

# Saint Benedict Catholic School Parent and Student Handbook 2023-2024

*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.

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, joyful, 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 230 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](mailto:businessoffice@saintbenedictschool.org). **Please note that changes to payment schedules must be made at least four 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

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](mailto: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 collection.**

## **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 7<sup>th</sup> 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 medications require a signature from a Licensed Health Care Provider (LHCP). Medications should 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**

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 and is out three or more days, 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 2:30PM.**

Please call the school office (254-8850) or email the school secretary by 9:00AM if your child is absent. 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 participate in 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**

Students are expected to be in the school building 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 clinic if more than 5 tardies are accumulated in a marking period. All tardies are unexcused unless required by a school approved or sponsored activity. Students arriving to school after 11:00AM 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**

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 throughout the school year. Meetings usually 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](mailto: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 service



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.

**The specific service hour requirement is sent home by the school before the start of each school year.** Any parent, legal guardian, grandparent, or immediate family member over 18 years of age may serve in fulfillment of this obligation. Families may choose to opt out of a portion of the service hours for a fee. There is a fee of \$40 per hour for unfulfilled hours. Parents are responsible for recording their own service hours in ParentsWeb.

### **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. (bulletins are 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](mailto:pautry@saintbenedictschool.org) or at 254-8850.

### **Communication and Visitation**

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/emails 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**

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**

School hours are 8:10AM-3:00PM, Monday through Friday. Drop-off begins at 7:50AM. 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 7:50AM students may arrive and report to homeroom. **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 normally occur at 12:30PM. **Lunch is not served on a 12:30 dismissal day.**

### **Bell Schedule (Middle School)**

|                                | <b>Regular schedule</b> | <b>Early Dismissal 12:30pm</b> |
|--------------------------------|-------------------------|--------------------------------|
| <b>Morning Homeroom</b>        | 8:10-8:20               | 8:10-8:25                      |
| <b>1st Period</b>              | 8:22-9:10               | 8:27-9:00                      |
| <b>2nd Period</b>              | 9:12-10:00              | 9:02-9:30                      |
| <b>3rd Period</b>              | 10:02-10:50             | 9:32-10:00                     |
| <b>4th Period</b>              | 10:52-11:40             | 10:02-10:30                    |
| <b>5th Period Lunch/Recess</b> | 11:40-12:20             | 10:30-10:45 (Recess)           |
| <b>6th Period</b>              | 12:22-1:10              | 10:47-11:15                    |
| <b>7th Period</b>              | 1:12-2:00               | 11:17-11:45                    |
| <b>8th Period</b>              | 2:02-2:50               | 11:47-12:15                    |
| <b>Homeroom</b>                | 2:50-2:58               | 12:17-12:28                    |
| <b>Afternoon Announcements</b> | 2:58                    | 12:28                          |
| <b>Car Line</b>                | 3:00                    | 12:30                          |

### **Emergency Information**

#### **Fire Drills and Crisis Management**

Fire drills are conducted regularly throughout 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](http://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 may be called to correct the student's uniform before the student can return to class.

### **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 dark colored 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 black, or brown loafer or oxford shoes. **No tennis shoes are permitted.**
- Socks must be of a dark, solid color and may be either crew or calf length.
- Middle School boys must wear the oxford shirt, all buttons fastened, with the school tie and dress pants on designated "Dress Uniform" days. A navy blazer is optional.

### **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.

#### **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 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 on designated "Dress Uniform" days. A navy blazer is optional.

#### **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 skort 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.

#### **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 or the fleece jacket with the school monogram may be worn over the uniform on any school day.
- The navy sweatshirt with the school logo may only be worn with the PE uniform.
- Hair must be neat at all times. Boys' hair must be above the collar, above the ears, and above 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. A fitbit-type watch may be worn if not

connected to the internet, but no “smart” watches or other internet-connected devices are permitted.

- Make-up or nail polish may not be worn at any time.

### **Physical Education Uniforms**

- JK, 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 (no less than 2 in. above the knee), 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 wear 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 and extend at least 2 in. above the knee. 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 NWEA MAP Growth test 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

Middle School students are expected to have access to a word processor and printer. Some assignments must be typed, printed out, and handed in on paper. In these cases, emailed documents will not be accepted or printed for the student and will result in late credit and a docked grade. Families are not required to purchase a computer or printer. If a family does not have a working computer or printer in the home, the parents and student should plan ahead and make arrangements to use the computers/printers at the local public library.

### **Honor Code**

Honesty is expected of all members of St. Benedict's community both at school and at home. 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 may 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 Catholic 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 diocesan Office of Catholic Schools. 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 and may be viewed in ParentsWeb. Areas of weakness in subject content and general work habits are also indicated on the report card.
- Interim grades should be checked through ParentsWeb. Students, with the help of teachers and parents, are expected to take the necessary steps toward improvement before the next report card.
- Days are set aside for parent/teacher conferences in the fall and spring. Parents may also contact a teacher at any time during the year to request a conference.
- For students experiencing significant difficulty with academics or conduct, a mid-year notice will be sent to parents around the start of the second semester or as needed.

**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.
- For elementary students, receiving a "1" would keep them from the Honor Roll.

**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;

**Grades 3-8**

- Yearly average of "59" or below in the areas of English and 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 peer 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 cross country, track, 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.

### **Library/Media Center**

The Comet Library maintains a collection of picture, chapter, and nonfiction print books and periodicals to address the recreational and informational needs of students. Students in grades JK – 5 visit the library weekly. During each visit, students have a library lesson and time to check out books. Grades 6-8 use the online catalog to put books on hold for checkout, and have access to resources and useful information posted in the Library Google Classroom

Learning responsibility through the care of library materials is one of the cornerstones of the library program.

- The number of books a student may check out is determined by the student's grade level.
- Books are checked out for a period of one week.
- Magazines may be read in the library.



- Overdue notices will be sent home as needed.
- Students with multiple overdue books will not be permitted to check out more until the late books are returned or the overdue account is settled.
- The librarian should be notified immediately if a book is lost or damaged so arrangements for replacement can be made.

Students whose lost books are not returned before the last week of school will be charged a flat replacement and processing fee of \$25.00 for a hardback book and \$10.00 for a paperback book. Fees will be charged to the family FACTS account. Please visit the library webpage under the “Academics” tab on the school website for access to our resources.

## **Transportation**

### **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 must enter through the front doors after 8:10AM accompanied by a parent.
- 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. At least one of the students in the group should be in middle school.

### **Van Riders for other after school 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 3:00 and are expected to proceed home.
2. Students in Afterschool Care (ASE) will be dismissed to St. Anselm Hall at 3:00.
3. Car riders-All students, JK–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.
5. **No car riders may be picked up from the Belmont or Grove sides of the school during dismissal.**
6. Parents who have a scheduled conference may park on Belmont.
7. General pick up by cars will take place in the alley from West to East entering from Hanover to Cleveland and exiting onto Belmont.
8. When exiting from the alley, **only right turns on Belmont will be permitted.**
9. **In the car line, please follow all directions given by faculty members.**
10. Students not picked up from car line or as walkers by 3:20 will be sent to ASE.

## **Lunch Procedures**

Lunch may be ordered through YayLunch!

## **Lunch Rules**

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. Parents should not order lunches to be delivered to school by outside vendors.
11. Be sure to pack a fork or spoon if it is needed for the student's lunch.
12. Parents wanting to have lunch with their child should notify the classroom teacher in advance.

## **Playground Procedures**

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/good sportsmanship 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 should not 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**

**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 left in the appropriate bin in the student's homeroom class. Cell phones may not be used on school premises during the school day. Cell phones may be picked up during afternoon homeroom. **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 internet-connected 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**

St. Benedict Catholic School aims to form students in virtue so that they can flourish morally and academically. Virtuous teachers, students, and families working in harmony create a well-ordered environment in which students can dedicate themselves fully and effectively to learning. The faculty and administration strive to maintain a system of discipline that is fair, consistent, respectful, and firm. Parents are expected to support the teacher's efforts in dealing with behavior issues in the classroom and reinforce virtue at home.

### **Conduct**

Student conduct is to be animated by the active exercise of the virtues. The following virtues serve as a guide for student conduct:

- Prudence: Do I strive to make the right decision? When I do not know what the right decision is, do I ask for guidance from my parents and teachers?
- Fortitude: Schoolwork can be difficult, and there are often challenges in doing the right thing. Do I accept difficulties and challenges and do my best regardless? Or do I shy away from difficulties and challenges and make excuses for myself?
- Justice: It is necessary to give God, my parents, my teachers, and others what they deserve. Is it clear to me that they deserve love, respect, and deference even when I'm tired or in a bad mood?
- Temperance: It's good to enjoy the company of my friends and to have my say in class, but there is a time and a place for everything.
- Courtesy: Good manners and mutual respect allow us to live together in community. Do I address adults appropriately, welcome visitors, and take care of our school building and property?

When the above expectations are not being met, the range of disciplinary responses may include a simple reminder to the student, loss of privileges, behavior contract, demerit, detention, suspension, up to separation 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 for grades 4-8. The discipline policy for lower elementary grades will be modified in an age-appropriate way.

- **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 detention.**
- **Detention:** Issued for more serious infractions or an accumulation of three demerits. Detention consists of one lunch and recess period served with the Principal or his representative during which the student will be asked to reflect on their actions and create a plan for improvement. Parents will be notified of detentions through ParentsWeb. **A third detention in the same semester may result in suspension.**
- **Suspension:** 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.
- **Contract for Behavior:** In some cases, the school may develop a plan to help a student track their conduct and focus on developing particular areas of virtue. This plan will be communicated to parents before going into effect.
- **Separation from the School:** As a last resort, the Principal may decide, in consultation with the Pastor and the Office of Catholic Schools, that it is best for the student to leave St. Benedict and enroll at another school.

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

**The classroom teacher or homeroom teacher is the first point of contact for parents regarding student behavior.**

## **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/Alcohol/Drugs**

Tobacco products, alcohol, and drugs 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 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 on school grounds 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.

## **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)

Brian Wingfield, 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:

Brian Wingfield  
Business Office  
300 N Sheppard St.  
Richmond, VA 23221  
(804) 254-8810 x 103  
bwingfield@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 a “Student Accommodation Plan” 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 Dean or 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) 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.