

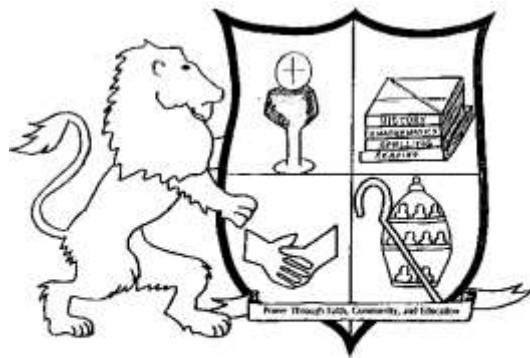


St. Leo Catholic School  
239 North Main Street  
Versailles KY 40383  
859.873.4591

## **Parent/Student Handbook**

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## St. Leo School

### St. Leo Parish School Coat of Arms

The Coat of Arms of St. Leo School is composed of four sections that are in the school colors of blue representing loyalty and white standing for our single heartedness, as well as, the color gold for royalty. The chalice in the upper left quadrant represents our Catholic faith. In the upper right quadrant are textbooks symbolizing the academic excellence for which we strive. The miter and staff of Pope Saint Leo holds up for us the tradition and sanctity of our great patron. The clasped hands in the last quadrant signify our tri-fold call to build community within St. Leo School, St. Leo Parish, and the extended Woodford County community. The lion holding the crest symbolizes the power of Jesus present in each of us. The motto for the crest, "Power Through Faith, Community, and Education" summarizes the essence of who we are as members of St. Leo School.

### History of St. Leo Parish School

St. Leo School was established in the fall of 1926, under the supervision of Father Nicholas Judermanns, and two lay teachers, Mrs. Charles Wood, the first principal, and Miss Grace Whaton. The enrollment was twenty-five students, twelve in the first four grades and thirteen in the upper grades. In January, of the following year, three sisters of Divine Providence took charge of the school under the leadership of Sister Hildegarde.

The school was located in a frame house on the sight of the present convent and school. The property, which was purchased from the Railey Estate, had been used for years as a Presbyterian Parsonage. The first four grades were in the "Little Room" and grades five through eight were in the "Big Room". The Sisters lived upstairs. In 1943, when St. Leo Church

celebrated its Golden Jubilee, the school had 52 pupils.

A bingo party was held in July of 1946 to raise money for the new school. Almost eighteen years later, Rev. Joseph Steffes, Pastor of St. Leo's called a meeting for the signing of the contract to construct a new school and convent. Ground breaking took place in March of 1964, and on May 16, 1965, Bishop Ackerman dedicated the new school.

In 1976, when the school celebrated its Golden Anniversary, St. Leo's included eight full time teachers, and a full time Principal. In June 1978, the Sisters of Divine Providence left their ministry at St. Leo School. For the next three years, a lay principal followed by a Sister of Charity held the leadership of the school. The Sisters of Notre Dame came to the school in 1981 and remained until the end of the 2006/07 school year.

St. Leo Parish continues to grow, as does the enrollment of the school. Today the school maintains an enrollment of just under 200 students. The Capital Campaign has begun the dream of opening a new school on Hometown Road next to the present church. We are grateful for Father Judermann's wisdom and insight to provide us with a learning environment based on quality and high standards, both educationally and spiritually.

## **Introduction for Parents**

The education of children begins the day they are born. Their entrance into school is not the beginning of their education but the continuation of it. Parents have the primary right and obligation in the education of their children. The teachers, professionally educated in the psychology of learning and techniques of teaching, wish to assist parents in this all-important work.

The school is usually one of the first experiences of Christian community that children have outside of the family. The respect, communication, and cooperation that parents, teachers, and administrators exhibit among themselves should, therefore, model Christian community for the children. Equally important are the respect, communication, and cooperation shown toward and expected from children as part of that community.

Parental attitudes toward the parish school and their respect for individual teachers are normally absorbed and reflected by children. Only if children perceive this mutual respect as a shared authority of parents and teachers will they be able to participate positively in their education.

We hope that this handbook, prepared by parents, faculty, and the administration will help to foster cooperation between home and school. Parents are asked to study this handbook ***with their children*** and refer to it when necessary.

## **CHAPTER 1 ST. LEO SCHOOL BELIEFS**

### **Mission Statement**

It is the mission of St. Leo School to provide quality Catholic education to its students, Kindergarten through eighth grade, considering their religious, educational, emotional, social, and physical development. Faculty and staff will work to be partners with the parents in the education of their children.

### **Philosophy**

The faculty at St. Leo School, in conjunction with the administration, the St. Leo Parish Council, the Pastoral Life Director, the St. Leo School Board, the parents, and parish community, seeks to nurture in each child the spiritual, moral, intellectual, social, emotional, and physical development necessary for him/her to function to the best of his/her ability as an individual and a member of society. In so doing, the cultural, intellectual, social, and economic backgrounds of the students are taken into consideration as well as their individual needs in preparing for further education. As a Catholic school, we believe that our most important goal is the formation of Christ in all individuals as they advance toward their final goal, union with God through the sacramental life of the Church and service to others. We achieve this through sharing Christ's message, involvement in the community, worship, and service to others.

### **Aims and Objectives**

#### **1. Community of Faith**

- To provide a community of faith in which the students can develop a meaningful relationship with God through prayer, the sacraments, and liturgical worship;
- To develop a sense of belonging to and a sense of having responsibility to the parish as a faith community

#### **2. Knowledge of Faith**

- To impart a basic knowledge of the doctrines and Gospel values;
- To encourage practical application of this in student's faith convictions and daily living out of a religious commitment to God and to all persons

### 3. **Internalize Values**

- To help the students develop self-discipline, personal responsibility, values, and standards of behavior that come from within and are consistent with the Christian community;
- To help the students internalize the reasons behind the rules

### 4. **Respect**

- To develop in the students a deep respect for the dignity, rights, feelings, and opinions of others

### 5. **Well-Balanced Curriculum**

- To provide a well-balanced curriculum through which knowledge, skills, and attitudes needed for life-long education (formal and informal) can be acquired;
- To challenge students to develop their full potential with an open, inquiring mind

### 6. **Growth as an Individual**

- To provide an atmosphere of security, love, and understanding so that students can
  - a) know and accept their individual strengths and weaknesses;
  - b) recognize their dignity as a member of society;
  - c) develop those skills/attitudes, which will make continuing personal growth possible

### 7. **Health**

- To develop proper values, attitudes, and habits in health, hygiene, and physical fitness

### 8. **Leisure**

- To present leisure and recreation as gifts to be used wisely

### 9. **Social Justice**

- To develop an awareness of social justice and a sense of others as belonging to the human family, persons for whom, therefore, each has a real responsibility

### 10. **Attitude Toward Authority**

- To develop a sense of respect for all authority-church, civic, home, and school
- To teach and demand proper respect and courtesy for adults and others in positions of authority

## **Spiritual Development**

Parents hold the natural right and responsibility for the spiritual development of their children. The uniqueness of a Catholic school lies in its explicit effort to complement and reinforce this role of the parents. Christian values become a vital part of the total curriculum.

In communal services arranged by the school, the students participate in Eucharist or a prayer service once a week. Parents are encouraged to give their children the opportunity for reconciliation at parish Reconciliation services and at other times during the year. Religious instruction is given daily, and opportunities for private and group prayer are provided at various times.

The students in grade 2 prepare for and celebrate the Sacraments of First Reconciliation and First Eucharist with the parish. The students in grade 8 prepare for and celebrate the Sacrament of Confirmation with the parish.

## **CHAPTER 2 ATTENDING ST. LEO SCHOOL**

### **Admission Policy**

Registration information for the upcoming school year will be announced in the St. Leo Church bulletin. There will be a non-refundable registration fee per child. Students will be accepted based on the following criteria:

1. Returning students whose fees are current
2. Siblings of currently enrolled students
3. Students whose parents belong to St. Leo Parish
4. Students whose parents are active in another Catholic parish
5. All other students

### **Age for Admission**

No child will be admitted to Kindergarten unless he/she is five years of age on or before September 30 of the year of admittance.

No child will be admitted to grade 1 unless he/she is six years of age on or before September 30 of the year of admittance.

### **Non-Discrimination Policy**

St. Leo School admits students of any sex, race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of educational policies, admission policies, loan programs, athletic and other school-administered programs, and in hiring teachers and staff.

### **School Tuition Policy**

One of the most important missions for St. Leo Parish is to provide a quality Catholic education for our children. To this end, the Parish encourages every family with children to send them to St. Leo School. To this end, the Parish provides significant financial support for our Parish families with children in our school through tuition support. In return, the Parish asks that each family participate in the life of the Parish, as well as the school, through the family's time, talent and treasure, as each has been given by God.

There are two forms in which the support affects the tuition at St. Leo School. First, the level of tuition is established at levels that are below the actual cost to the Parish. Second, that support is increased for families with more than one child attending our grade school in the form of lower additional tuition for each additional child.

Tuition rates are first established for all families, regardless of religious affiliation or membership in St. Leo Parish at amounts that will allow for all school operating costs to be paid by the families. These rates are then adjusted slightly to better match up with tuition rates at other private and parochial schools.

Next, a parish support contribution is established by the Parish Finance Committee each year based upon affordability of the Parish after taking in the consideration its other financial obligations. The funds for this support come directly from Sunday contributions received by the Parish.

The parish support is apportioned to parish families with children in school based upon a reasonable affordability standard. Tuition rates are then stated in terms of parishioner rates (which reflect the parish support) and non-parishioner rates (which do not reflect the parish support). Final adjustments are made to these tuition rates based upon tuition levels at other nearby Catholic schools in our Diocese.

In summary, the result is that the tuition rates for non-parishioners are designed to cover at least the actual costs per student, while the parishioner rates are designed to cover the costs less the amount of costs that will be paid for out of the support allocation from general parish funds. It is important to note that those members of our Parish who make contributions pay this support.

For a family to be eligible to receive the subsidized grade school tuition rates, it must meet certain criteria that are centered on what one would normally view as an active Parish family. These criteria include:

1. Registration as a member of the St. Leo Parish
2. Attendance at Mass in St. Leo Parish
3. Participation in parish/school activities, ministries and life, for example, Eucharistic minister, parish festival, Bingo, Kroger Certificates, etc.
4. Financial support of St. Leo Parish through regular Sunday offerings using budget envelopes or checks.

No single criterion takes absolute precedent over another. However, to be considered as an active parish family, and thus to qualify for the subsidized tuition rates, the family must meet all four of these criteria.

Periodically, the status of a family receiving tuition subsidies will be confidentially reviewed to assure that it meets the definition of a parish family as outlined above. In the event that the parish family does not appear to be active in the parish by meeting the criteria discussed above, a discussion between the family head, the Pastoral Life Director, and the Principal will be held to discuss the reasons for inactivity and appropriate adjustments in the tuition subsidies may be made, depending on the facts and circumstances of each case.

This Policy has been approved by the Parish Council, the Finance Committee and the Pastoral Life Director. Should any family have questions about this Policy, they may contact the Pastoral Life Director, Principal, or the chairperson of the Finance Committee.

## **Financial Obligation**

**Registration Fee** - There is a non-refundable Registration Fee per child at the time of registration, which is generally in the spring. This fee will hold the place for the coming school year.

**Technology Fee** - The technology fee is determined along with the tuition rate. This fee is paid per student and is due at the same time as registration fee.

**Family Fee** – The family fee covers PTO dues. This is a per family fee that is paid with registration.

**Tuition** - Tuition envelopes are provided at the beginning of the year. The tuition amount is divided into 10 equal payments, beginning in August, and is expected to be paid by the 10th of the month. Alternative arrangements must be discussed with the Principal.

**Delinquent Payments** - Monthly and bi-yearly payments are subject to late fees. Monthly payments are due on the 10<sup>th</sup> of each month and the late fee is \$25. Bi-yearly payments will be assessed \$25 per month for each month overdue. Report Cards and transcripts of children whose parents have outstanding fees and tuition will be withheld at the end of the school year. Records will not be transferred if there is an outstanding balance. If all payments are not paid in full by July 1, registration for the coming year may be denied, unless other arrangements are made with the Principal and/or the Pastoral Life Director.

## Curriculum

St. Leo School follows a graded course of study, which is reviewed on an ongoing basis.

## Faculty and Staff

<b>Administration</b>	
Mrs. Cathie Nuno	Principal
Dr. Helena DiBiasie	Vice-Principal
Mrs. Mary Frate	Administrative Assistant
<b>Faculty</b>	
Mrs. Janie Carrillo	Kindergarten
Mrs. Margie Moore	First Grade
Mrs. Judy Helton	Second Grade
Mrs. Patty Dawson	Third Grade
Mrs. Penelope Stauffer	Fourth Grade
Ms. Karen O'Dea	Fifth Grade
Ms. Jan Hawkins	6 <sup>th</sup> Grade Homeroom Middle School Social Studies 7 <sup>th</sup> & 8 <sup>th</sup> Grade Religion 6 <sup>th</sup> Grade Math
Mr. Jonathon Pults	7 <sup>th</sup> Grade Homeroom Middle School Language Arts
Dr. Helena DiBiasie	8 <sup>th</sup> Grade Homeroom Middle School Science 7 <sup>th</sup> & 8 <sup>th</sup> Grade Math
Mrs. Rosie Fedorchuk	Art and Music 6 <sup>th</sup> Grade Religion
Mrs. Jeannine Sedlacek	Middle School Spanish
Ms. Megan Zerhusen	Physical Education
Ms. Nicole Blandford	Computer & Technology
Mrs. Kathy Miller	Religion Coordinator
<b>Staff</b>	
Mrs. Becky Burns	Instructional Assistant
Mr. Felix Maxberry	Maintenance

## **Class Size**

St. Leo School tries its best to maintain a recommended 1 to 25-teacher/student ratio for grades K-8 with a maximum of 1 to 30 pending parishioners seeking admission for their children.

(The ratio of certified classroom teachers to students shall not exceed one to thirty.  
Diocese of Lexington Handbook #224)

## **Speech and Language Therapy and Title I Services**

A speech and language specialist is available to St. Leo students through the Woodford County Board of Education. Students who qualify participate on either an individual or a group basis for as long a time as is needed. Parents are responsible for transportation for their child to and from therapy.

Title I services are provided at the school by Woodford County School District.

## **CHAPTER 3 STANDARDS OF BEHAVIOR**

### **Standards of Behavior**

A school is an environment in which students come to learn. To promote this goal there must be a proper atmosphere in which to do so. Students must respect the right of each other to learn and must accept each other's individuality. In this way, each student will be free to reach his/her greatest potential. These standards extend to all phases of school activity.

**In Church** - Students should recognize that the church is the place of worship and that people act reverently there.

**In the Classroom** - Students are expected to contribute to the proper learning atmosphere by following the classroom or gymnasium rules.

**In the Cafeteria** - Students will be expected to behave properly in the cafeteria and use acceptable table manners.

**On the Playground** - Students will observe the posted playground rules.

### **Courtesy**

Respect for human dignity is a hallmark of Christian behavior and is expected from every person in every encounter with another person, whether child or adult. Students are to consider it a matter of personal honor to show courtesy and thoughtfulness at all times to every member of the faculty, office, volunteers, maintenance personnel, all guests and visitors, and each other. This courteous interchange must also be modeled for the children in the respect with which they are treated.

### **Discipline**

Directing children in the fullest development of their human capacities requires a manner of dealing with them which respects their dignity and uniqueness and recognizes positive behavior whenever possible. To realize their freedom as sons and daughters of God, they must be led to grow in the realization and appreciation of the worth of others.

This implies respect and politeness to all classmates, parents, teachers, and staff members. Teachers are individually and personally responsible for the training of their own classes and are collectively responsible for the overall discipline in the school.

Consistency between what the school expects of the students and what the parents expect of their children at school should result in fewer discipline problems. Open communication through proper channels between parents and teachers is therefore encouraged.

The learning environment must exist in all areas of the school building including the church, playground, cafeteria, hallways, gym, and classrooms. Failure to conform to required rules of conduct, as defined by the administration and the faculty, is punishable by appropriate disciplinary action to be administered by a teacher or the administration.

### **Detention**

Detention for students is a minimum of one-half hour on a designated day of the week. Parents will be notified at least a day in advance in writing. Each student who has received a detention is responsible for informing his/her parents. Students who are absent on the designated detention day will stay the first day they return or at the teacher's convenience. Please provide for prompt pick-up when the detention has ended. A missed detention will result in a second detention.

### **Misconduct That May Lead to Detention**

(This list is not exhaustive.)

1. Disrespect or disobedience to any teacher or supervising adult
2. Ridicule or any other disrespect toward another student whether that student is present or absent
3. Conduct which is disruptive to class
4. Violation of bus rules
5. Failure to submit school assignments
6. Eating food in the classroom, hallway, playground, or bus without permission
7. Chewing gum on the school premises or bus
8. Bringing any object that produces disturbing noises, for example, radios, noisy electronic games, etc.

## **Misconduct Warranting Automatic Detention**

(This list is not exhaustive.)

1. Stealing or cheating in any form
2. Forging - a student shall not sign the name of another person
3. Cruel and/or excessive ridicule
4. Fighting
5. Throwing any objects in an unsafe manner, for example, snowballs, rocks, playground equipment, pencils, etc.
6. Use of profane or vulgar language (written or spoken) or Gestures

In order that any disciplinary action may be administered in proportion to the misconduct, several degrees of severity have been established for cases, which transcend the teacher's handling of the problem in the classroom.

## **Diocesan Bullying Policy**

*Student Safety*

### **4004.1 School Environment**

Every student shall have access to a safe, secure, and orderly school that is conducive to learning.

### **4004.2 Student Welfare Policies and Procedures**

#### **4004.2.1 School Policies**

Every school shall have plans, policies, and procedures dealing with measures for assisting students who are at risk of academic failure or are engaging in disruptive and disorderly behavior including but not limited to the harassment, intimidation or bullying of another student. The Catholic Schools Office shall approve such policies.

#### **4004.2.2 Harassment**

Harassment, intimidation, or bullying means a repeated verbal, nonverbal, or written communication transmitted; physical act committed; or any other behavior committed by a student against another student with intent to injure, intimidate, humiliate, alienate, or threaten another student that results in:

1. Physically harming a student.
2. Damaging or stealing a student's property.
3. Substantially disrupting the orderly operation of the school.
4. Creating a hostile environment that substantially interferes with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being.

#### **4004.3 Threat of Violence**

In case of a threat of violence all Catholic school personnel shall follow the procedures as outlined in the diocesan ***Emergency Management Guide Workbook for School Safety***.

## **Suspension**

**In-school suspension** will take place when a student reaches five (5) detentions accumulating over the course of the year, or, for just cause, which shall include but not be limited to those listed under **Misconduct Warranting Suspension/Expulsion**. The length of the suspension will be determined by the seriousness of the offense. Only the Principal will give a suspension and determine the date of an in-school suspension. Parents will receive a written notification if this action is warranted (this could occur on a Saturday). According to the Diocesan Policy, the parents and child must meet with the principal in order for the child to be readmitted. At the point of a second in-school suspension, the student will be placed on probation. Students will be required to complete all assigned work for the day(s) of the suspension. Credit for work will only be given at the discretion of the teacher.

**Out-of-school suspension** will take place for just cause. The length of the suspension will be determined by the seriousness of the offense. Parents will receive a written notification if this action is warranted. The parent(s) and child must meet with the principal in order for the child to be readmitted. The student may be placed on probation at this time. Students will be required to complete all assigned work for the day(s) of the suspension. Credit for work will only be given at the discretion of the teacher.

## **Probation**

A student may be placed on probation either as a condition for beginning a school year or during the school year, if necessary.

1. When a student on probation has a detention-free trimester, his/her probationary status will then be removed.
2. If a student on probation has any detentions during a trimester, his/her probationary period will be continued for another trimester.
3. Any student can be placed back on probation at any time during the school year if it is warranted.
4. A daily check sheet will be given to the student and explained to the parents at a meeting held with his/her teachers following the second detention while on probation.
5. A student on probation who receives five (5) additional detentions will be asked to leave the school.

## **Expulsion**

A student who has been expelled from St. Leo School will not be readmitted. The school may expel a student by following the process for expulsion as detailed by the Diocesan Commission on Education Policies. The action of expulsion will be taken only if less stringent measures have failed to modify the student's behavior.

## **Misconduct Warranting Suspension/Expulsion**

(This list is not exhaustive.)

1. Possession of weapons, real or otherwise, or the use of any object as a weapon
2. Possessing, handling, transmitting, concealing, or using explosive devices or substances which could be used as explosives, including fireworks
3. Destroying or marring property, whether school or personal
4. Leaving the school grounds without permission
5. Smoking, chewing tobacco, drinking alcohol, using drugs, and/or possessing any of these substances
6. Arson
7. Physical or verbal assault without provocation
8. Taking another person's property by force or by threat of force
9. Sexually assaulting another person or sexual harassment. Sexual harassment includes unsolicited language, touching, or innuendo of a sexual nature, not necessarily of a repetitive nature.
10. False fire alarm, bomb threat, or emergency calls
11. Breaking and entering school property
12. Committing any criminal offense at school or on the school property
13. Plagiarism

## **Discipline and Parent Conferences**

Two Detentions in a trimester

When a student has received two detentions within a trimester, the school will request a meeting with the parents to address the reason(s) for the second detention.

Four Detentions in a trimester

When a student has received four detentions within a trimester, the school will request a meeting between the parents, teachers, student, and principal in order to address the implications and consequences of the reception of the fifth detention.

Fifth Detention

When a student receives his/her fifth detention either within a trimester or a year, he/she will be placed on probation.

### **Search and Seizure**

Students have the right to privacy of their person and property and may not be searched without just cause. Teachers or staff members can confiscate items or material considered disruptive to the educational process. Desks and cubes are considered the property of St. Leo School and can be subject to a search by the principal or delegate in case of emergency or reasonable suspicion of violations of the School Handbook. Whenever possible, all searches are made in the presence of the student and at least one witness. If there is reasonable suspicion of criminal possession (illegal drugs, weapons, etc.), the matter is referred to the principal who follows proper legal procedure of search and seizure law.

### **Weapons Possession**

Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison and a ten thousand dollar (\$10,000) fine. **KRS 527.070.**

### **Technology**

Anyone found using email, instant messaging, social networking (i.e. My Space, Facebook), or downloading anything from the Internet without the permission of a teacher, or violating the "Technology Usage Agreement" in any way will be suspended automatically.

## CHAPTER 4

### Uniform Regulations

The purpose of the uniform code is to bring focus on the inner qualities of each student, rather than the exterior additions. Children can be proud of who they are rather than worrying about what they are wearing. Uniforms also build unity within the student body.

At St. Leo School, emphasis is placed on modesty, cleanliness, and good grooming. Students must be presentable and represent high standards.

**All** students in grades K to 8 must be in appropriate school uniform **DAILY**. No one is exempt, and complete cooperation is expected. If, for a serious reason, the student cannot comply with the code, a written explanation must be sent to school each day by the parent. Students not in proper uniform will be issued a uniform violation. Five violations will result in detention.

#### Girls' Uniforms

Skirt/ Jumper	<p><b>Grades K-4</b> Plaid uniform jumper in either style as offered by the uniform companies, <b>no more than 2" above knee</b></p> <p><b>Grade 5</b> <b>Optional</b> jumper or skirt, see above and below</p> <p><b>Grades 6 – 8</b> Plaid uniform skirt (measuring <b>no more than 2 inches above the knee.</b></p>
Blouse	Tailored white or pastel blue blouse, long or short sleeved, or in the winter, a plain white turtleneck, <b>TUCKED IN</b>
Shirts	<p><b>Grades K-5</b> White or pastel blue short or long-sleeved oxford or polo shirts (1 to 3 buttons <b>with collar</b>), <b>TUCKED IN</b>. Ornamentation or symbols, other than the St. Leo logo, are unacceptable.</p> <p><b>Grades 6-8</b> Middle school students may wear a plain red polo shirt, with or without the school logo (holiday or Christmas red only).</p>
Undershirts	Solid white, short-sleeved undershirts may be worn if desired. Undershirts may have no designs, advertisements, or writing. The sleeves of the undershirt may not extend beyond the shirtsleeve.

Pants	Navy blue <b>UNIFORM</b> pants of an appropriate size may be worn. Uniform pants must be <b>IDENTICAL</b> to the school uniform company's uniform pants. Educational Outfitters logo is acceptable. No other logos (Dockers, AE, etc) will be allowed.
Shorts/ Skorts	Navy blue <b>UNIFORM</b> shorts. Navy blue or plaid <b>UNIFORM</b> skorts. Shorts/skorts must be an appropriate size. Uniform shorts/skorts purchased from other than the school's companies must be <b>IDENTICAL</b> . They may be <b>no shorter than 2" above the knee</b> . Educational Outfitters logo is acceptable. No other logos (Dockers, AE, etc) will be allowed.
Sweater/ Vest	Solid navy cardigan sweater or pullover vest with no ornamentation. These are optional.
Sweatshirt	Only the OFFICIAL St. Leo sweatshirt or fleece jacket may be worn in the classroom during the day. A solid navy sweatshirt with no ornamentation or logo may be worn. Sweatshirts must be the appropriate size, not oversized, and not tied around the waist.
Socks	White or navy anklets, knee socks, or tights. If both socks and tights are worn together, they must be the same color. Logos on socks will be acceptable only if the logos are black, grey, or white.
Shoes	Appropriate gym athletic shoes <b>only</b> , with laces or Velcro, are acceptable. Laces must be solid black or white and of appropriate length. <b>OPEN TOED SANDALS, PLATFORM TENNIS SHOES, PLATFORM SHOES, HEELS, PATENT LEATHER, AND BOOTS MAY NOT BE WORN</b> . Shoes must be a single predominant color. All colors are acceptable however, neon colors are not permitted. Shoes must be solid color with no pattern or pictures.
Hair	Hair may not be dyed an unnatural color.
Belts	<b>Grades 2-8</b> Belts are required if pants have belt loops and must be an appropriate length. Belts must be solid black, brown, or navy. No ornamentation is allowed.
Jewelry	One pair of small post earrings, one ring, one simple chain, and a watch <b>or</b> rubber bracelet.

## Boys' Uniforms

Pants	Navy blue <b>UNIFORM</b> pants of an appropriate size may be worn. Uniform pants must be <b>IDENTICAL</b> to the school uniform company's uniform pants. Educational Outfitters logo is acceptable. No other logos (Dockers, AE, etc) will be allowed.
Shirt	<p><b>Grades K-5</b> White or pastel blue short or long-sleeved oxford or polo shirts (1 to 3 buttons <b>with collar</b>), <b>TUCKED IN</b>. Ornamentation or symbols, other than the St. Leo logo, are unacceptable.</p> <p><b>Grades 6-8</b> Middle school students may wear a plain red polo shirt, with or without the school logo (holiday or Christmas red only).</p>
Undershirts	Solid white, short-sleeved undershirts may be worn if desired. Undershirts may have no designs, advertisements, or writing. The sleeves of the undershirt may not extend beyond the shirtsleeve.
Shorts	Navy blue <b>UNIFORM</b> shorts. Shorts must be an appropriate size. Uniform shorts purchased from other than the school's companies must be <b>IDENTICAL</b> . They may be <b>no shorter than 2" above the knee</b> . Educational Outfitters logo is acceptable. No other logos (Dockers, AE, etc) will be allowed.
Sweater/ Vest	Solid navy cardigan sweater or pullover vest with no ornamentation. These are optional.
Sweatshirt	Only the OFFICIAL St. Leo sweatshirt or fleece jacket may be worn in the classroom during the day. Sweatshirts must be the appropriate size, not oversized, and not tied around the waist.
Socks	White or navy socks must be worn at all times. Logos on socks will be acceptable only if the logos are black, grey, or white.

Shoes	Appropriate gym athletic shoes <b>only</b> , with laces or Velcro, are acceptable. Laces must be solid black or white and of appropriate length. <b>OPEN TOED SANDALS, PLATFORM TENNIS SHOES, PLATFORM SHOES, HEELS, PATENT LEATHER, AND BOOTS MAY NOT BE WORN.</b> Shoes must be a color single, predominant color. All colors are acceptable however, neon colors are not permitted. Shoes must be solid color with no pattern or pictures.
Belts	<b>Grades 2-8</b> Belts are required if pants have belt loops and must be an appropriate length. Belts must be solid black, brown, or navy. No ornamentation is allowed.
Jewelry	One simple chain, one ring, and a watch <b>or</b> rubber bracelet. Earrings are not permitted.

### General

Haircuts	Both girls and boys are to have reasonable hairstyles. Hair should be clean, styled, and cut above the eyebrows. Boy's hair may not extend below collar in the back. <b>No tails, dyes, bleaching or shaved heads (complete or partial) or hair indentations will be allowed.</b>
Miscellaneous	<ul style="list-style-type: none"> <li>• Make-up is NOT permitted at any time.</li> <li>• Only the top button of the shirt may be left open</li> <li>• Only clear or natural colored nail polish may be worn to school. <b>No fake, acrylic, or imitation nails are permitted.</b></li> </ul>

## **P.E. Uniform**

### **Grades K-3**

Students will not be changing clothes for gym class. Girls are to wear shorts under jumpers.

### **Grades 4-8**

The St. Leo P.E. uniform must be worn during class. The P.E. uniform must be purchased through the school. Gym shoes and socks must be worn. Uniforms may not be shared with other children and must be clean each week.

## **Out of Uniform Days**

On days when "out of uniform" is permitted, the students must be dressed appropriately. Skirts, dresses, and slacks with a shirt or blouse are acceptable. The shirt or blouse may be striped or plaid, but may not have any words on it. No sweats, no wind suits, no skirts or shorts shorter than 2 inches above the knee. Jeans may be worn provided they are hemmed, clean, and have no holes. Tank tops, cutoffs, and sandals are not permitted. Shoes for out of uniform days must align with the general uniform code as stated above: gym shoes only. ***This is for safety reasons.*** OPEN TOED SANDALS AND HEELS MAY NOT BE WORN. Socks or stockings must be worn.

GENERAL GUIDELINES FOR HAIR, NAIL POLISH, MAKE-UP AND JEWELRY WILL BE AS STATED ABOVE.

## **Uniforms for Friday and all other Mass Days**

Boys: Blue pants, no shorts

Uniform shirt

St. Leo School sweatshirt (as needed for cooler weather)

Girls: Plaid skirt/jumper or blue pants (no shorts or skorts)

Uniform shirt

St. Leo School sweatshirt (as needed for cooler weather)

## **CHAPTER 5 EVALUATION**

### **Report Cards**

Report cards are given out three times a year. Report cards are sent home with the students after the first and second trimester and should be signed and returned to school. The third trimester report card is sent home with each student on the last day of school. If there are any fees or fines that are unpaid, the report card will be held until the fees or fines are paid.

An explanation of the grading system can be found on the report card. Emphasis is placed on progress according to an individual student's ability. The criteria for good conduct, behavior, or attitude are listed in the Personal Growth and Development section of the report card.

### **Grading**

The grading system used at St. Leo School is available on the Edline website. Every family will be issued an access code at the beginning of the school year through which student grades and other information will be made available on an ongoing basis.

Families without computer and internet access will be issued two written reports during each trimester.

### **Honors** **Grades 6-8 only**

**First Honors** - A student is eligible for 1st Honors if he/she meets the following qualifications:

1. a grade of "A" in all subjects
2. no check marks in the area of Personal Development
3. O's or S's in Effort

**Second Honors** - A student is eligible if he/she meets the following qualifications:

1. a grade of "A or B" in all subjects
2. no check marks in the area of Personal Development
3. O's or S's in Effort

## **Awards for Grades 1-8**

**Spirit Award** - A student is eligible for the Spirit Award if he/she meets the following qualifications:

1. no check marks in the area of Personal Development
2. O's or S's in Effort
3. no F's or U's

**Attendance** - Perfect attendance consists of:

1. no absences
2. no tardies

## **Promotion/Placement/Retention**

Students are promoted to the next level on an annual basis, if they make satisfactory progress. If a student cannot achieve satisfactory progress, he/she may be PLACED in the next grade conditionally, or RETAINED in the current grade.

Parents are kept informed of their child's progress through report cards, interim reports, and parent/teacher conferences.

## **Graduation**

Ceremonies marking the successful completion of the work required of eighth graders at St. Leo School take place at the end of the school year. Graduation is celebrated as a simple religious ceremony.

Requirements for participation in the celebration include:

1. Successful completion of required course work;
2. Conduct during the eighth grade, which is acceptable for St. Leo students and is in keeping with the guidelines set for our school; and
3. Regular participation in classes, with only necessary and excused absences.

## **Review of Records**

Parents have the right to inspect and review records and any data directly related to their child with reasonable notice to the school office. This material is contained in the cumulative record folder and consists of level of achievement/grades, standardized test scores, attendance data, intelligence aptitude, and health records.

Nothing may be removed from the file without a waiver.

For the contents of a record to be released, a waiver must be signed. Student records may be released to other agencies only when the parents authorizing such action sign a record release form. All records will be mailed by St. Leo School to the authorized agency.

Students over eighteen years of age may request the release of their records with a signed release form.

In such cases when a divorce or separation has occurred in a family, it is presumed that either parent (custodial or non-custodial) of the student has the authority to inspect and review education records of the student unless the school office has been provided with evidence that there is a legally binding instrument to the contrary.

### **Testing**

Students in grades 2 through 7 take the Terra Nova test. These tests are given in the spring. Teacher-designed tests will be administered throughout the year to all grade levels.

## **CHAPTER 6**

### **DAY-TO-DAY CONCERNS**

#### **School Day**

The school day begins promptly at 7:45 AM. Dismissal is at 2:50 PM on regular days and at 12:15 PM on early release days.

Students assemble in the gym upon arrival at school in the morning. A supervising adult will be on the premises at 7:30 AM for any student who arrives early. The school is not responsible for students arriving before 7:30 AM. Students should not be on the premises before 7:30.

Students remaining after school for any reason must be supervised by a responsible adult at all times. No student may leave the premises without being picked up by an adult or having their parents' permission (on file) to walk home. Students may not leave the premises after school on their own and return for extra-curricular activities.

Students who have not been picked up from school by 3:05 on regular days and by 12:30 on early release days will be checked into extended day care by the supervising teacher.

Students who take the school bus home will meet in the gym at 12:15 on early release days. They are encouraged to bring lunches to eat. At 12:45 the supervising teacher will accompany them to and on the bus.

Students involved in after-school activities will be checked into extended day care if an adult has not arrived to pick them up.

The length of the school day and the length of the school year are prescribed by Kentucky State Law.

#### **Attendance**

Parents should see that their child's attendance at school has priority over all other activities. Regular attendance and promptness are vital for successful academic progress. Parental insistence on attendance also underscores the parents' value of education.

If a student is absent from class, parents must notify the school office (873-4591) between 7:30 AM and 9:00 AM. Parents needing to contact the school office before 7:30 AM should leave a message on the answering machine and include the following information:

1. Student's name
2. Teacher's name
3. Reason for absence

Books and assignments for students absent from school should be requested before noon and be picked up between noon and the end of school by 3:15 PM. For middle school students, missed work will only be provided after the student has missed 3 consecutive days of school. Students must request assignments from teachers when they return to school.

In addition to phoning the school office, St. Leo School requires a **written excuse** signed by a parent or guardian, which states the reason for the tardiness or absence. This note must be presented to the homeroom teacher the day the student returns. If a student's absences exceed twenty-one (21) days, there may be serious question about his/her eligibility for promotion to the next grade.

If a student needs to leave class early, he/she should present to the teacher, on the day in question, a note signed by the parent or guardian which verifies the reason given. Parents who need to pick up children for appointments, illness, or other reasons **MUST** come to the school office and sign them out.

### *Tardy*

A student will be considered tardy if he/she misses less than one hour of school during any part of the day. Students will not be considered tardy if the tardiness is due to bus transportation. A student who is tardy must report to the school office where the parent/guardian has signed him/her in. The student must obtain from the office a tardy slip to be given to his/her homeroom teacher upon arrival to school, in order to be admitted to class. Five unexcused tardies will result in detention, with an additional detention to be served for every tardy following the first five.

### *Absence*

A student will be considered absent if he/she misses more than two hours of a school day. If a student is absent for an entire day, he/she may not participate in any school extracurricular activity for that day.

## **Transportation**

**Bus Transportation** - Bus service for St. Leo students is provided by the Woodford County School District. Bus schedules, routes or any other busing concern should be directed to the Woodford County Transportation Office.

**Suspension from Bus Riding** - Any student may be subject to suspension from riding the bus for sufficient reasons.

**Bus Behavior** - In order to ensure the safe and efficient operation of school buses, students are required to follow the regulations already established by the bus driver and/or bus district. Student behavior, which distracts the driver, is a hazard to safe operation and jeopardizes the safety and welfare of all passengers. Misbehavior and/or irresponsible acts by students will be sufficient reason for refusing transportation services to any student. Violations that might require disciplinary action include (but are not limited to): being too noisy, changing seats while the bus is in motion, throwing objects on the bus or out the bus window, eating, chewing gum or

littering on the bus, using abusive language, gesturing or behaving in a rude, disrespectful, or unruly manner, fighting on the bus, or any other act of misbehavior deemed inappropriate. If it becomes necessary to deny student transportation, the parents will be notified.

**Private Transportation** - To ensure the safety of all students, parents who provide private transportation to and/or from school are to drive into the parking lot, park, and not move their car until all children are safely in their cars or out of the way. The school parking lot will be closed to ALL vehicle traffic between the hours of 11:30 AM until 1:00 PM and again from 2:40-2:50 PM (rain or shine). The entrance to the lot will be blocked during those hours.

Any student using an alternate mode of transportation other than their regular mode of transportation must have written permission from his/her parents to do so. These notes must be given to the homeroom teacher during the morning homeroom period.

**Walkers /Bike Riders** - St. Leo School cannot ensure the safety of child/ren beyond the parish property line. Students who walk or ride a bike to or from school must have a "release of liability" signed by parents on file in the school office.

**Skateboards** - Skateboarding to or from school is forbidden.

### **Lost and Found**

Lost clothing and articles are a continual problem. Students' names should be on everything they bring or wear to school. At the end of each trimester, unclaimed and unmarked articles are donated to the local Goodwill.

### **Cafeteria**

A catered hot lunch program is offered most weeks during the school year. Milk is sold on a daily basis in the cafeteria. Lunch cards and milk cards are available for purchase through the school office.

Students are not permitted to bring soft drinks or buy them at school during the lunch period. Packed lunches brought to the school after 8:00 AM should be labeled with the student's name and room number and brought to the office. Parents are encouraged to pack only the items and the quantity which they know their child will eat, keeping in mind the basic rules of good nutrition. Students are encouraged to take home any uneaten food.

**Parents are not permitted to bring a fast food lunch to school for their child.**

*Parents are not permitted to eat with their children in the cafeteria.*

Cafeteria Regulations - all students must:

1. Behave properly at the table and use acceptable table manners;
2. Dispose of waste paper and food scraps in proper containers;
3. Eat food only in the cafeteria;
4. Speak only in a conversational tone of voice;
5. Treat each other and all supervising adults with courtesy and respect.

### **Textbooks**

Hardbound textbooks are provided for the students and are the property of St. Leo School. All textbooks are to be covered at all times. The student is responsible for any loss or damage of the textbooks. A durable book bag is recommended for carrying books to and from school.

### **Homework**

Homework is assigned as a help to the students. Assignments evolve out of class experiences. They are geared to the needs, interests, and abilities of the students. In addition to their value of helping students explore or reinforce material presented in class, they also help develop good study habits. Homework teaches self-discipline. Students must learn to budget time and to exert themselves realistically to meet deadlines.

Under the heading of **home assignments**, students are expected to do research and to rewrite and/or rework papers. Homework, however, is not always written. Students are frequently expected to review notes taken in class, work on projects, read books, watch a specially assigned TV program, memorize needed facts, or study for a test. **Parents should show interest in these broader aspects of home assignments and support their accomplishment as faithfully as they check on more traditional homework.**

The amount of homework varies according to grade level, the nature of the assignments, and the ability of the student. Every attempt is made to see that the amount of time spent is reasonable. Parents should consult with the teacher if they observe, over an extended period of time, that their child is spending an excessive amount of time on homework or if their child claims he/she has none.

### **Speech and Language Therapy**

A speech and language specialist is available to St. Leo students through the Woodford County Board of Education. Students who qualify, participate on either an individual or a group basis for as long a time as is needed. Parents are responsible for transportation for their child to and from therapy.

## **Vacation**

Irregular attendance disrupts the learning process. For this reason, children should not be taken out of school for vacations or family trips. In case of necessity, the principal should be informed prior to the absence.

**It is not the teacher's responsibility to assign work prior to the absence.** Missing work due to vacation may affect a student's average at the end of the trimester.

## **Extended Day Care**

An extended day program for children of St. Leo parents and faculty is available from 2:50 to 5:30 on regular days and from 12:15 to 5:30 on early release days. The schedule for operation is included in the yearly school calendar.

The Extended Day Care program is closed on all days that school is not in session. Parents and faculty members wishing to enroll their children in the program must fill out a form which is available through the school office.

All families and children participating in the Extended Day Care program are expected to abide by the policies set forth in the Extended Day Care Handbook.

## **CHAPTER 7 COMMUNICATION**

### **Communication**

Recognizing that parents are the primary educators of their children, the principal and faculty of St. Leo School encourage open communication between the school and home. Throughout the school year, scheduled conferences provide teacher and parent an opportunity to discuss the students' progress. Understanding that concerns and problems are not so easily scheduled, we have established procedures of effective communication between parent and teacher.

### **School-to-Parent Communication**

Generally, all written communication and/or information are sent home from school with the students on Wednesdays in the Homefolder. Parents are required to sign the Homefolder and return it the next day.

Academic reports and assignments are available for all grade levels on Edline. Parents are expected to check regularly.

Daily and weekly communication will also be emailed to parents. Please ensure the office has correct email addresses.

The St. Leo website will contain a current school calendar detailing school events. In addition, information regarding classroom and school-wide programs will be posted on the website regularly. The website address is [www.saintleoky.org](http://www.saintleoky.org).

### **Parent-to-School Communication**

Communications regarding absence, homework, vacations, bus transfer, early dismissal, appointments, and the like should be directed **in writing** to the homeroom teacher during the morning homeroom period first, then the teacher will inform the school office. All notes should include the child's name, grade and teacher's name.

Parents should feel free to contact an individual teacher regarding any concern they may have about their child by calling the school office.

If a problem arises, parents are expected to speak directly to the teacher concerned **first**. Should the problem remain unresolved, the parent may then contact the school administration. Only after these steps are followed, should the Pastoral Life Director be involved.

**Parents who would like to speak with teachers or the principal are asked to request an appointment.**

## **Grievance Procedure**

Any formal grievance involving educational personnel must be pursued through the Diocesan Office of Catholic Education's Grievance Procedure.

## **Custody**

The school office needs, in writing, any information regarding custody and visitation rights. A copy of the appropriate section of the divorce decree should be sent to the office.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **Parent Teacher Conferences**

Scheduled conferences between teachers and parents are held during one or more of the grading periods. Other conferences may be scheduled according to need.

Any conferences with teachers should be scheduled at the convenience of both the parents and the teachers. Teachers should be contacted through the school. Classes should not be interrupted for this purpose.

Official Parent Conferences for discipline reasons are explained under Discipline.

## **Emergency Closing**

If, for any reason, classes must be canceled or delayed, an announcement will be made on the local TV and radio stations. Parents should NOT call the school or parish office.

If inclement weather occurs during the school day, parents should listen to the local stations for possible early dismissal. ***Do not call the school! Keep the phone lines free!*** The Woodford County bus garage contacts the school office for notification regarding bus service. When the lines are busy the bus garage is not able to get through. A procedure is in place whereby students will contact parents regarding early dismissal. Please be patient and wait for the school to contact you.

## **Phone Calls**

The school phone is for business only. Neither students nor teachers may be called to the phone during school hours unless there is an emergency. Students are discouraged from using the phone for unnecessary phone calls. Calling home for homework, gym clothes, uniforms, permission to visit another student after school and the like are not permitted. Arrangements for transportation should be made in advance so it will not be necessary to use the phone for that purpose. The phone in the gym may only be used after school hours. **Any student who brings a cell phone to school must drop it off in the office upon arriving and pick it up on the way out in the afternoon.**

## **School Office Hours**

The school office is open each school day from 7:30 AM until 3:30 PM, Monday through Friday. The summer hours fluctuate. However, one may call the school office and leave a message on the answering machine and the call will be returned as soon as possible. The office is closed during holidays, Christmas vacation, and spring break. If no one is in the office, callers may leave a message on the answering machine.

## **School Visitors**

For the safety and welfare of our students and faculty, all visitors and volunteers must sign in at the school office. They will be given a "visitor" button and are required to wear it while on the school property. **An unscheduled parent visit to a child's classroom during the day is not permitted.** If it is necessary to bring an item to school for a student (such as lunch, medicine, books, etc.), the item, labeled with the child's name and grade, should be brought to the office, not to the child's classroom.

Students are not permitted to bring visitors to the school without permission from the administration.

## **CHAPTER 8 PARENT INVOLVEMENT**

### **P.T.O.**

The Parent-Teacher Organization is a vital link of communication between the home and school. Parents are urged to join and to take an active part in this important group which promotes good will and cooperation within the school community. Through volunteer efforts, fund-raisers, and other activities, the PTO gives support to the faculty and principal, and provides special programs and materials for the school. General Assembly Meetings are usually held five times per year.

A list of the PTO officers for the current school year as well as contact information can be found on the school website ([www.saintleoky.org](http://www.saintleoky.org)).

### **School Board**

The purpose of the School Board is to provide policy direction for the educational programs of the School, to promote the implementation of the policies, and to ensure that all local policies are in accord with the intent and spirit of the policies established for the school system by the Lexington Diocesan School Board. The functions and responsibilities of the School Board are in the areas of marketing, recruitment, long-range strategic planning, and finance.

A list of School Board officers for the current school year as well as contact information can be found on the school website ([www.saintleoky.org](http://www.saintleoky.org)).

### **Volunteers**

All school families are required to provide a minimum of twenty-four (24) hours of service to the school/parish. All volunteers who work with students, and/or supervise overnight student activities, are REQUIRED by the Diocese of Lexington to read the Sexual Misconduct Policy, copies of which are available in the school office. Volunteers are also required to fill out a Diocesan Volunteer Form.

Volunteers should park in the back of the building or across the street in the old church parking lot. All volunteers are required to sign in and out in the school/church office.

## **CHAPTER 9 HEALTH AND SAFETY**

### **Accident and Illness**

School personnel will take every precaution to avoid accident or injury to the students. The principal will be notified immediately when a serious accident occurs. Parents will be notified of any serious accident, especially bumps or blows to the head.

School officials will follow the instructions listed on the student's Emergency Medical Form. If any changes occur on this form, it is the responsibility of the parent to notify the school office immediately.

### **Medication**

The health needs of the students are cared for through the school secretary and/or administration.

An Emergency Medical and Authorization Form must be on file in the school office. Any medication to be administered to a student must be brought to the school office with an original permission form signed by the physician and the parent along with specific instructions for administering the medication. All medication must be consumed in the presence of the principal or her representative. **NO medication, including over-the-counter medication, will be administered unless the above procedures have been followed.**

Any student who becomes ill or has an accident will be observed by the school secretary or designated personnel. Emergency care that may legally be given will be administered as necessary, and the parent will be notified if it is recommended that the child leave school for further care. If the parent cannot be reached, instructions on the Emergency Medical Form will be followed. It is vitally important that the school have up-to-date information concerning where parents or guardians can be reached. Parents should notify the office promptly regarding any changes in emergency information.

### **Immunization**

Each child who enrolls as a student at St. Leo School must present a certificate from a licensed physician stating that the child has been immunized according to the School Health Code for Kentucky Schools. Valid immunization certificates must be on file for all students.

All in-coming students must present their current inoculation and physical exam and information according to the School Health Code for Kentucky Schools before they are admitted into school.

## **Child Abuse and Neglect**

St. Leo School adheres to all guidelines for identifying and reporting suspected child abuse/neglect as specified in Kentucky law. If the staff of St. Leo has a suspicion of abuse or neglect, we are required to report the suspicion to the appropriate authority.

## **Sexual Harassment**

*Definition:* Any unwelcome behavior of a sexual nature, which interferes with the educational environment. Harassment is chiefly about intimidation, control, and misuse of power.

All St. Leo students have the right to an educational environment conducive to spiritual, intellectual, and social growth. Sexual harassment in a school setting can be defined generally as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which unreasonably interferes with an individual's educational performance or creates an intimidating, hostile, or offensive environment. Sexual harassment includes unsolicited language, touching, or innuendo of a sexual nature, not necessarily of a repetitive nature. This environment can be generated by a student's peers as well as by any staff member(s). Any instance of such behavior, whether verbal or physical, is to be reported to the person serving as the school's supervisor of the individual(s) who made the unwelcome behavior. That person(s) supervisor will immediately make a report to the principal. At that point, the principal will initiate an investigation of the incident in full compliance with the Diocesan policy on Sexual Misconduct. The appropriate penalties will result in the case of established sexual harassment.

## **Tornado Drill**

Tornado drills are practiced periodically. In the event of a tornado watch, the weather will be monitored. In the event of a tornado warning, students will leave their classes and go to their designated places, remaining there until the warning is lifted.

## **Fire Drills**

Fire drills are conducted as required by state regulations. Annual inspection by local and state officials ensures that school procedures and building meet state and local fire codes. Each teacher explains the procedures for fire drills at the beginning of the school year. For the safety of all, the students must proceed in an orderly and quiet manner when evacuating the building during a fire drill.

### **Asbestos Inspection Notice**

This notice is to advise parents, students, and teachers of St. Leo School that all Catholic schools of the Diocese of Lexington must be inspected as required by the AHERA federal legislation for the presence of asbestos in school facilities. Air-Source Technology, Inc., of Lexington, performed the latest re-inspection in 1995 and developed a plan for each school where asbestos is present. Building materials with greater than one percent asbestos content have been identified and made part of a management plan for the school system.

A complete asbestos management plan for all Diocesan schools is on file at the Catholic Center. A copy of the asbestos management plan for St. Leo School is on file in the school office.

As required by the AHERA, a trained person reviews the condition of the asbestos periodically and records the results of this review. Federal regulations are to be followed in remodeling work that might disturb asbestos-containing materials. Every precaution will continue to be used to protect the well-being of students, parents, and employees of St. Leo School.

## **CHAPTER 10 BEYOND THE CLASSROOM**

### **Extracurricular Activities**

Education is not limited to classroom experience; it is derived from all opportunities that contribute in any way toward personal and social growth. With every privilege, though, there is a corresponding responsibility. It is a privilege and an honor to participate in extracurricular activities, not a right or a guarantee. It is very important that parents use careful judgment when it comes to a student's eligibility to participate.

Extracurricular - Webster's definition: "not part of the regular curriculum; of or being related to, or those activities...connected with school but usually not carrying academic credit." Any activity, such as student council, athletics, or sports sponsored by St. Leo School, that is not part of the regular curriculum, is considered extracurricular.

The administration and the faculty to determine eligibility use the following guidelines:

**A. Eligibility** - A student is eligible to participate in extracurricular activities:

1. Who maintains a "C" average without a failing grade in any course, at mid-term or at the end of the trimester. Special considerations will be given to students who are not achieving academic standards but are putting forth appropriate effort in accord with their individual ability. Eligibility will be evaluated at mid-term and at the end of each trimester for academic purposes.
2. Who has no behavior infractions that require an official parent conference with teachers or administration;

**B. Suspension** - A student is suspended:

1. Who fails to maintain a "C" average or receives a failing grade in any subject at mid-term or at the end of the trimester.
2. Who fails to meet acceptable standards of conduct according to the discipline policy designed for his/her grade level and the discipline code in the student handbook.
3. Who is already on probation and receives one detention. Suspension for disciplinary reasons goes into effect immediately. A school representative will notify the parents and activity leaders at that time.

Suspension for academic reasons will go into effect immediately following mid-term and end-of-trimester grade evaluations. A school representative will notify the parents and activity leaders at that time.

Suspension is a minimum of two (2) weeks and may include practices and **must** include at least one game or match. At this time the student's situation will be reevaluated and the student will become eligible to participate if found to have met the eligibility requirements.

### **C. Other Considerations**

1. When a student is absent from school, he/she may not participate in any extracurricular activity on that same day. Emergency exceptions will be considered.
2. The principal and/or the Pastoral Life Director approve all coaches, leaders, and sponsors for the parish. The principal and/or the Pastoral Life Director anticipates that all coaches, leaders and sponsors will comply with the above policy.

### **Sports**

Sports aid not only in physical growth, but also help teach good sportsmanship, cooperation, and teamwork. Scholastic achievement is a priority; therefore, sports must be kept in proper perspective.

Before the opening of the sports season, the coaches are required to submit to the principal a list of the students who will be participating. Qualifications for participation are explained in the Extracurricular guidelines.

### **Academic Team**

The Academic Team is a statewide critical thinking program where students are trained to answer academic questions and to problem solve. Students in grades 4-8 may be part of the St. Leo Academic Team. The Academic Team comprises of Elementary Quick Recall, Middle School Quick Recall and Elementary and Middle School Future Problem Solving. A faculty member coordinates this program.

### **Student Council**

Student Council is made up of representatives from sixth through eighth grades. The president and vice-president are eighth graders. The Student Council works on projects that pertain to the school and local community.

## **Parties**

Student birthday treats may be brought to school with prior approval from the teacher. These should be simple and easy to distribute. Sending flowers or balloons are a distraction to the learning process and will not be delivered to the student.

Invitations to parties, which are held outside of school, should only be distributed at school if an entire group such as all boys, all girls, or the entire class is invited.

## **Field Study**

The teacher in consultation with the principal will arrange field trips that relate to specific units of study or provide for enrichment for the students. The teacher or room parent will make arrangements in the event that chaperones are needed to assist with supervision. Written permission from parent(s) or guardian is required before any student can accompany the class on a field trip. Students generally wear school uniforms unless the nature of the trip calls for another type of dress. There usually is a charge to cover transportation and entrance fees. If any parent provides transportation for a field trip, he/she is required to fill out the Diocesan Field Trip Driver Form, which is placed on file in the school office. Additionally, the parents are required to have completed VIRTUS training.

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation in the field trip if they fail to meet academic or behavioral requirements. If a student has forfeited the privilege of participating in a field trip, the student is still responsible for coming to school. Parents will be informed of their child's loss of the field trip privilege and the reason for such action.