

St. Leo's School

We Set the Standards for Excellence

Mission

To challenge each student to achieve academic excellence in a nurturing Catholic faith-based environment.

Beliefs

At St. Leo's School we believe in:

- the worth & dignity of every member of our school family
- providing an outstanding Catholic education
- promoting and appreciating the value of working together in a community
- providing a challenging curriculum that responds to and respects the needs of individual learners
- providing a safe, secure and loving environment
- promoting knowledge, understanding and appreciation of diverse cultures

St. Leo's School

We Set the Standards for Excellence

Directory

Office	Telephone #	Fax #	Other	Contacts
School Office	(201) 796-5156	(201) 796-2092	Principal's e-mail address: eventola@stleoschool.org schooloffice@stleoschool.org School Website: Stleoschool.org	<ul style="list-style-type: none">▪ Mrs. Elizabeth Ventola, Principal▪ Mrs. Amy Sees, Administrative Assistant
Parish Office	(201) 796-3521	(201) 703-8408	E-mail addresses: frnereo@stleosep.org frdiego@stleosep.org Parish Website: www.stleosep.org	<ul style="list-style-type: none">▪ Father Reinerio Agaloos▪ Father Diego Rodrigues
Religious Education	(201) 796-3521 xt. 204	(973) 887-0644	Religious Education e-mail wschulenburg@stleosep.org	<ul style="list-style-type: none">▪ William Schulenberg▪ Sr. Alice Nagl

St. Leo's School

We Set the Standards for Excellence

School Faculty & Staff

Principal Elizabeth Ventola	Grade 6 (Homeroom) Mr. Mark Beck
School Secretary Mrs. Amy Sees	Grade 7 (Homeroom) Mrs. Patricia Amato
Pre-School (3 Year Olds) Mrs. Lorraine Lonagan Teacher's Assistant – Miss Liliana Gorgievski	Grade 8 (Homeroom) Mrs. Marguerete Glentz
Pre-School (4 Year Olds) Mrs. Claudia Peterson Teacher's Assistant – Mrs. Isabella Cappello	Grade 5-8 – Math Mr. Mark Beck
Transitional Kindergarten Mrs. Amelia Giordano Teacher's Assistant – Miss Krystin Smith	Grade 6-8 – ELA Mrs. Angela Gussoni
Kindergarten Miss Laura Pazar Teacher's Assistant – Ms. Tracy Kling	Grade 6-8 – STEM Mrs. Beverly Levinson
Grade 1 Mrs. Stephanie Gerlach	Music Mrs. Asta Narmontaite
Grade 2 Mrs. Alexandra Arcuri	Physical Education Mr. TJ Ermita
Grade 3 Mrs. Renee Healy	Spanish Mrs. Alicia Butka
Grade 4 Mrs. Victoria Slossar	Art Mrs. Marguerete Glentz
Grade 5 Mrs. Joanna Vargas	School Nurse Mrs. Jeanne Rivellini Mrs. Nancy Kelly

St. Leo's School

We Set the Standards for Excellence

POLICIES & PROCEDURES

CODE OF CONDUCT

We strive to create a Christian atmosphere in our school. To do what is best for the child is to love the child. Sincere praise and also firmness and corrections are very important in dealing with children; and with this, consistency.

The essence of Christian discipline is self-discipline. Parents and students need to realize that the observance of rules is essential to the smooth operation of any organization. Students should be made aware that authority is necessary to promote mental and spiritual growth.

A student in St. Leo's School neither loses the right nor escapes the duties and responsibilities of a child in a parochial school facility. All students are both members of the education community and the local community. Conduct in the areas of good manners, politeness and courtesy should be in line with this. If an infraction does occur and disciplinary action is necessary, the school intent is educational, never punitive. Our students are taught to distinguish between good choices and poor choices keeping in mind the consequences that result from each choice made. It is in this spirit that we hope parents will assist us in helping our young people develop their own self-discipline.

For students' rights to be respected, and in order to maintain good order and safety for all concerned, students are expected to assume the responsibility for adherence to the rules of our school and to conform to teachers' regulations in the classroom.

Classroom teachers deal with student management issues on their particular grade level. When rules are repeatedly disobeyed, teachers will inform parents either in writing or by phone or will request a parent conference. If further action is required, a conference will be held with the teacher, parents and principal so that appropriate measures for improvement will be discussed.

St. Leo's School

We Set the Standards for Excellence

Policy on Admissions of Students

Whenever available spaces are limited in any given grade level, preference will be given to registered parishioners of St. Leo's.

Notice of Non-Discrimination Policy

St. Leo's School admits students of any race, color, national and ethnic origin to all rights, privileges, and programs and activities generally accorded or made available to student at the schools. The schools of the Archdiocese of Newark do not discriminate on the base of race, color, national and ethnic origin in administration of educational policies, admission policies, loan programs, and athletic and other school-administered programs.

Absences

When a student is absent from school, a parent should call the office by 10:00 a.m. each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of our students.

Students should be fever free for 24 hours before turning to school.

Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.

St. Leo's School

We Set the Standards for Excellence

Transfers

All transfer requests must be made in writing or in person. It is the policy of the school that no transfers be approved, or records released from the school until all outstanding obligations have been fulfilled.

Emergency School Closing and Delayed Openings

An emergency closing can occur due to inclement weather, no heat, severe absenteeism on the part of the faculty or students due to flu, measles, etc. Notification will be given in several ways.

- School Messenger and at least one of the following: Facebook or School Website
- Inclement Weather – WNBC Television

School Office Policy on Posting of Information on the Internet

The Internet is a public forum with unrestricted access. For this reason, the school restricts permission for the posting of information related to the school, school staff, or other students in any form on the Internet or in any form of electronic communication without specific written permission from the administration. The posting or any such information on any website, bulletin board, chat room, e-mail, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such material subject to disciplinary action deemed appropriate by the administration at the parish, school, and/or by the Diocese of Paterson. Engagement in any social network site may result in dismissal from school if the content includes defamatory comments regarding the school, faculty, other students or the parish.

*****CELL PHONES ARE STRICTLY FORBIDDEN IN SCHOOL*****

St. Leo's School

We Set the Standards for Excellence

Curriculum

Paterson Diocesan schools follow the Core Curriculum Content Standards. However, in our Catholic schools this curriculum is carried out in a religious atmosphere. Although religion is taught formally in the classrooms, Christian principles become an integral part of the entire school program.

The curriculum is reviewed, mapped and updated by the principal in conjunction with the faculty and Archdiocese Schools Office.

Assemblies

Educational assemblies are sponsored in the school and occur throughout the year. They are curriculum related and educationally viable.

Field Trips

Must be educational, lend to classroom teaching and be curriculum related.

Extracurricular Activities

Extra curricular activities are those that are not part of the academic program but serve to enhance the education process and provide for well integrated student development. Activity programs and meetings will be held after school hours on school days. Designated times and meeting places will be assigned for each group.

St. Leo's School

We Set the Standards for Excellence

Appointment with Teachers

Please send a note to your child's teacher requesting an appointment. Suggest three or four possible dates and times outside of school hours. Conferences are scheduled for December and will be made available midway upon request. Parents should not disrupt classroom/teachers for feedback.

Appointment with Principal

Parents are welcome to request an appointment with the principal. However, if the appointment concerns a particular teacher or subject, parents are requested to first set up an appointment with that teacher. Should an appointment with the principal still appear to be necessary, one will be arranged.

Fire Drills/Lock Down

Fire drills are conducted twice a month, as directed by New Jersey State Regulations. School Lock-Downs or evacuations are conducted twice a year or more.

Security

Please do not call in messages to be delivered to your children during school hours. This added responsibility should not be placed on the teachers or the secretary. Any necessary directives should be given to the children before they leave for school in the morning. **You must enter the school by the front door on Market Street.** **You must always report to the school office.** This policy is for the safety and security of all the children.

Visitors

Anyone not employed by St. Leo's School is a visitor and must report to the office upon entry and receive a pass. The Market Street entrance will be the **ONLY** approved entrance to the school for visitors during school hours.

St. Leo's School

We Set the Standards for Excellence

Religious Education

The non Catholic student is welcome at St. Leo's. The non Catholic student is expected to understand and agree that the school exists to educate in the framework of Catholic Values. non Catholic students must participate in the religion classes and liturgical services scheduled during the school year.

Religious Formation

The primary purpose of our school is to enrich and encourage the spiritual development of our students which you, the parents/guardians, have begun in the home. It is expected that parents/guardian send their children to our school because they wish their children to be encouraged in all the practice of the Catholic faith. Regular participation in Mass on Sundays is expected of all our Catholic students. There is no better teacher of the practice of our faith than the example of the parents/guardians. Parents/guardians are the first teachers of the children in such things as good manners, correct speech, neat appearance, diligent study habits, but especially in attitudes regarding the practice of religion.

Please encourage your child's growth in knowledge and practice of his/her faith in Baptism. Help him/her grow in that faith. Ask to see the religion book. Talk to him/her about what was discussed in religion class. Encourage daily prayer (morning and evening), participation in Mass on Sundays, frequent reception of the Sacraments, purity in thoughts, words and actions, care for others, and service to others.

THE PRIMARY PURPOSE OF THE PARISH ELEMENTARY SCHOOLS IN THE ARCHDIOCESE OF NEWARK IS RELIGIOUS, THEREFORE, ST. LEO'S SCHOOL AIMS TO GRADUATE STUDENTS:

1.WHO ARE COMMITTED CHRISTIANS

This begins with knowledge of the religious traditions and values. The goal imposes on teachers the responsibility to instruct in the history of God's love in the scriptures. The total program is based on the fact that the student will come to know God and to develop a commitment of faith.

2.WHO WILL DEVELOP A LIVING FAITH

The fact imposes on teachers the responsibility to teach children that faith is a choice which draws one closer to God.

3.WHO ARE ABLE TO GIVE WITNESS TO THEIR FAITH

St. Leo's School

We Set the Standards for Excellence

The examples of teachers' own lives inspire the children to understand the life of Christ in their lives. Parents/guardians, priests, religious and lay teachers can point the way for young people to believe and support Christian beliefs, values, and attitudes.

In addition to the prescribed Religious Education Program and Curriculum, the following are part of the school's religious program:

1. Daily class prayer
2. Celebration of the Eucharist at various times
3. Instruction, in conjunction with the parish Sacramental program, in the Sacraments of Baptism, Penance, Eucharist, and Confirmation.
4. Scripture Study
5. Small group para-liturgical services such as prayers services and penance services.

Fingerprinting, Virtus

All volunteers must be fingerprinted. This is both Archdiocese policy and N.J. State law. Virtus training is required by the Archdiocese of Newark. All information regarding these procedures is available in the main office.

Care of School Property by students

Students will exercise care of all schoolbooks, supplies, desks and equipment utilized by them in either curricular or extra-curricular activities.

School Policy on Violence

As parents and educators, we have a joint responsibility to maintain an environment free of violence, threats or other forms of intimidation, harassment or discrimination. We need to be vigilant, alert and prepared to act appropriately. All threats whether verbal, physical written or using a weapon will be taken seriously. Students who make threats will be suspended from school. Students can return to school only if he/she presents a written statement indicating he/she is ready to return to school and the administration is willing to have the student return. If the student does return to school, then the student's parents will be notified in writing that a second offense will result in expulsion.

St. Leo's School

We Set the Standards for Excellence

As parents and educators, we need to be alert to detect the early warning signs, (changes in student behavior, the student's deportment and dress, written, verbal and non-verbal communication).

Some helpful hints for parents:

- Let your child/children express their thoughts and feelings.
- Be a good listener.
- Know who their friends are and what they do when away from home.
- Keep in touch with your children's teachers and be involved in school extra curricular activities.
- Correct your child when necessary.
- Each child must take responsibility for his/her actions.
- Parents must be consistent when dealing with your child's behavior.
- Insure that all children are treated fairly and with respect.
- Build his/her self esteem.
- Set an example for your child to be a respectful and positive citizen.

Grading, Examinations, Standardized Testing, Report Cards and Conferences

Student achievement and progress is measured in a variety of ways: class participation, homework, quizzes, chapter tests, progress reports, project presentations, research reports, and portfolio assessment as grade appropriate.

Assignments/Homework/Grading

Students are expected to complete all assignments promptly, as directed by their teachers. Homework is an integral part of a student's education. It should provide practice in material learned in school and be a time for gathering further information. Parents should take an active role in helping students meet homework expectations for each grade. Specifics for homework will be further addressed in the individual classrooms.

St. Leo's School

We Set the Standards for Excellence

Subject Area Grading for Grades 4-8

A+ = 97-100

A = 92-96

B+ = 88-91

B = 83-87

C+ = 78-82

C = 73-77

D = 70-72

U = Below 70 Failure

Enrichment Area & Personal Development Grading for Grades K-8

O = Outstanding

S = Satisfactory

I = Improvement Needed

U = Unsatisfactory

Conferences

Parent, teacher, student conferences are scheduled after the first trimester for all students. Parents may request a conference at any time by sending a written request to the teacher or by telephone through the school secretary.

ST. LEO'S SCHOOL HEALTH POLICY

St. Leo's School has a full-time nurse on staff.

The school nurse checks health records each year and will send you a reminder of the required immunizations your child still needs.

Students will be excluded from school if the immunization schedule is not completed within 14 days of the notice.

Written statements of objection to immunization due to religious/philosophical viewpoints are kept in the student's health folder. Medical exemption of immunization must be signed by the child's physician.

St. Leo's School

We Set the Standards for Excellence

ST. LEO'S SCHOOL Medication Policy

It is preferred that medications be administered at home; however, it is also recognized that certain circumstances may necessitate administering medications during school hours.

If a student requires either prescription or over the counter medication during school hours, school health policy requires that you provide a written request for the medication. Your private physician must also provide written orders detailing the diagnosis or type of illness being treated, the name of the medication, dosage, and administration route, time of administration and length of treatment. This includes any medication that a student will self-administer due to asthma or other potentially life-threatening illness.

All medications must be kept locked in a cabinet and administered by school personnel.

Medication must be in original pharmacy labeled container. Medications must have a valid expiration date.

Illness

Please keep your child home from school if your child:

- Has a contagious illness such as strep throat, flu or chicken pox
- Has had a fever within the past 24 hours
- Is vomiting or has diarrhea
- Has red/pink eyes or has drainage from the eyes
- Has head lice

Please note that this list is a guideline. The school nurse/principal reserves the right to dismiss students deemed too ill to be in school. If your child is sent home due to fever, he/she must be fever free for 24 hours before returning to school. **This means fever free without medication.**

Students who arrive after 11:30 am or leave before 11:30 am are marked as being absent from school.

St. Leo's School

We Set the Standards for Excellence

Students who are absent from the school day, or dismissed due to illness, are not permitted to participate in any extracurricular activities on that day.

SCHOOL UNIFORMS

Dress Code-Uniforms

Students **must be** in full uniform everyday, unless otherwise specified. This is a requirement and parents will be called if a child is not in full uniform.

- **Shoes:** Both boys and girls are to have school regulation shoes as part of the dress code. On casual days, wear dress that is appropriate for school. NO SNEAKERS ALLOWED (except on gym days).
- **Hair:** **Neither boys nor girls are to have hair covering their eyes. Boy's hair should not touch shirt collar in back.** No bizarre haircuts such as mushroom, tracks, skinheads, rat tails, etc. will be tolerated. No bizarre hair arrangements for girls. **Excessive hair ornaments are not allowed.**
- **Earrings:** No boys attending St. Leo's School will be permitted to wear earrings of any type. Girls are permitted to wear pin type earrings only. Anything else is unacceptable.

All uniform regulations and guidelines are subject to the discretion of the principal.

NUTRITION POLICY

St. Leo's School recognizes that child and adolescent obesity has reached excessive levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health, and their ability and motivation to learn. The school is committed to:

- Providing students with healthy and nutritious foods
- Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains
- Supporting healthy eating through nutrition education
- Providing students with the opportunity to engage in daily physical activity

St. Leo's School

We Set the Standards for Excellence

All meals served at the school shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations.

The following items will not be served, sold or given out as free promotion anywhere on school property at anytime before the end of the school day:

- Foods of minimal nutritional value (FMNV) as defined by the U.S. Department of Agriculture regulations
- All food and beverage items listing sugar, in any form as the first ingredient
- Foods containing trans fats

All snack items sold or served anywhere on school property during the school day shall contain no more than eight grams of total fat per serving and no more than two grams of saturated fat per serving. 100 percent of all beverages offered shall be 2% milk, water or 100 percent fruit juice.

This policy does not apply to medically authorized special needs diets pursuant to 7 CFR Part 210 or special needs students whose individualized Education Plan (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for student meal consumption. Recess is scheduled for 20 minutes on every full day of school. The playground will be used weather permitting, and physical activity is encouraged for all students. Physical education classes are scheduled once per week with 40-minute periods for kindergarten – grade 5 and twice per week for grades 6-8.

St. Leo's School's curriculum will incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

St. Leo's School is committed to promoting the Nutrition Policy with all food vendors, teachers, nurses, and other school administrative staff so they have the skills they need to implement this policy and promote healthy eating practices. St. Leo's School will work toward expanding awareness about this policy among students, parents, teachers and the community at large.

Serving healthy snacks to our children is important in providing good nutrition for growth and development, supporting lifelong healthy eating habits and in helping to prevent disabling diseases in the future. The federal government has established a standard nutrition policy that all schools receiving any funding must follow.

St. Leo's School

We Set the Standards for Excellence

The Nutrition Policy promotes students' improved nutrition and recommends that we encourage families to support and partner in initiatives that are intended to improve their children's health by promoting healthy eating.

This school year we are requiring that parents send in only healthy snacks for birthday and holiday celebrations; eliminating foods with no nutritional value such as cookies, cakes, etc. Some healthy food suggestions are:

- Fruits
- Vegetables
- No sugar applesauce
- Healthy grain crackers or rice cakes
- Low fat yogurt or cheese

Since we have many children with nut/peanut allergies, we ask that you do not send in any products containing these ingredients. Please notify classroom teachers of the intended snack being sent in one week in advance as we do have children with other types of allergies. As a Christian community, we want to do all that is possible to keep our children safe and secure.

Thank you for your cooperation in helping us promote healthy eating habits and in keeping our children healthy and safe.

Homework

Homework is an integral part of the educational process. In addition to reinforcing specific subjects in the curriculum, homework can and should be used to:

- Develop responsibility and good study habits
- Encourage growth of the individual student to his/her full potential
- Enhance communication skills
- Apply knowledge to real-life situations in a meaningful way
- Provide each student an opportunity to develop independent judgment
- Think critically and problem solve

St. Leo's School

We Set the Standards for Excellence

The assignment of homework provides opportunity for students to reinforce and practice newly-acquired skills and recent learnings. Homework may also consist of assignments that help students prepare for class participation. Equally important and often overlooked is the important fact that homework is an exercise in developing responsibility and good study habits. These are skills that are essential to students being successful in school, as well as in later life. As of October 1, of each school year, students will not be allowed to retrieve forgotten homework or books after school. Students should check homework assignments and due dates before leaving class.

Parent support of homework is an extremely important factor towards building positive attitudes and successful study habits.

Parent's Role in Education

We, at St. Leo's School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Leo's School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Leo's School, we trust you will be loyal to this commitment. During these formative years (Pre-k to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all**

St. Leo's School

We Set the Standards for Excellence

authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

St. Leo's School

We Set the Standards for Excellence

Parent Signature Page

I have read the 2018/2019 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____

Parent signature

Date

Parent signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

*Parents and students must **both** sign.

St. Leo's School

We Set the Standards for Excellence

***"What greater work is there than training the mind and forming the habits of the young?"
St. John Chrysostom***

Welcome to St. Leo's School! In choosing St. Leo's School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Leo's School for the 2018-2019 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Leo's School during the 2018-2019 school year.

The faculty and staff of St. Leo's School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.