

Saint Benedict Catholic School Parent and Student Handbook 2021-2022

*Pursuing the Highest Things:
Catholic & Classical*



“Faith and reason are like two wings on which the human spirit rises to the contemplation of truth.”

-Saint John Paul II, *Fides et Ratio*



Dear Parents,

Saint Benedict Catholic School, in the spirit of our patron, St. Benedict, seeks to glorify God in all that we do. With a spirit of joy and welcoming, we strive to better the whole human person spiritually, intellectually, physically, and morally. The threefold goal of St. Benedict Catholic School is fidelity, virtue, and truth. We strive to do this in the tradition of the Benedictine Order.

“Let them put Christ before all else; and may he lead us all to everlasting life.”

Rule of St. Benedict

As the oldest Catholic school in Richmond, and the only Catholic classical school, we have continually upheld a long tradition of academic achievement and Catholic formation. This is a source of great pride for our community. Many who were educated here have returned seeking an education for their children, and in some cases, grandchildren. Additionally, several alumni have returned here to teach, which speaks well of the reputation the school continues to sustain and their dedication to their alma mater.

This handbook is intended to serve as an example of what we value as a community. It communicates dates, procedures, and our expectations for students and parents. Parents are called to be the primary educators of their children, and the school works to assist in that mission. As parents I encourage each of you to collaborate with the school and church on spiritual matters, especially by setting an example of sincere Christian virtue at home and in relationships with members of the school community.

This past year, our community and the entire world has been impacted by the COVID pandemic. In preparing this handbook, we have attempted to balance the spiritual, academic, social, and emotional needs of our students with the safety and well-being of our broader community. Working closely together, I pray that we will all have a peaceful, successful, and blessed school year!

In Christ,

Sean M. Cruess
Principal

SAINT BENEDICT PARENT AND STUDENT HANDBOOK

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SAINT BENEDICT CATHOLIC SCHOOL

Mission Statement

(Revised Spring 2017)

Faithfully Catholic, we educate children in the Classical tradition.

Vision Statement

(Revised Spring 2019)

Fulfilling the Catholic Declaration on Christian Education, [Gravissimum Educationis](#), our graduates will be elevated morally, intellectually, and spiritually, following the example and teaching of Jesus Christ.

Philosophy

(Revised Spring 2017)

At Saint Benedict Catholic School, our mission is to guide our students toward full communion in the Body of Christ. Faithful to the teaching authority of the Catholic Church, we participate as an extension of the family and provide a welcoming, Christ-centered community that nurtures our children in achieving their God-given potential. Through Classical academics and Catholic formation, we help our students approach learning with joy and virtue, integrating faith and reason, and cherishing the pursuit of wisdom and Truth

School Motto

Ut in Omnibus Glorificetur Deus
That in all things God may be glorified!

History

Saint Benedict School was an outgrowth of the old St. Mary School, which was formerly located in downtown Richmond and was staffed by the Notre Dame Sisters. In 1868, the Benedictine Sisters replaced these sisters. By 1884, there were approximately 217 children in Saint Mary Parochial School.

In 1919, on the corner of Grove and Belmont Avenues, Saint Benedict School opened, with classes being held temporarily in the convent. Sister Edward Galloway, O.S.B. was the first Principal of the school, which replaced the old Saint Mary School.

The convent was moved in 1923 to make room for the proposed school building. Excavation for the new building was begun immediately and was completed in 1924. By the late 1940's the school was no longer large enough to accommodate the increasing number of students, so an addition was built in 1949.

Today, Saint Benedict Catholic School provides a classical education for over 200 students in grades PK-8, with accreditation through Cognia. The school has provided a century of service to the Richmond community.

SCHOOL PROCEDURES

Tuition

Saint Benedict School offers a tuition discount for Catholic families. In order to receive the Catholic discount, a family must have a Catholic Verification Form signed each year by their pastor and submit the form to the School Business Office at least 30 days before the first tuition installment is due. The Diocese has designated the use of the FACTS Tuition payment system for all student accounts. The use of one centralized and easily accessible system makes billing more straight-forward for both families and the schools.

Everyone will use FACTS to make almost all required student account payments to the school (e.g., tuition, ASE, morning care, field trips, and other fees).

Families who choose to pay tuition monthly are **required** to sign-up for ACH, so that money is automatically withdrawn from their bank account or debit card on the specified date. Families who pay tuition in a lump-sum may set up either an ACH or an invoice account.

It is preferred that all payments be made to FACTS; however, payments are accepted at school. When a payment is made at school it must be handed directly to the front office or submitted in a sealed envelope addressed to the business office. Payments made at school must be submitted at least three business days before the next scheduled automatic FACTS payment. When the payment is received by the Business Office it will be recorded in FACTS and you will receive an automatically generated email.

For specific help with FACTS, call 866-441-4637. For help with billing, flex letters, or to make changes to the payment schedule, contact the business office at 804-254-8810 x103 or businessoffice@saintbenedictschool.org. **Please note that changes to payment schedules must be made at least two business days in advance.**

Families who are having difficulties with the payment schedule are encouraged to reach out to the business office directly.

Financial Aid

If possible, no Catholic child will be denied a Catholic education because of parental inability to pay. Parents who need financial aid must supply documentation via FACTS. Applying through FACTS allows eligibility for both diocesan and local school aid. The information needed to apply for assistance can be obtained from the school office or on the school website.

Extended Day (See Pandemic Addendum)

The After School Enrichment program (ASE) is operated according to state regulations by religious exemption. This program is open only to students enrolled in Saint Benedict Catholic School. ASE operates when school is in session from dismissal time until 6:00 PM. This program offers students snacks, time to do homework, and a chance to participate in indoor and outdoor activities. Saint Benedict also offers a Morning Care program starting at 7:30am. Parents may sign an annual agreement or use this service by appointment. To sign-up for a particular day, email the Extended Day Director at ase@saintbenedictschool.org. This helps assure adequate staffing.

Outstanding Bills

To begin the academic year, a student's account from the prior year must be paid in full and at least one tuition installment for the new academic year must have been paid. The Business Office

works with families who fall behind to develop payment plans. **Families who fall behind and who fail to communicate with the Business Office may be sent to collections.**

Withdrawals

Families withdrawing students from the school are expected to notify the Business Office **in writing** as soon as possible. Records will be forwarded to the new school upon request from the new school. If a family withdraws a child from school anytime during the year, full tuition is expected to be paid as stated in the enrollment contract.

School Records

The school maintains a full and accurate record of each student's attendance and academic progress. This cumulative record includes health records, birth certificates, standardized test scores, and permanent record cards.

Release of Student Records

It is necessary for the school to have written permission from the parent or legal guardian before a student's records can be released to another school. The school abides by the provisions of the *Buckley Amendment* in respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of such court order.

Clinic and Health Records

All students must meet the requirements established by the Commonwealth of Virginia Department of Health upon entry or transfer into the school system. Prior to enrollment, a certificate signed by a licensed physician must be presented to the school stating that the child has been adequately immunized with the prescribed number of doses of vaccine required by the state Department of Health. Specific vaccine requirements can be found at <http://www.vdh.virginia.gov/immunization/requirements/>.

Physical Examination

All children entering school for the first time, and all students entering Kindergarten or 7th grade, must present evidence of a complete physical examination performed within the past twelve months and signed by a licensed physician, nurse practitioner, or physician assistant. Transfer students must also present evidence of a physical examination within the past twelve months. **If records are incomplete or not presented on the first day of school, the student may be excluded from classes.**

Clinic Form

The clinic form includes valuable information on each child and is to be completed and submitted before the start of the school year and signed by parent or guardian. If any changes occur during the school year, it is very important that you notify the school nurse as soon as possible so this information is up to date. If an action plan is needed for a medical issue such as asthma, diabetes, or allergies, this plan must be submitted with the clinic form.

Dispensing Medication at School

The administration of medication is a serious matter. It is our intention and responsibility to do this in an accurate and safe manner. Medication use should be kept to a minimum during school hours.

If at all possible, medications should be given before or after school. When this is not possible, the following guidelines must be met in order for medication to be dispensed by the school:

- No medication will be given until the appropriate documentation is in place.
- The first dose of any new medication must be given at home so that parents may respond to any negative reactions.
- The Medication Administration and Authorization Form must accompany all medication to be given at school, which includes both over the counter (OTC) and prescription medicines, giving the school permission to administer the medication. In addition, all prescription medications require a signature from a Licensed Health Care Provider (LHCP). All prescription medications must be sent in the original container and properly labeled.
- All OTC medications must be in the original, sealed container, with the name of the medication and its expiration date clearly visible.
- All medication must be transported and given to the school nurse or school secretary by the parent/guardian and will be kept in a locked cabinet until time for dispensing. **Students are not allowed to carry medications, including cough drops, in their backpacks or pockets.**
- Students are not permitted to self-medicate, and the school does not assume responsibility for medication taken independently by the student. Exceptions may be made for life-saving medications (e.g., inhalers, EpiPens, etc.) at the discretion of the school nurse.

Reporting Child Abuse and Neglect

Saint Benedict has a legal obligation to report suspected incidents of child abuse and neglect. Our policy is commensurate with “Called to Work in Harmony: Personnel Policies for Lay and Religious Employees” (Section I. p.23-24) and diocesan Safe Environment guidelines which can be found at <https://richmonddiocese.org/child-protection-safe-environment/>.

Illness (see Pandemic Addendum)

If a child becomes sick during the day, the school nurse will notify the parent if it is serious enough to send the child home, and the child must be picked up as soon as possible. If a child has a contagious condition, a note from the doctor must accompany the child when returning to school.

Students must be free of fever and may not have had any vomiting or diarrhea for 24 hours before returning to school. This will help keep contagious conditions in check. If a child is too sick to go outside for recess, he/she is too sick to come to school.

Attendance

Virginia State law requires that all students between the ages of 5 and 17 attend school. Students should not leave school before dismissal, except in cases of illness or emergencies. **Students will be marked absent if they are in school for less than 3 hours.** Parents should make every attempt to schedule doctor, dental and all other appointments after school hours. If a student must leave before regular dismissal, a note must be sent to the child’s teacher in the morning. **Students leaving early must be picked up before 2:30.**

Please call the school office (254-8850) by 9:00AM if your child is absent. In order to receive make-up work, please send a note explaining the reason he/she was absent. You must request homework to be picked up or sent home with another student. The request should be received by 9:00AM to allow time for the teacher(s) to prepare the missed assignments. Students have as many days to make up work as they were absent (e.g., one day absence = one day to make up assignments). Make-up quizzes or tests may need to be scheduled before or after school or at recess.

It is important to a child’s education that they be present in school on time and as often as possible. The following policy is in place to address absences and tardies: Parents will be required to

attend a conference for any student who misses 10 days of school in a school year. **Missing 20 days of school in a single school year may result in failure of that course.** If a child needs to miss a significant amount of school time for medical reasons, parents must inform the Principal immediately and have a doctor's note on file in the clinic.

Tardiness (see Pandemic Addendum)

Students are expected to be on the large playground by 8:10AM as those who are late to school disrupt the morning classroom routine. **If a student does arrive late (8:11AM) he/she must be accompanied to the office by a parent.** It is the responsibility of the parents to ensure that their children arrive on time. Parents will be contacted by the Dean of Students if more than 10 tardies are accumulated in a marking period. More than 15 tardies in a marking period or multiple marking periods with 10 tardies will result in a parent meeting with the Dean of Students. All tardies are unexcused unless required by a school approved or sponsored activity. Students arriving to school after 10:30AM or leaving before 11:30AM will be counted absent for that day.

School Accident Insurance

The school maintains an insurance policy to cover student accidents at school. Contact the school nurse for more information.

Field Trips (see Pandemic Addendum)

Field trips are educational experiences that reinforce what is taught in class. There is no specific number of field trips per grade. The students involved must have written parental permission in order to participate; verbal permission is not acceptable. Any child who does not return his/her permission slip by the due date will not be allowed to go on the trip but is expected to attend school the day of the field trip. Students can be excluded from field trips because of past misconduct. The students are to dress in uniform for field trips unless special permission has been given by the Principal. As part of the enrollment contract, parents give blanket permission for all walking field trips in the neighborhood. We will notify parents in advance of these outings. **All field trip volunteers must have VIRTUS Training and complete the volunteer background screening.**

Field Trip Drivers

If a private vehicle is driven, a Volunteer Driver Sheet, proof that you have viewed the safety video, and the required Virtus and Screening One must be on file before the field trip occurs. If driving a school activity bus, the DMV driving record check is required in addition to viewing the required safety video.

Parent Teacher Organization

All parents with children at Saint Benedict Catholic School and teachers employed at the school are automatically members of the PTO. In addition to helping raise funds to benefit the school, the PTO supports and promotes a strong school community and Catholic standards of family life through family-centered events and parent education programs. The PTO sponsors numerous events throughout the year including Back to School Night, Fall Fest, Teacher Appreciation, and the Spring Gala.

The PTO meets regularly (normally the third Thursday of every other month) at 6 pm in the cafeteria. Meetings consist of the school uniform swap, planning for upcoming events, relevant topics to our parents and teachers as well as an open forum for discussion. You can reach the PTO at PTO@saintbenedictshool.org.

Parent Involvement Program (PIP)

Our school is blessed with the time and talents of our parents and families. Each person in our community plays a vital role in the success of the school. We are fortunate to offer a small-school setting where our children can learn because of the many helping hands that enrich our environment. There is a volunteer opportunity available for every interest and commitment level.

In an effort to improve our fundraising efforts and the educational enrichment programs offered to the children of Saint Benedict Catholic School, the PIP Policy was designed to evenly share volunteering responsibilities among all registered families. The program will allow for adequate staffing of PTO sponsored events and other programs that benefit our school, thus helping to keep our tuition costs lower. It also helps us maintain the “family atmosphere” that makes our school so special. As a result, mandatory service hours are required of all registered families.

All school families are required to perform 20 hours of service per year, at least 8 of which must be performed before Christmas. Any parent, legal guardian, grandparent, or immediate family member over 18 years of age may volunteer in fulfillment of this obligation. Families may choose to opt out of 15 of the 20 hours on book day, by paying \$500. There is a fee of \$40 per hour for unfulfilled hours. The fee is assessed January 1 for the first semester (8 hours) and June 15 for the balance.

Guidelines for Hours

- Each family should plan to work at least one shift for Oktoberfest (which is the 3rd full weekend in September each year.)
- Each food donation in response to a PTO request counts as ½ an hour. Up to 6 food donations (3 hours/year) may be used toward the plan.
- PIP Service hours must be performed by a family member who is 18 or older. Saint Benedict students may have community service requirements that are not part of PIP.
- The family is responsible for recording hours in ParentsWeb.
- Hours should be recorded within one week of completing the volunteer opportunity.
- Cancellations should be kept to a minimum and should be made as early as possible.
- Participating in or providing food for class parties does not count toward volunteer hours.
- Initial VIRTUS training does count for PIP.

Volunteers & VIRTUS

All volunteers who will be working with or near children in the school must meet three requirements:

1. Have current background screening (every 5 years).
2. Have attended a VIRTUS training session, and consistently complete the monthly training bulletin, as evidenced by answering a short multiple-choice question at the end of the reading. (Bulletin is sent monthly via e-mail.)
3. Have a Diocesan Safe Environment Policy acknowledgement form on file.

All questions regarding this process should be directed to Pam Autry in the front office at pautry@saintbenedictschool.org or at 254-8850.

Communication and Visitation (see Pandemic Addendum)

Communication between school and home is of prime importance. We make every effort to keep parents informed. Communications include:

- A weekly newsletter from the school sent home via email once a week, normally Sunday evening

- Teacher communication via email, phone, or scheduled conference

If you wish to see a teacher, an appointment must be made by sending a note to the teacher, calling the school office, or e-mailing the teacher with your request. We expect teachers to respond to calls within 24-48 hours. Please refrain from discussing your concerns during arrival and dismissal times, since teachers are busy supervising students and cannot give you their full attention.

All persons entering the school must sign in at the reception desk and put on a visitor's pass. This is for the protection and safety of our students. In addition, parents are not to escort students to classrooms. If a student is in need of assistance, please bring him to the office. Forgotten lunches and other articles must be labeled with the student's name and grade and left at the reception desk. These items will be delivered to the student in a timely fashion.

School Logo

Saint Benedict Catholic School reserves the right to maintain control over the school crest, the school facade etching, and the school name. All requests for use of the school insignia on publications must be approved with the expressed written consent by school officials.

Use of School Grounds (See Pandemic Addendum)

Requests to use the school grounds for meetings and functions must be coordinated with the school secretary and approved by the Principal. The request will be placed on the school calendar. The school reserves the right to charge a fee if the room used is damaged, not adequately cleaned or keys are lost. All keys should be returned promptly.

SCHOOL LIFE

School Hours (Please see update in Pandemic Addendum)

School hours are 8:10AM-3:00PM, Monday through Friday. Drop-off begins at 7:55AM. No student is to be dropped off before this time due to the lack of supervision, unless he/she is enrolled in our morning care program. Students enrolled in the morning care program may be dropped off at 7:30AM using the ramp door on Belmont Avenue. At 7:55am students may arrive and report to the large playground, except in inclement weather or days when we have Mass or an assembly. In inclement weather students report to the cafeteria (grades 6-8) or St. Anselm Hall (grades JK-5). **Any student not picked by 3:20PM will be sent to our after school enrichment program (ASE).** Students are not allowed to wait outside for parents to arrive without supervision.

Early Dismissal Days

Please consult the school calendar regarding early dismissal days, which occur at either 12:30PM or 1:40PM. **Lunch is not served on a 12:30 dismissal day.**

Bell Schedule (See Pandemic Addendum)

	Regular schedule	Early Dismissal 12:30pm
Morning Assembly	8:10-8:15	8:10-8:15
Homeroom	8:15-8:25	8:15-8:25

1st Period	8:25-9:15	8:25-9:00
2nd Period	9:15-10:05	9:00-9:30
3rd Period	10:05-10:55	9:30-10:00
4th Period	10:55-11:45	10:00-10:30
5th Period Lunch/Recess	11:45-12:20	10:30-10:45 (Recess)
6th Period	12:20-1:10	10:45-11:15
7th Period	1:10-2:00	11:15-11:45
8th Period	2:00-2:50	11:45-12:15
Homeroom	2:50-2:58	12:15-12:28
Announcements/ Walkers & Van Riders	2:58	12:28
Car Line	3:00	12:30

Emergency Information

Fire Drills and Crisis Management

Fire drills are conducted once a week during the first month of school and once a month during the remainder of the school year. Any person who is in the school during a fire drill must exit the building. Directions for leaving the building are posted in each classroom. As soon as the fire alarm sounds, students walk single-file in silence to the nearest exit and go outside to the designated place. Teachers take roll and report any absences to the Principal. The bell ringing will signal the return to the school building.

The School has developed a crisis management plan (CMP) and is led by a crisis management team (CMT), consisting of key faculty, staff, and administrators. A “crisis” shall include, but is not limited to, situations involving the threat of harm to students, personnel, or facilities. Critical incidents include natural disasters, fire, use of weapons, or explosives or other life-threatening situations involving a student or staff member. Such incidents require an interagency response involving law enforcement and/or emergency services.

School Closing/Snow days

Parents will be directly informed through the school's Parent Alert System if there is a closing or delay. If there is no specific announcement for Saint Benedict Catholic School, then the school will be open. Please do not call the school or church office for information. As always, parents must do what they think best for the safety of their child.

If we must close school because of inclement weather, an official notice will be made via the school's Parent Alert System. Extended Day programs will not operate if there is an emergency closure. If school opens later than scheduled, there will be no Morning Care. If school closes earlier than scheduled, there will be no ASE.

Emergency Notification

If an emergency is declared and we need to inform the school community, parents will be notified via the Parent Alert System. **Please update ParentsWeb immediately when you have a change of contact information so the Parent Alert contact is accurate.**

Uniforms

The uniform is a tradition of Saint Benedict Catholic School and encourages respect, professionalism, and a sense of equality among students. Uniforms may be purchased from Flynn & O'Hara, 9722 Midlothian Turnpike, Richmond, VA 23235, by way of www.flynnohara.com, or from another company that provides the same items. **It is the responsibility of the parents to ensure that children wear the proper uniform.** If children come to school with an improper uniform, they will be asked to correct the uniform and they will receive disciplinary consequences. If an item is missing or cannot be removed, the parents will be called and the student's uniform must be corrected before they may return to class. Any work missed must be made up after school.

JK-8th Grade Boys' Year-Round Uniform

- The year-round uniform **may** be worn throughout the year and **must** be worn after Thanksgiving and until Easter.
- Navy dress pants (no cargo pants) with a solid brown or black belt.
- White knit shirt with school name or oxford style shirt that is long enough to be tucked in at all times. All but the top button must be buttoned at all times. Only a plain white t-shirt with no writing may be worn under the uniform shirt.
- Solid navy, black, or brown loafer or oxford shoes. **No tennis shoes are permitted.**
- Navy or black crew or calf length socks.
- Middle School boys must wear the oxford shirt, all buttons fastened, with the school tie and dress pants to school Mass.

JK-8th Grade Boys' Summer Uniform

- The summer uniform **may** be worn before Thanksgiving and after Easter.
- White knit shirt with school name that is long enough to be tucked in at all times. Only a plain white t-shirt with no writing may be worn under the uniform shirt.
- Navy blue bermuda-length dress shorts (no cargo shorts), worn with a solid black or brown belt.
- **Predominantly** white tennis shoes, tied properly at all times. Loafers are allowed with the summer uniform.
- White crew or calf length socks.
- Middle School boys must wear the oxford shirt, all buttons fastened, with the school tie and dress pants to school Mass.

JK-4th Grade Girls' Year-Round Uniform

- The year-round uniform **may** be worn throughout the year and **must** be worn after Thanksgiving and until Easter.
- White Peter Pan collar blouse, tucked in at all times.
- Navy, gray, & white plaid jumper.
- White or navy crew or calf length socks, knee socks, navy tights, or navy leggings. Leggings must be worn with crew socks.
- Solid navy, black, or brown loafer, oxford shoes, saddle shoes, or Mary Jane shoes. **No tennis shoes are permitted.**

5-8th Grade Girls' Year-Round Uniform

- The year-round uniform **may** be worn throughout the year and **must** be worn after Thanksgiving and until Easter.

- White knit shirt with school name or oxford style shirt that is long enough to be tucked in at all times. No undergarments may be visible under the oxford shirt.
- Navy, gray, & white plaid skirt or kilt. **Skirts must reach to the top of the kneecap.**
- White or navy crew or calf length socks, knee socks, navy tights, or navy leggings. Leggings must be worn with crew socks.
- Solid navy, black, or brown loafer, oxford shoes, saddle shoes, or Mary Jane shoes. **No tennis shoes are permitted.**
- Middle School girls must wear the oxford shirt and the navy, gray, & white plaid skirt or kilt to school Mass.

JK-8th Grade Girls' Summer Uniform

- The summer uniform **may** be worn before Thanksgiving and after Easter.
- White knit shirt with school name that is long enough to be tucked in at all times. No undergarments may be visible under the oxford shirt.
- Navy uniform skirt that is no more than 2 in. above the knee.
- **Predominantly** white tennis shoes, tied properly at all times. Loafers are allowed with the summer uniform.
- White crew or calf length socks.
- Middle School girls must wear the oxford shirt and the navy, gray, & white plaid skirt or kilt to school Mass.

All Students

- Only the kinds of shoes listed above are permitted. Tennis shoes and other athletic shoes may be worn only for PE class or when the summer uniform is worn.
- The navy pullover or cardigan sweater with the school monogram, the fleece jacket with the school monogram, or the navy sweatshirt with the school logo may be worn as part of the uniform on any school day.
- Hair must be neat at all times. Boys' hair must be above the collar, above the ears, and not covering the eyebrows. Girls' hair must be kept out of their eyes. Hair dye and fad styles (as determined by the Principal and the Dean of Students) are not permitted.
- Jewelry must be appropriate to a Catholic environment. **No bracelets or rings are permitted.** A religious necklace with a cross, crucifix, or religious medal; one single pair of stud earrings no larger than 10mm; and a small watch may be worn. No "smart" watches or other internet-connected devices are permitted.
- A small watch may be worn.
- Make-up or nail polish may not be worn at any time.

Physical Education Uniforms

- Kindergarten and 1st grade do not wear PE uniforms. Year round, they are to wear their athletic shoes to school on PE day. Girls should wear shorts underneath their jumpers.
- **Grades 2-8 PE:** Students in grades 2-8 come to school dressed in their PE uniforms on their designated day. The PE uniform is a St. Benedict gym shirt with the school name, navy mesh gym shorts, white crew or calf length socks, and athletic shoes appropriate for physical activity. No other gym or t-shirts are permitted. In cold weather, the school warm up pants (sold by Flynn & O'Hara Uniform) or navy sweatpants and a navy school sweatshirt may be worn. **Grades JK-5 must predominantly white athletic shoes.**
- The school sweatpants and sweatshirt may be worn in cold weather.

- All students must have their uniforms on upon arrival at school. Students are not allowed to call home for a forgotten PE uniform or exchange or share uniforms.

Please write the child's name inside all clothing to facilitate the return of all lost items.

Tag Days

Tag Days are designated days when students may come to school out of uniform, typically for a fee of \$2. In whatever they wear, students must practice the virtues of modesty and prudence, and they must adhere to the letter and to the spirit of tag day themes. Shorts may be worn only when students are in summer uniform and are expected to resemble the style of the uniform shorts. No sweat pants, leggings, yoga pants, etc., are allowed. T-shirts with inappropriate messages (as determined by the Principal and the Dean of Students) may not be worn. Sandals, open toed shoes, heels, and PE uniforms are not acceptable tag day attire. Jeans must be pulled up and neat, without holes or tears. No chest, midriff, or shoulders may be showing. All skirts and dresses must reach the kneecap. The school uniform is not to be worn in a sloppy manner on tag day.

Lockers

Lockers are the property of Saint Benedict Catholic School and must be treated with respect, and kept orderly and unlocked. **The school reserves the right to inspect lockers at any time.** Name placards must remain on the lockers throughout the year.

ACADEMIC POLICIES

Curriculum:

The Diocese of Richmond sets forth the standards of learning through the publication of the Diocesan Consensus Curriculum. The curriculum can be found on the Office of Catholic Schools website.

Standardized Tests

Saint Benedict uses the Scantron Performance Series and tests in grades 2-8 three times during the school year. The results are sent home with the final report card.

Resource and Supplementary Programs

Title I is a federally funded program that presently provides a part-time resource math and reading teacher. The students eligible for remedial help live in the city/county target areas and qualify because of standardized test results.

Homework

Homework is essential to effective learning. It helps students to practice acquired skills, to develop organizational skills and personal responsibility, and to reinforce knowledge gained. We encourage parents to help foster strong study habits by reviewing and monitoring homework time. However, homework is the student's work, not the parents'. **Students are not permitted to call home for a forgotten assignment.** Weekend or holiday homework may be assigned as deemed appropriate by the student's teacher but is generally avoided. Homework missed because of family vacations is to be made up in the appropriate number of days after returning to school (see "Attendance"). **Teachers are not required to give out work ahead of time.**

The following is a **general** guideline according to grade that a child should devote to daily homework Monday through Thursday evening. Teachers ask to be informed if your child consistently experiences difficulty in completing homework during the target times.

- Grades 1 and 2: approximately 30 minutes
- Grades 3, 4, and 5: approximately 60 minutes
- Middle School: approximately 1.5-2 hours

Honor Code

Honesty is expected of all members of St. Benedict's community both at school and at home. The St. Benedict's is therefore determined to ensure the academic integrity of all its assessments. No cheating on tests, quizzes, projects, classwork, homework, etc. will be tolerated. Only by explicit teacher instruction may students collaborate on assessments. While we do our best to ensure that children do their own work at school, we ask for your cooperation in monitoring their homework to make sure that they do it themselves.

The faculty has designed the following policy with regard to cheating:

1. Any cheating incident will result in a zero on the assignment and an immediate report to the Principal by the teacher.
2. The child involved will be sent to the office where he will have to inform his parents and explain the incident.
3. A conference will be required with the teacher.

The Honor Pledge serves as a constant reminder of these values. The pledge reads: "On my honor as a student of Saint Benedict School, I have neither given nor received any help on this assignment, nor am I aware of any breach of the honor code."

For assignments considered major grades (exams, tests, projects, etc.), the pledge must be written at the end of the assignment with the student's signature. For lesser assignments (quizzes, class work, homework, etc.) the student may write "Pledge" and then sign.

Report Cards/Grading System

The school utilizes the grading scale established by the Office of Catholic Schools in the Diocese of Richmond. The report card illustrates each child's performance and progress. The grading scale is as follows:

GRADES K-2 (and resource classes in grades 3-5)

- 3 = Meeting grade level standard
- 2 = Developing grade level standard
- 1 = Below grade level standard

GRADES 3-8

A+ = 97-100	A = 93-96	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D+ = 67-69	D = 63-66	D- = 60-62
	F = 59 & below	

- Report cards are issued every nine weeks. Areas of weakness in subject content and general work habits are also indicated on the report card. Students are expected to return signed report cards within three days after their distribution.
- Interim grades should be checked through RenWeb. Students and parents are expected to take the necessary steps toward improvement before the next report card is distributed.
- Days are set aside for parent/teacher conferences in the fall and spring. Parents may also call the school office any time during the year to request a conference with a teacher.

Honor Roll

Academic achievement will be recognized each quarter for students in grades 4-8 who have achieved the following grades:

- **First Honors** for students attaining an A average in all subject areas.
- **Second Honors** for students attaining an average of A or B in all subject areas.

Retention

A student may be retained on the following criteria:

Junior Kindergarten and Kindergarten

- Failure to master the objectives stated in the Pre-Kindergarten/Kindergarten program;
- Teacher's on-going evaluation during the school year;
- Immaturity based on distractibility, attention span, and/or social development.

Grades 1 and 2

- Skills one year or more below grade level in the areas of Reading and or Mathematics;
- Yearly average of "59" or below in both areas of Reading and Mathematics.

GRADES 3-8

- Yearly average of "59" or below in the areas of English or Mathematics;
- Yearly average of "59" or below in the areas of English or Mathematics and failure to complete the course in summer school;
- Yearly average of "59" or below in any three major subject areas.

Textbooks and Workbooks

Textbooks are the property of the school. Textbooks and workbooks are issued at the beginning of the school year. Students are expected to handle these books with care. Each textbook is numbered, and the student is responsible for that particular book. If lost or damaged, the student must pay for the book based on the current replacement cost plus a processing fee. If a workbook is lost or mutilated, the student will be charged for the purchase of a new one.

Parental Concerns regarding Academics, Homework, Discipline, etc.

In the best interest of the student, it is essential that there be a strong relationship between parents and teachers. **Please be sure you have discussed any concerns you may have with the teacher before going to the Dean of Students or Principal.** Please remember that students are attuned to your feelings towards the school and it is very difficult for the student to maintain a positive attitude without your support.

House System

All students at Saint Benedict are assigned to one of four houses: Augustine, Gregory, Jerome, or Ambrose. Siblings belong to the same house. New students are randomly assigned to houses based on the numbers of students currently in each house. Each new student receives a house shirt at the beginning of the school year. House Days will be designated for the wearing of house shirts. Students earn points for their house that accumulate throughout the year and ultimately result in an overall house award at the conclusion of each school year.

There is a threefold purpose to the house system at Saint Benedict:

1. **Community:** The house system will further increase the strong sense of Christian community at Saint Benedict. It will provide a forum for new families to be welcomed and returning students to feel a sense of belonging. It will provide smaller communities that each student will be a part

of--a safe and welcoming environment for all students that encourages cross grade level bonding, with built-in service opportunities.

2. **Leadership:** The house system will promote building virtue, developing leadership, and providing academic support.
3. **School Spirit:** The House system will provide a framework to accommodate friendly competition, encourage school spirit, and increase volunteer efforts.

Extracurricular Activities

Saint Benedict's strives to offer a variety of activities after school. These include interscholastic sports such as soccer, basketball, and flag football.

Parents must complete the online registration in order to give permission for their child to participate. Parents should be on time to pick up students when the activity is over or students will be sent to ASE, and parents will have to pay the ASE fee.

Students are ineligible to participate in school-sponsored extracurricular activities if they receive a failing grade in one major subject on a report card. Ineligibility will be until the next grading term. If the student is no longer failing any subject after 4 ½ weeks, that student will be allowed to participate on the team. Students with an overall average below a C- must meet with the Dean of Students to create a plan of activities that will allow time for academic improvement.

Library/Media Center

The library functions as an integral part of the entire school curriculum by providing a collection that consists of circulating and reference books; magazines, videos and DVDs; professional collection for teachers; and a growing archive of material related to the history of the school.

Circulation Policy

- All library materials must be returned **on time**.
- Books may be renewed unless they are in demand by other students or faculty.

Materials

- **Grades K-5:** Books are checked-out for a period of one week. A student may check-out up to 2 books at a time.
- **Grades 6-8:** Books are checked-out for a period of two weeks. A student may check-out up to 6 books if they are for a class research project.
- **Magazines:** Magazines may not be removed from the library except by written request from a teacher and for classroom use only.
- **Videos and DVDs:** These materials may be checked out by faculty for classroom use only.
- **Lost or Damaged Material:** Parents will be billed for the cost to replace any lost or damaged library materials. **A \$5 processing fee will be added to the replacement cost of materials.**
- **Overdue Materials:** If a book remains overdue for more than 2 months, it will be considered lost and the parents will be billed for its replacement.
- **Please note:** A student's library privileges will be suspended once a book is one month overdue until the overdue account is settled.

Transportation (see Pandemic Addendum)

Car

- Students who travel to school by car may be dropped off at the gate to the playground by coming down the alley (St. Benedict Lane) from Cleveland toward Belmont. Students may also enter through the front doors after 8:00am.
- Cars must depart immediately so that the traffic will not become congested. Please adhere to the traffic signs, especially on Belmont Avenue and Cleveland Street.

There is no crossing guard directing traffic at the intersection of Grove and Belmont Avenues. Students and all persons associated with the school are expected to cross at the corner. Please do not ask your youngsters to cross in the middle of the street even if it seems to be more convenient. This regulation is for your child's protection and safety.

Bus

- Saint Benedict Catholic School does not provide bus service. If students ride the city bus, it is expected that they remain on the sidewalk until the bus arrives.

Walkers

- All walkers should walk in groups and travel on main streets as much as possible.

Van Riders for other after school care programs

- Van riders are dismissed at the front door on Grove Avenue. Students are loaded onto the vans upon their arrival. No other vehicles may be parked in front of the school at dismissal time.

Dismissal Procedures

1. Walkers and van riders will be dismissed at 2:58 and are expected to proceed home.
2. After-school students will be dismissed at 3:00.
3. Car riders-All students, K-8, will be dismissed at 3:00 from the playground (no exceptions).
4. After-school vans will pick up in front of the school on Grove Avenue. There may be no parents in cars, picking up on Grove Avenue.
5. **No car riders may be picked up from the Belmont side of the school during dismissal.**
6. Parents who have a scheduled conference may park on Belmont.
General pick up by cars will take place in the alley from West to East entering from Hanover to Cleveland.
7. When exiting from the alley, **only right turns on Belmont will be permitted.** It is expected that your child(ren) will be ready when you arrive at the gate.

In the car line, please follow all directions given by faculty members.

Lunch Procedures

Lunch may be ordered through YayLunch!

Lunch Rules (see Pandemic Addendum)

1. Good table manners are expected of all students. Students are to speak quietly and be respectful to all those around them. All eating is to be done while seated in the cafeteria.
2. Because of allergy concerns, food may not be exchanged with other students.
3. Students are expected to clean their lunch area which includes the table, floor, and seat where they sat for lunch. No papers, cups, bags, etc., are to be left on the table.
4. Lunch boxes are not to be taken back to the classroom until the end of recess.
5. In cold weather students are expected to bring their coats, etc., with them to lunch since they are not permitted to return to the classroom to get them.

6. Parents must make arrangements for birthday treats w/the classroom teacher prior to sending items in.
7. At the beginning of the year, parents will be asked to provide several non-perishable food items. When a student does not bring a lunch, the teacher will use these donations to provide something for the student to eat, and a note will be sent home.
8. No glass bottled drinks are permitted at school.
9. Students may not bring soda or microwaveable lunch items.
10. Be sure to pack a fork or spoon if it is needed for the student's lunch.

Playground Procedures (see Pandemic Addendum)

Saint Benedict Catholic School believes that all students have the responsibility to show respect to one another at all times. The following rules serve as an outline for expected behavior while at recess:

1. Students must not leave the playground at any time without permission.
2. Pushing, hitting, or shoving are unacceptable.
3. Appropriate language is expected.
4. In cold weather students must bring their coats, etc. with them to lunch since they are not permitted to return to their homerooms unaccompanied.
5. The playground supervisor or an appointed student will retrieve any balls which go outside the playground area.
6. **All accidents or other problems occurring on the playground must be reported to the playground supervisor immediately.**
7. Students may go to the health clinic only with permission from the supervisor.
8. The Comet Shop may be visited during recess on days it is open.

Parties

No parties are permitted during school hours without special permission from the Principal. Invitations to private parties outside of school are not permitted to be distributed on school property. At Christmas time we ask that students not exchange personal gifts with each other at school. The purpose of the above is to safeguard the feelings of students who may not be the recipients of invitations or gifts.

Telephone (see Pandemic Addendum)

Use of the telephone by students is restricted to emergency calls. The student must have the permission from their teacher prior to coming to the office. The telephones in the kitchen, library, health room, and classrooms are off limits to all students. Telephone messages will be delivered in case of emergency only. To avoid unnecessary phone calls, please make arrangements before the children leave home.

Cell phones will only be allowed at school with a note from the parent stating that there is a need for the student to bring the cell phone to school. All cell phones must be dropped off in the office as soon as the student enters the school building. Cell phones may not be used on school premises during the school day. Cell phones may be picked up from the office after the dismissal bell. **Students who bring a cell phone without parent permission or who have a cell phone on their person during the school day will receive a detention for each offense.** The phone will be confiscated and kept in the main office until a parent is able to pick it up. No other electronic devices may be brought to school.

Lost and Found

The lost and found closet is located in the cafeteria. **It is of utmost importance that all clothing, book bags, lunch bags, etc. be labeled.** In this way, articles that are found can be returned directly to the student. Periodically, any unclaimed items are donated to charity.

CONDUCT AND DISCIPLINE

A well ordered environment in the school allows both students and faculty to concentrate on learning. The faculty and administration strive to maintain a system of discipline that is fair, consistent, respectful, and firm. The classroom teacher or homeroom teacher is the first point of contact for parents regarding student behavior. Parents are expected to support the teacher's efforts in dealing with behavior issues in the classroom.

Virtue of the Month:

Once a month, students nominate a person in their class who has demonstrated a specific virtuous behavior. A committee of staff and faculty then choose the winner, who is announced after a School Mass. This helps instill in our students a deeper understanding of the virtues, in addition to highlighting certain positive behaviors of their peers.

Courtesy Policy:

Students of Saint Benedict will conduct themselves in a courteous manner at all times. This means that students will greet and address all adults by title and last name (e.g., "Yes, Mrs. Jones" or "No, Mrs. Jones"). If the name of the adult is not known, the student will use "sir" and "ma'am" as appropriate.

Students are expected to welcome and extend courtesy to all school visitors. If a classroom is visited by a guest, all students will rise from their desks and remain standing until otherwise directed. Students should welcome the guest by stating "Good morning" or "Good afternoon." This also means that students will greet teachers, guests, and visitors in the hallway, etc., in the same manner.

Students will also be courteous through respect for our school building and property. If trash is spotted on the floor, students will be sure to pick it up. Any part of the building used by students must be left neat and clean. Students will also keep the classrooms and locker areas neat and tidy at all times.

The following principles serve as a guide for student conduct:

- Students are expected to abide by school rules, regulations, and policies.
- Students are expected to be truthful.
- Students are expected to show respect to all.
- Students are expected to respect the rights and property of others.
- Students are expected to accept responsibility for their own actions.

When the above expectations are not being met, the range of disciplinary responses may include a simple reminder to the student, loss of privileges, a demerit, detention, suspension, contract for behavior, up to separation from the school. The Principal, in accordance with diocesan policy, makes all decisions regarding removal of a student from the school.

Due Process

Students accused of wrong-doing are entitled to know why they are being disciplined and have an opportunity to offer an explanation for their actions outside of class time. The school maintains the right to decide how to proceed with administering consequences. Students accused of wrong-doing must

first talk to the teacher who issued the consequence, then proceed to the Dean of Students, then to the Principal.

Disciplinary Process

Discipline is a tool that aids in the education and formation of our students. Saint Benedict Catholic School is dedicated to providing a healthy environment for academic, emotional, spiritual, and moral growth. The administration must preserve a proper educational environment by ensuring a safe, secure, and orderly school and classroom. To implement this discipline code, staff and faculty at our school will use the following system:

- **Demerit:** Given to students for minor infractions such as uniform violations or inappropriate behavior. A demerit is simply a warning to the student and a notice to the parents and is not a punishment in itself. **A third demerit over the course of a semester will, however, result in after school detention.**
- **Detention:** Issued for more serious infractions or an accumulation of three demerits. Detention consists of one hour of silent reflection after school served with the Dean of Students. Parents will be notified of detentions at least one day prior. **A third detention in the same semester will result in suspension.**
- **Suspension/Seperation from the School:** Reserved for serious misconduct or repeated offenses with no sign of self-correction. The length of suspensions is determined by the Dean of Students in consultation with the Principal and will depend on the severity of the offense, any previous suspensions, and the best interests of the student and of the school community. **A third suspension will result in a parent conference with the Principal and the possibility of separation from the school.** Documentation of suspension will be signed and placed in a confidential file. Appropriate notice of a suspension and warning of separation will be forwarded to the Pastor and the Office of Catholic Schools.

All students start each semester with a clean slate of demerits and detentions. Suspensions are tracked over the course of the entire school year.

Harassment/Bullying

Students are expected to treat themselves, others, and their environment with respect. Those accused of harassment or bullying will be investigated, and those found responsible will be documented and disciplined.

Tobacco/Drugs/Alcohol

Tobacco

Tobacco products are not to be in a student's possession or on school property at any time. This includes backpacks and lockers. Possession will result in suspension from school and an immediate conference with parents.

Alcohol

The possession or use of any alcoholic beverage on school property will result in automatic suspension from school and an immediate conference with parents. Depending on the nature of the offense, the student may be removed from the school.

Drugs

The possession, distribution or use of any drug on school property will result in automatic suspension from school and an immediate conference with parents. Depending on the nature of the offense, the police may be contacted and the student may be removed from the school.

If any student comes to school and is suspected of being under the influence of drugs or alcohol, his/her parents will be contacted and appropriate action taken.

Dangerous Objects

Dangerous objects such as firearms, knives, or other weapons may not be brought to school. If a student has such an object in his/her possession, it will be confiscated and result in an immediate suspension. The object will be returned to parents or to police only. If the offense warrants, police will be contacted, and the student may be removed from the school.

This disciplinary process can be amended at the discretion of the Principal according to the severity of the violation. Saint Benedict Catholic School reserves the right to amend this handbook as deemed necessary. Notice of changes will be sent via electronic or written communication.

Technology Acceptable Use Policy

Catholic Diocese of Richmond

Saint Benedict Catholic School

Technology has become an increasingly critical tool to advance learning within the Catholic Diocese of Richmond. We see great potential for its use in the learning process as we seek to meet the mission of Catholic Schools: To develop and nurture the spiritual, intellectual, social, and emotional growth of each student in the spirit of the Gospels and the teachings of the Catholic Church.

In a world where technology and our society are always changing, God and His Word remain the same. Our values and priorities are based on Biblical principles that transcend the latest technological trend. We want our schools to be a place where students can learn how to use technology as a positive tool to “make disciples of all nations.” Matthew 28:19

Part I: The school, parents/guardians, and students agree to:

- Use school based technology for instructional purposes only.
- Adhere to copyright laws.
- Model appropriate use of technology including social media accounts.
- Engage in online communication that positively represents the school.
- Share concerns of inappropriate technology use with parents or administration.
- Acknowledge the fact that the school cannot control all parts of the internet or incoming email.
- Respect the authority of the administration and the finality of decisions by the administration regarding what is inappropriate use and its consequences.

Part II: All schools within the Catholic Diocese of Richmond agree to:

- Teach students about being successful digital citizens.
- Create student learning opportunities that empower students to be effective life-long users of technology.
- Will take reasonable precautions to protect students and the integrity of its computer network from misuse by using filtering and monitoring software. This may include conducting searches of school or personal devices with or without warning. Parents will be notified of searches.
- Report activity that may be illegal to the appropriate authority in addition to parents.
- Empower students to use technology to reach authentic audiences in meaningful ways.

Part III: All students within the Catholic Diocese of Richmond agree to:

- Model Christ-like behavior and exhibit Christian virtue in the use of technology. (This includes moderation of time spent online, refusing to view or accept pages or files of an inappropriate sexual or violent nature, and not defacing or damaging technology loaned to a student)
- Treat all people and property with respect.
- Understand that their actions reflect directly on the entire school community and on each student. Use the school-provided internet connection and filter while at school.
- Login with his/her own credentials and maintain the privacy of those credentials, only sharing username and password for school accounts with parents and school staff.

Specific agreements of Saint Benedict Catholic School students:

- Will not change settings of school devices, to include backgrounds
- Will not use photo app unless for specific class purposes
- Will not record other students on school property or post other students and school staff without express consent of parents and other adults.
- Electronics will not be used during field trips and or other activities where students and teachers are present unless granted permission.
- Students who are caught using electronic devices between 7:30-6:00pm without permission will receive disciplinary action.

Part IV: Parents/Guardians of students within the Catholic Diocese of Richmond agree to:

- Monitor student technology use.
- Model appropriate use of technology.
- Recognize that they may be responsible for the cost of any repairs caused by inappropriate behavior

Based upon the policies outlined in this document, as well as any technological innovations available after the printing of this document, the school's administration will deem what is inappropriate use. In addition, the cost of any repairs caused by inappropriate behavior may be the responsibility of the student and his/her family.

Saint Benedict School
Non-Discrimination Policy and Process

Non-Discrimination Statement

Saint Benedict School, a Catholic school administered under the authority of the Catholic Diocese of Richmond, complies with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of its educational, personnel, admissions, financial aid, athletic and other school administered programs.

The Diocese reserves the right, however, to determine whether and under what circumstances priority should be given to Catholics for certain employment positions. In addition, for Catholic employees, conformance with religious tenets of the Catholic faith is a condition of employment, and all employees may be prohibited from performing, teaching, or advocating in the workplace any practices of doctrines which are inconsistent with religious tenets of the Catholic faith. Consistent with the foregoing, it is the policy and practice of the Diocese of Richmond and the school to provide equal employment opportunity in employment, promotions, wages, benefits, and all other privileges, terms and conditions of employment.

Students and employees are entitled to an employment and educational environment that is free of discriminatory harassment. This policy is intended to provide notice of compliance with federal and state civil rights laws to all employees, students, parents/guardians, applicants for admission and employment, and other interested persons, as appropriate. Saint Benedict School will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school to adhere to this policy and to all applicable federal and state laws pertaining to school operations.

Saint Benedict School does not tolerate discriminatory harassment of any employee, student, visitor, or guest. Protected class harassment constitutes a form of discrimination that is prohibited by Saint Benedict School policy. Harassment in this context is defined as unwelcome conduct by any member or group of the school community on the basis of actual or perceived membership in a class protected by policy or law.

Saint Benedict School will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. A hostile environment is one that unreasonably interferes with, limits, or denies an individual's educational or employment access, benefits, or opportunities. This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe, persistent and/or pervasive, and objectively offensive. This policy also prohibits retaliation, which is defined as any materially adverse action taken because of a person's participation in a protected activity. Protected activity includes reporting an incident that may be a violation under this policy, participating in the grievance process, supporting a person who is engaging in a process as described under this policy, or assisting in providing information relevant to an investigation under this policy.

When harassment rises to the level of creating a hostile environment, Saint Benedict School may also impose disciplinary action. Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment

of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Principal will determine appropriate sanctions for harassment and creation of a hostile environment (discriminatory harassment) of students by persons other than school employees and students.

Designation of Responsible Employee (and contact information)

Elizabeth Hanson, Director of Finance is the designated individual who responds to actual notice of an allegation and serves as the Responsible Employee under this policy to oversee its implementation. The Responsible Employee is the individual or individuals who has the primary responsibility for coordinating Saint Benedict School's efforts related to investigation, resolution, and implementation of corrective measures and monitoring to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

The Responsible Employee shall make specific and continuing steps to notify students, parents/guardians, employees, applicants for admission and employment, and the public of where and how to initiate the grievance process described in this policy. The Responsible Employee will ensure adequate non-discrimination procedures are in place, recommend new procedures or modifications to procedures, and monitor the implementation of this policy.

Responsible Employee Contact Information

Allegations of violations of this policy, or questions about this policy, may be made internally to: Dr.

Elizabeth Hanson

Title IX Coordinator/504 Coordinator

Business Office

300 N Sheppard St.

Richmond, VA 23221

(804) 254-8810 x 103

businessoffice@saintbenedictschool.org

Inquiries may also be made externally to:

Office of Catholic Schools

Diocese of Richmond

7800 Carousel Lane

Richmond, VA 23294

Saint Benedict School Accommodation Policy and Process

Generally speaking, the purpose of students accommodations is to give students with disabilities equitable access to school programs and activities.

A student's parent/guardian is responsible for

1. Notifying the Dean of Students of the disability and requesting accommodation.
2. Providing documentation of the disability from qualified professionals.
3. Informing the school of all educational tests.
4. Authorizing access to all IEPs, 504 Plans, or similar documents from previous schools.

The Dean of Students will assemble a team to review the request and make a determination. The Principal will meet with the parent(s)/guardian(s) to inform them of the determination and agree upon a periodicity for review (at least annually).

The school will provide accommodation(s) that are expected to be effective without fundamentally altering the program or creating an undue burden on the school.

The school is responsible for

1. Providing the accommodations that have been approved.
2. Monitoring the effectiveness of accommodations and reviewing at least annually.
3. Notifying parent(s)/guardian(s) through the Principal that students that are suspected of having a disability that interferes with their full participation in the school's programs and activities.
4. Supporting the parent(s)/guardian(s) in obtaining professional evaluations either through the public school system or privately at the parent's cost.

Designation of Responsible Employee (and contact information)

Per our Non-Discrimination Policy and Process, Elizabeth Hanson, Director of Finance is the designated individual who responds to actual notice of an allegation of discrimination and serves as the Responsible Employee under that policy to oversee its implementation. She is also designated to response to actual notice of allegation of non-compliance with this policy and serves as the Responsible Employee to oversee its implementation as well. The Responsible Employee shall make specific and continuing steps to notify students, parents/ guardians, employees, applicants for admission and employment, and the public of where and how to initiate the grievance process described in this policy.

Responsible Employee Contact Information

Allegations of violations of this policy, or questions about this policy, may be made internally to:

Dr. Elizabeth Hanson

Title IX Coordinator/504 Coordinator

Business Office

300 N Sheppard St.

Richmond, VA 23221

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Pandemic Addendum

Anything in this addendum supersedes any prior policy with which it conflicts.

COVID-19 is a fluid situation, and local or state guidance could affect some or all of these plans. We will update and adapt as necessary to respond to changing guidance from the Diocese of Richmond and health or government agencies.

Protect Our Community: The health (developmental, mental, and physical) and safety of our students, faculty, and staff is of utmost importance. Preventing/limiting an outbreak of COVID-19 requires Saint Benedict to partner with parents, the Diocese of Richmond, public health officials and the community.

Expectations at School:

6 ft. - Physical Distancing - We will maximize physical distancing and achieve 6 feet whenever possible.

- Classroom furnishings will be limited to essentials and desks spaced at least 3 feet apart
- Markings placed on hall floors to visually cue 6 feet
- New procedures to travel through the hallways (e.g. airplane arms)

Reduce movement throughout the building - We will reduce movement throughout the building.

- Lunch in classroom or outside
- Lower School - art and music in grade level classroom
- Middle School - Core classes generally meet every other day
- Homeroom (AM/PM) - In classroom of first/last class of day
- Limited use of lockers and cubbies

Limited Cross Grade Activities - Each grade will have its own recess time/area. In the classroom, teachers will sanitize desks/shared objects between groups.

Custodian - A custodian will be present during the school day to attend to the frequent cleaning of high-touch surfaces and common-use (e.g. bathrooms, stair railings) spaces to reduce the risk of infection.

Hand Sanitizer - Hand sanitizer dispensers will be stationed at all building entrances and in all classrooms.

Ventilation - Our recent HVAC replacement included mechanical equipment to introduce outside air. The project includes a regular schedule of maintenance which includes filters. Teachers are encouraged to keep their doors and/or windows open as appropriate.

Face Coverings - Everyone entering campus must have a face mask!

- Proper use of face mask coverings will be taught and reinforced.
- Everyone will comply with the Diocesan face covering policy. Developmentally appropriate or medically necessary accommodations will be made as needed.
- Every student is asked to bring in 2 face masks (disposable is fine) in a ziploc bag with the student's name on it.
- Prudence, modesty, and good manners must guide all clothing decisions. T-shirts, facemasks, and other items of clothing may not contain messages or mottos that are inappropriate, contrary to the Catholic faith, or contrary to St. Benedict's commitment to 'provide a welcoming, Christ-centered community for all of its students.'

Training on new procedures to promote health/hygiene

- Teacher/Staff training will include
 - Handwashing
 - Respiratory Etiquette
 - Masks
 - Identifying COVID symptoms, what to do if student exhibits symptoms
 - Sanitizing Objects/Desks
 - COVID training that meets the Virginia's Permanent Standard (anyone may request access to this training/required of employees)
- Students training the first day of school (and on going) will include
 - Handwashing
 - Masks
 - Procedures for moving through building
 - Respiratory Etiquette
- Parents will have access to training via Google Classroom

Expectations of Families:

- **Vigilance** - Families are asked to be vigilant with physical distancing, wearing face coverings in public spaces, and washing hands frequently outside of school.
- **Stay Home if you Have Symptoms** - It is critical that you stay home if showing any signs of contagious illness, that cannot be attributed to another known health condition.
 - The following are the symptoms of COVID-19 currently known to the World Health Organization: ***Cough, Fever (100.4) or chills, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Sore throat, Congestion or runny nose, New loss of taste or smell, Diarrhea, Headache, Nausea or vomiting***
 - COVID-19 is highly contagious and can spread from person to person through small droplets from the nose or mouth, which are expelled when a person with COVID-19 coughs, sneezes, or speaks. People can contract COVID-19 if they breathe in these droplets or touch them after they have landed on objects and surfaces, such as tables, doorknobs, and handrails.
- Requirements for entering campus will be updated as conditions change. They will be posted on the school website and entrances. You are expected to comply with the current requirements.

We have a shared responsibility to take measures to prevent the spread of COVID-19 so that our school can remain open.

School Hours for 2021-22

Morning Carpool 7:45 - 8:10 (starts 10 minutes earlier than usual)

- **Everyone must go through car line unless they have been approved as a walker by the Principal.**
- Temperature taken before car departs
- All Students **MUST** wear mask
- Students will use hand sanitizer and proceed directly to their classroom.

Afternoon Carpool 3:00 - 3:15

- Students will be arranged on the blacktop physically distanced (family groups-possible).
- All Students **MUST** wear mask. **Everyone must go through car line unless they are dismissed to ASE or have been approved as a walker by the Principal.**
- We will call the parents of any remaining students. At 3:30 remaining students will be sent to ASE (and the daily ASE rate will be charged).

Tardiness

If you arrive after the gates are closed, you must park, walk your student to the front door, and wait while your student is screened.

Lunch & Water Bottle

Students may bring their lunch or order from YayLunch! (starting the second week of school)

- Students will wash/sanitize hands before lunch and teachers will sanitize desks.
- YayLunch! - Individually packaged lunches - delivered in insulated bags (one per classroom)
- Packed Lunch - needs to be self-contained
 - Include needed utensils, napkins, and a drink.
 - Do not send in items that need to be refrigerated or heated.
- **EVERY** student should bring a filled reusable bottle from home **EVERY DAY!**
 - All of the drinking spouts on existing water fountains are being removed or disabled to prevent the spread of infection.

Recess/Outdoor Time

Teachers will be encouraged to take classes outside during the school day when lessons and physical distancing allow.

- Recess and PE will be outside, weather permitting.
- Masks required/encouraged based on grade if within 6 feet.
- Playground equipment will not be shared between grades and will be sanitized after each use.
- Classes will be cohorted by grade.
- Students will wash/sanitize hands after recess or PE.

Restroom Use

- Teachers will ensure that use of the restrooms is staggered.
- Partitions have been placed between sinks not 6 ft. apart.
- Additional students will wait outside the restroom spaced 6ft. apart based on floor markings
- Every other restroom stall will be closed to encourage distancing, and a plastic partition will be placed between sinks.
- The restrooms off the cafeteria will be set aside for use by the middle school students. The restrooms off the central stairwell will be used by the elementary grades.
- Each class will have assigned restroom times to help keep from overcrowding the restrooms (of course we know kids may have to use the restroom outside assigned times).

Extended Day and Extracurriculars

- Students will be screened before entry.
 - AM: Parent will stand at ramp door until the student passes screening.
 - PM: Students will be rescreened. Students who don't pass will be sent to the clinic and parents will be called.
- Physical Distancing and mask policies will be the same as during the school day.
- Parents are REQUIRED to sign-up in advance as our capacity is limited.. This also allows the staff to prepare for the correct number of students.
- When picking up students from extended day (ASE) in the afternoon, parents will call/text the ASE cell phone upon arriving at the ramp door. A staff member will bring your child to you. Please allow a few minutes for them to gather their belongings.

OUTSIDE Groups (e.g. GRSM) are not using the building!

Additional Policies and Procedures

- Students, faculty, or staff who present with signs/symptoms of contagious illness, including COVID-like symptoms will be taken to the recently established isolation clinic. The student must be picked up from school as soon as possible by a parent/guardian or designated emergency contact and remain home as long as is required by current medical guidance.
- Confirmed cases of COVID should be reported to the school clinic.
- Temperature check is required for Entry
- Face Coverings are required for Entry
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- Only walking and in class field trips, as long as transportation restrictions are in place. Visitors: We are restricting visitors to campus to those who have a compelling need.
 - This includes parents and other members of the school community.
 - This was a particularly difficult decision because of the important part parents and other members of the community play in the life of the school. Once local conditions improve, we look forward to welcoming parents back to campus.
 - We have discontinued facility rentals.
- Counseling: We are contracting with Commonwealth Catholic Charities for a social worker to

provide short term and crisis counseling to students (in building twice a week for 3 hours each time).

- Student Cell Phones. Students are discouraged from bringing a cell phone to school. Cell phones will not be used by students during the day. Use of a cell phone by a student during the day can result in disciplinary action. The emission of an audible sound from a cell phone is considered use.
- Birthday Treats - Treats must have been produced and individually wrapped commercially.

Draft Bell Schedule

Middle School is on an alternating A day/B day Schedule for Periods 1 - 3. Fourth period is on a 5 day M-F rotation.

Period	Mon Week 1	Tues Week 1	Wed Week 1	Thurs Week 1	Friday Week 1	Mon Week 2	Tues Week 2	Wed Week 2	Thurs Week 2	Fri Week 2
1	A	B	A	B	A	B	A	B	A	B
2	A	B	A	B	A	B	A	B	A	B
3	A	B	A	B	A	B	A	B	A	B
4	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri

Mon - Thurs		Friday
8:10 - 8:20	Homeroom (in 1st period room)/Mass	8:10 - 9:30
8:20 - 9:50	1st Period	9:30 - 10:45
9:55 - 11:25	2nd Period	10:50 - 12:05
11:25 - 12:15	Lunch (in 2nd period room)/Recess	12:05 - 12:55
12:15 - 1:45	3rd Period	1:00 - 2:15
1:50 - 2:50	4th Period	2:20 - 2:50
2:50 - 3:00	Homeroom (in 4th period room)*	2:50 - 3:00
	* 3rd PE room in 4th is PE	

COVID on Campus

We will separate and isolate those who present with symptoms in the isolation clinic

- We will call the parents of any students who show symptoms
 - If we can not reach the parents within 15 minutes we will call the parent

designated emergency contacts.

- If needed, we will facilitate safe transportation of those who are sick to home or to a healthcare facility.
- We will follow CDC guidance for cleaning and disinfecting areas used by sick individuals once they have departed.

If there is a confirmed case of COVID on campus

- The Principal will communicate with the local health department to initiate public health investigation, contact tracing and consultation on next steps.
- We will work with local health authorities and the Diocese of Richmond to decide if we need to shut down the school completely or isolate certain grades.
- All communications will respect privacy and confidentiality.

Learning at a Distance

We will support students who are not able to be at school.

- Parents who have a newly documented medical need for their child to stay home during should reach out to Jeff Cronheim, Dean of Students, to begin the Student Accommodation Process. This process allows for the creation of an individual plan appropriate to the students age and needs.
- An abbreviated process will be followed for students who are not ill but need to be out for 5-14 days.

Hybrid Learning

- Students who have a documented medical need to stay home will have opportunities during the day to join class in real time through equipment like Swivl (awaiting delivery) used in combination with Zoom. The teachers and aides will also perform regular check-ins.

Entire Grade

- Should an entire grade be at a distance, the grade will move to an online schedule that closely mirrors the in-person schedule but will involve more asynchronous activities. The balance of synchronous/asynchronous will vary by grade with the most asynchronous time in JK and the most synchronous time in Middle School.

LMS: To facilitate the transition between different types of learning we will be use a Learning Management System for all grades.

- JK - 3: Seesaw
- 4 - 8: Google Classroom

Supporting Each Other

We realize this continues to be a very stressful time. Please do not hesitate to reach out.

Sean Cruess, Principal, scruess@saintbenedictschool.org

Jeff Cronheim, Dean of Students, jcronheim@saintbenedictschool.org - to initiate the SAP process for students who have a documented medical need to stay home.

Denise Lawrence , dlawrence@saintbenedictschool.org - School Nurse.