing planners for students to record homework. All students are responsible to record assignments as a study skill to assist them in their planning for short-term and long-term assignments.

PARENTS ARE ASKED TO PROVIDE THE FOLLOWING MATERIALS – PLEASE NOTE THAT WE WILL BE COLOR-CODING MATERIALS BY CLASS.

Pencil Pouch, 1 package of 3 x 5 index cards, blue and/or black pen, pencils with erasers, 2 packs loose leaf paper, headphones, or earbuds (a backup pair would also be helpful but not required).

Math - ALL **BLUE** 1-inch binder blue, Spiral notebook blue with 3 holes punched Plastic folder with pockets with 3 holes punched Red ballpoint pen. Algebra 2 Graphing Calculator Texas Instrument (TI 83 or TI 84). Grade 6, 7, 8 Math: TI30XS or TI 30X-11S **(Calculators need to be labeled with the student's name on both the calculator and the cover)

ILA – All **RED** Marble Composition Book (may be black), plastic folders with pockets that come with 3 holes punched

SCIENCE – **GREEN** 1-inch binder with loose-leaf paper

SOCIAL STUDIES – **ORANGE** Spiral Notebook with 3 holes punched Plastic folder with pockets with 3 holes punched

RELIGION – ALL **BLACK** 1-inch binder with loose leaf paper Plastic folder with pockets with 3 holes punched

SPANISH – WHITE ½ inch binder with loose-leaf paper

It is the student's responsibility to keep notes organized. Topic headings, to be further explained by individual teachers, are required. Binders and notebooks are to be neat, organized, and free of doodles and unrelated drawings. Illustrations, charts, and graphs to help explain the notes are encouraged. Binders and notebooks MAY be periodically collected and scored for neatness and completeness. This may be done without prior notice.

HEADING AND USE OF PEN / PENCIL

- Continuity in format makes the evaluation of student work significantly more agreeable.
- Cursive writing is to be used at all times during religion and language arts classes except when directed otherwise by individual teachers.
- Theme paper or standard rule loose leaf is to be used for assignments to be done on loose leaf. No pages are to be ripped from copybooks or spiral notebooks.
- When a report or research project is assigned, students are to use the general MLA guidelines for the bibliography or works cited page, as well as for the format of the paper and documentation of the sources used, when required. When assignments are typed, students must always do the following:
 - Double-space the document; no extra space between paragraphs.

- Use Arial or Times New Roman font, size 12.
- Use 1” margins at the sides, top, and bottom of the pages.
- The standardized heading has the students name, first and last, on the top line on the left side of the paper. Directly below the name is the date, and below the date is the subject.

An illustration follows:

Jane Smith

August 13, 2023

Subject /Period

QUALITY WORK

All students must produce their best work at all times. Students may be required to recopy work that demonstrates a less–than–best effort.

- Capitalization, spelling, and punctuation always count, unless the teacher specifies otherwise.
- Use careful penmanship.
- Use specified heading and make corrections as instructed.

ASSESSMENTS

At least six major assessments of student learning will be given per trimester in each major subject area. These may include tests, reports, projects, or presentations. Teachers are given two weeks to grade and post these grades online. Teachers try to give notice two to four days before an upcoming major test, but students should use good judgment and anticipate a test toward the end of a unit of study. The date of the test will be posted in the classroom as soon as possible. Daily review eases test stress. No more than two major unit tests may be scheduled on the same day.

Quizzes will be given approximately once per week in each subject area. This could be a homework assignment counted as a grade.

Trimester tests: The purpose of these tests is to prepare our students for high school midterms. Building our middle school students’ stamina in retaining larger amounts of content-specific knowledge is important. Our 8th Graders will receive such testing during the second and third trimesters. Our 7th Graders will be tested during the third trimester only.

Diocesan Grading Policy

A+ 98-100	B+ 90-92	C+ 80-84	D+ 74
A 94-97	B 86-89	C 76-79	D 70-73
A- 93	B- 85	C- 75	F below 70

Parents and students will be invited to set up grade portals through Parent Portal during the first week of school. Look for an email from our school office detailing directions on how to set up portals.

MIDDLE-SCHOOL CLASS TRIPS

The trip is an educational experience, and students are expected to behave in a cooperative, mannerly fashion. A student whose conduct is unreliable may be excluded from participation in the trip.

Annual Spring Field Trips

6th Grade: Baltimore, MD

7th Grade: Philadelphia, PA

8th Grade: Washington, DC

APPENDIX III : PRESCHOOL HANDBOOK

PROGRAM PHILOSOPHY

It is the philosophy of Saint Leo Pre Kindergarten that early childhood should be a time of academics, faith, fun, play, exploration and discovery of new surroundings. The program strives to provide a loving, Christ-centered environment for all children who attend.

Pre Kindergarten was developed to prepare each student for Kindergarten in the spiritual, intellectual, social, emotional, and physical areas. To fulfill this task of preparation, children are given every opportunity to work at their own developmental level in all areas.

The curriculum for Pre Kindergarten is child centered and can be found at the Diocese of Harrisburg website: www.hbgdiocese.org. The children are exposed to whole and small group

interactions, pre-reading, writing and numerical activities, gross motor play and parental involvement. Children explore the curriculum in the classroom through “hands on” social, academic and religious learning center experiences.

Classroom Learning Centers

The **Reading Center** is designed to help children develop an appreciation and enjoyment of literature. All activities in this center will enhance vocabulary and comprehension skills and expand the knowledge base.

The **Dramatic Play Center** helps children express themselves. Here they practice life skills in order to improve social interaction, increase self-awareness and to learn to resolve peer conflicts.

The **Writing Center** helps children creatively express their thoughts and feelings. Projects directly correlate with the theme being studied. Hands-on activities reinforce fine motor skills and concept development in areas such as color, shape and size relationships, as well as letter formation/recognition/sounds, religion, and poetry.

The **Discovery Center** offers children many hands-on opportunities in Science and Social Studies for observation, exploration, investigation, making predictions, experimentation and problem-solving.

The **Construction Zone Center** gives children experience with many different concepts, such as shape and size discrimination, spatial relationships, number skills, balance, organization, cause and effect and classification. Cooperative play skills, problem solving and creativity are also promoted in block play.

The **Math Center** helps to improve small-muscle development and eye-hand coordination. Some common items found in this center include beads and laces, pegboards, Unifix cubes, puzzles and sorting materials.

Student Progress

Student progress and development is constantly assessed and monitored throughout the school year. A formal conference will be held in January. Parents are welcome, however, to schedule a meeting with the teacher before or after school hours at any point during the year.

Academics

A peaceful, Christ-centered, calm environment welcomes all who enter the doors to the Pre Kindergarten classroom. Jesus is the model Teacher at Saint Leo the Great Catholic School, and because of this, the students feel safe and free to explore and learn at their own pace. Our classroom shares a similar teaching approach to the Mother of Divine Grace's curriculum. It is based upon the classical method which aims at establishing the tools of learning so that truth may be attained more easily and accurately. It experiments with different materials and activities and has selected those that have been most successful. We have been careful to select the best sources available in all subject areas. All the books we recommend fit the classical methodology. Catholic ABCs will be used in the classroom for ELA and religion. Catholic ABCs is a hands-on curriculum full of crafts, printables, worksheets, saints, learning, and more for pre-school students.

Daily Program

The Preschool program offers daily opportunities for free choice activities. Such activities include: academics, religion, projects, music, dramatic play, outside play, blocks, books, centers, workbooks and table (sit down) manipulatives.

Typical Day

Arrival

Centers

Circle Time/Calendar

Religion

ELA

Snack/Bathroom Break

Math

Physical Activity (Outside / Inside)

Storytime

Half-Day Student Dismissal

Lunch

Recess

Social Studies/Science

Specials

Bathroom Break

Storytime

Naptime/Quiet Time
Centers
Clean-Up
Dismissal

Arrival

Upon arrival, please bring your child to the back of the school. Please drop your child off at school between 8:00 a.m. and 8:15 a.m. The teacher or aide will greet your child and assist him/her from the car into the classroom. If your child is ill, leaving early or coming in late, please email both the teacher and the school office.

Dismissal

Dismissal time is 11:20 a.m. for half-day students. Please strive to be on time to pick your child up in the front of the school. Again, the teacher or aide will assist your child safely to the front lobby doors. Please pick your child up under the awning at the first set of double doors. Dismissal time for full-day students will be 2:55 p.m. for students with the last name beginning with A-J, and 3:05 p.m. for students last name beginning with K-Z. Full-day students will be dismissed in the back of the school at the preschool doors. Again, the teacher or aide will assist your child safely to the car.

Transportation

If someone other than a parent picks up your child, we must have that person's name on file or have a written note from the parent giving permission for your child to be released to that person. No child will be released to anyone other than a parent without prior notification by his/her parent.

School Closing

In times of inclement weather, we follow the Hempfield School District's decision. Please watch WGAL Channel 8 for information. If the Hempfield School District is closed, Saint Leo Preschool will be closed. If the Hempfield School District has a 2-hour delay, we will observe a modified schedule: Half day students ONLY- 10:35 a.m. - 12:15 p.m.

Your potty-trained child ...

- Will tell the teacher he/she needs to go to the bathroom.
- Is able to go to the bathroom (either urinating or a bowel movement) on his/her own. This includes being able to remove clothing, sitting on the toilet, wiping himself/herself (without using an enormous amount of toilet paper), putting clothing back on, flushing the toilet, and washing and drying his/her hands.
- Is aware of the need to use the toilet without reminders from the teachers (although, teachers do make requests of children at various times of the day, for example, before or after meals, and before going out to the playground, etc.).
- Will not be in diapers or pull-ups at all. He/she must be in regular underwear.

Our staff is aware that accidents happen. That is why we ask you to keep a change of clothing at school. However, if your child has accidents every day they are in school, we do not consider your child to be potty trained.

If your child is ill and has diarrhea, they should be kept home until they have been episode-free for 24 hours.

Clothing

Please dress your child in comfortable clothing for active play which may include frequent painting activities. Many of the day's activities take place on the floor and outside. Sneakers or rubber sole shoes are preferable since we may be outside on play equipment (no flip flops or shoes without a back strap). It is also a good idea to label outer clothing with your child's name. An extra set of clothing will be needed (in case of an accident). Please help your child to learn to dress himself/herself to go outside and to remove and hang up outer clothing.

Snacks

Every child brings his / her own snack. All snacks must be nut free.

Birthdays

If your child would like to celebrate his/her birthday you may send in a birthday treat snack (nut free) or provide a special non-edible treat for the class.

Health Policies

If your child exhibits any signs or symptoms of an oncoming illness, please keep him/her at

home. Please notify the school if your child has contracted a communicable disease or any highly contagious illness. Make sure your child is well before returning to school. Please be considerate of other families.

Healthy Guidelines

*A child must be fever free for at least 24 hours before returning to school.

*A child taking antibiotics should not return to school until the medication has been taken for at least 24 hours.

*A child who has vomiting or diarrhea should return to school only after he/she is symptom free for at least 48 hours.

*Contact your doctor if there are any signs of eye infection such as a discharge or inflammation of the white of the eye.

Safety

All entrances are locked during school hours. If you need to enter the building, please ring the bell located on the School's main doors. It is school policy that all parents and visitors report to the office before entering any other area of the building.

HOURS OF OPERATION

School Hours: 8:00 a.m. to 3:00 p.m..

School begins at 8:15 a.m.

Office Hours: 8:15 a.m. to 4:00 p.m.

CONTACT INFORMATION

Mrs. Jennifer Miller, Principal

Email: jmiller@stleoschool.org

717-394-1742 ext. 232

Mrs. Christine Pisano, Bookkeeper

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717-394-1742 ext. 137

Mrs. Sharon Hoover, Secretary

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717-394-1742 ext. 235

Mrs. Jenn Kauffman

Health Room Coordinator

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717-394-1742 ext. 234

Advancement/Development Directors

Mr. Andy Olenik

Email: aolenik@stleos.org

Mrs. Melissa Kardas

Email: mkardas@stleos.org

717-394-1742

School: 717-394-1742 option 3

School Fax: 717-392-4080

Parish Office: 717- 394-1742 ext. 110

Religious Education Office: 717-394-1742 ext. 244

Notes



