



SAINT LEO THE GREAT SCHOOL
 550 Newman Springs Road, Lincroft, New Jersey 07738
 Tel: (732) 741-3133 Fax: (732) 741-2241



MISSION STATEMENT

Saint Leo the Great School is a place for all its members to encounter the Living God. Its sacred mission is the formation of youth entrusted to its care in the Gospel of Jesus Christ through spiritual, educational, social, and athletic activities.

Administrators, Faculty and Staff, in imitation of the Lord Jesus, lovingly guide students to a deeper knowledge and practice of the Faith. The gradual process of integration is concretely expressed by the students’ internalized values, and service to God and community.

We believe in the capacity of the individual to lead with compassion, learn with commitment, and act with courage. Focusing on the needs of each child, we achieve our purpose by word and deed. Students are inspired to achieve the highest standards in intellectual achievement through developmentally appropriate instruction that allows for individual differences and learning styles. They are encouraged to be active participants in their commitment to God, kindness to each other, and pursuit of knowledge.

ADMINISTRATION

PASTOR..... Reverend John T. Folchetti, D. Min.
 PRINCIPAL..... Ms. Caroline Fitzgerald
 VICE PRINCIPAL (PRESCHOOL – 4th GRADE).....Mrs. Maria Waldman
 VICE PRINCIPAL (5th – 8th GRADE).....Mr. Brian C. Laux
 DIRECTOR OF SECURITY.....Mr. G. Thomas Coyle

DEPARTMENTS OF SERVICE/OPERATION

SCHOOL OFFICE..... (732) 741-3133
 Mrs. Cathy Aldridge: Office Manager, Attendance, Safety Coordinator, Special Events.....Ext. 201
 Mrs. Cynthia C. Dapra: Administrative Secretary, Transportation, Genesis Coordinator.....Ext. 200

SCHOOL NURSE (HEALTH SERVICES).....Ext. 205

SCHOOL COUNSELOR(732) 741-3133
 Mrs. Nicole Nolan (Middle School)Ext. 203
 Ms. Sarah Verbos (Elementary)..... Ext.226

PM CAREMs. Sarah Verbos

BURSAR/TUITION.....Mrs. Colleen Esposito.....(732) 747-5466 (Option 4)

OPERATIONS.....Ms. Susan Dennebaum

CAFETERIA.....Mrs. Stephanie Wade-Monchik..... (732) 741-3136

WEBSITE.....www.saintleothegreatschool.com
<http://www.saintleothegreatschool.com/>
<http://www.saintleothegreatschool.com/>

Amendments to the Handbook

This Handbook is subject to change at any time. Parents will be notified of any changes. The School Administration has the discretion to take actions other than those specified in this Handbook.

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SCHOOL HOURS

Kindergarten through 8th Grades 7:45 AM to 2:35 PM
Half-days 7:45 AM to 12:30 PM

Students must be in the building by 7:45 AM or they will be marked tardy. Please refer to page 9 for disciplinary action regarding excessive tardiness.

Homeroom will begin promptly at 7:50 AM.

Preschool 8:00 AM to 1:00 PM Half-days 8:00 AM to 12:00 PM

All students, including Preschool, may use the drop off line beginning at 7:25 AM. Students will be directed to the cafeteria and remain there until a staff member takes them to their classrooms.

Preschool students may also be walked directly to the classroom through the Preschool Doors between 7:55 AM and 8:05 AM. After 8:05 AM preschool students must use the main school doors.

Kindergarten parents may walk their child to class **only on the first day of school.**

**NO CHILD IS TO BE DROPPED OFF OR LEFT UNATTENDED BEFORE 7:25 AM.
SAINT LEO THE GREAT IS NOT RESPONSIBLE FOR STUDENTS ARRIVING BY CAR BEFORE 7:25 AM.**

ACADEMICS

Saint Leo the Great School makes every effort to maintain academic integrity where grades are concerned. Tests and reports will be returned in a timely manner, and beginning in grade three, students should keep an accurate record of their assignments and grades. Planning and record keeping is a life skill and should be encouraged by both parents and teachers. In the event that a mistake is made, the student is encouraged to address the issue with the teacher. Parents are always welcome to address academic issues with their child's teacher if an issue has not been satisfactorily resolved. The Administration reserves the right to review, uphold, or edit all grades.

Academic Integrity:

Academic integrity not only applies to all aspects of teaching and learning, both in the classroom and remotely. Class assignments and tests are tools to help students learn; grades show if and how students achieve learning goals. Therefore, all work for which students receive grades should result from the student's own effort and understanding.

Violations of academic integrity, include but are not limited to, the following:

- Cheating during a test
- Helping others to cheat
- Using unauthorized materials for an assignment
- Receiving information about a test from someone who already took it earlier
- Copying something from the Internet without acknowledgement
- Copying of another student's work
- Summarizing someone else's ideas without revealing the source
- Collaboration of information when instructions require independent work

Academic Excellence Recognition:

Saint Leo the Great celebrates the effort and achievements of students who strive to perform to the best of their abilities. During our annual Awards Night, we recognize students in 5th-8th grades who have achieved Academic Excellence in all core subject areas, accompanied by a satisfactory grade in the areas of Art, Music, Spanish, Physical Education, Computer Lab, and Conduct.

Academic Excellence Requirements:

6th-8th Grades

- Final average of 93% or better in all number graded subject areas
- 3's or 4's in Special Subject areas
- S (Satisfactory) rating for Conduct

5th Grade

- Final average of A (93% or better) in all core subject areas
- 3's or 4's in Special Subject areas
- S (Satisfactory) rating for Conduct

Homework:

Homework assignments are part of the general schooling process. They provide an opportunity for the student to:

1. Reinforce a lesson or concept.
2. Perform on an individualized basis.
3. Establish and develop solid work habits.

It is recommended that parents:

1. Encourage the student to put forth his/her best effort.
2. Help the student budget his/her time in relation to other student and/or family activities.
3. Be aware of any particular difficulties that should be brought to the attention of the teacher.

In general, overnight assignments will vary in length of time according to the subject and grade level of the individual student. Long-term individualized assignments and book reports will give students the opportunity to manage their time in relation to their routine assignments and activities. Homework is expected to be turned in on the day it is due. Parents will be notified if a child consistently fails to accomplish homework assignments.

Homework requests due to absence should be made only for students who are absent more than one day. Homework requests should be made before 9:00 AM. Call the school office with these requests. Books should be picked up in the school office between 3:00 – 3:30 PM.

Students are expected to spend *approximately* the following amount of time on homework:

Grade 1	15 – 20	Grade 5 - 6	60 minutes of written work and study
minutes			
Grade 2 – 3	30 minutes	Grade 7 - 8	45 minutes of written work and 45 minutes of study
Grade 4	45 minutes		

Homework Grades K-4

Homework assignments for grades K-4 will be posted each night and can be viewed on our website www.saintleothegreatschool.com under our “Homework” link. Parents/Students will then be directed to each teacher’s online site where homework assignments and classroom announcements are posted. This makes it possible for both parents and students to view what is happening in the classroom. If there is an unscheduled school closure, students are responsible for continuing to check the homework site.

Homework Grades 5-8

Homework assignments for grades 5-8 will be posted each night and can be viewed on each teacher’s Microsoft Teams page. It is always a good idea to check each homeroom teacher’s online site where classroom announcements are posted. This makes it possible for both parents and students to view what is happening in the classroom and school. If there is an unscheduled school closure, students are responsible for continuing to check Microsoft Team pages for assignments.

Each teacher has his/her own individual website. If a student has more than one teacher, each teacher’s website must be

opened individually. Teacher's plans can vary from day to day; **therefore, we ask each student to continue to use his/her assignment books.** If a student has a question about an assignment, which is posted online, he/she should check with his/her teacher.

Flex Program:

We know that children vary greatly in their ability levels. One of the approaches currently designed to address these differences is a unique learning experience for Language Arts called Flex Program. This instruction allows students to engage in learning in *small* groups, while at the same time benefiting from an intensive and individualized learning environment designed to address and enhance reading proficiency, including decoding, fluency, comprehension and writing.

Students who work at their own level experience success and have a positive outlook about themselves and about school. Teachers use instructional methods that are student centered and developmentally appropriate and differences among students are seen as the norm. This understanding helps children learn tolerance and build positive social relationships.

Our Flex Program offers a Language Arts learning experience for students in both second and third grade.

Students will work at a rate and with materials best suited for them, while meeting appropriate grade level Diocesan Curriculum Standards. The goal of this Flex Program is to meet the needs of all learners and enable participants to transition back into their appropriate grade level the following school year.

Selection for our Flex Program is based on teacher assessments, recommendations, and standardized test scores when available.

Scholastic Testing Program (Renaissance Standardized Assessment):

All children in grades 2-8 are tested throughout the year. Results are given to the parents as soon as possible.

Math Program:

All 7th grade students take Pre-Algebra, and all 8th grade students are introduced to Algebra I. These courses are designed to prepare students for the challenges of a high school Algebra I course. An Accelerated Math Class is available to students in grades 6, 7, and 8.

Placement Criteria for Math (Grades, 6, 7 & 8):

Proper placement assures a better foundation for higher-level math classes and has a positive impact on both self-esteem and grades. Presently, two learning levels are available.

- **General Math:** These classes provide more time on task to achieve a deeper understanding of concepts.
- **Accelerated Math:** These classes are available for the student with an innate ability to grasp concepts quickly. On the 8th grade level this course is taught as a High School Algebra I course of study. The student is responsible for his/her work and should not require any additional remediation.

Placement in Accelerated Math classes will be based on a combination of the following criteria:

- Above average Placement Test Score (varies according to grade)
- Scholastic Testing Program Scores (above 90 %)
- Math Grades from previous year which must be 93 or above (A average in grades 4 & 5)
- Teacher Recommendation

Please Note: A student may test into Accelerated Math at the 6th grade level; however, retention of concepts is not always attainable in subsequent grades. An accelerated math student needs to have both strong ability in this subject and a focused work ethic. He/she should require minimal explanation and almost no re-teaching of any concept. **Additionally, it is more harmful developmentally to push children or tutor them to remain in this program.**

New Students:

New students in grades 6-8 are placed initially in the General Math course. If interested in the Accelerated Math course, the new student will be given a Math Placement test. The Math Placement test results, Report Cards, and the results of standardized tests taken at their previous schools will be used in determining class placement.

Report Cards/Progress Reports:

Report cards are issued on a **trimester basis** for all grades K-8 through our digital platform. Parents and Guardians are able to view grades via the Parent Portal. Report cards are posted in early December, early March, and the close of school in June.

Progress Reports for Kindergarten through 2nd grade are sent home mid-marking period for each child. Progress Reports for 3rd grade through 8th grade will be posted via the Parent Portal. Progress Reports reflect a student's class participation, homework, test averages as well as credit for projects done within the semester.

Marking Code:

Kindergarten

P Proficient
D Developing
E Emerging
N Not Yet Evident

Grades 3-5

A 93-100 Outstanding
B 85-92 Very Good
C 76-84 Satisfactory
D 70-75 Needs Improvement
F 69 and below Not meeting curriculum expectation

Grades 1-2

O Progress is outstanding
G Progress is Good
S Progress is Satisfactory
N Progress is Needed

Grades 6-8

Percentage Grades are given.
Passing grade is 70%
F – 69% or below (*not meeting curriculum expectations*)

ACTIVITIES

In addition to our sports-oriented activities, the following activities offer Middle School students an opportunity for participation and service:

S.T.A.R. Program
Spring Play

Newspaper
Yearbook

Math Club
Science Club

Additional activities will be added as interests and opportunities arise.

In addition, the following activities are reserved for our 8th grade students:

Mock Trial Club requires high academic grades (90 or above final average in 7th grade Language Arts), high standardized test scores in Language Arts, and teacher recommendation.

School Ambassadors represent the school at functions that require school tours. This program requires an application and interview process.

Student Council members hold leadership positions and are expected to promote the general welfare of the student body. Students are elected for Student Council by the student body.

Applicants for both Student Council and the School Ambassador program must meet the following criteria:

- attendance record (combined total of no more than 10 days late or absent)
Absences/tardies with a doctor's notes will not be included in these numbers.
- overall academic average of 90 or better in 7th grade
- no trimester subject grade below 85 in 7th grade
- acceptable conduct record (no suspensions or more than 2 After School Detentions)
Please note that 3 Lunch/Recess Detentions is equivalent to an After School Detention.

As representatives of Saint Leo the Great School, our School Ambassadors and Student Council members are required to maintain high academic standards and acceptable conduct levels at all times. ***If at any time during the school year a student falls below acceptable levels of academics or conduct, the Administration may remove or suspend the student from the organization.***

ALLERGY POLICY (LIFE-THREATENING)

In order to minimize the incidence of life-threatening allergic reactions, Saint Leo the Great School will maintain a system-wide procedure for addressing life-threatening allergic reactions and maintain an Emergency Health Care Plan (EHCP) for any student whose parent/guardian and physician have informed the school in writing that the student has a potentially life-threatening allergy.

Policy Procedures:

In order to minimize the incidence of life-threatening allergic reactions, Saint Leo the Great School will:

- Provide training and education for all employees.
- In conjunction with the student's parent/guardian and primary care provider and/or allergist, maintain an Emergency Health Care Plan (EHCP) for any student identified with a potentially life-threatening allergy.
- Encourage parents to participate in the support and implementation of this policy.

General School Procedures:

At all levels, the school nurse, in conjunction with the student's parent/guardian and the primary care provider/allergist, will prepare an Emergency Health Care Plan (EHCP) for any student with a life-threatening allergy. This EHCP will be updated annually and reviewed by the school nurse, the student's parent/guardian, and the primary care provider and/or the student's allergist. The EHCP will include the student's name, the allergen(s), the warning signs and symptoms, what to do in case of an emergency, and phone numbers of parents, doctors, and allergists. The EHCP will be available in the nurse's office and will accompany the student on any field trip.

Photographs of a student with life-threatening allergies (LTA) will be attached to the EHCP with permission of the parent/guardian. The school nurse will be responsible for notifying classroom teachers about the nature of the life-threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of, and what allergen (food, materials, etc.) to avoid.

Information about the child's LTA will be distributed to designated staff members. Staff will be reminded that all medical information is confidential and shared on a need to know basis. Teachers are responsible for keeping an updated substitute folder containing their student's EHCPs.

EpiPens (belonging to the school and those prescribed to the students) will be stored in the nurse's office. At the beginning of each school year or upon assuming a staff position, all staff will be informed by the school nurse of the locations of the EpiPens.

In the event that a student requires an EpiPen due to an allergic reaction, the EpiPen will be administered either by the nurse or trained delegate.

Classrooms:

Teachers must be familiar with the EHCP (Emergency Health Care Plan) for students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Health Care Plan. In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be notified and Emergency Medical Services will be called immediately.

- Information will be kept about students' food allergies in the classroom in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.
- A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box provided by the parent or guardian.
- ***Only school personnel may provide special occasion snacks for his/her classroom.***
- Tables will be washed with soap and water following any food related events held in the classroom.
- Sharing or trading food in the class or cafeteria will be prohibited.

School Field Trips:

The school nurse will recommend to the Administration the appropriateness of each field trip with consideration of safety for the student with life-threatening allergies.

- Medications including an EpiPen and a copy of the student's Emergency Health Care Plan must accompany the student.
- A cell phone or other communication device must be available on the trip for emergency calls.
- In the absence of an accompanying parent/guardian or nurse, another trained individual will be assigned the task of watching out for the student's welfare and for handling an emergency. The adult carrying the EpiPen will be identified and introduced to the student as well as to the other chaperones.

Cafeteria:

- The Cafeteria Manager will have knowledge of school lunch menus, a la carte items, vending machines, recipes, food products and ingredients, food handling practices, cleaning, and sanitation practices.
- Life-threatening allergy free tables will be available where students are able to sit with their friends and classmates. These tables will be clearly identified and cleaned by staff.

ASBESTOS HAZARD MANAGEMENT PLAN

NOTICE TO PARENTS AND STAFF REQUIRED AHERA NOTIFICATION PER 40CFR PART 763

In Compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), a required three-year re-inspection of asbestos containing building materials in our school was conducted. The purpose of this re-inspection was to identify any changed conditions, and ensure that the proper management of asbestos occurs throughout our school.

The re-inspection was completed in September of 2020 by Finishing Touch Asbestos Abatement Corporation and changes were noted in any asbestos containing building materials remaining in our school. The inspection determined that the management plan and periodic inspections are complete. Any changes or anomalies were noted. Any such materials are currently in good condition.

The results of the re-inspection for September 2020 are on file in the Management Plan in the school's office and are available to be viewed during normal school hours.

ATHLETIC ASSOCIATION

Saint Leo's Athletic Association has been established to conduct and organize adult-supervised programs of sports and activities for Saint Leo the Great School. Its objective is to impart to our youth the ideals of honesty, loyalty, responsibility, courage, good sportsmanship, and respect for authority, as well as enrich their lives as they grow into happy, healthy, young adults.

Requirements for Participation in Interscholastic Sports:

1. Physical examinations no more than 364 days prior to trying out for any sport.
2. Completion of:
 - a. SLG medical form not older than 364 days on file with the School Nurse
 - b. parental questionnaire
 - c. permission form
 - d. emergency information form
 - e. Parent Code of Conduct
3. The approval of school nurse.
4. Each student is responsible for maintaining academic standards and acceptable conduct levels at all times. If an athlete is failing a class (any grade below 70) or receives any disciplinary action, the Administration reserves the right to allow or deny participation in an extracurricular activity (e.g. practices and/or games).
5. A student must attend school for a period of 4 hours to participate in an extracurricular activity on the same day. Certain exceptions, (e.g. funeral, doctor's appointment, etc.) can be made by the Administration if a student

presents a note at least one day in advance requesting permission to participate. No one will be allowed to participate if an early dismissal is necessary due to an illness or injury.

6. A child must be able to participate in Physical Education class in order to be eligible to try-out and/or participate in any sport, regardless of a note from a physician indicating otherwise.

Parent Code of Conduct:

Parents/Guardians of students participating in a Saint Leo the Great School Sports Program are expected to adhere to the following rules of conduct:

1. We will encourage, not pressure, our child to participate in sports.
2. We will remember that children participate to have fun and that the fame is for the children, not the adults.
3. We will inform the coach of any physical disability or ailment that may affect the safety of our child or the safety of others. We will not have our child return to play unless we have written clearance from a physician.
4. We will respect the coaches and officials and their authority during games. We will not question, discuss, or confront coaches or officials at the game field. We will wait 24 hours before confronting a coach and will take time to speak with the coach(es) at an agreed upon time and place.
5. We will refrain from the use of tobacco and alcohol at all sporting events.
6. We will abide by these rules and guidelines so long as we are members of the Saint Leo the Great Church, Saint Leo the Great School, and Saint Leo the Great Athletic Association.

We also agree that if we fail to abide by the aforementioned rules and guidelines, or participate in any other conduct that is counter to the goals and values set forth by the Saint Leo the Great Church, Saint Leo the Great School, and Saint Leo the Great Athletic Association (SLGAA), that our actions will be subject to review by the School Administration and the SLGAA, and may result in one or more of the following actions:

1. Verbal warning
2. Written warning
3. Parental game suspension with written documents of incident kept on file by the organization involved.

ATTENDANCE and LATE ARRIVALS

ALL K-8 GRADE STUDENTS MUST BE IN SCHOOL BY 7:45 AM.

Students entering the building after 7:45AM are considered late and will be marked accordingly

Lateness Policy

- 5 lates – student/parent/guardian notification
- 10 lates – student/parent/guardian notification and early morning detention
- 15 lates – student/parent/guardian notification and administrative review

A doctor's note for lateness will be the only excused lateness towards the discipline policy. This lateness will still be recorded for attendance purposes.

Regular, on time attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Being late to school or an individual class interrupts learning and reflects poor time management skills.

Additionally, Middle School students can be adversely affected by excessive absences and/or tardiness. Not only do high schools review these records for admission purposes, but participation in Student Council, School Ambassadors and other activities may be denied.

Absences:

A School Messenger notification will be sent if your child is absent. Please call the office immediately if a mistake has been made.

A note must be presented upon the student's return. In the event of a prolonged illness, please contact the office and provide a doctor's note upon your child's return.

If a student is taken out of school to go on vacation while school is in session, the parent assumes the responsibility for work missed. The teacher is **NOT** responsible for work missed because of vacation absence. Written classwork will not be given to any child before leaving for vacation. Make-up work is to be done at home upon the child's return.

Any student absent from school may not participate in any after school activity (including sport practices or games on that day). Any special circumstance requires an Administrator's authorization. Please note: a student must be in school for 4 hours to receive credit for a full day of school.

All absences are part of the student's permanent record regardless of the reason for the absence.

Late Policy:

When a student arrives after the 7:45 AM bell the student is considered late and should report directly to the office. The student will then receive a "late slip" which the student will present to his/her homeroom teacher.

All tardies become part of a student's permanent record unless due to a late bus. Tardiness due to documented medical appointments is part of the student's permanent record. A doctor's note must be presented at the time of the student's arrival.

We urge you to use the bus service. This will ensure that your child will be on time. Tardiness due to the late arrival of a school bus is the only tardiness which will be automatically excused.

Leaving School Early:

Children who must be excused from school early must bring a note from their parents stating the time to be excused and the reason for leaving early. To minimize interruption of the school day, a note should be brought to the office in the morning and the student will be given an early dismissal pass to give to his/her teacher. At the appropriate time, the student will be dismissed from class and sent to the office. **Students will not be called from class after 2:00 PM unless it is an emergency.** A parent or other designated adult should report to the office to sign out the child. Parents are not permitted to go to the classroom.

If someone other than a parent will be picking up the child, a note giving permission is necessary. The Administration may require identification. No student will be released before the regular dismissal time unaccompanied by a parent/guardian or designee.

Students are not permitted to make plans on their own during the school day, which involve changes to the dismissal procedures. **Students will not be released from class after 2:00 PM unless it is an emergency.** These requirements are for the safety of the children.

BASIC SKILLS IMPROVEMENT PROGRAM (BSIP)

All children are assessed in achievement through the use of standardized testing beginning in the second grade. The State Department of Education identifies specific minimum levels of proficiency (MLP) in reading, writing and math for grades 3-8. Saint Leo the Great School has established its MLPs for K-2 via teacher recommendation. These MLPs are used to identify those students eligible to participate in the BSIP. The Basic Skills teacher and the School Administration are responsible for identifying all eligible students.

CALENDAR

At the beginning of every month, a calendar of events will be accessible on our web site www.saintleothegreatschool.com. Please visit this site frequently, as it will inform you of early dismissals, meetings, holidays, report card distribution, etc. A yearly calendar of all school holidays will be posted in the beginning of the school year to help you in making plans for family vacations. Adjustments to this calendar are sometimes unavoidable. All changes will be made as early as possible.

CHILD STUDY TEAM REFERRAL POLICY

What are Child Study Team Services?

New Jersey Title 18A, Chapter 46, Special Education law requires each school to identify all educationally handicapped children eligible for special education between the ages of 3 and 21.

Identifying children with learning disabilities and deeming them eligible is the legal responsibility of a Child Study Team. The Child Study Team (CST) consists of a School Psychologist, a Learning Disabilities Teacher-Consultant, a School Social Worker and a Speech/Language Specialist. These specialists are provided to students at Saint Leo the Great School through Monmouth-Ocean Educational Services Commission (MOESC).

How does a child come to be referred to the Child Study Team?

In our school, a child who is exhibiting signs of educational difficulty is referred by the classroom teacher to the Vice Principal. If it appears that more intensive evaluation is needed or that total special education planning is required to help the child to succeed, the Vice Principal will refer the child to the MOESC Child Study Team. This will be in consultation with the student's parents, the teacher, and counselor where applicable. Programs available to students in special education may include pull-out basic skills (see Basic Skills Improvement Program), resource with in-class support, or speech/language services.

CLASSROOM PARTIES/FOOD ALLERGIES

Many children have life-threatening allergic reactions to food and/or other substances. In an effort to minimize risk and to provide all of our students with a safe environment, **students may not bring food into the classrooms or cafeteria for sharing purposes.** All teachers will be responsible for arranging snacks for any classroom celebration that may occur, including holidays and at the end of the school year. *Only school personnel may provide special occasion snacks for his/her classroom.*

A birthday will be celebrated in the following manner: the birthday boy or girl will have his/her birthday announced over the intercom system, dress down on the day he/she is celebrating the birthday (those with a birthday on the weekend or during the summer may choose a different day), and be given a coupon for a free desert from the school cafeteria.

Private party invitations may not be handed out in school unless every child in the entire grade is to receive one – this includes all boys and girls. If you participate in the school directory you are entitled to the information shared by other parents, otherwise, the school cannot provide personal information without permission. Please contact the classroom parent for further information.

COMMUNICATIONS

A parent/teacher relationship is an important aspect of any student's learning experience. Sometimes situations occur that may warrant communication for further explanation. A parent should first contact the teacher involved for initial clarification. If no resolution is achieved the parent should then contact the student's grade level vice principal. If further clarification is required or no resolution is attained, contact should be made to the principal.

DISCIPLINE

Saint Leo the Great School expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The **CODE OF STUDENT CONDUCT** is both straightforward and far-reaching:

- Take care of yourself.
- Take care of each other.
- Take care of our school.

Saint Leo the Great School has an obligation to teach responsible and cooperative behavior that considers the rights of others and develops self-discipline. If used in an effective manner, it assists children with developing productive behavior patterns, emotional growth, and a positive self-image. We also want to preserve a positive self-image in the process by letting our students know that making mistakes is normal and acceptable, and we think they are capable of learning and making use of these opportunities to develop acceptable social behaviors.

Caring for the emotional and physical well-being of our students means using discipline as one tool to create a safe, structured, and predictable learning environment so they may feel cared for, capable, and connected. It is important that a child sees school and home as a team, working in his/her best interest.

The following system of consequences has been developed to modify, inhibit, or change behaviors, which interfere with the well-being of our students and the learning process.

Demerits:

A system of demerits is enforced at Saint Leo the Great School. Students may receive demerits for the following reasons:

1. Chewing gum in school
2. Eating or taking food or drink outside of the cafeteria
3. Lateness to class
4. Running in the hall
5. Dress Code Violations

Demerits are not only limited to the above infractions

Any faculty or staff member may issue demerits. Demerits will be forwarded to the appropriate Vice Principal based upon the grade level of the student or students involved, and will be recorded.

The number of demerits outlined below **WILL** result in After School Detention:

1 st Trimester	-	5 Issued Demerits
2 nd Trimester	-	3 Issued Demerits
3 rd Trimester	-	2 Issued Demerits

*** Students who are issued demerits for repeated inappropriate behavior will receive more severe consequences.**

Detentions:

After School Detentions: will be from 3PM to 4PM.

Please note that 3 Lunch/Recess Detentions is equivalent to an After-School Detention.

Discipline Referral Forms:

Saint Leo the Great School uses Discipline Referral Form notices for serious discipline problems including, but not restricted to: disrespect, disruption of class, fighting, cheating on a test, cutting class, harassment, intimidation, bullying, continued disobedience, use of profanity, destruction of property, and bringing disgrace or embarrassment upon the reputation of Saint Leo the Great School. Discipline Referral Forms will be forwarded to the appropriate Vice Principal based upon the grade level of the student or students involved. Discipline issues will be addressed by the Administration. Detentions and/or suspensions will be issued in accordance with the severity of the offense.

Grounds for Dismissal:

Serious offenses such as, but not limited to, theft, assault, cheating, continued violations of Saint Leo the Great School policies, continued disrespect of school personnel, harassment, intimidation, bullying, setting off a fire alarm, or willful destruction of property may be grounds for dismissal. Any student found in possession of or using alcohol or drugs, on school grounds, on a school sponsored activity, or while in their school uniform off school grounds may be subject to expulsion. The Administration reserves the right to review all incidents on a case-by-case basis.

If a student is found in possession of a weapon, or drugs or any drug paraphernalia, legal authorities will be called and the student will be subject to immediate expulsion.

Withdrawal of a student:

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

Right to Waive/Deviate from Disciplinary Regulations:

The administrator reserves the right to waive and/or deviate from, any and all disciplinary regulations for just cause at his or her discretion.

DRESS CODE

All students in grades K through 8 must be in full dress code upon entrance to school each day. The dress code is in effect from September through June. Uniforms may be purchased through Flynn & O'Hara at www.flynnohara.com.

Preschool:

Boys and Girls are not required to wear a uniform. They should wear safe, comfortable, closed-toe shoes at all times (such as a sneaker – Velcro preferred) and clothing that allows for playtime and easy on/off for bathroom use. An extra set of clothing should be kept in a zip-lock bag (with child's name on the outside) in the classroom.

Kindergarten:**Boys:**

Khaki pull-on elastic waist long pants or shorts
Long- or short-sleeved navy polo shirt (no logos)
White, navy, black, beige color crew socks
Navy V-neck cardigan (optional)
Maroon full-zip fleece with SLG logo

Girls:

Khaki drop waist jumper, khaki 2 pleat skort, (Lands' End or Kohl's' uniform skorts are allowed), khaki pull-on long elastic waist pants.
Long- or short-sleeved dark navy golf shirt (no logos) or white peter pan collar long or short-sleeve blouse may be worn with the jumper
White or navy knee-hi or crew socks or tights
Navy crewneck cardigan sweater (optional)
Maroon full-zip fleece jacket with SLG logo

Boys & Girls Shoes: Any safe, comfortable, and closed toe style, including sneakers is acceptable.

Grade 1-8 Boys Uniform*:

Khaki men's classic or twill pants (As seen at Flynn O'Hara)
Khaki twill walking shorts (Optional)
Leather or web belts: dark, solid color must be worn with pants
Maroon or white long- or short-sleeved polo shirt with SLG logo
Solid colored crew socks in white, maroon, or black
Maroon full-zip fleece with SLG logo

**Shirt must be tucked-in and only the top button may be open.*

Grades 1-4 Girls Uniform*:

White peter pan collar blouse or turtleneck (no logos) with maroon/khaki plaid drop waist jumper (**no more than 3 inches above the knee**)
Khaki flat front slacks (As seen at Flynn O'Hara)
Khaki 2 pleat skort or khaki shorts (optional)
Maroon or white long-sleeved or short-sleeved polo shirt with SLG logo
Leather or web belts: dark, solid color must be worn with pants
White or maroon knee-hi or crew socks or tights
Maroon full-zip fleece with or without SLG logo

Grades 5-8 Girls Uniform*:

Maroon & khaki plaid wrap-around kilt (*no more than 3 inches above the knee*)
Khaki girls flat front slacks (As seen at Flynn O'Hara)
Leather or web belts: dark, solid color must be worn with pants
Maroon or white long-sleeved or short-sleeved polo shirt with SLG logo
White, Maroon, or black knee-hi or crew socks
Maroon full-zip fleece with SLG logo

*Khaki plaid wrap-around kilt must be no more than 3 inches above the knee. Only the top button of the shirt may be open.

The School sweatshirts sold in the SLG Lions Den are authorized parts of the uniform for all grades and can be worn throughout the year. The School Pawprint socks sold in the SLG Lions Den are authorized parts of the Physical Education Uniform only.

When wearing an approved SLG fleece or sweatshirt, students must wear an approved uniform shirt underneath. ALL STUDENTS SHOULD HAVE THEIR NAMES ON THE INSIDE OF THEIR CLOTHING.

Boys Uniform Shoes: Bucks, Loafers, Mocs (Merrill Jungle or other brands with the same style), Boat Shoes or Oxfords
Shoes must be solid brown or black in color. No prints, sparkles or sequins on shoes are permitted.

Girls Uniform Shoes: Bucks, Loafers, Mary Janes (Black), Boat shoes or Oxfords
Shoes must be solid brown or black in color. No prints, sparkles or sequins on shoes are permitted.

Hair, Earrings, Make-up, Nail Polish, Skirt length:

- The school expects students to be clean and neat at all times. Boy's haircuts – hair must be short and combed. Specifically - not on the collar and not covering the ears or eyebrows. Girls may not wear their hair in a manner that covers their eyes. Extreme hair (color or style) will not be allowed. It will be up to the Administration to determine the appropriateness of the hairstyle.
- Hair accessories are limited to SLG headbands and bows only. No oversized bows, cat ears, unicorn horns, etc. are to be worn.
- Only girls may wear earrings and they must be studs (only in the lobes). Only one earring per ear is permitted.
- Only clear nail polish is allowed. ***Special occasions must have prior permission from the Administration.***
- ***No artificial nail tips are allowed.***
- No eye make-up or false eyelashes/filler are allowed. (All grades)
- School skirts may not be shorter than 3 inches above the knees. A violation of skirt length policy after three infractions will result in parent notification along with mandatory uniform pants instead of the skirt for the remainder of the trimester. If this infraction continues the student will be mandated to wear pants for the remainder of the school year.

The Administration reserves the right to judge the appropriateness of any student's hairstyle, dress, shoes, use of make-up, and/or jewelry. **We deal with fads as they arise.** If a child is not in proper uniform, demerits will be issued.

Grades K-8 Physical Education Uniform:

Black, knee-length, mesh gym shorts with or without SLG logo (as seen at Flynn O'Hara)
*No Softe shorts are allowed in place of mesh gym shorts.
Maroon t-shirt with SLG logo (long or short sleeve)
Solid black sweatpants with or without SLG logo (not tight or leggings type pants)
Solid colored crew socks in white or black
Sneakers: white or black only
Maroon full-zip fleece jacket with slg logo (Optional)

All students must wear gym uniforms to school on their gym day unless directed to do otherwise.

Dress Down Day Attire:

On days when students do not have to wear school uniforms the following dress code is in effect:

Girls:

Pants, Capri's, knee length shorts, leggings with appropriate length shirt, or jeans (no faded or torn jeans, spandex pants, or stretch pants are allowed).

Skirts (length must follow uniform guidelines). Girls must wear tights or stockings if wearing a skirt.

Shirts must have sleeves and no bare midriffs. Casual shirts with printed sayings other than brand logos are not permitted.

Shoes (heels of moderate height for middle school) or sneakers (clean and in good condition) are permitted.

Make-up and jewelry are allowed for grades 6-8 but should be minimal.

Boys:

Pants, shorts, athletic pants, or jeans are permitted (no pants or jeans that are faded, torn, or in disrepair may be worn).

Sleeved Shirts: Tees, dress shirts, or golf shirts are permitted. Shirts should be appropriate for school. Shirts with printed sayings other than brand logos are not permitted.

Shoes or sneakers (clean and in good condition) are permitted.

*On Dress Up Picture Day all students must follow appropriate Dress Code Guidelines.

If a student is dressed inappropriately for school on a Dress Down Day, the student's parents/guardians will be called to bring proper attire to school for their child.

ELECTRONICS

Mobile (cellular) phones and other communication devices may not be used during the school day and should be left in the student's locker. In addition, because of potential disturbances in the school day, iPod/MP3 players, portable video games, or any other recreational electronic devices are also not allowed to be used in school. Smartwatches and other similar wearables that have the ability to connect with the internet via a mobile phone may also not be worn during the day. Upon entry to each classroom any student who still has their phone on their person and/or backpack will be required to place their cell phones in a designated cell phone storage unit. **These items must be kept turned off from the time they enter the school building at the beginning of the day until they leave the school premises for dismissal, unless permitted by the classroom teacher.** Laser pointers are not allowed in school or on the bus at any time.

If a student is caught or it comes to our attention that a student is using his/her electronic device or cell phone, including text messaging, or if the cell phone rings during class, the cell phone or device will be confiscated. The parent will be notified and must pick up the device in the school office. Second offense requires that a parent pick up the device after 24 hours; third and subsequent offenses will result in a \$25 fine.

Parents should not call or text students during the school day. Please contact the school directly if you need to be in touch with your child.

The school is not responsible for the security of these items. Any lost or damaged electronics are the responsibility of the respective student and parents.

A student is never allowed to take pictures or video on school grounds or at a school sponsored activity without specific permission from a teacher or administrator. Violation of this policy is subject to disciplinary action which could include detention, suspension, or expulsion. Exceptions to this policy are at the discretion of the Administration.

The use of school issued technology equipment is subject to guidelines as outlined below. The viewing and/or playing of any electronic program that is considered to be violent in nature, as determined by the Administration, will result in disciplinary action.

Equipment:

Saint Leo the Great School provides computing technology equipment ('equipment') in the form of PCs, laptops, and network/wireless internet access (WiFi) to its students. This equipment is administered by Saint Leo the Great (via contracted vendor) for student use and access to networks for schoolwork.

Under no circumstances may this equipment be altered in anyway. Established programs, software, and operating systems on this equipment shall not be circumvented. Unauthorized software and/or programming is strictly prohibited.

Saint Leo the Great School administration reserves the right to monitor, audit and inspect this equipment at any time for functionality and maintenance. Such administrative functions can be done without notice.

Access to Computing Technology Equipment:

Students have access to Wi Fi from the issued equipment through network access information (log on). Students should refrain from sharing their log on information with anyone. Under no circumstances should a student purposefully use the Wi Fi log on information from **another** student.

Students will have their own issued equipment for use. The unauthorized use of equipment of another student or faculty is strictly prohibited. Access to spare equipment will be the sole discretion of faculty or school administration.

Unless authorized by faculty, students may NOT bring in personal mass storage devices (flash drives, thumb drives, etc.) to be used with school computing technology equipment.

Accepted Behavior:

All students are expected to utilize this equipment under the established procedures in the Student and Parent Handbook, especially the **Code of Student Conduct** and the **Harassment, Intimidation, and Bullying** section. The use of the 'internet' and social media applications will be geared toward these guidelines.

Any disregard of this policy or inappropriate behavior while utilizing Saint Leo the Great School computing technology equipment will result in disciplinary actions as the School administration deem necessary.

FIELD TRIPS

Teachers will choose all field trips for their classes. Such trips are used to initiate or elevate a unit of study and should be beneficial and relevant. Prior to a scheduled trip, a permission slip is sent home with the child for the parent's signature. This slip **MUST** be returned before a student leaves on the field trip. If a completed permission slip is not submitted, your child will not be allowed to participate. Verbal permission or text messages **will not** be accepted in lieu of the proper forms. **Please note, there will be no reimbursement of class trip monies due to student absence or disciplinary action such as suspension.** These trips are enrichment for the daily program, and each student should take part in this phase of the educational program. All trips are well chaperoned and safety precautions are taken.

Field trips, although off-site, are an extension of the school classroom. All student rules and regulations still apply. Articles that are prohibited in school are also prohibited on class trips. The respective teacher will choose the chaperones for the class trip. Parents are asked not to follow or meet the students at the trip site. Arrangements are made in advance, and occupancy and seating is often limited. Please note that our social media policy and posting of photos still applies as if in the school building.

HARASSMENT, INTIMIDATION & BULLYING (HIB)

Consistent with the **CODE OF STUDENT CONDUCT**, Saint Leo the Great School prohibits acts of harassment, intimidation or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Such behavior is also contrary to the mission of Catholic Schools to educate its children in a Faith environment.

"Harassment, intimidation or bullying" consists of, but is not limited to, any gesture, any written, verbal or physical act, or any electronic communication***, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of

incidents, that is:

- a) reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or
- b) by any other distinguishing characteristic; and that
- c) takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
- d) a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- e) has the effect of insulting or demeaning any student or group of students; or
- f) creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Harassment, intimidation, and bullying are serious incidents that amount to more than annoyances, disagreements, or disputes typical of a particular age group.

*** *“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.*

Cyber-bullying is a form of harassment, intimidation, and/or bullying under this policy. Examples of cyber-bullying include, but are not limited to: posting inappropriate pictures or personal information of a student or individual on the internet; using social media to post or send harassing, intimidating or inappropriate messages about or to another student or individual; and sending harassing, intimidating, or inappropriate text messages or email about or to another student or individual. In some cases, violations of the Technology Acceptable Use Policy may also violate this policy.

Saint Leo the Great School believes that standards for student behavior must be set cooperatively through interaction among the parents and other community representatives, school administrators, school employees, school volunteers and students of Saint Leo the Great School, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for Saint Leo the Great property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. Saint Leo the Great School believes that the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violations of the **CODE OF STUDENT CONDUCT** as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

Individuals who have reason to believe that a violation of this policy has occurred, are to contact the student's teacher. School personnel are to report any violations of the anti-harassment policy to the principal within a school day.

Incidents of harassment, intimidation or bullying will be forwarded to, documented, and addressed by the Administration. HIB issues will be forwarded to the appropriate Vice Principal based upon the grade level of the student or students involved, with input from the Principal as needed.

The following factors, at a minimum, shall be given consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation or bullying by students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses, considering the developmental ages of the student offenders and students' histories of inappropriate behaviors.

Retaliation

Retaliation for reports of harassment, intimidation, and/or bullying is prohibited. The procedures in place for addressing harassment, intimidation, and/or bullying apply with equal force to allegations of retaliation.

Factors for Determining Consequences

- Age, developmental and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behaviors
- Incidences of past or continuing patterns of behavior
- Relationships between the parties involved
- Context in which the alleged incidents occurred

Examples of Consequences and Remedial Measures

Consequences and appropriate remedial actions for a student who commits one or more acts of harassment, intimidation or bullying may range from remedial behavioral interventions up to and including suspension or expulsion of students. Consequences for a student who commits an act of HIB shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

- Admonishment
- Temporary removal from the classroom
- Deprivation of privileges – including, but not limited to, extracurricular activities, field trips and sports
- Classroom or administrative detention
- Out-of-school suspension (short-term or long-term)
- Reports to law enforcement or other legal action
- Expulsion

Expulsion may be warranted in the rare circumstance where either the student's interest would be better served in another environment or that the individual's behavior is a serious threat to the school community. Further, any decisions to expel a student will be based upon substantial evidence that the student committed the infraction with which he or she was charged.

If charges potentially warranting expulsion are brought, the student will be assigned an interim out-of-school suspension of not more than twelve school days, pending the investigation, hearing, and decision regarding expulsion or voluntary withdrawal. Credit will be given for the student work performed during suspension when work is required for grading purposes.

In all cases implicating expulsion, the school will work to ensure that the student and/or the parents/guardians have the opportunity to present the student's account of events and provide mitigating information during either an informal or formal hearing. Nonetheless, the school may decline to hear evidence offered by the student and/or his/her parents if, in its discretion, the information offered is irrelevant, inappropriate or vexatious. The decision to expel a student may only be made by the Superintendent of Catholic Schools following investigation, hearing and recommendation by the school.

Examples of Remedial Measures

- Restitution and restoration
- Corrective instruction or other relevant learning or service experience
- Supportive student interventions
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate
- Behavioral management plan, with benchmarks that are closely monitored
- Student counseling
- Parent conferences

Saint Leo the Great School prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying. Consequences and appropriate remedial action for a student who falsely accuses another as a means of

harassment, intimidation or bullying could range from remedial behavioral interventions up to and including suspension or expulsion.

HEALTH AND HYGIENE

Illness:

Students must be fever free (under 100.0 degrees) for 24 hours, without the use of fever reducing medication, before returning to school. If your child was sent home from school with a fever or he/she has a fever during the night, please do not send him/her to school the next morning or he/she will be sent home.

Students should remain home until they have been without any episode of vomiting or diarrhea for a full 24 hours before returning to school. If your child was sent home from school due to vomiting and/or diarrhea or had any episodes during the night, please do not send him/her to school the next morning or he/she will be sent home.

If your child has a cold, please consider his/her symptoms before sending him/her to school. If he/she has a persistent cough and/or a lot of drainage from his/her nose that is causing him/her discomfort or making it difficult to concentrate, it is best to keep him/her home for his/her own benefit as well as preventing the spread of germs to other students in the class.

If your child complains of a sore throat with a headache, stomachache, swollen glands, a rash and/or fever, please have his/her pediatrician rule out a strep infection to avoid spreading this illness to other students. If your child tests positive for strep, please let the School Nurse know.

Please notify the School Nurse if your child develops a communicable disease, has head lice, requires hospitalization, or receives any immunization or boosters during the school year. A note of admission from a physician is required after absence due to certain contagious diseases. If you have any questions, please contact the School Nurse.

Medications:

The School Nurse should be informed if your child is receiving medication or any special therapy. All medications taken in school must be accompanied by a written order from the doctor stating:

- The diagnosis
- Name of medication
- Dosage and frequency of dosage **AND** a request in writing by the parents or guardian of the student that the School Nurse administer the medication

A new physician's order must be resubmitted every school year.

Medications must be kept in the Nurse's Office in the original pharmacy container. This includes medications such as aspirin, vitamins, cough or throat drops and all over-the-counter prescriptions. There will be no exceptions. This is for your child's protection. The only self-administered medications allowed are asthma inhalers, however, a doctor's prescription and parent's written permission must be given to the School Nurse.

Immunizations:

All students admitted to schools in the Diocese of Trenton are required to be immunized. The diocese upholds the mission of the New Jersey Immunization Program that is to reduce and eliminate the incidence of vaccine preventable diseases.

A student may be admitted to school on a provisional basis if a physician or health department indicates that the immunization of the student is in process. Such provisional admission will be for a reasonable length of time but will not exceed one year unless the student's physician establishes that the necessary immunization will take longer to complete.

Non-immunized children, who are students in the school, may be excluded from school and school related activities for their own protection. If an epidemic situation arises at the school, before the local administrator makes the decision to exclude the non-immunized student, the local administrator will consult with the local health department official. The final decision for exclusion will be based on the judgement of the school administrator,

Religious Exemptions:

Pursuant to N.J.A.C. 8:47-4.4, religious affiliated schools or child care centers will have the authority to withhold or grant a religious exemption from the required immunization for pupils entering or attending their institutions without challenge by any secular health authority (USCCB Spring 2015 Statement).

Medical Exemption:

A student will not be required to have any immunizations that are medically contraindicated. Parents wishing to pursue a request for a medical exemption from the immunization shots required by law, must ask the medical doctor representing the child to submit a document to the school principal stating the reason the vaccine is medically contraindicated, for what time period and the reasons as enumerated by the Advisory Committee on Immunization Practices (ACIP) OF THE United States Public Health Service of the American Academy of Pediatrics (AAP) guidelines. The school will maintain the statement of the medical doctor as part of the immunization record of the student. The district's school physician may be requested to review the submitted material to ensure authenticity.

Crutches/Casts/Boots/Braces:

Any student that needs to use crutches or wear a brace, cast, or boot in school must have a note from a doctor indicating the reason and if there are any activity restrictions. If a student is restricted from gym/recess due to an injury, he/she cannot participate in a school sponsored sport or school sponsored activity.

Elevator Key:

Any student that needs to use the elevator due to an injury must have a note from a doctor.

Physical Form:

A School Physical is required for admission to Preschool, Kindergarten, new admission to any grade, and participation in any school sports team. The Physical Form must be completely filled out by the physician and signed by both the physician and the parent.

NJ State Law requires the School Nurse to return any incomplete Physical Form to the parent to be completed. Incomplete Physical Forms may result in your child not being able to attend school or participate on a sports team.

Health Tests:

Over the course of the school year, the following tests are conducted by the School Nurse: Eye and Hearing Screening – at designated grade levels, Height, Weight and Blood Pressure checks on each grade level, and Scoliosis Check for 6th and 8th grades only – with parental notification. All screenings are required as per NJ State Law. Immunization requirements are determined by the Health Department of the State of New Jersey.

Lavatories:

The bathrooms are open for students' use throughout the entire school day. Students are responsible for keeping them neat and orderly. Bathrooms are not social gathering places; therefore, teachers may send one student at a time to use the facility (middle school). This system will help ensure that all students are treating our lavatories properly.

Medical Appointments:

Whenever possible, please avoid dental or doctor appointments for your child during class time. However, should such an arrangement be necessary, your child will only be permitted to leave the building by presenting a written request from you or the doctor.

If someone other than a parent will be picking up the child, a note giving permission is necessary. The Administration may require identification. No student will be released before the regular dismissal time unaccompanied by a parent/guardian or designee.

Students will not be released from class after 2:00 PM without a note or unless it is an emergency. These requirements are for the safety of the children.

LOCKERS (5th-8th GRADES ONLY)

All lockers and locks are property of Saint Leo the Great School, and as such, the school reserves the right to open, inspect or restrict the use of lockers at any time. Lockers are assigned each September in the vicinity of the student's homeroom. The lockers should be kept locked at all times. Students are cautioned against telling their combinations to each other. Each student is responsible for keeping the locker clean both inside and outside. Students are cautioned not to keep money or valuables in their locker. Students should turn in such items to the office for safekeeping.

LOST AND FOUND

Students are responsible for all their books and belongings. Everything should be labeled with the student's name. Lost and found items will be held in the cafeteria for a reasonable length of time but will be discarded prior to Christmas and Easter vacations, and in June. Students are urged not to bring valuable items or excessive amounts of money to school. Parents are welcome in the cafeteria at 3:00 PM to look for lost items.

LOST BOOKS

Textbooks and additional educational materials are issued to each child at the beginning of the school year. These items are to be properly taken care of until they are returned at the school year's end. A replacement fee is required for any item that is lost or damaged during this time. A new item will be issued after the replacement fee has been paid.

LUNCH

Saint Leo's Cafeteria offers nutritious menu options and an array of fresh fruits and vegetables while using the best quality products in their made from scratch recipes.

There are four main entrees served daily: hot entrée, sandwiches, salads, and grab and go. In addition, the cafeteria offers many sides, an array of drinks, snacks, and made on premises baked goods. Students purchasing lunch will go through the serving line and make their own selections from daily main entrees, sides, drinks, and snacks.

Grades K-4 must preorder lunch entrees. They may go up to the line during their lunch period to get sides, snacks, drinks during lunch however, entrees must be preordered.

Saint Leo Cafeteria uses www.myschoolaccount.com for pre-order lunch and account replenishment. Please see online for available preorder items. Every Saint Leo student has a Lunch account (myschoolaccount.com) with an individual pin to make purchases in the cafeteria. We encourage parents to create a parental account, which allows them to link their account with their Saint Leo students. Saint Leo the Great Cafeteria also accepts cash for purchases.

You are free to choose the amount of each deposit. Any money that is not spent by the end of the school year will be available the following school year. There is a per transaction convenience fee associated with each deposit. Checks can be submitted to the Cafeteria for account replenishment without incurring a fee.

To create your account:

1. Go to www.myschoolaccount.com.
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."
4. Choose (SaintLeotheGreatSchool) from the "School District" drop down menu.
5. Create a User ID and Password
6. Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

After you receive the "verification code" you may begin to add your child's information. To do this:

1. Go to www.myschoolaccount.com and login using your previously created user ID and password.
2. Enter the “verification code” to verify your account and email address.
3. Begin adding your child’s information according to the guidelines provided. You will need each of your child’s student ID numbers to add each child.
4. After the child is added you will be able to view the lunch account activity and make payments to the child’s lunch account.

Preorder lunches are available on the [myschoolaccount](http://myschoolaccount.com) website. Preorder lunch allows parents to choose from a variety of a la carte items to create a bag lunch. Preorder lunches are ready and waiting for students as they arrive at their scheduled lunch time.

A few important rules to remember while in the cafeteria:

- Students must be seated at a table while eating lunch. There should be no standing or walking about while eating.
- No loud talking or shouting. Students are expected to behave as if they are in a public restaurant or dining room.
- Good manners and proper etiquette are required.
- Tables are to be cleaned before students can be dismissed.
- Students are expected to follow all instructions given by the lunchroom coordinators in charge.
- Students are not to carry food or drink outside the cafeteria.

We ask parents to discuss with their children the refined behaviors that are involved when lunch is eaten in a cafeteria. The same conduct and manners are expected of the children when having lunch in the cafeteria as when eating in their homes. Parents are requested to NOT drop off special lunches to their children during the day. Classes will not be interrupted to make unnecessary announcements. Anyone who forgets his/her lunch will be allowed to charge his/her lunch for that day.

PARENT CONTACT INFORMATION

Notification System:

The School Messenger notification system allows us to contact parents with general or emergency information via both E-mail and phone. It is the responsibility of the parents to register their contact information and preferences. High Alert messages (e.g. school closings) should be sent to all emergency numbers and contacts. Please ensure that your contact information is updated and current.

Custody Situations:

In the event of a divorce or custody situation, please be sure that the office has a notarized copy of the custody papers on file. We will do our best to work with both parties providing there is joint custody. However, our first responsibility is to the custodial parent and all computerized information will have the custodial parent’s address. If there is a unique situation, please contact the Principal to work out an arrangement.

Noncustodial Parent’s Rights to Information

The school abides by the provisions of the Buckley Amendment. Thus, noncustodial parents will be given access to the academic records and to information on the academic progress of their children of their children unless there is a court order specifically stating that the noncustodial parent is denied access to such information.

Emergency Notification Information:

Emergency Notification Information for each student must contain information about the child’s physician and telephone numbers of the person(s) to contact should an emergency arise during school hours. If any of this information changes during the course of the school year, please contact the school office to update the records with the changes. ***Any change of address or telephone number during the year should be reported promptly to the office.*** Be certain that we have a second number to be used when the home cannot be reached. Also, please update the School Nurse on any changes that occur on emergency form contacts.

PARENT – TEACHER CONFERENCES and REPORTS

Report cards will be given three times during the school year. **All tuition and fees must be paid to receive a report**

card. In addition, progress reports will be sent home three (3) times per year for grades K-2. Parent Portal access will be available for grades 3-8 throughout the year for parents to monitor their child's grades. Scheduled Parent-teacher conferences will be held following the 1st Trimester progress reports. Scheduled Parent-Teacher conferences for our Preschool students will occur mid-year and progress reports will be sent home in January and June.

If the need for an additional conference should arise, please contact your child's teacher to set up an appointment. Occasionally, the teacher may request a conference with parents on a matter considered urgent and important. Usually, these direct meetings are more satisfying than conversations held over the phone. It is only through the closely coordinated efforts of the home and the school that the goals of education can truly be achieved.

Parents should never call a teacher at his or her home to discuss school matters. ***No one is permitted near the classrooms while school is in session.*** Teachers will be required to direct parents who come to the classrooms during school time to the office. Important messages, lunches, and any other materials brought in by the parent will be taken for students through the school office.

PEST MANAGEMENT PLAN

In compliance with the 2002 New Jersey School Integrated Pest Management (IPM) Act, the Community of Saint Leo the Great School will be kept informed of the school's IPM plan and the use (if any) of pesticides through communication using letters and notices. The IPM Coordinator will maintain the product label and material data sheet, when available, of each pesticide that may be used on school property. The label and data sheet is available for review by a parent, guardian, faculty, or staff member of the Saint Leo the Great School Community. The IPM Coordinator is also available to parents, guardians, faculty and staff members for information and comment. The IPM policies and procedures are available in the Administrative Office.

PM CARE

This program is available to 4 year old Preschool through 5th grade students Monday through Friday. Our PM Care program is committed to providing our students with a safe, structured, learning environment under the direction of a loving and dedicated staff. PM Care provides children with a variety of activities. Invoices are sent out by the 5th business day of the next month and must be paid by the 15th day of that month. If you are in arrears you will not be allowed to utilize the PM Care program. See the school website for specific information regarding PM Care and for a list of current rates for the PM Care program.

PRESCHOOL

The Saint Leo the Great Preschool has 3 and 4 year old Preschool programs. The classes are conducted by a certified teacher and a paraprofessional. Cognitive and language skills, social skills, math readiness, music and rhythm, fine and gross motor skills, and spatial awareness are optimized daily. The curriculum includes Thematic Units, Free Choice Play, Library, Group Activity, Large Circle Activity, Outside Play, Show & Tell, and Religion.

Parents are responsible for providing an appropriate snack and lunch for their child. A pre-ordered bag lunch can be purchased via our website. Please let us know if your child has any allergies. Extended care is available from 1:00-2:40 PM for our students in the Preschool program. See the school website for specific information regarding Extended Care and for a list of current rates for the Extended Care program.

PTA

Both the home and the school are interested in the welfare of the child, so cooperation between these two entities will develop a better understanding for the other's perspectives, needs, and concerns. To achieve this result, Parent-Teacher Associations have been founded. Every Parish associated with a Catholic school is required to have a PTA, which is a member of the Trenton Diocesan Council of Parent-Teacher Associations. Volunteer opportunities are introduced at Back to School Night in September. Many different opportunities are available for parents to share their talents.

RELIGION

The formation of children as disciples of Jesus Christ is the first purpose of Catholic education. All other academic, athletic and social experiences in our Catholic school have meaning and value only so far as they are grounded in our students'

personal encounter with Jesus and empower your children to live in the world as a reflection of His teaching and mission. As parents and guardians, you are the primary educators of your children in the Faith. We can only tend and cultivate the seed of faith that is planted through your faithful witness. With your assistance, the Faculty and Staff of the Saint Leo the Great School guide your children to a deeper, more personal relationship with the One, gentle, loving and caring God and a more meaningful connection to the Church established by His Son Jesus Christ.

In addition to our regular religion curriculum, the school works in concert with the Saint Leo's Office of Parish Faith Formation to help parents and children prepare for the celebration of the Sacraments of Initiation – First Penance, First Eucharist and Confirmation. Children in the school participate in all the Sacramental formation activities alongside their peers in the Religious Education Program, such as grade level Masses, special hours of prayer and reflection and Sacrament-specific classes. Parents are further invited to join with the parents of public school children in Parent Catechesis sessions to develop their own knowledge of the Faith and the Sacraments, and better support you in preparing your children for these important moments in their faith journeys.

Saint Leo the Great School utilizes an age-appropriate Family Life curriculum mandated by the Diocese of Trenton as part of our 5th Grade religion program. This curriculum conforms to Catholic teaching about human life and the family and is approved by the *United States Conference of Catholic Bishops*. Parents are expected to review the curriculum materials with their child at home. A Parent resource is made available to assist you in continuing this important conversation with your child. If you feel you need help or guidance in understanding and communicating Church teaching on the topics contained in the curriculum, please contact the School Office for assistance.

Attendance and participation at Mass every Sunday and on Holy Days is an obligation for all Catholics, regardless of age. During the Catechetical Year, Masses are celebrated on designated Sundays for each grade of children attending Saint Leo the Great School and the *Saint Leo the Great Faith Formation Program* (traditional, Summer, and Home Study). These grade-level Masses are celebrated especially for children and families to receive Catechetical instruction in a liturgical setting, at the same time fulfilling the weekly Mass obligation. Therefore, *attendance of all children is expected at these specific Masses* as part of the Parish's Faith Formation curriculum.

Masses and prayer services are also celebrated with the students on specific occasions during school hours (e.g. Feast of Saint Leo the Great, Thanksgiving, Grandparents' Day).

SAFETY AND WELFARE

The safety of each and every student is of paramount concern to everyone in the school community. As a safety measure, school halls must be kept reasonably clear. Littering, loitering, and running in the halls at any time is forbidden. The school doors will be locked from the outside at 7:45 AM until dismissal at 2:35 PM. This is to ensure the safety of all in the school. Parents and other visitors must check-in at the Main Office and present a valid driver's license before gaining entrance to the school. Visitors will receive a "Visitor's Pass." In addition, all faculty and staff will be wearing identification tags. The children in our school have been instructed that if they see an adult walking around the school, without identification, to immediately inform their teacher or another adult. After dismissal, the doors will again be locked.

We urge parents to discuss with their children the serious obligation to respect themselves and others in word and in action. In accordance with Diocesan norms, Saint Leo the Great School has formulated policies and procedures to ensure the psychological and physical safety of all its members, specifically its children. The school has developed these policies and procedures to prevent or to address violent acts coming from within the school, and for dealing with external acts of aggression to protect the school population.

In addition, respect is expected to be demonstrated toward all clergy and lay staff of Saint Leo the Great. Any violation of this policy will not be tolerated.

Leaving Premises:

Students may not leave the school premises during school hours for any reason. There are no exceptions. Any student found off premises during school hours will be subject to disciplinary action.

Emergency Drills:

In addition to fire drills, several other emergency drills will be conducted throughout the year. These drills are precautionary in nature and are in accordance with our emergency procedures. Students are expected to behave according to established behavioral guidelines. Failure to do so could result in disciplinary action.

Emergency Communication & Pick Up:

Our first priority is to ensure all students are safe, accounted for, and under adult supervision. As soon as it is possible to do so, Saint Leo's will communicate information to parents and the community. This may be done through the School Messenger notification system or school website.

Understand that emergency pickup procedures are different than routine pickup procedures. In the event you are notified to pick up your child at school or at another designated location please bring photo identification. Photo identification may be required to pick up your child. If you must send someone else to pick up your child, be sure it is someone who is listed on school records as an authorized individual and that they have proper photo identification. Your child will not be released to anyone who is not authorized or who cannot provide appropriate identification.

SCHOOL BOARD

The School Board, a board of delegated responsibility, gathers in the spirit of the Gospel to promote, sustain and ensure the ministry of quality Catholic education. This is accomplished by providing vision, leadership, and accountability in collaboration with Diocesan and local administrators. This is further achieved by making informed and deliberative decisions in designated areas and proposing recommendations in other areas. The Board has delegated responsibility for organization of the school except for those matters and decisions which are reserved to the Pastor and Principal.

SCHOOL FEE (NON- REFUNDABLE)

The school fee includes:

1. All texts and supplementary aids provided by the school.
2. Any standardized tests administered throughout the year.
3. Classroom periodicals.
4. Major materials in art and music.
5. Insurance for each student.
6. Diocesan PTA dues.
7. Athletic Association dues.
8. A school calendar for each family.
9. Computer /internet fees.
10. Science lab fee.
11. Miscellaneous – e.g., home notices, copy machine maintenance, toner, paper.

Each child is responsible for the care of his/her own books. Any damage done to books is to be paid for by the child. At the end of each school year, report cards will not be given to students until lost or damaged books are paid for in full.

Additional fees will apply for school supplies, extra activities, such as class trips, graduation, or grade level event.

SCHOOL PROPERTY

Vandalism to school property is a serious offense. Students are responsible for cleaning, repairing, or replacing any school property that they abuse and may be subject to disciplinary action. In addition to disciplinary action, any willful damage done to school property must be repaired or replaced at the expense of the offender. This also includes items such as textbooks, lockers, locks, Microsoft Surfaces, iPads, and other school issued materials. Parental cooperation is needed in order to teach the children respect for school property, material furnishings, equipment, and the building itself. This policy also pertains to buses.

SNOW DAYS and EARLY DISMISSAL DUE TO EMERGENCIES

Delayed Opening/Early Release/School Closing:

In the event of a delayed opening, early release, or school closing due to inclement weather or emergency, the following procedures will be followed:

- Our school website (www.saintleothegreatschool.com) will include notification of delayed opening, early dismissal and/or emergency closing.
- A detailed School Messenger notification will be sent to parents' emergency numbers. Please keep Genesis contact information updated.

Please DO NOT call the Parish Center or School.

In September, all parents receive an emergency form that must be completed and returned to the school office. Please remember that during an emergency dismissal, it is difficult to get through on the phone lines to the school. You may not be able to change your child's/children's route home at the last minute. Sometimes, the buses leave before you have the opportunity to get through to the school. Please talk to your child regarding emergency plans so that they are aware of their route home. Our first concern is the safety of the children should an emergency arise.

Saint Leo the Great School has students that reside in multiple public school districts. The public school districts determine whether or not buses will run during inclement weather. Saint Leo's Administration must consider multiple school district busing schedules when determining whether to have a delayed opening, early release or school closing.

Many public school districts have delayed openings and busing schedules are determined by those districts. Therefore, if the local public school district is on a 90 minute delayed opening, students attending Saint Leo's from that district will be picked up 90 minutes later than normal scheduled time. Students who are late due to this type of bus delay are not marked tardy. Parents must listen to their respective local radio stations or contact their home districts to ascertain this information.

In certain cases of inclement weather, Saint Leo's will run a delayed opening schedule. **On delayed openings, students must not be dropped off at school earlier than the stated time.** In the event that a district's schedule (and therefore, its transportation) does not coincide with Saint Leo's schedule, it is the responsibility of the parents and student to make the necessary, realistic effort for him/her to attend school.

In the event that a public school district is closed in which a student resides, but Saint Leo the Great School is open, it is the responsibility of parents to transport those students to and from school when there is no bus service.

STUDENT RECORDS

A cumulative educational record is maintained for each pupil from his/her entrance into school through eighth grade. Such records pertaining to the individual student may be used for the benefit, promotion or welfare of the student. All material is kept in a file and is forwarded to the high schools. Parents/Guardians have the right of access to their child's educational records upon written request at least three days in advance. Review of the records must take place in the presence of an Administrator or his/her designee.

TELEPHONE CALLS

The school office phone may be used by children for emergency situations only. Parents are urged to avoid unnecessary calls to the school office. Any unusual circumstances, such as a parent not being home after school or a child going somewhere other than home, should be resolved with the child before the start of the school day. Last minute phone calls are discouraged. There can be no assurance that a child will receive any message arriving after 2:00 PM.

Please note that students are not permitted to use cell phones during the school day.

TEXTBOOKS

Each student is responsible for all issued books and supplies, even if they are damaged, lost or stolen. If a book is damaged or lost, it must be paid for before another will be issued. When paid for, a new book will be issued.

The following are textbook regulations:

- Every textbook should be covered and kept covered throughout the year to protect it from damage.
- The stamp inside every book is to be completed with the student's name and condition of the book immediately upon receiving the book.
- No writing or marking in textbooks is allowed at any time.

- To protect the book bindings, no papers, rulers, etc. should be placed inside the book.
- Torn pages should be mended immediately.
- Books should be kept dry.
- The habit of lending and borrowing books should be discouraged.

TRANSPORTATION

Bus Regulations for Pupils Riding School Buses:

Bus transportation is conditional on their good behavior and observance of the following rules and regulations. Any pupil who violates any of these will be reported to the Administration and may be removed from the bus either on a temporary or permanent basis.

1. The driver is in full charge of the bus and the pupils. Pupils shall obey the driver respectfully and promptly.
2. Pupils shall be on time; the bus cannot wait for those who are not on time.
3. Pupils shall occupy the space designated for them by the driver.
4. Pupils shall observe the following:
 - a. Stand on the sidewalk or side of the road, out of the roadway, while waiting for the bus.
 - b. Walk on the left side of the road, facing traffic, when walking to and from the bus stop.
 - c. When a bus is in motion, students must not change seats or try to get on or off the bus.
 - d. Courtesy and respect must be shown to fellow passengers and the bus driver. Profanity on the bus will not be tolerated. Damage or vandalism to the bus should be reported to the bus driver or the Administration.
 - e. Smoking is forbidden on the bus at all times.
 - f. Safety requires that the students do not lean their heads or extend their hands out of the windows. Students may not throw items out of any bus windows.
5. Pupils who must cross the road after exiting from the bus should pass in front of the bus and not behind it. The driver should see that the way is clear before the student is permitted to cross the road.
6. Should the conduct of a pupil on the bus endanger the lives or morals of other people and should the offending pupil fail to cease such conduct when requested by the bus driver to do so, with the permission of the Principal, the offender may be removed from the bus either on a temporary or permanent basis.

Bus applications (B6T Forms) are given out to each student at the end of January. These forms must be filled out by the parent and returned promptly to the school office. In order for your child to receive busing for the following school year, these forms must reach the busing districts by March 1st. Parents will be notified of bus routes before the beginning of the new school year. Children are not permitted on the bus without a bus slip. Parents should instruct children on safety and courtesy while riding the bus. Children who cause serious problems on the bus will no longer have of the privilege of bus transportation. This is in keeping with the New Jersey State Law.

The school has no control over bus assignments or routes. Saint Leo the Great School is only a liaison between our students and the busing districts. Please contact your local Board of Education Transportation Department or your respective bus company regarding concerns about bus assignments or routes. The school office has the telephone numbers for the districts if needed.

We have been informed by school districts and bus companies that for Insurance purposes, children **WILL NOT BE ALLOWED TO RIDE ON BUSES OTHER THAN THOSE FOR WHICH THEY HAVE PASSES. PLEASE DO NOT WRITE A NOTE REQUESTING THE CONTRARY.** We are not authorized to give permission to allow any student on a bus other than his/her own.

If your child's transportation changes for the day, a note **MUST BE SENT** to his/her teacher indicating this change.

Car riders may be picked up only in the designated area. Parents picking up car riders must park in the school parking lot and meet the students in the cafeteria or AAC.

AAC pick up - Last name A - K
Cafeteria pick up - Last name L - Z

TUITION

Tuition:

Saint Leo the Great School believes that tuition payments are an investment in your child(ren)'s education and the formation of their religious foundation. The Saint Leo the Great Parish Finance Office has the responsibility for recommending to the Pastor and Principal policies concerning the amount of tuition, the manner of payment, and in general, the development of this tuition policy. Furthermore, it is the responsibility of the Saint Leo the Great Parish Finance Office to ensure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

Tuition and Fees for Saint Leo the Great School are managed through FACTS Tuition Management. Parents of newly registered students only must enroll in FACTS and choose a payment plan using the link that is emailed directly to them. Existing parents may view and/or change their existing tuition payment plan using the following URL:

<https://online.factsmgt.com/signin/4FWJ3>.

K – 8 Active Parishioner Tuition Discount:

As a Catholic School family, your faithful participation at Sunday Mass is expected. An Active Parishioner tuition rate is available to registered church families who regularly attend Mass at Saint Leo the Great and contribute using either envelopes or e-giving. A family's prior calendar year church donations are reviewed to determine if the Active Parishioner Tuition Rate may be applied after the school re-enrollment period has been completed.

An annual minimum donation of \$730 is required to qualify for Active Parishioner rate. An annual minimum donation of \$1000 is strongly suggested for families with 2 children in attendance. An annual minimum donation of \$1200 is strongly suggested for families with 3 children in attendance. An annual minimum donation of \$1400 is strongly suggested for families with 4 children in attendance.

Fees:

Fees include a one-time Registration Fee (\$300 for the first student/\$150 each additional sibling) and an annual School Fee (\$350) that are due in full at the time of registration. The Application Fee is \$25, if applicable. Payment of the fees secures your child(ren)'s place at our school.

The payment of tuition allows your child to receive an education at Saint Leo the Great School. We place a high value on the instruction that we provide, therefore, the tuition and fees are in place to attempt to cover the cost of this education.

All fees are nonrefundable. No student is allowed to attend class until fees are paid in full.

Tuition & Fees Payments:

Tuition and fees may be paid only using FACTS to debit a bank account (ACH) or credit card.

- Option 1: Full Payment requires tuition to be paid in full on July 7th or 15th. FACTS charges a \$20 annual enrollment fee for this plan.
- Option 2: Monthly Payment is 10 equal payments beginning in July and ending in April, either on the 7th or the 15th of each month. FACTS charges a \$50 annual enrollment fee for this plan.
- There is a 2.95% convenience for all credit card payments.
- Any change to payment dates and/or amounts requires approval from the Bursar. Any account changes must be received and processed at least two (2) business days prior to the payment date.
- You may check balances, tuition and fees paid, view scheduled payments and update financial account

information by logging in to your account at <https://online.factsmgt.com/signin/4FWJ3> or by calling FACTS Customer Service at 866-441-4637.

- You may also contact the Bursar at 732-747-5466, Option 4 or by email with FACTS or billing invoice questions.

Late Registration:

- New families registering after August 1st are expected to fulfill their tuition obligation according to the tuition policy stated above. For those opting to pay monthly, an amount equivalent to the first two (2) months payments is due directly to the school prior to the first day of class.
- Tuition for students registering on or after the first day of school year is prorated over the number of school days they will attend according to a formula established by the Administration.

Late Payments:

- It is the responsibility of each family to keep the Bursar informed of any need to make changes to their selected tuition plan or adjustments in the amount paid. Late payments are subject to a non-refundable fee: \$100 for the pay in full option or \$50 for the monthly option. Returned payments are subject to a \$30 FACTS Returned Payment Fee plus additional late fees assessed by the Saint Leo the Great Parish Finance Office.
- Delinquent payments are payments that are more than five (5) days in arrears. Saint Leo the Great reserves the right to use collection agencies and other legal means to collect unpaid tuition. No school records will be forwarded to any educational institution if there is an outstanding balance. Additionally, delinquent payments may result in the student(s) being asked to not report to school until outstanding payments are brought up to date. Any student delinquent in payments will not receive report cards, transcripts, letters of recommendation, or be allowed to participate in graduation ceremonies from Saint Leo the Great School.
- Non-payment of tuition and fees may result in the following action: Account will be sent to a collection agency, the cost of which, including all collection costs, agency fees, attorney fees and court costs, is the obligation of the parent, in addition to all amounts owed. Non-payment or a default judgment against your account may be reported to a credit bureau and be reflected in your credit report.

Tuition Refund:

- If a student is enrolled at Saint Leo's on the 1st day of the month and withdrawn, no tuition will be refunded for that month or any previous month of the school year. This schedule applies to all students who may be requested to withdraw or who withdraw to avoid expulsion. A student is considered enrolled until a signed Student Withdrawal Form is received by the school and all payments are made current. No exceptions will be made to this policy.
- If a student is withdrawn from school prior to the end of the school year, any tuition payments are subject to a \$100 processing fee to compensate the school for the administrative expenses associated with student planning.
- Tuition may be refundable upon withdrawal if the student has not attended school within that month. Approval is required by the Saint Leo the Great Parish Finance Office.

Tuition Assistance:

Tuition assistance is available through the Diocese of Trenton. Information regarding the Diocesan Tuition Assistance Program may be found at <https://diocesoftrenton.org/financial-assistance>. Families who apply can receive up to one-half of the school's in-parish tuition rate. An application for aid must be completed using FACTS at <https://online.factsmgt.com/> before any Diocesan consideration may be made.

VOLUNTEERS

Parents play a vital role in the day-to-day implementation of school services through volunteer service. For the safety of our students, anyone working with the children (even volunteering) must be fingerprinted and complete the VIRTUS Training Program. If a parent is interested in volunteering, please contact the school office.