



St. Patrick Academy

Sponsored by
St. Patrick Parish Community
Providence, Rhode Island

Parent-Student Handbook

2019-20



*Engaged in the relentless pursuit of **excellence.***



Mission Statement

St. Patrick Academy provides a Catholic college-preparatory education to all students, regardless of need, who aspire to spiritual, personal and academic excellence.

Vision

We envision a secondary school that inspires and encourages students to mature academically, spiritually, personally and interpersonally. With a highly-qualified faculty, an enriched program of studies, a well-developed and diverse after-school clubs program, a nurturing Catholic environment and culture amidst a safe and supportive community, St. Patrick Academy provides students with a vibrant educational experience preparing them for post-secondary education for the workplace, and for life.

Philosophy

We believe education is most effective when rooted in the teachings and spirituality of the Catholic Church. In a supportive and nurturing Catholic environment, students, regardless of their religion or ethnicity, can attain great heights in the areas of academic and human development. Each student is gifted and unique, and each student, through strong educational experience and genuine encouragement, can make great progress in becoming the best person he or she is called to be by God.

History

Since 1851, Saint Patrick School, situated in the Smith Hill Community in Providence, has been committed to providing an affordable quality Catholic education to a diverse student body. In view of the rising cost of private education and the growing need for an affordable Catholic Christian based education in the urban setting, St. Patrick Academy will build upon its rich tradition and continue with its mission of developing morally and socially conscious leaders for tomorrow.



By enrolling their child at St. Patrick Academy, parents and students contract with St. Patrick Academy and thereby agree to abide by and support the policies, rules and regulations of St. Patrick Academy as stated herein.

ST. PATRICK ACADEMY
Student-Parent Handbook, 2019-20

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PARENT-STUDENT HANDBOOK AGREEMENT

HOPES FOR OUR GRADUATES

We are confident that based on their experiences as students in a Catholic parish-based high school, our graduates are becoming well-rounded, faith-filled, self-disciplined, compassionate, and academically prepared men and women who respond to God's love.

Because of our commitment to academic excellence, we hope our graduates

- are intellectually curious;
- are prepared to meet the academic demands of college;
- strive to reach their full human potential in the workplace and in life; and,
- use their gifts and talents to serve others more effectively and generously.

Because of our emphasis on educating the whole person, we hope our graduates are well-rounded young people who

- are aware of their own gifts, talents, and limitations;
- recognize the need to continue their own spiritual, psychological, emotional, social, intellectual, and physical growth; and,
- respond to God's call to be loving, selfless adults oriented to the needs of others.

Because of our emphasis on spiritual growth and religious values, we hope that our students graduate with

- a strong belief that God loves them;
- a willingness to respond to Jesus' directive to love one another;
- a commitment to compassion, peace, justice, and service;
- a desire for a deeper relationship with God through prayer;
- an intentional integration of faith and daily life;
- an understanding of the teachings and traditions of the Catholic Church; and,
- a willingness to become active members of their local church communities.

Because of our efforts at firm and benevolent discipline, we hope that our graduates

- have developed an appropriate rigor of self-discipline that guides their actions;
- are sensitive and respond with compassion to the limitations of others;
- have respect for authority and for persons for whom they are responsible; and,
- approach relationships with fairness, mutual trust, and cooperation.

Because of the caring nature and personal attention given to our students, we hope our graduates

- genuinely care for others;
- value themselves and others as unique children of God; and,
- nurture positive relationships and build community.

ADMINISTRATION

OWNERSHIP

St. Patrick Parish is the legal owner of St. Patrick Academy, which is a parish program. The **Pastor** serves as director of the school and its sole governing authority. The parish finance council advises the Pastor on matters relating to the shared use of the building, but has no governance authority of its own regarding the school or its operation. The parish is responsible for the property and the financial support it provides to St. Patrick Academy as well as decisions having financial implications for the parish.

SCHOOL BOARD

The **School Board** is appointed by the Pastor and advises the Pastor on matters relating to the operation of a non-profit Catholic high school for the education and evangelization of youth. The School Board approves the annual school budget and is involved in strategic planning and any matter brought to its attention by the Pastor and school administration. All members of the School Board volunteer their time and effort, serve without financial remuneration, and abide by the board's by-laws and diocesan policy.

ADMINISTRATIVE TEAM

The administration of St. Patrick Academy is carried out by the **Administrative Team**, which is accountable to the Pastor for all its actions and decisions. It provides leadership and maintains a structure to facilitate the effective functioning of the school. The Administrative Team is comprised of the **Principal**, the **Development Director**, the **Dean of Student Life**, the **Guidance Director**, the **Campus Minister**, and the **Director of Operations**.

The Pastor delegates the primary responsibilities of the executive and educational administration of the school to the **Principal**.

The Pastor delegates the primary responsibilities for fundraising and institutional advancement to the **Development Director**.

The **Dean of Student Life** is primarily responsible for the maintenance of school order and student discipline and is responsible to the Principal.

The **Guidance Director** is primarily responsible for the orientation, preparation and direction of students through the college application process, and for managing resources to provide for the mental and emotional well-being of our students. The Guidance Director is responsible to the Principal.

The **Campus Minister** has the primary responsibility for the spiritual life of the school community, its students, faculty and staff, and is responsible to the Pastor and the Principal.

The **Director of Operations** has the primary responsibility for the maintenance, operation and care of the school building, along with responsibilities for the application and use of federal funds and the process of school accreditation. The Director of Operations is responsible to the Principal.

ADMISSIONS & ENROLLMENT

PHILOSOPHY AND PROCESS

To maintain a strong educational environment, an admissions process has been established which informs our *Admissions Committee* about each applicant's ability to perform to our expectations in a college-preparatory program.

The *Admissions Committee* consists of the Pastor, the Principal, the Guidance Director, the Dean of Student Life, the Director of Operations, the Campus Minister and a veteran teacher.

For students seeking admission to St. Patrick Academy, the committee relies on four sources of information: **1)** school records that reflect current and past performance in school; **2)** a formal teacher or administrative recommendation from the applicant's previous school; **3)** an interview of the applicant and at least one parent or guardian conducted by a member of the *Admissions Committee*; and **4)** submission of a *FACTS* tuition assistance application. **Acceptance of a student cannot be concluded until all four of these information sources have been properly reviewed.**

Applications for the freshman (9th) and sophomore (10th) years are reviewed by the *Admissions Committee* as soon as all four of the information sources noted above have been received. Applications for the junior year are generally reserved for students moving into the Providence metropolitan area and coming from schools with a similar academic program. We generally do not accept applications for the senior year except in rare circumstances. The parent(s) of an applicant who is accepted has ten (10) business days from the date of acceptance to complete and return the **Registration Form**, after which a **Tuition Agreement** must also be concluded and signed. If the **Registration Form** is not returned by that date, the applicant is considered to have withdrawn his/her application.

We give preference to **siblings of current students and alumni**, provided the applicant shows adequate preparation and readiness to meet the school's academic and behavioral standards. We do this because we believe that a family that has demonstrated loyalty and commitment deserves a positive response from us. Also, the *Admissions Committee* gives priority consideration to the **children of alumni and faculty**, to families who are **parishioners of St. Patrick Parish**, and to **students from Catholic elementary and secondary schools**, but only if the admissions process confirms that the applicant can meet the Academy's academic and behavioral standards.

The admissions process formally begins in early November with an **Open House** at which parents can tour the school, interview staff, faculty and students, obtain informational materials, and receive an application form. Applications are accepted throughout the remainder of the school year for the following school year.

Application for transfer during the current school year are considered if the circumstances warrant.

WAIT LIST

We encourage parents and students to apply for admission as soon after the Open House as possible, as our freshman and sophomore classes are generally filled by April 1st. Once a class has been filled, applications continue to be reviewed but students who would otherwise be accepted are placed on a **Wait List**. If a student who has been accepted declines enrollment, a student on the **Wait List** will be contacted with consideration of the preferences noted above. If the student accepts the open seat, the student's parent has ten (10) business days to complete and return the **Registration Form**; a **Tuition Agreement** must then be concluded and signed by the parent.

ATTENDANCE

DAILY SCHEDULE

Students must be in the school building **by 7:35am** and in their homeroom by 7:42am. School prayer begins at 7:54am. Classes begin at 8:07am. There are six 54-minute academic periods per day (Periods A-F), Monday through Thursday (five academic periods plus Mass on Fridays), with a 13-minute break after Period B and a 25-minute lunch period after Period D. The school day ends at 2:24pm, Monday through Thursday, and at 2:12pm on Fridays.

DAILY ATTENDANCE

Regular attendance at school is necessary for academic success. Make-up assignments and make-up time do not adequately replace class attendance. **Whether to excuse a student's absence from school is the decision of the Dean of Student Life.** A note from home does **not** automatically excuse an absence.

Students are required to attend all scheduled classes. **St. Patrick Academy does not tolerate unexcused absences from class.** Individual teachers take attendance at the start of every class period and report absences to the Main Office. The Dean of Student Life gives detention for the **first** unexcused class absence and notifies the parents. If a **second** unexcused absence occurs, the Dean may suspend the student, who must then return with his/her parents or guardian for a conference with the Dean. A report of this conference will be kept on file. If a **third** unexcused class absence occurs, the Dean consults with the Principal and Pastor, and the student may be suspended or expelled from St. Patrick Academy.

Students are also required to attend all scheduled assemblies and meetings, including prayer services, Masses and other religious services. **Students are required to be present on campus throughout the scheduled school day and may not leave the school building or grounds without the express permission of the Principal.**

ABSENCE

When a student is unable to attend school, his/her parent/guardian must call the school office as soon as possible with the reason for the absence. The Administrative Assistant will contact parents who have not reported the absence of their child by 9:00am.

A parent should contact the Main Office in advance if the parent knows that his/her child will be absent on that day. **If a student is absent more than one day, the parents must call the Main Office each day the student is absent.** A prolonged absence due to medical reasons requires a physician's note when the student returns.

Excused Absence: An excused absence from school is still a recorded absence; it simply means that there is no penalty attached to it. Acceptable reasons for an excused absence include the following:

1. Illness or serious injury
2. A doctor's appointment with a doctor's note and/or appointment card (such appointments should be scheduled outside school hours whenever possible)
3. Death or serious illness in the immediate family
4. Mandatory court appearance
5. Senior college visitations
6. Other substantial reasons acceptable at the discretion of the Principal or Dean of Student Life.

Unexcused Absence: If a student is absent from school for a reason that is not reasonable or acceptable, the student will receive a detention, or, if the circumstances are serious, may be suspended or expelled.

Excessive Absence: Parents will be informed of excessive absence from school or from a particular class. If a student has been absent for **ten (10) days during a semester, or has missed ten (10) classes, or has missed a total of 20 days or classes in the school year, regardless of the reason, the student's academic performance will be reviewed and the student may need to repeat the year or leave the Academy depending on the student's level of performance.** Parents will be contacted to discuss the situation before a decision is made. A student may be required to do summer remedial work, receive tutoring or repeat courses before the student will be promoted or allowed to graduate.

Family Vacations: Parents/guardians are strongly encouraged to schedule family vacation time ***outside of school time*** and **never for more than one week.** If absence for this reason is unavoidable, the parent/guardian shall contact the Principal **one week in advance** of the requested absence. The student must see his/her teachers to inform them of the intended absence and to request information on assignments to be missed. Teachers are **not** required to provide extra help in cases of absence due to vacation time. Tests or quizzes are to be made up at the convenience of the teacher. Normally, all work should be completed no more than five (5) days after the student returns to school.

TARDINESS

Students need to be in school by 7:35am and remain on campus until dismissal or until permitted to leave by the Principal or the Dean of Student Life. If a student arrives to school after the 7:35 bell or reports to homeroom after the second bell at 7:42am, he/she is considered late. The student must report to the Main Office to receive a late slip and then report directly to the class or activity in session. A student who is late cannot enter homeroom, Morning Prayer or class without a late pass. Tardiness is reported along with absenteeism on report cards.

A student who is even a few minutes late will receive detention unless we receive a note or a phone call from a parent/guardian with a legitimate explanation. Excused tardiness is limited to medical/dental appointments or family emergencies (for example, "running late," "the alarm did not go off" or getting caught in regular commuter traffic are **not** legitimate reasons for being late).

A student is limited to **three excused incidents of lateness per quarter.** Beginning with the fourth incident, students receive detention and a parent/guardian is notified of the situation. Students earn additional detentions with continued tardiness. Exceptions to this policy due to extraordinary reasons are at the discretion of the Principal in consultation with the Dean of Student Life.

If a student is tardy on a regular basis, the student and parents/guardians will be called to meet with the Dean of Student Life to discuss the reasons for the chronic tardiness. ***If, after meeting to discuss a student's problem with tardiness, the tardiness is not corrected, the student will face disciplinary action, including suspension and even dismissal from St. Patrick Academy.***

Tardiness for School and After-School Activities: Students wishing to participate in any after school activity must be in school **by 10:00am** and fully participate in classes for the remainder of the day. This applies to all athletic, intramural and club events, and school-sponsored events and activities, including the Prom. Waiver of this rule shall be granted by the Dean of Student Life in special cases, such as funerals or emergency medical treatment.

Tardiness for Class: Teachers may give detention to students who are late to class. Teachers will report frequent tardiness to the Dean of Student Life and notify the parents.

EARLY DISMISSAL OF A STUDENT

A parent/guardian who wishes to have their child dismissed from school early is expected to contact the Main Office ahead of time to explain the reason for this request. The Principal or Dean of Student Life authorizes all such requests. **Students who leave school, for any reason, prior to the dismissal time set by the school for the Prom, Winter Ball or other after-school event or activity will not be allowed to attend that event or activity.** The parent/guardian is required to come to the Main Office to sign out the student.

Parents are asked **not** to show up at school unannounced to remove their child unless it is an emergency.

DROP-OFF & PICK-UP

Parents are to drop off their child in the morning and pick up him/her after school by entering the large parking lot (across from the Dunkin' Donuts) by the Smith St. entrance near the front of the school. Parents are then to circle the parking lot and exit onto Smith St. at the same place they entered the lot. The exit out onto Calverly St. at the other end of the parking lot has been blocked. This traffic pattern will help reduce the chances of a car-to-car or car-pedestrian accident.

Parents who must park their car at the school are asked to do so in the back of the large parking lot behind the median island (near the adoration chapel).

Students who wish to drive to school and park a car in the lot must first see the Dean of Student Life for permission and instructions on where to park. Students who drive cars to school without permission will not be allowed to use the parking areas.

COURSE OF STUDIES

COURSE LOAD & COURSE SELECTION

Each student is required to carry at least six subjects each semester, plus physical education. Additional elective courses may be taken if available and if the student can handle the additional course work. Students opting for an additional course or advanced courses are urged to make these choices carefully. Advanced courses (such as Honors or Advanced Placement) are intensive courses for selected students and are offered based on student readiness and teacher availability. Advanced Placement courses follow the criteria set forth by the *College Entrance Examination Board*. Both Honors and A.P. classes have pre-requisites for enrollment and students must be approved by their current teacher in that subject.

The course selection process takes place in the spring. Each student will receive a course selection sheet from the Guidance Office. Course descriptions are available on St. Patrick Academy's website. Students need to be cognizant of graduation requirements, course requirements, and course pre-requisites when making course selections. The Guidance Office and Teacher-Counselors (TC's) will assist students in making these decisions. Adherence to deadlines and signature requirements are the responsibility of the student. **Parents must sign their child's course selection sheet before it is submitted.**

CHANGING COURSES

Once a course has started, it is St. Patrick Academy's policy that a student remains in that course. Only in extraordinary cases and after consultation with the Guidance Office can a student add or drop a course. A preference for a different teacher or being in a class with friends are **not** legitimate reasons for a course change request. All requests for a course change must begin with the Guidance Office and be approved by both teachers and the Principal.

If necessary, a course may be dropped within two weeks after the course begins with the advice and consent of the Guidance Director. The course grade is recorded as a withdrawal and results in a grade of W (withdrawn), which has no impact on the grade point average for the quarter, semester or year.

HOMEWORK

Homework is a critical factor in a St. Patrick education. Among its many purposes are the:

- Practice and improvement of skills
- Reinforcement of learned information
- Introduction of new experiences
- Application of known concepts
- Stimulation of individual creativity
- Enhancement of independent learning
- Acknowledgement of learning styles.

Naturally, homework expectations differ from grade to grade and teacher to teacher. However, as a norm, students should devote **approximately two hours per day, five days per week**, to assigned work, or about 20-30 minutes per day per subject with additional time during weekends. Homework tasks may include reading, writing, researching or project work; quiz, test, and exam preparation; and independent or group work. The point value of homework depends on the goals and objectives of each teacher.

Completing homework and handing it in on time is essential for effective learning and academic success. It is our experience that **students who repeatedly fail to complete their homework and hand it in on time do not succeed** at St. Patrick Academy.

HONORS COURSES

Several Honors courses are offered in the junior and senior years in the English and Social Science departments. Students must earn a minimum grade of A- (90-92) in a regular college-preparatory course and have the teacher's recommendation to enroll in an Honors or other advanced class. To move from an Honors class on one grade level to a same-department Honors class on the next grade level, the student must have earned a minimum grade of B (83-86) and the teacher's recommendation. Honors courses receive an additional weight of 0.3 to the Quality Points (see above) used to calculate the *Grade Point Average (GPA)*.

NON-STRUCTURED LEARNING TIME / STUDY PERIODS

St. Patrick Academy believes that the most appropriate learning environment is established when the student has some time during the school week to do assigned work, study for tests or quizzes, or engage in independent learning. Students will find a small portion of their weekly schedule unstructured to allow for independent study. The following alternatives are available to students during these study periods:

- Report to the assigned room for study or assigned work;
- Meet with a teacher for academic help;
- Meet with a guidance counselor for personal assistance;
- Go to the library for **quiet study**, independent study, reading, small group work, or research;
- Confer with a teacher-counselor;
- Attend a presentation by a college representative (for seniors);
- Engage in tutoring or peer-mentoring programs; or,
- Work on career and college selection in the Guidance Office (juniors and seniors).

Students who leave the assigned study hall must have a pass from the study proctor and must remain at the location specified by the pass or return to the study hall. Study periods are **not** to be used for socializing, sleeping or idle time.

PHYSICAL EDUCATION/HEALTH EDUCATION

All students participate in the physical education program unless a valid excuse from a doctor is filed in writing with the P.E. teacher or the Principal. If a student is not feeling well enough to actively participate in the P.E. class, they receive permission from the School Nurse, P.E. teacher or Principal to be excused. **Students may not excuse themselves from participating in P.E. class.**

Unless formally excused by the Principal or Nurse for legitimate and serious health reasons, students are required to earn the 1/4 credit per year in physical education to graduate from St. Patrick Academy.

Students change into and out of their gym uniforms in the boys' and girls' bathrooms and must leave all valuables secured in their lockers. The school is **not** responsible for lost articles that were not properly secured. Students may not leave the gym without the explicit permission of the teacher. Students with valid health reasons for not participating in class remain on the sidelines in full view of the teacher. Students are dismissed from the class as a group by the teacher.

RELIGIOUS STUDIES & COMMUNITY SERVICE

As a Catholic high school, St. Patrick Academy has a required, annual program of religious studies. St. Patrick Academy believes that the study of religion is an essential element for every student's personal and spiritual growth. Consequently, **all students are enrolled in a program of religious studies each year and must successfully complete that program as a condition for promotion and graduation.**

An essential part of our mission and of the religious studies program is service to others. Every student is required to perform community service each academic quarter as part of their religion course. Service opportunities are provided through the Campus Ministry Office, though students may design their own service program with the approval of their religion teacher.

Freshmen perform 24 hours of service each year (6 hours per quarter); **Sophomores perform 32 hours of service each year** (8 hours per quarter); and **Juniors perform 40 hours of service each year** (10 hours per quarter). During the summer, **Seniors must design a 50-hour service program and propose it** to their religion teacher at the start of the school year. **Successfully completing this service project before 2nd semester exams is a requirement for graduation.**

SUMMER ACADEMIC & REMEDIAL PROGRAMS

We recognize that students need to maintain and develop their thinking, writing and reading skills beyond the limits of the academic year, thus encouraging the development of life-long learning skills. Therefore, we provide and support an active **summer academic program** that includes **required reading** for all students. Students are held accountable for this reading through testing or project work assigned by the teachers at the beginning of the school year.

Also, a **remedial program** for students in grades 9-11 who have failed one or more required subjects for the year is offered each summer. Teachers of the subjects failed determine the type and length of the remedial program for each student, which may include tutoring and/or assigned work.

Also, **enrichment and/or semester-equivalent elective courses and programs** may be offered during the summer for the benefit of students who are enrolled at St. Patrick Academy for the following school year. These courses are free and students are invited to sign up for them at the end of the school year.

CODE OF CONDUCT & DISCIPLINARY POLICIES

Students of St. Patrick Academy are accountable for their behavior on and off school campus, during and outside school hours, and in person-to-person contact or through the various means of communication, including email, texting, Facebook, Twitter and all other forms of social media. A student's violation of the law at any time or place will be treated as a violation of St. Patrick Academy's Code of Conduct and will be handled under these disciplinary policies.

CODE OF CONDUCT

Consistent with its mission statement, St. Patrick Academy's faculty and administration will make every effort to maintain a respectful and secure environment reflecting the values of the Catholic faith, thereby allowing students to reach their full potential as children of God.

The *Code of Conduct* at St. Patrick Academy is predicated on two premises: first, that every student is entitled to certain basic human rights (i.e., respect for each person's dignity and property; physical safety; the opportunity for personal and educational growth); and, second, that every student has the duty to preserve those rights for others.

Disrespect of any kind, especially harassment, bullying, hazing and other forms of demeaning behavior, has no place at St. Patrick Academy. Guarding the dignity of all members of our community is a priority. Since no list of norms can cover every situation, the administration presumes that common sense, mature judgment and the virtue of charity are the guides by which every St. Patrick Academy student will conduct his/her actions.

This *Code of Conduct* applies to every student:

- On school property;
- In attendance at school;
- At any school-sponsored activity, or
- Whose conduct at any other time or place impacts
 - The maintenance of school order and discipline;
 - The protection of the personal safety and dignity of the student and others; and,
 - The reputation of St. Patrick Academy.

General Rules of Conduct

Students must be respectful, courteous, and cooperative in their behavior and their speech with teachers, staff and each other. This means that the following behaviors are **forbidden** at St. Patrick Academy and are considered **major** violations of our *Code of Conduct*:

- **Fighting and swearing**, behaviors which violate the dignity of the human person;
- **Disobedience or disrespect to those in authority**, which ruins relationship and disrupts order;
- **Stealing, plagiarism and cheating**, which destroy trust and undermine one's personal integrity;
- **Damaging property through vandalism and graffiti**, which disrespects those who own the property;
- **Using and/or possessing alcohol, tobacco, drugs, or weapons of any kind, or any other illegal or dangerous item or substance**, which endangers the human person in body, mind and soul;
- **Bullying, harassing or in any way humiliating or threatening the well-being of others**, which causes fear and embarrassment, and violates the dignity of each person as a child of God.

These behaviors will not be tolerated and will result in disciplinary action, up to and including expulsion.

Cell phones must be completely shut off and unseen during the school day from the opening of homeroom at 7:42am to dismissal (this includes lunch, field trips, assemblies and other non-classroom activities). Students are **not** allowed to send or receive calls or text messages during the school day from anyone – **including parents and guardians**.

Faculty, staff and administrators are obligated to **confiscate cell phones that are visible, heard or used during school time**. Students who need to make a phone call may ask to use the phone in the Main Office. **Parents/guardians must call the Main Office if they need to contact their child**.

- **Possession of any other electronic device or accessory, such as iPods, iPads, MP-3 players, ear buds and video games on a student's person is not permitted during the school day**. Faculty, staff and administrators are obligated to confiscate such devices, if seen in the student's possession. ***We strongly encourage parents/guardians to make sure these items are kept at home***. We will not be responsible for any electronic item (or any non-school item of value) that is stolen or damaged on school property or during the school day.
- Confiscated items, such as cell phones and other electronic devices, will be returned only to a parent or legal guardian for the **first offense**; in the event of a **second offense**, the device will be returned only to a parent or legal guardian and the student will be required to turn in his/her cell phone or electronic device to the Main Office at the beginning of each school day; in the event of a **third offense, the phone or device will not be returned until the end of the school year**.

The administration of St. Patrick Academy reserves the right to search desks, book bags, lockers and/or a student's person when there is a reasonable suspicion that the *Code of Conduct* has been violated. Parents do not have to be notified of such searches before the fact, but will be notified afterwards. Law enforcement personnel may be called to assist in such searches depending on the circumstances.

VIOLATIONS OF THE CODE OF CONDUCT

A student who commits major or repeated violations of the Academy's **Code of Conduct** will face severe disciplinary actions as a consequence of this behavior. Chronic minor violations of school policy (i.e., dress code infractions, tardiness, etc.) that are not resolved will be treated as major violations. Specific disciplinary actions will be assigned to a student by the Dean of Student Life for these major or chronic misbehaviors, according to the following schedule:

1. When a student receives his/her 5th disciplinary action of the year for major or chronic violations of the Code of Conduct, the student will be automatically assigned a **3-hour detention** to be served at St. Patrick Academy, on the **Saturday** following, from **9am to 12 noon**.
2. When a student receives his/her 8th disciplinary action for such major or chronic violations, he/she will be placed on **Disciplinary Probation (DP)**, as defined on page 26 of the ***Parent-Student Handbook***.
3. When a student receives his/her 10th disciplinary action for such major or chronic violations, the student will receive a **3-hour Saturday detention** and a **one-day in-house suspension**, and will remain on or be placed on **Disciplinary Probation** for the next academic quarter.
4. When a student receives his/her 12th disciplinary action for such major or chronic violations, he/she will be **recommended to the pastor for expulsion**.

Disciplinary problems such as classroom disruption and tardiness for class are to be resolved by the teacher and the student concerned. If the issue is not immediately resolved, parent involvement is recommended. Chronic or serious issues will be referred to the Dean of Student Life.

Major violations of school rules, such as cheating, disrespect of a faculty or staff member, fighting, assault, violence, theft, insubordination, vandalism, truancy, leaving school property without permission, or unauthorized possession or use of drugs or alcohol on school premises or at school-sponsored functions, are to be dealt with directly by the Dean of Student Life.

A student may face serious disciplinary action for these behaviors, including suspension and even expulsion. Disciplinary probation and/or professional intervention may be required as conditions for continued enrollment. The Principal will determine these conditions in consultation with the Pastor, Dean of Student Life and the Director of Guidance.

Parents may never excuse a student from a disciplinary action, such as detention. Parents who have a scheduling conflict that makes it difficult to pick up their child after detention must speak with the Dean of Student Life about possible options *before* the scheduled detention.

DETENTION

A student may be detained after school for violations of school policy, or for not changing his/her behavior in accord with normal school policy, general common courtesy, or requirements of the *Parent-Student Handbook*. **The Dean of Student Life, Principal or any teacher or staff member may assign detentions.**

Detention formally sponsored by the school involves having the student remain after school for 45 minutes beginning at 2:30pm, Monday through Thursday. When serving detention after school, students will be given a day's notice so they can arrange for transportation. Tardiness or failure to report to detention will result in a penalty established by the Dean of Student Life, which may include suspension.

For students on detention, proper school attire must be worn. Students must be seated by the time detention begins and detention is held in silence. School work, reading or any other activity may **not** be done during detention. Non-compliance with this procedure will result in a more serious consequence.

Students may be required to serve detention assigned by a teacher after school or during the lunch period, during which the student will eat lunch with the teacher in an assigned classroom.

For some serious offenses, however, the detention may involve a combination of after-school and Saturday morning detentions (9:00am-12:00 noon) at the discretion of the Dean of Student Life. Students do physical work around the campus and/or may serve their time in a silent detention hall. **Failure to report to Saturday detention will result in a one day in-school suspension.** The Dean of Student Life will notify parents if a student receives excessive detentions and will confer personally with them about their child's conduct.

SUSPENSION

Suspension is employed by St. Patrick Academy for serious or repeated violations of school policies. There are two types of suspension: "in-house" and "out-of-school":

In-House Suspension – The student is suspended for one day, but is kept in school. The student does not attend classes and is isolated from other students, including homeroom and lunch period. Teachers provide assigned work, which the student works on during the day under the supervision of the Dean of Student Life or Principal. The parents and student will be required to

meet with the Dean of Student Life and/or the Principal after the suspension is served.

Out-of-School Suspension – The student is suspended from the school premises for a minimum of one day. The student returns to school with parents for a conference with the Dean of Student Life and/or the Principal. Upon return, the student must satisfactorily complete all academic work. For out-of-school suspensions of one or two days, a student will be given two school days to make up work. For a suspension of three days or more, a student will be allowed five school days to make up work. Any work not completed within the allotted time will result in a zero. Any projects and assignments given prior to the suspension but due during the period of suspension are excluded from this policy.

The use of suspension is left to the discretion of the Principal and Dean of Student Life; the type and length of suspension are dependent on the severity of the infraction. It is also a time for the student to reconsider his/her commitment to the school and to his/her own education.

In the case of suspension during exams, a student will take his/her exams at the scheduled times, then the suspension will occur on the next regular school day(s). The student will be placed on *Disciplinary Probation* for the next quarter.

A student receiving more than one suspension in the same academic year may be subject to expulsion from St. Patrick Academy.

DISCIPLINARY PROBATION

A student who frequently violates school policy is liable to *Disciplinary Probation*. Disciplinary probation means that a student will not be allowed to participate in any of St. Patrick Academy's athletic and extra-curricular activities. Such activities include all athletic events, Student Council, clubs, school-sponsored dances, and non-academic class trips. A student may also be required to be accountable to the Dean of Student Life for his or her daily schedule during the school day. *Disciplinary Probation* will last at least one quarter, but may be extended if the Principal and Dean of Student Life deem it necessary.

In the case of more serious offenses, disciplinary probation may be used together with or as an alternative to suspension on the first offense. Disciplinary probation will be lifted at the end of the quarter only after a student has demonstrated a positive change of behavior.

Repeated placement on *Disciplinary Probation* may result in expulsion from St. Patrick Academy.

EXPULSION

Expulsion is the **permanent removal of the student** from St. Patrick Academy. A student is liable to expulsion for repeated violations of school rules and policies, criminal or egregious behavior, refusal to meet even minimal academic expectations, the refusal or failure of the student's parents/guardians to work with the school in addressing the student's academic or behavioral issues, or any combination of these.

Expulsion will be the joint decision of the Principal and Pastor, after consultation with the Dean of Student Life and the Guidance Director. In most cases, expulsion will be exercised as a last resort. However, situations resulting in harm or the threat of imminent harm to teachers, staff or other students may demand immediate removal of the student from the school. If the serious nature of the problem warrants it, expulsion may be the first punishment invoked against the student.

GRIEVANCES, COMPLAINTS & RIGHT OF APPEAL

In the light of the Gospel teachings, parent and student complaints and grievances are to be resolved on a one-to-one basis, if possible.

Subsidiarity should be the guiding principle in resolving problems. **Subsidiarity means that all problems are resolved at the lowest possible level.** A person who has a complaint about a teacher or staff person must first speak with the teacher or staff person before making that complaint to the Principal. A person who has a complaint about the action of the Principal must meet with the Principal before speaking with the Pastor. Only problems that cannot be resolved between the parties involved should progress to the next level. Third parties should not be used, as a matter of Christian charity, to vent frustration or gossip.

Meetings to resolve grievances and complaints are not intended to be of an adversarial nature. **No participant is entitled to bring outside advocates or legal representation into these proceedings.** Grievance proceedings shall be kept appropriately confidential.

If no settlement can be reached or if the immediate authority fails to address the grievance promptly within five school days, the parent or student shall appeal the grievance to the next level of authority, be it the Principal, the Pastor, or finally, the Superintendent of Catholic Schools. **No other internal or external group or individual, including the school board or parish council or any of its members, has any standing or authority in these matters. Any appeal to these groups or individuals, or any attempt to circumvent the appeals process by the student or parent, may constitute grounds for expulsion of the student from the school.**

No person shall be discriminated against because that person filed or participated in the grievance procedure, and no reprisals of any kind shall be taken by a school administrator or staff member against any person because of appropriate participation in the grievance procedure.

ACADEMIC INTEGRITY

Academic integrity is fundamental in any school. St. Patrick Academy expects that all students will display honesty in every part of their academic lives.

Cheating is prohibited at St. Patrick Academy. Cheating is defined here as **any conscious effort, successful or not, to find, use or pass on answers to test or quiz questions, to copy or “borrow” the work of another person without proper citation and pass it in as your own (i.e., plagiarism), or to attempt in any way to undermine the concepts of academic integrity and trust.** Any student who is caught cheating will automatically receive a “0” for that assignment or assessment (i.e., homework, quiz, test, paper, project or exam) and will receive disciplinary action.

A student who willingly cooperates or assists others in an act of cheating will be considered **equally responsible.** The teacher will immediately resolve any incident in violation of this rule, in consultation with the Dean of Student Life or the Principal, if necessary.

The teacher will respond to an incident of cheating in the following manner:

- a) The student is confronted. The assessment instrument (i.e., quiz, test or exam) or copied work is confiscated along with any ancillary materials (i.e., cheat sheets, original work).
- b) The assigned work of any student involved is graded as 0 (no credit).
- c) An appropriate disciplinary measure is applied by the teacher, in consultation with the Dean of Student Life if necessary.
- d) The parents are called and the Dean of Student Life or the Principal is informed.
- e) The student’s Teacher-Counselor is also informed, as is the Guidance Counselor and the *National*

Honor Society advisor, if appropriate.

At St. Patrick Academy, **plagiarism – the unacknowledged use of another person’s work or ideas** – is a form of cheating and is not tolerated. We expect all students to do their own work. When using ideas generated by another person or source, whether from a book, the Internet, or another student, the original source must be formally cited. **Plagiarism will result in an automatic grade of “0” for that assignment and a disciplinary action; suspension or expulsion also may be the consequence for a student who chooses to plagiarize more than once during their enrollment at St. Patrick Academy.** Students who are being tutored or being helped by another person must be especially careful to make sure the work done is theirs.

Violation of the *Academic Integrity* policy may jeopardize a student’s eligibility for or standing in the *National Honor Society*.

Repeat offenses of cheating will result in more serious disciplinary action, which may include suspension or expulsion.

BULLYING AND HAZING

St. Patrick Academy is committed to maintaining a safe, positive environment for students and staff. Therefore, any practice that constitutes hazing or bullying is prohibited and will not be tolerated. These behaviors are contradictory to the educational goals and mission of St. Patrick Academy and are against the law in the state of Rhode Island.

***Bullying* is here defined as any act, whether physical, mental, verbal, emotional, or psychological, which deliberately and with malintent subjects a person, with or without his/her consent, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate a person, or which in any fashion compromises the inherent dignity of the person.**

***Hazing* is here defined as any requirement by a team or group, or any members of a team or group, which compels any other member of the team or group to participate in any activity, with or without his/her consent and which is against school policy or state law, as a condition of being a member of that team or group.**

Activities that constitute *bullying* and *hazing* include, **but are not limited to**, the following:

- Physical, verbal or psychological abuse or intimidation of any kind.
- Any activity that creates a risk to another person’s health, safety, or property.
- Morally degrading or humiliating games or activities that make a person the object of ridicule, amusement, or intimidation.
- Any use of computer or cell-phone technology, including email, phone calls, texts or tweets, or the use of Facebook or other social media, to harass, intimidate, humiliate or ridicule another person.
- Forcing, requiring, or pressuring an individual to consume alcohol or any other substance, or to eat anything that the individual would otherwise refuse to eat, or to force that individual to consume beyond his/her capacity.
- Any type of initiation or other activity where there is an expectation of individuals wishing to join a team or group to participate in behavior designed to humiliate, degrade, or abuse them **regardless of the person’s willingness to participate.**
- Forcing, requiring, or pressuring an individual to shave any part of the body, including the cutting of hair on the head.

- Forcing or requiring calisthenics such as push-ups, sit-ups, or running (except when assigned by the coach in the normal course of training, practice, or discipline).
- Expecting or pressuring individuals to participate in any activity in which the full membership is not willing to participate.
- Assigning or endorsing pranks such as stealing or harassing other teams, clubs or organizations.

Disciplinary Consequences

Students who violate this policy shall be subject to disciplinary action that may include suspension or expulsion from the team or club, disciplinary probation, and/or suspension or expulsion from school. **If the circumstances warrant, students who violate this policy may be remanded to police custody and be subject to criminal charges under state or federal law and subject to fine, imprisonment, or both.**

Complaint Process

Any student who is the victim of a hazing incident or bullying, or any student or parent who witnesses a hazing or bullying incident, is **obligated** to report the incident to a staff member, teacher, or the Principal. Faculty and staff members who witness or are made aware of such a situation must report the incident to the Dean of Student Life or the Principal.

Confidentiality will be maintained as much as possible and any form of retaliation will **not** be tolerated. All threats of violence will be taken seriously and will **not** be tolerated. Excuses such as “I was only kidding” are **not** acceptable. The Pastor and Principal will cooperate with the *Diocesan Office of Compliance* in commencing an immediate investigation of the complaint and any remedial action that is necessary and appropriate will be taken. **Any person who brings a complaint in good faith will not be punished in any way.**

CLASSROOM MISCONDUCT

Any student who is asked to leave a classroom for any type of disruptive behavior, disrespect, or unacceptable classroom conduct will be disciplined by the teacher and/or the Dean of Student Life. If such an incident occurs, the teacher will notify the parents of the student by phone and resolve the issue as quickly as possible.

OFF-CAMPUS ACTIVITY

St. Patrick Academy students will, on occasion, engage in off-campus activity as representatives of the school. Examples include service activities and student recruitment activities. During these occasions, students must conform their behavior to St. Patrick Academy’s *Code of Conduct*. All school-sponsored off-campus activity is under the control of a teacher or administrator and requires the approval of the Principal in every instance. Abuse of off-campus activity is subject to disciplinary action and/or suspension from the privileged activity.

Activities such as field trips, during or outside school hours, are an integral part of education at St. Patrick Academy. In these cases, a student is still considered to be in school and subject to all school regulations.

We are partners with parents in their children’s education. We will notify parents of concerns about student life or behavior, even when it occurs off campus or outside of school hours. **In cases of non-school sponsored, off-site activities, we will always take seriously conversations or information about potentially harmful activities or behaviors. We believe that responsibility for our students’ health and welfare does not begin or end on campus or during school hours.** Both civil law and Gospel values demand that whatever can be done to protect children entrusted to our care must be done.

PUBLIC DISPLAYS OF AFFECTION

St. Patrick Academy encourages genuine and appropriate displays of affection between students. Such appropriate touching includes a handshake or 'high five,' a pat on the back or shoulder, holding hands, or a brief hug.

Inappropriate touching includes close or prolonged hugging, groping and/or kissing. Students engaging in inappropriate displays of affection will be told to stop and may be given detentions or other sanctions depending upon the behavior, the number of warnings given, and the setting and time in which the behavior occurs.

RESPECT FOR SCHOOL PERSONNEL

Parents are held to the same standard as students with regard to respect for school personnel. The education of our students is a partnership between parents or guardians and the school. We ask for and expect that all interactions between parents, guardians and school personnel be done in a spirit of mutual respect.

If, in the opinion of the school administration, that partnership is irretrievably broken because of a parent's or guardian's speech or behavior, the Academy reserves the right to require the parents or guardians to withdraw their child from the Academy.

SEXUAL HARASSMENT

It is the policy and goal of St. Patrick Academy that all students have a right to come to school in an environment free from sexual harassment. St. Patrick Academy will not tolerate or permit sexual harassment in any form, and such conduct may result in disciplinary action, including expulsion.

Sexual harassment can take various forms and may be verbal, physical or visual. Sexual harassment may include: repeated offensive sexual flirtations, advances or propositions; continual or repeated verbal abuse of a sexual nature; graphic verbal commentaries about an individual or an individual's body; repeated use of degrading words or names; or, sexually suggestive displays, messages, pictures or objects. Any threat or insinuation, either explicit or implicit, that a student's refusal to submit to sexual advances will adversely affect the student is considered sexual harassment.

If an individual believes that he or she has been sexually harassed, he or she should immediately notify a teacher, the Guidance Counselor, School Nurse or school administrator. The Pastor and Principal will cooperate with the *Diocesan Office of Compliance* in commencing an immediate investigation of the complaint and any remedial action that is necessary and appropriate will be taken. **Any person who brings a complaint in good faith will not be punished in any way.**

SEXUAL MISCONDUCT

St. Patrick Academy believes it is important for parents to know that St. Patrick Academy has a sexual misconduct policy for its employees. Failure to report an observation or complaint of sexual misconduct is a violation of the terms and conditions of the agreement for employment.

If an employee observes or receives a complaint about another employee's sexual misconduct with a student, he or she shall immediately report the complaint or observation to the Principal or the Pastor. Both the Pastor and the Diocesan Superintendent of Schools shall be informed of the report of an employee's sexual misconduct.

The Pastor and Principal will cooperate with the *Diocesan Office of Compliance* in commencing an immediate investigation of the observation or complaint. Upon determining that there are reasonable grounds to believe that there has been sexual misconduct between a faculty or staff member with a student, the Pastor will direct that the employee be suspended with pay during a full investigation of the facts and circumstances of the alleged sexual misconduct. After a full investigation, discipline may be applied in accord with the procedures and policies set forth in the *Diocesan Employee Manual*.

Nothing in these policies shall be construed as an instruction not to cooperate with law enforcement and governmental authorities, as required by law.

SUBSTANCE USE OR ABUSE

The faculty and administration recognize that a student's immaturity and poor judgment might lead to the use and abuse of drugs or alcohol. We intend to educate students regarding the dangers that these substances present. We shall actively seek to identify students in the school community whose actions indicate they may be using drugs or alcohol. Where the evidence justifies it, the student's parents will be apprised of our concern and urged to seek professional help. Where student behavior strongly indicates drug or alcohol use, the administration may require professional intervention and subsequent treatment as a condition for continued enrollment at St. Patrick Academy.

Students found to be using or in possession of illicit drugs or alcohol during school hours or school functions will immediately be remanded to the local police. The police will take control of the case and the school will be responsible to contact parents. Where appropriate, police will pursue criminal action against the student and others involved.

Students who are in possession of or under the influence of drugs or alcohol during school or school-sponsored activities will incur an automatic five-day suspension. Suspended students will have seven class days upon their return to school to make up missed work. In addition, the student will be placed on *Disciplinary Probation* for one semester. Repeated violations of this rule may result in expulsion from St. Patrick Academy.

Any student found selling illicit drugs, in or out of school, will be expelled.

TRANSPORTATION BEHAVIOR

School and City buses and private cars or buses used for field trips are an extension of the school, and proper conduct while in these vehicles is the direct concern of the school. Misbehavior on a bus or in a car is dangerous to the welfare of others and cannot be allowed. In cases where a student becomes so unruly that the safety of students and/or the driver is endangered, the owner of the car or the bus company may immediately exclude the student from the vehicle, temporarily or permanently.

Parents and students are responsible to be familiar with the following rules for riding on a bus or in a car used for school purposes. Students are to:

- remain in their seats;
- refrain from throwing anything in or out of the vehicle;
- refrain from pushing, striking, shoving or harassing other students;
- keep arms inside the vehicle;
- refrain from littering, vandalism and other destructive activities;
- refrain from any obscene language or gestures to any person in or outside the bus; and,
- refrain from using tobacco products, alcohol or any illicit substances.

Bus companies are within their rights to take action against students who violate the above-mentioned

rules. St. Patrick Academy will not interfere with bus company's decisions, will usually support bus companies and their drivers, and may apply additional school discipline at the discretion of the Principal in consultation with the Dean of Student Life. (Also, see *Off-Campus Behavior*, page 20.)

VANDALISM

Students are to respect school property and the property of others. Damaging or defacing doors, windows, walls, desks, lockers or personal property, as well as any other form of vandalism, will not be tolerated. All costs to repair damaged property may be billed to the student's parents or the student may be required to work at the school in lieu of payment for the repairs.

VIOLENCE

Any action by any member of the school community that disrupts the peace of the community is unacceptable. Therefore, in addition to the behaviors noted above, the **threat of violence** and **actual violence** of any kind in any form, including the use of e-mail, the Internet, phone communication, written or text messages, and all forms of social media, by any member of the school community to any other member of the school community or to a person outside the school community will subject that individual to disciplinary action by the school, up to and including expulsion.

All incidents of aggravated assaults causing bodily injury on other persons or school staff will be reported to the local police. The Principal and Dean of Student Life will determine whether an assault is serious enough to warrant immediate police involvement, though the victim of the assault or the victim's parents are free to file a complaint with the police at any time. In addition to any legal action, school disciplinary policies will be enforced.

WEAPONS AND OTHER INAPPROPRIATE ITEMS

Any type of weapon, or any item that is used or presented as a weapon or can reasonably be construed as a weapon, is prohibited in school. The weapon or item will be confiscated, parents will be notified, police may be notified, and the student may face disciplinary action, up to and including expulsion.

Non-school related equipment and items, such as skateboards or bicycles, are **not** allowed on campus, as storing such items is impractical and their use in a school setting may be a hazard.

DRESS CODE

St. Patrick's has established regulations for school attire to help make the school environment and climate as conducive as possible for Christian values and an excellent college-preparatory education.

The Academy expects that **all** students and parents assume the responsibility of complying with these regulations. Please note that there will be **no** exceptions to the dress code. **Parents and students do not have the right to make exceptions to the dress code on their own, nor will excuses be accepted or tolerated.** If the cost of clothing articles is an issue, please see the Principal. All other concerns or questions must be taken up with the Principal or the Dean of Student Life.

Students not in compliance with dress code regulations will be subject to consequences. For minor infractions, the student will be corrected. For missing or incorrect clothing items, students may be given detention, or removed from class until the proper clothing has been brought from home, or be required to wear replacement articles provided by the school. **Repeated offenses of this type may result in suspension.**

All pants, skorts, dress shirts, blouses, polo shirts, sweaters and sweater vests must be purchased from Donnelly's Clothing Store. These clothing items have our school logo or the *Donnelly's* tag attached.

Neck-ties, bow-ties, belts, socks, stockings and shoes, as well as gym shorts, shirts, sweatpants, sweatshirts and sneakers may be purchased at a store of your choice.

The **daily uniform for boys in all grades** will be as follows:

- Khaki dress pants [*Donnelly's*], with black or brown belt.
- White oxford or green oxford dress shirt (short- or long-sleeve) [*Donnelly's*], **or** – from **August 24 until November 1** and from **May 1 to the end of the school year** – white or green polo shirt [*Donnelly's*].
- Neck-tie or bow-tie (with dress shirt); appropriate styles only; no extreme colors or inappropriate messages, pictures or emblems).
- Black dress shoes.
(**Not** allowed: Sneakers, "Tams"-type shoes, boat-shoes, boots or sandals.)
- Socks, any color
- **OPTIONAL:** Green pull-over or cardigan sweater or sweater-vest in good condition. [*Donnelly's*]
Fleece zip-up with the school logo. [*St. Patrick Academy*]

The **daily uniform for girls in all grades** will be as follows:

- Khaki skort [*Donnelly's*] **or** khaki dress pants [*Donnelly's*], with black or brown belt.
- White oxford or green oxford dress shirt (short- or long-sleeve) [*Donnelly's*], **or** – from **August 24 until November 1** and from **May 1 to the end of the school year** – white or green polo shirt [*Donnelly's*].
- Socks, any color, **must** be worn with uniform pants.
- Knee-socks (dark green, navy, black or white) or nylon stockings (dark green, navy, black or clear) **must** be worn with the uniform skort.
(**Not** allowed: Spandex or stretch pants, yoga pants and other leggings.)
- Black dress shoes.
(**Not** allowed: Heels, sneakers, "Tams"-type shoes, open-toed shoes, boat-shoes, sandals or boots)
- **OPTIONAL:** Green pull-over or cardigan sweater or sweater-vest in good condition. [*Donnelly's*]
Fleece zip-up with the school logo. [*St. Patrick Academy*]

The **Physical Education (gym) uniform** for **boys and girls in all grades** consists of the following:

- Sweat-pants or **mesh** shorts
- Crew-neck, short-sleeve t-shirt; sweat-shirt is optional
- Sneakers
- White or black socks

Gym clothing purchased through *St. Patrick Academy* is completely acceptable.

All gym uniform articles of clothing, including sneakers, must be **clean, modest and in good condition, without tears or holes.**

Gym clothing is worn **during Physical Education class only**; students are to change into gym clothes at the start of P.E. class and change back into the school uniform at the end of P.E. class.

Other Dress Code policies:

- Students should come to school in dress code, but **all students must be in full dress code when they enter morning homeroom.**
- The student's overall appearance must be neat, clean, well-groomed and modest. Dress shirts and blouses must be tucked into pants/skorts.
- Pants, skorts, shirts, sweaters and foot-wear are to be neat, clean, and in good condition **without stains, tears or holes.**
- Clothing must **not** be excessively tight or baggy, and pants must **not** "sag" below the waistline.
- Extreme hair styles or hair colors are not allowed. If a hair-style or color is distracting to others, then it is extreme.
- Girls may wear natural color make-up only; excessive make-up is **not** allowed. If the make-up is obvious and distracting to others, then it is excessive.
- Girls may wear a minimal amount of jewelry; boys may **not** wear earrings or ear-studs.
- Rings or studs in the nose, eyebrows or face are **not** allowed for girls or boys.
- Body or face piercings are **not** allowed. Tattoos are strongly discouraged and **must not be visible.**

NOTE: These policies may be amended or added to from time to time to meet new issues and circumstances. The final disposition of all policies is the responsibility of the Principal and the Dean of Student Life.

EXTRACURRICULAR ACTIVITIES

All academically eligible students may try out for sports teams or take part in after-school clubs and other extra-curricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who seeks election for student office or tries out for a competitive athletic team is always successful. **The decision of the Student Council moderator or the athletic team coach, in conjunction with the Athletic Director, is final.** The Principal will not intervene in selection decisions unless it can be demonstrated that such decisions were arbitrary or unfair.

Staff & Student Liability

Students who remain for **after-school clubs** are under the responsibility of the club moderator; those remaining to meet with their adult or peer **mentor** are under the supervision of the Dean of Student Life; students remaining for **detention** are under the responsibility of the Dean of Student Life, Principal or proctor; those staying for **remedial help or to speak with a teacher** are under the supervision of the teacher; students participating in **after-school sports** activities are under the responsibility of the coach and/or the Athletic Director. These staff members and coaches are immediately responsible for the students in their care. The coaches, moderators, or staff members end their responsibility at the termination of the detention, club meeting, mentoring session, remedial work session, or practice.

St. Patrick Academy is **not** responsible for students who remain on school property after 3:00 p.m. unless they are participating in a scheduled, school-sponsored after-school activity. **Students who leave the school property after dismissal while waiting for after-school activities to begin are under their own supervision until they return to school for their scheduled activities.**

Students who are not involved in any of the activities stated above or whose after-school activity has ended are expected to leave the building. Students who must wait at school for transportation or for an activity to begin are responsible for themselves, to the school, and to their parents. Students may wait outside the school building for transportation home. In the case of inclement weather or with the permission of the Dean of Student Life, students may also wait in the area across the hall from the Main Office near the elevator or in a space appointed by the Dean.

Students may not wait or congregate in the stairwells at either end of the building after school is dismissed. When parents or an adult arrive to pick up a student after school, they are asked to call the student or the school to let them know.

Athletics

St. Patrick Academy is a member of the *Rhode Island Interscholastic League* (RIIL). St. Patrick Academy provides a small but growing athletic program for Grades 9 through 12. This program currently includes both male and female sports opportunities in such RIIL sports as **basketball** and **outdoor track & field**; boys' and girls' club teams in **soccer** are being organized for this year with the hope that these teams will compete in the RIIL in 2019-20. It is our hope to add other sports in the future depending on the level of student interest and the availability of coaching and facilities.

It is the duty of the Athletic Director and the coaches to publish all rules that come from the *Rhode Island Interscholastic League* (RIIL). Student athletes are responsible to coaches, the Athletic Director and the Principal for their behavior and conduct. Coaches are responsible to the Athletic Director and the Principal for the way in which they conduct themselves at practices and competitions.

All athletic forms must be completed by the student and parent and handed in to the Athletic Director before a student is allowed to participate in any RIIL school sport. These forms will be maintained for the entire time that a student is enrolled at St. Patrick Academy.

INTRAMURAL (OR CLUB) SPORTS may be organized by the Athletic Director according to the interests of the student body. Programs may be offered as student interest warrants and with the availability of a moderator and facilities.

NON-COMPETITIVE TEAMS may be organized for some sports, such as cheerleading, depending on the level of student interest and with the availability of a moderator and facilities.

HONORABLE COMPETITION

St. Patrick Academy's Athletic Program is committed to promoting *The Five Principles of Honorable Competition* as listed in *The Encyclopedia of Sports Parenting*. To this end, we meet with team captains of each varsity sport and engage them in a discussion on what it means to compete honorably. Each captain is given the mission to promote such behavior among teammates and to describe briefly in writing examples that occur during the season.

All athletes, coaches, parents, and spectators are expected to support the *Principles of Honorable Competition*:

1. Respect the game.
2. Play by the rules and within the spirit of the rules.
3. Play your best.
4. Don't hit back; play harder.
5. Employ competitive self-restraint.

We believe that this effort has made a difference in our efforts to make the sports culture in our school community consistent with our mission, as our basketball team has received the *Division III Sportsmanship Award* three times in the past seven years, and our basketball coach received the *2015 Sportsmanship Award* from the *Rhode Island Interscholastic League*.

Clubs

St. Patrick Academy coordinates the organization of various clubs according to the interests of the student body. Each club is under the direction of an adult moderator and meets at scheduled times before, during or after the school day. Some of the clubs that have been or may be organized include:

Art Club
Chess Club
Chorus
Club 3107 (Service Club)
Debate Team
Drama Club

EXPLORE! Club
Girl Code Club
Mock Trial
Model Legislature
Music Ministry/Jesus Band
Page-Turners Club

Science Club
Spanish Club
Student Council (elected)
Students for Life Club
'Ted Talk' Club
Yearbook (1/4 credit for year)

GENERAL POLICIES

ACCEPTABLE USE OF TECHNOLOGY POLICY

The term “*technology*” covers a wide range of processes used for communicating information within our society. Computers, laptops and tablets form one element of this broad term, but it also includes cell phones, social media resources, video resources, flash drives, CD-ROM materials, pictures, newspaper and magazine articles and computer related presentations of those materials. Logging onto the Internet, for example, through a St. Patrick Academy account identifies you as a representative of this school. **In all settings, the student bears responsibility for representing St. Patrick Academy in an appropriate manner in all student communications, reflecting the school’s commitment to integrity, honesty, and respect for the dignity of others.**

Technology Philosophy Statement

Technology, in all its forms, is a tool and not an end.

As a resource that we utilize to attain our end goal, the implementation of technologies helps us:

- 1) To integrate our knowledge;
- 2) To develop creative approaches to various life situations; and
- 3) To become ultimately more responsible for our own lives.

An increased awareness of and implementation of technology, particularly with respect to computers, laptops, tablets and other hardware, may be a way to develop deeper self-knowledge and a greater ability to respond to the situations we face in our lives.

Purpose of Technology Access

St. Patrick Academy provides computer and technology access for all faculty and students of St. Patrick Academy. We believe that it offers our educational community valuable resources for learning and communicating with others.

This technology has been established for a limited educational purpose to include classroom activities, career development and self-discovery activities. It has not been established as a public access or a public forum. St. Patrick Academy has the right to place restrictions on the material students access or post, determine the training a student needs to have before he/she is allowed to use the technology, and enforce all rules set forth in the *Parent-Student Handbook* and the laws of the State of Rhode Island.

We are aware that certain material available by computer is inaccurate, controversial and offensive. Therefore, we utilize filtering software to screen out certain sites we consider to be inappropriate or irrelevant to the academic program. However, we firmly believe that the vast amount of information available and the interaction with other people made possible through the Internet constitute a positive benefit to our students’ learning that justify its use and far outweigh its risks.

Computer access at St. Patrick Academy is a privilege for students and not a right. We expect students to use the computers, laptops and other hardware in a responsible manner and to be considerate of all other users. Any inappropriate use will result in a cancellation of that privilege and may result in further disciplinary action (including payment for the repair of hardware and/or other related equipment).

To be allowed computer access at St. Patrick Academy, all students must have signed an *Acceptable Use of Technology Policy*. Students and parents signing this policy indicate compliance with and an understanding of all terms and conditions of the policy.

Acceptable Use Guidelines

Any student utilizing technology at St. Patrick Academy shall observe the following minimum standards of conduct.

1) General Academy Expectations

- a) All use of technology must be in support of the Mission and Philosophy of St. Patrick Academy as stated in the *Parent-Student Handbook*.
- b) A student using a laptop, desk-top computer or other hardware technology is responsible to behave appropriately when using it. The general rules and policies of the Academy apply to all technology use.
- c) The purpose of using technology at school is to support learning, research and educational goals and objectives. Games, blogs, and chat rooms do not support this philosophy and are not appropriate at St. Patrick Academy.
- d) Vandalism, which includes, but is not limited to, any malicious attempt to alter, harm or destroy any data, hardware, or software, or attempts to interrupt another person's use of systems, will result in disciplinary action and may incur any costs for repair or replacement of the hardware, software or network.
- e) The use of the name of St. Patrick Academy or any variation is restricted to uses approved by St. Patrick Academy. No person or group associated with St. Patrick Academy should use the name of the school in any online format including games, social networks or blogs without specific permission.
- f) Nothing in this policy is intended to preclude the supervised use of our technology systems while under the direction of a teacher or other approved user acting in conformity with school policies.

2) Software

- a) All software purchased in the name of St. Patrick Academy requires approval in advance of purchase, to determine compatibility, and is to be installed by authorized personnel.
- b) All software on network computers requires a valid license, registered in the name of St. Patrick Academy; the original license and software are kept on file in the Main Office.
- c) Due to copyright issues, no personal software, shareware, freeware or other material is to be installed on school computers without the express permission of the Principal.

3) Hardware

- a) All hardware purchased in the name of St. Patrick Academy requires approval in advance of purchase, to determine compatibility, and is to be setup by authorized personnel.
- b) Any flash drive(s) borrowed from the library or other school personnel must be returned. Any destruction or loss of the drive(s) will incur the cost of replacement.
- c) No executables will be utilized from a flash drive or external hardware owned by St. Patrick Academy or on personal flash drives. **Any student using a flash drive or external hard drive to run an executable from that drive will face disciplinary action.**
- d) No outside personal computer systems will be added to St. Patrick Academy's network.

In addressing the behavior of individuals, the following expectations apply:

4) Personal Safety

- a) Students will **not** post photographs or contact information (e.g., address, phone number) about themselves or any other person through any means that can be sent or accessed through school technology or distributed or shown at school.
- b) Students will **not** agree to meet with someone contacted via the Internet without the approval of a parent/guardian. Any contact of this nature or the receipt of any message that is

inappropriate or makes the student feel uncomfortable should be reported to a teacher or school administrator immediately.

- c) Students are **not** permitted to access e-mail from a personal account unless expressly permitted by a teacher and/or the librarian. Students are to restrict their use of email during school hours to their school email account.

5) Illegal Activity

- a) Students will **not** attempt to gain unauthorized access to any computer system or go beyond authorized access by entering another person's account number or accessing their files.
- b) Students will **not** represent themselves as another person by using their account, name or other information.
- c) Students will **not** deliberately attempt to disrupt any computer system or to change or destroy data by altering or deleting files, spreading computer viruses or by any other means.
- d) Students will **not** use St. Patrick Academy technology to engage in any illegal or immoral act directly or through acts or messages designed to hurt, malign, humiliate or intimidate.
- e) Students will **not** make use of the Internet to make any on-line purchases of any kind. Registering for any non-school related program is not allowed.
- f) Students will **not** attempt to gain unauthorized access to any electronic documents or attempt to gain access to documents using another person's account.

6) System Security

- a) Students are responsible for their individual school accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no condition should a student give his/her password to another person.
- b) Students will immediately notify a teacher or an administrator if they have identified a possible security problem. Do not look for security issues; this may be construed as an illegal attempt to gain access.
- c) Students will avoid the inadvertent spread of computer viruses by following St. Patrick Academy virus protection procedures when downloading software. (Refer to *Respecting Resource Limits* before downloading anything.)
- d) To ensure system security for outside access, students will add no external modems, wireless routers, or other access devices or software to the network without the express permission of the Information Technology (IT) Coordinator.

7) Inappropriate Language

- a) On all uses of the Internet, from applications to public or private messages, or material posted on the Web pages, students will **not** use obscene, profane, vulgar, rude, inflammatory, threatening or disrespectful language.
- b) Students will **not** post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- c) Students will **not** harass another person by a persistent action that distresses or annoys another.

8) Respect for Privacy

- a) Students will **not** repost a message that was sent privately without permission of the person who sent the message.
- b) Students will **not** post private information about themselves or another person on any chat rooms, blogs or any other form of technological communication.
- c) Students will **not** create pages on any social network in the name of any faculty or staff member.

9) Respecting Resource Limits

- a) Students will use the system only for educational and career development activities and limited self-discovery activities. There is no limit on use for education and career development

activities. The limit on self-discovery activities is determined by the appropriate supervisor and will be limited when others need to use the technology for educational activities.

- b) Students will **not** post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to many people).
- c) Students will **not** download music or games onto the school network.
- d) Students will subscribe only to high-quality discussion group mail lists that are obviously and directly relevant to college education or career development.

10) Plagiarism and Copyright Infringement

- a) Students will **not** plagiarize material found on the Internet or other electronic media.
Plagiarism is taking or using the ideas or writings of others without proper citation and presenting them as if they were yours.
- b) Students will respect the rights of copyright owners. Copyright infringement occurs when a student inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If a student is unsure whether he/she can use a work, permission must be requested from the copyright owner. Direct any questions regarding copyright to the librarian or a teacher.
- c) Students will **not** make use of any translation sites to complete assignments.

11) Inappropriate Access to Material

- a) Students will **not** use St. Patrick Academy technology to access pornography or obscene materials or material that advocates illegal acts or violence or discrimination or slander toward other people (i.e., hate literature).
- b) If a student mistakenly accesses inappropriate information, he/she should immediately tell the teacher, librarian or other school employee responsible for maintenance of technology. This will protect the student from a claim of intentional violation of this policy.
- c) Parents should inform students if there are additional materials they think would be inappropriate for the student to access. St. Patrick Academy fully expects that students will follow their parents’ instruction in this matter.
- d) No student will attempt to access any information that is not on the student’s personal directory and does not pertain to him/her directly.

12) Statement of Responsible Behavior

In short, a student at St. Patrick Academy will use any and all school and personal technology for the sole purpose of furthering his/her education in accordance with the mission, curriculum and policies of St. Patrick Academy and will do so in an appropriate manner that is respectful to the student and to others.

13) Availability and Access

Students should not expect privacy regarding the contents of their personal files that are saved on St. Patrick Academy’s technology systems. Routine maintenance and monitoring of St. Patrick Academy’s technology may lead to discovery that a student has violated this *Acceptable Use of Technology Policy*, the school rules, or the law. An individual search will be conducted if there is reasonable suspicion that a student has violated this policy, the Academy’s Code of Conduct, or the law.

14) Appropriate Notice

St. Patrick Academy will cooperate fully with local, state, diocesan or federal officials in any investigation related to illegal activities conducted through St. Patrick Academy facilities. In the event of a claim that a student has violated this policy, the student will be given verbal or written notice of the suspected violations and an opportunity to present an explanation to school

authorities. As a consequence of the inappropriate use of school technology, the student will face consequences that may include restrictions on the student's use of school technology, suspension or even expulsion.

15) Informing and Educating Students

St. Patrick Academy, through its administration and teachers, will instruct its students about these policies and the manner in which we expect students to conduct themselves in regard to the use of school and personal technology. This instruction will take place during orientation day for new students, the explanation of course criteria in the classroom, and/or through the Academy's technology classes and/or library periods.

16) Printing Materials

Students may be charged an appropriate fee for excessive printing of materials off the Internet through the library. Students are encouraged to save information through the use of a flash drive or email information to themselves. The librarian or a teacher must approve the printing of any material using school owned equipment.

Limitation of Liability

Although St. Patrick Academy seeks to ensure the integrity and proper functioning of its technology systems, we make no guarantee that the functions or the services provided by or through St. Patrick Academy's technology will be error-free or without defect. St. Patrick Academy will not be responsible for any damage done to a student's files, including, but not limited to, loss of data or interruptions of service. St. Patrick Academy is not responsible for the accuracy or quality of the information attained through or stored on its technology. **St. Patrick Academy will not be responsible for financial obligations arising from the unauthorized use of its technology.**

Misuse or Abuse Consequences

Violations to this *Acceptable Use of Technology Policy* may result in suspension or revocation of a student's access to the technology of the school. Any action taken by a student that is in violation of a school policy will be subject to the usual disciplinary actions. Any financial cost incurred by St. Patrick Academy to repair a problem by this inappropriate behavior of the student may be passed on to the student's parents/guardians.

The student's signature on the *Acceptable Use of Technology Policy Agreement* is binding and indicates the person who signed it has read the terms and conditions carefully, understands their importance and agrees to comply with the policy as written.

ACCESS TO SCHOOL RECORDS

The student's permanent file is confidential. It is used by school office personnel and is available to faculty members who have a need to examine student records. Access is made through the Principal or the Guidance Office.

Students and parents may review their own school records in conjunction with the Principal or Guidance Office. At all times these records are confidential. The original file may **not** leave the school at any time. All transcript requests are made through the Main Office and official transcripts are sent directly to the Guidance or Admissions Office of the student's new school. Copies of transcripts handed directly to students and/or parents are marked as **unofficial transcripts** and are subject to change.

Official transcripts bearing the school seal and signed by the Principal are **mailed** directly to schools or colleges and are **not** handed to students or parents.

The student directory data acquired through the registration form is also confidential and not released to a

third party. Under *Megan's Law*, the release of student directory data is allowed only with the specific written consent of parents. (Federal law under the *Patriot Act* does allow the U.S. military to access directory information of juniors and seniors.)

Academic records of students who transfer out of St. Patrick Academy are mailed directly to the new school upon receipt of an authorization request signed by the parent/guardian. Only the transcript record remains at St. Patrick Academy; all other academic material is forwarded. Academic records of students who graduate remain on file for a period of five years. After five years, the transcript record is retained, and all other material is destroyed. Disciplinary records will be forwarded to a school where the student has applied upon request of that school.

AIDS POLICY FOR CATHOLIC SCHOOLS

A policy has been established in the Catholic Diocese of Providence stipulating the process for deciding about the attendance of a student with AIDS or the continued employment of a teacher with AIDS in a Catholic school in the diocese. The policy outlines a procedure in which confidentiality is maintained and decisions are made on a case-by-case basis. This policy is similar to that in use in Rhode Island public schools and in many Catholic schools in the nation. Inquiries may be directed to the Principal or the Catholic School Office.

EMERGENCY EVACUATIONS, FIRE DRILLS AND LOCK-DOWN DRILLS

All people must vacate the building during a fire drill or an evacuation drill. Upon hearing the signal, students are to stop all activity, leave all materials in place and proceed quickly and quietly out of the building. They are to walk quickly, without running, and proceed to the designated exit and standing area, remain outside until the signal is given to re-enter the building and immediately resume former activities.

Use of the elevator is prohibited during fire and evacuation drills. During lock-down drills, all classroom and office doors are locked, door shades are drawn, and students are kept quiet until the emergency has passed.

Students with physical handicaps: Teachers of handicapped students escort these students to the landings of each floor on the west side of the building and wait with the students until the all-clear signal. In the case of an actual emergency, staff and faculty are to assist handicapped students out of the building to the large parking lot on the west side of the building or wait with the student on the stairwell landing until emergency personnel arrive.

Procedures regarding lockdown drills and evacuation drills are in place and practiced in the event of an extraordinary emergency. If there is an actual emergency, parents will be informed about the nature of the emergency via phone or text by a representative of the Academy.

FUNDRAISING

School groups, clubs and classes that wish to conduct a fundraising activity must obtain the approval of the class or club moderator, the Principal and the Pastor before requesting money from any person or entering any contract or agreement with an outside organization. Individuals are not allowed to sell any items during school time or before or after school in the school building without the express permission of the Principal.

All funds raised must be deposited **daily** by the moderator with the School Secretary. A receipt will be issued to the moderator depositing the money.

Any funds collected through or for a school group, club or class will be kept in a secure place in the Main Office prior to deposit. Funds raised and collected shall not be deposited in the personal accounts of faculty members or students. **These funds cannot be expended without the express, written approval of the Principal.**

LEARNING DISABILITIES

Under the *Americans with Disabilities Act* (ADA) and Section 504 of the *Rehabilitation Act of 1973*, individuals with learning disabilities are guaranteed certain protections and rights to equal access to programs and services. To access these rights, an individual must present documentation which indicates that the disability **substantially limits** some major life activity, including learning, and notes the accommodations, adjustments and aids that the student needs.

The following documentation is required to verify eligibility under these acts and to support requests for accommodations, academic adjustments, and /or auxiliary aids. Requirements for documentation are presented in four important areas: (1) qualifications of the evaluator; (2) timeliness of documentation; (3) appropriate clinical documentation to substantiate the disability; and (4) evidence to establish a rationale supporting the need for accommodations.

The faculty and administration at St. Patrick Academy will always try to meet individual student needs, but federal law exempts religious schools from ADA and I.D.E.A. regulations unless we expressly agree to offer the needed accommodations, adjustments and aids. **St. Patrick Academy does not accept individualized education plans (IEP's) or 504 plans that have been designed by public school or independent agencies.** However, we may elect to design our own "Action Plan" that is based on our review of the documentation cited above and our own assessment of the student's abilities and challenges. In offering classroom modifications in these "Action Plans," parents, guardians and students must accept that noted **accommodations, adjustments and aids will be interpreted for specific application by the Academy and not by the student, parents, guardians or any educator or agent not in the employ of the Academy.** These interpretations will always be made in the student's best interests, as we understand those interests, and we will explain these interpretations to the student and parents/guardians. If, after discussion, the "Action Plan" is not acceptable to the student, parents or guardians, the student may be withdrawn from the Academy without penalty or sanction.

Students whose disabilities are beyond the ability of St. Patrick Academy to successfully accommodate will be advised to seek enrollment in another school.

NON-CUSTODIAL & NON-RESIDENT PARENT RIGHTS

The school's guiding principles are to protect the best interests of the child, to obey the law, and to remain neutral and avoid being made a participant in a dispute between parents.

In situations where the parents are divorced, it is the responsibility of the parent that has legal custody to notify the school of the situation and whether any court orders are in force. **To comply with court orders, St. Patrick Academy must receive copies of any legal order related to custody issues and/or communication with non-custodial parents.**

Unless we have a copy of a court order to the contrary, report cards and other regular reports of student progress may be sent to the non-custodial parent at his or her written request; permission of the custodial parent is **not** required. However, a non-custodial parent does **not** have the right to visit the student during school time or to remove the student from school without the express permission of the custodial parent.

In cases where parents of a student are not and never have been married, all communications regarding the student will be handled through the parent who registered the student and with whom the student resides,

assuming they are one and the same person, unless the non-resident parent **requests**, in writing, copies of those communications, report cards and other regular reports of student progress. Access to the student during school hours by the non-resident parent will be granted if the resident parent does not object. If the resident parent does object, the Principal will meet with both parents with the objective of attaining an agreement acceptable to all parties.

PUBLIC USE OF STUDENT INFORMATION

Parent Permission for Use of Student Name, Voice & Image for Promotional Purposes

St. Patrick Academy's administration is charged with the responsibility of recruiting students and promoting the Academy. The Development Office is charged with the responsibility of identifying donors and raising funds to offset the gap between the school's total expenses and its tuition income. It is the work of the Development Office that enables St. Patrick Academy to accept students at an affordable cost to the parents.

All students and parents are expected to cooperate with the needs and activities of the administration and the Development Office to market and promote the Academy, recruit students, and reach out to potential donors. Among these needs are the use of St. Patrick Academy students' names, photographs, audio-taped voices and video-taped images in informational and promotional materials and advertisements.

In signing the *Student-Parent Handbook Agreement*, parents and students give permission to St. Patrick Academy for the use of a student's name, voice and image via audio-tape, photography and video of their child to be used in an appropriate and respectful manner in its informational and promotional materials and advertisements.

Personal Information Policy

It is the policy of St. Patrick Academy that the personal information of employees, students, parents, and contributors will be stored in a manner that will maximize the security and protection of such information.

1. It is **not** the practice of St. Patrick Academy to collect social security numbers for our students or parents. Parents provide their social security numbers and copies of tax forms to *FACTS Tuition Management* as part of the financial aid application process. The forms are destroyed once reviewed and the social security numbers are encrypted.
2. It is the policy of St. Patrick Academy to maintain *Payment Card Industry* (PCI) compliance. There are four main requirements for PCI compliance that are verified by Security Metrics, an outside source. St. Patrick Academy must:
 - Build and maintain a secure network.
 - Install and maintain a firewall configuration to protect cardholder data
 - Not use vendor-supplied defaults for system passwords and other security parameters.
 - Protect cardholder data
 - Protect stored cardholder data.
 - Encrypt transmission of cardholder data across open, public networks.
 - Implement strong access control measures.
 - Assign a unique ID to each person with computer access
 - Restrict physical access to cardholder data.
 - Regularly monitor and test networks.
 - Track and monitor all access to network resources and cardholder data
 - Regularly test security systems and processes

Publication Policy

Preserving the reputations of colleagues, administrators, students, and of the entire school community is

an essential guideline to uphold in all our published materials. School publications such as yearbooks, monthly newsletters, promotional or informational materials, teacher or staff letters, student newspapers, or online social media platforms are public documents of St. Patrick Academy. As such, they display or express views that are attributed to St. Patrick Academy. To publish positions and/or statements that are fundamentally opposed to St. Patrick Academy or its mission as a Catholic school is to jeopardize its integrity and credibility in the community.

School publications are not to be used as a platform for the personal beliefs of the publication’s writers, editors or advisors when these beliefs or statements directly contradict, satire or mock Church teachings or the school’s mission or philosophy.

SAFETY & SECURITY

St. Patrick Academy is keenly aware of the need for vigilance with regard to the security of our buildings and the safety of our students. The side door on the west side of the building (large parking lot) is unlocked for student entry only from 6:55 to 7:35am; that door is locked at 7:35am until 5:30pm. The east-side door to the cafeteria is open to participants in the parish food pantry on Monday afternoons (see below). Access to the building on school days after 5:30pm is under the control of the parish.

All visitors enter the school through the front door, which is always locked and has a security buzzer release controlled from the Main Office. All visitors must sign in at the Main Office when they arrive, where they will be given a visitor’s pass. **Students are instructed not to open outside doors for anyone at any time.**

Other security measures in use include the placement of multiple **security cameras** in strategic areas inside and outside the school, thorough **background checks** for all employees, volunteers and regular vendors, and **direct supervision** of occasional vendors, laborers and inspectors.

Access and egress for patrons of the *Mary House food kitchen* on Monday afternoons from 3:30 to 5:30pm is restricted to the rear east-side door to the cafeteria/gym, on the opposite side of the building from where students exit the building after school. Patrons of this program are restricted from accessing any part of the building except for the cafeteria/gym.

STUDENT VALUABLES

Students are cautioned not to bring cash, expensive jewelry, or other valuable items to school. Students, not the school, are responsible for their personal property. Students should not leave valuables in their lockers, but leave them at home or keep them on their person.

STUDENT VISITORS / SHADOW DAYS

St. Patrick Academy welcomes student guests who have formally applied to enroll for the following school year to visit the school for a “shadow day.” To maintain an atmosphere that is conducive to teaching and learning, we limit the number of guests to **one student per grade per day.**

The student’s parents must arrange a time and date for this visit in advance by calling the Main Office. Parents are to accompany their child to school and introduce themselves and the student at the Main Office when they arrive. Guest students must attend all classes with their host student, who makes sure to introduce the guest to teachers and staff. Guests are welcome after the 1st Quarter, from early November through May, but **not** during exam week or in-house activities such as *Spirit Week*. Guest students are required to dress appropriately.

TOBACCO FREE SCHOOL

Rhode Island's "*Smoking Restrictions in Schools Act*" prohibits the use of any substance or item that contains tobacco, including but not limited to **cigarettes, cigars, pipes, and other tobacco products or paraphernalia, including the use of snuff, chewing or smokeless tobacco**. This state law applies to all people who utilize Rhode Island school buildings, public or private, at any time of the day or night. In addition, tobacco product usage is **prohibited in all outside areas of the school**.

Tobacco products of any kind are not allowed in or around the school and will be confiscated. St. Patrick Academy also prohibits the use or possession of **nicotine-based vapor products**.

Failure to abide by these tobacco-free guidelines will result in disciplinary action and parental notification for the first offense. Subsequent offenses may lead to disciplinary probation, suspension or expulsion. A student's record of such offenses will be cumulative for his/her career at St. Patrick Academy.

TRANSFERS / WITHDRAWAL

Students who wish to transfer to another school during or after the school year must formally apply for enrollment at another school before records and an official transcript are sent. All academic and health records will be forwarded by mail once we are notified that the student has been accepted. Official transcripts, academic records and health records will **not** be given to the student or parent for delivery to the student's new school.

All school textbooks and other school-owned property must be returned to the Academy, and all fees and tuition payments must be paid on a pro-rated basis before transcripts and records will be transferred.

WATER BOTTLES

Hydration is essential to keep our students alert and functioning at their highest potential. Therefore, we allow students to carry **plastic, non-disposable water bottles**, which they can use at any time during the school day. We encourage parents to purchase *BPA-free* non-disposable plastic water bottles for their child's use.

However, as a Catholic school, we are committed to our and our students' responsibility to maintain a clean and healthy environment. The use of disposable plastic water bottles has greatly contributed to the pollution of our environment, as well as the depletion of water resources in various areas of our country. In recognition of this responsibility, **we forbid the sale, use or distribution of disposable plastic water bottles anywhere on the campus of St. Patrick Academy**.

WEATHER DELAYS, CANCELLATIONS AND EMERGENCY DISMISSALS

When the winter weather brings dangerous driving conditions, St. Patrick Academy may close for the day, delay its opening, or dismiss students early. St. Patrick Academy **may** follow the decision of the Providence School Department to close its schools in this regard, but we reserve the right to keep the Academy open, cancel school, delay opening, or dismiss school early **regardless of what other schools do**.

The decision of the Providence School Department regarding its decision to open, close, delay or dismiss its schools early does not automatically mean that St. Patrick Academy will do the same.

Parents and students should be attentive to school closing or delay announcements specific to St. Patrick Academy. The decision to delay or cancel school or dismiss school early will be announced on all local

radio stations (i.e., WHJJ, WHJY, WPRO, 92PRO, WLNE, WMRC, WWBB, WSNE, B101, and LITE 105) and all local television stations (i.e., Channel 12-WPRI, Channel 10-WJAR and Channel 6-WLNE). Automated phone, text and email messages will also be used to contact all parents and guardians with delay or cancellation information **no later than 5:45am, or at least one hour before an early dismissal.**

Parents who feel that road conditions are too dangerous for travel to school should feel free to keep their child home, but **you must call the school to advise us of your decision.** Also, parents who are concerned about poor driving conditions must call the school to notify us that they will pick up their child before regular dismissal.

School days lost to bad weather or other emergencies may be made up at the end of the school year.

GENERAL SERVICES

ACADEMIC PLANNERS

Every student is provided with an academic planner, also called a “student agenda,” at the beginning of the academic year. If a student loses his/her planner, he/she is responsible for the cost of a new one. No student is to be without an academic planner and is expected to use it daily to track assigned work.

ACADEMIC SUPPORT

St. Patrick Academy employs an *Academic Support Teacher* who works with students who have learning difficulties to address their academic and specialized needs. This teacher and other faculty also work to address the issues of students with “action plans” developed by the *Academic Support Teacher*.

There will be some learning disabilities, however, for which the school cannot provide the necessary resources (see LEARNING DISABILITIES, pg. 33). The Guidance Office refers parents to their local school department for testing and evaluation of their child when a learning disability is suspected. The decision as to what support services St. Patrick Academy will provide is based on diagnosed learning disabilities or other learning difficulties exhibited once the student has entered the school, and on the ability of St. Patrick Academy to meet those needs.

We also offer a *Tutoring Program* that includes adults, college students and high-achieving high school students who volunteer to work with students who are having difficulty in one or more academic subjects.

The *Teacher-Counselor (TC)* works with the Guidance Office to serve as an advocate for the student. Each student is part of a TC group that is led by a teacher or staff member. Teacher-Counselors meet formally and informally with each member of their TC group regularly, at least once each quarter, to discuss academic progress and personal concerns. The TC is the contact person for academic teachers and parents. The TC works with the Guidance Counselor in helping to service student needs and to be part of the course selection process for the following school year. Students are assigned to their Teacher-Counselors by the Principal in consultation with the Guidance Director.

The *Peer-Mentoring Program* at St. Patrick Academy offers the unique service of matching junior and senior student-mentors with each incoming freshman and new student to assist those students in their personal growth and their transition to high school life. All mentors are carefully selected. The relationships between the peer-mentors and new students are monitored closely. The Peer-Mentor meets with his/her mentee regularly to provide support, advice, a listening ear and personal caring. Mentoring programs have been consistently found to have a positive effect on student achievement and maturity.

BOOKS

Textbooks or other books loaned to the students by the student’s local public-school department remain the property of the public-school department. Loaned textbooks and workbooks need to be covered and well-taken care of by the students who use them. If loaned books are seriously damaged or lost, the student is responsible for immediate payment of the book’s value. When the loaned book is returned, if it is found to be in poor condition, the student is responsible for compensating the school department for its full value.

If a student does not repay the school department for its loss or for damages, the student may not be allowed to begin the next school year until repayment is made.

CAMPUS MINISTRY

Campus Ministry at St. Patrick Academy is based on the belief that each person has unique gifts from God to use in building a school faith community, which is firmly rooted in Catholic spirituality and tradition. The Campus Ministry program is under the direction of the Campus Minister. Our aim is to complement the family in its primary role in religious education, to support the parish as a center of Catholic life, and to extend the religion lessons of the classroom to lived faith experiences. In our Campus Ministry program, we recognize the many gifts of the Holy Spirit within our students and staff and call forth those gifts for service and ministry to the school community and to the Church.

Campus Ministry nurtures the spiritual life of the St. Patrick Academy community for students in partnership with their families, and for faculty, staff and alumni. Campus Ministry plans events and activities that foster spiritual growth and development, particularly through **daily prayer, weekly Mass, community service, and annual retreats** for each class and the faculty and staff.

The objectives of Campus Ministry are:

- 1) to familiarize all students with the Gospel message of peace, justice and love through active learning and participation in prayer and worship experiences;
- 2) to strive to become a community of faith where teachers, students, and staff accept and respect one another in a true Christian community;
- 3) to challenge students to become responsible for their own faith development;
- 4) to involve students directly in the events and activities that foster spiritual growth in the school community; and,
- 5) to awaken the desire of students to place their gifts at the service of others within the school and within the larger human family.

The Pastor, the Campus Minister, the Principal and the teachers and staff work collaboratively to achieve these goals.

The Pastor is the Academy's chaplain and is available to students seeking the sacraments and spiritual counseling. He presides over the sacramental life of St. Patrick Academy. The Campus Minister works with the Pastor and on-site deacons to plan Mass, prayer services and other liturgical services in accordance with the Church calendar.

FOOD SERVICE / LUNCH & BREAKFAST PROGRAM

The cafeteria serves a cold breakfast in the cafeteria from 6:55 to 7:30am that usually includes cereal, fruit, milk and orange juice, as well as other items when available. A hot & cold lunch program is served from 12:05 to 12:30pm, Monday through Thursday (12:50 to 1:15pm on Fridays), which is prepared fresh daily by the *Sodexo* food service staff. Lunch includes milk, fruit, salad, sandwiches, a choice of entrees and a dessert. A monthly calendar of lunch offerings is sent home with the monthly newsletter.

Students who qualify under federal guidelines for **free breakfast and lunch** do not pay for these meals; students who qualify under these same guidelines for **reduced breakfast and lunch**, are charged 30 cents for breakfast and 40 cents for lunch. All other students pay \$1.50 for breakfast and \$2.10 for lunch. Parents apply and are notified by letter at the beginning of the school year as to whether they qualify for free or reduced meals. Students do not pay when they receive their meals; instead, parents will be billed at the end of each month for the number of breakfasts and/or lunches their child has taken.

Parents are expected to make payments each month during the school year. Students whose parents fail to make full payment of the amount they owe by the end of the school year will not be allowed to participate in the *Sodexo* lunch program during the following school year until the full amount is paid.

However, we recognize that hunger is a serious impediment to learning. Therefore, no child who wants a meal will be denied one because of an inability to pay. Children will be served a meal that meets the *U.S. Department of Agriculture's* nutrition standards for school meals.

St. Patrick Academy recognizes the important link between proper nutrition and academic success. The purpose of this policy is to establish a procedure for charging meals when students do not have the means to pay and ensuring that eligible children are certified for free and reduced-price school meals.

Students can bring breakfast food to the cafeteria before school or a 'bag' lunch to school that can be kept in their lockers. **However, the delivery of food to the school from fast-food outlets or parents during the school day is not allowed.** All food and drink must be consumed in the cafeteria and may not be taken out of that area. **Food and beverage items, except non-disposable water bottles, are not allowed in the classrooms or library unless allowed and directly supervised by a faculty or staff member.**

The general cleanliness of the cafeteria is the responsibility of every student. Students who abuse the privilege of eating in the cafeteria by throwing food or leaving trash behind may forfeit this privilege and be directed to eat elsewhere.

GUIDANCE OFFICE

In a setting that is individualized and personal, our Guidance Office assists students to learn about themselves, their interpersonal relationships and behaviors that advance their personal development.

The underlying principle of our Guidance Office is the belief that each student is a child of God who is loved and loving, who possesses a unique dignity and who has a positive contribution to make toward the building of God's kingdom in our world.

Through individual and group work, the Guidance Counselor works with students to help them accept and live out this empowering truth. Because every experience affects the individual's understanding of who he or she is, the Guidance Counselor assists students by addressing academic, disciplinary, personal, social and family concerns using appropriate resources and in appropriate settings.

The Guidance Counselor works with the Teacher-Counselors (TC's) to provide support and advocacy for each student in the school. A licensed, professional social worker also comes in once a week and is on-call to provide counseling to students with immediate or chronic issues.

The Guidance Counselor provides or facilitates a variety of services to students and parents that are currently in practice or in development:

- Personal and academic counseling for all students
- Individual standardized achievement testing for freshmen and ability testing for all students (by request)
- Career Day program for all students
- **PSAT** testing for sophomores and juniors; **SAT** testing for juniors and seniors
- Visits by college representatives to St. Patrick Academy
- Preliminary college readiness programs for freshmen and sophomores
- Guidance and preparation for college selection/placement for all juniors and seniors
- College selection and financial aid programs for parents

When student or family issues are of a very serious nature, the Guidance Office will make referrals for ongoing professional intervention to *Family Services of Rhode Island*.

HEALTH SERVICES / NURSE'S OFFICE

Rhode Island State law requires that each school maintain health records, including proofs and dates of immunization, for each student. **Before entering grade 9, all students are required to have a physical examination to attend school.**

All *Rhode Island Interscholastic League* (RIIL) athletes are required to submit a letter annually from their physician stating their ability to play sports. Parents are required to submit such documentation prior to the student's entering St. Patrick Academy by completing health forms. Parents are also responsible for arranging health records to be transferred to St. Patrick Academy from the student's previous school.

Health records are maintained in the Nurse's Office up to five (5) years after graduation. If the graduate does not claim health records within five years, the health records are then destroyed.

The School Nurse is available daily from 8:15am until 1:15pm for primary care and emergencies. The Nurse is responsible for contacting the parent when a student is demonstrably ill or injured; together, they make the decision as to whether a student will be dismissed early for health reasons. Transportation at this time is the responsibility of the parents.

In the case of injury, students may be transported to the emergency room of *Rhode Island Hospital* or *Hasbro Children's Hospital*. Parents/guardians will be informed by telephone and will be asked to go directly to the emergency room immediately. A parent and/or guardian must give permission for treatment. The student will remain at the hospital until a parent/guardian arrives.

If a student has a history of frequent, common complaints such as sore throat, head colds and fatigue, he or she should consult his or her family physician. The School Nurse is not responsible to treat such ongoing health concerns.

If a student has any life-threatening medical condition that would necessitate a staff member administering medication, injection or other treatment to prevent death, the name and details of the condition are required. St. Patrick Academy is committed to meeting the needs of all students, insofar as possible, but there may be some conditions for which the school cannot provide the necessary care.

After recovery from a contagious disease (measles, mumps, chicken pox, etc.) students are required to have a "good health" statement from a physician before they return to school. If students are ill on days when a test is given, they should remain at home and take the test on their return to school.

Some over-the-counter medications may be dispensed to students during the school day **only by the School Nurse and only with the signed permission of a parent/guardian.** The Nurse may provide specific medications or treatments permitted by signed authority of the parent/guardian when necessary. If parents do **not** wish their child to receive any of these medications, they are to indicate this on the form provided. Students may not self-medicate or carry an inhaler without the written consent of a physician.

Medications that may be dispensed by the Nurse with the signed permission of a parent/guardian include:

- Acetaminophen and ibuprofen for pain or fever relief
- *Gelucil* or *Mylanta* for nausea and upset stomach
- *Benadryl* for allergy symptoms
- *Cepacol* lozenges (but not cough drops) for sore throat, cough or cold symptoms

The Nurse may also use some topical medications like *Mediquick Spray* for minor burns, rashes, and abrasions; *Caladryl* for allergic rashes and insect bites; and *Orajel* for toothaches. The Nurse may also use ointment or disinfecting solvents such as peroxide, alcohol, and provodone iodine.

Medication **cannot** be kept in the school without the parent or guardian's written permission and/or written instructions from the family physician. The medication must be kept in a secure place in the Nurse's office and taken under the Nurse's supervision. **Students are *not* to carry any prescription or non-prescription medicines on their person while in school or keep any such medicines in their school-bag or locker.**

INSURANCE

All students enrolled at St. Patrick Academy are covered by a school-time insurance policy. This insurance also covers transportation to and from school, as well as all athletic and co-curricular activities and school trips. Claims for insurance must be filed with the Main Office as soon as possible after an accident. In addition to the school, the parents, physician and hospital must sign the claim.

It is the parent's responsibility to attend to these matters and to mail the claim to the insurance company within ninety days of the accident. Please note that this school insurance is supplementary to the family's primary insurance. If you have questions or problems completing the paperwork, we will assist you.

LIBRARY SERVICES

The library is open during the school day for students who have a study period and for faculty and staff use. It is also open from **6:55 to 7:35am** and from **2:30 to 3:00pm** for students, faculty and staff.

The library serves as an information and technology center and is an important student resource to foster intellectual growth, spiritual development, and critical thinking. The school librarian provides a **quiet environment for study**, promotes reading activities, and assists students in finding and using books, material resources and online resources to help them with research projects, assigned academic work or for individual reading.

Chromebooks® and *iPads*® are available for student use and students can access *RILINK*, an Internet service that provides connections to public and college libraries throughout Rhode Island. Printers are available in the library for student use, though a fee may be charged depending on the length of the copy.

Library books can be borrowed for up to two weeks. Students who have not returned books by the end of the school year will be charged for the cost of those books.

PARENT-TEACHER ORGANIZATION (PTO)

Membership in the Parent-Teacher Organization is open to parents and guardians of current St. Patrick Academy students, as well as staff and faculty. It is the primary and sole purpose of the PTO to assist the administration in the **development of community spirit**.

The PTO plans events and activities for the school's families and provides support and hospitality at various school events such as **New Student Orientation Day**, the **Opening of School Cookout**, our annual **Open House** and some **Graduation Week activities**, such as organizing refreshments for the social after the graduation ceremony.

STUDENT LOCKERS

Each student is assigned a locker on the top floor and a lock combination for the storage of books, personal effects and necessary school supplies. Student-athletes can also access lockers in the athletic locker rooms

on the mezzanine level, but the student must provide his/her own lock. While these lockers are provided for the student's use, they remain the property of the school, and the school reserves the right to inspect these lockers at any time.

Students are entirely responsible for the safekeeping of their books, clothing, and other personal property. They should keep their lock combinations confidential, and always keep their lockers locked and secure when not using them. Students are held responsible for the condition of their lockers and are subject for reimbursement to St. Patrick Academy for any damage incurred to their lockers during the school year.

TRANSCRIPTS & SCHOOL RECORDS

The Principal, with the Administrative Assistant, is the caretaker of all official student academic records and files, while the School Nurse is responsible for all student health records. The Principal directs scheduling, grade reporting, course selection, student registrations, admissions, transfers, and transcript requests according to school and diocesan policy and relevant law.

Parents and students may review the contents of a student's file on request and on site, but **may not take or copy the file. The transfer of school records and official transcripts to another school is done directly from school to school and not through the parent or student.**

TUITION PAYMENT

There is no set tuition rate at St. Patrick Academy, though the per-student cost for the 2019-20 academic year is \$11,500. Families who can afford **more than half the cost-per-student** will **not** be accepted to St. Patrick Academy, except in rare circumstances as determined by the Administration.

Parents/Guardians will pay a tuition rate consistent with the amount recommended by the **FACTS Management Financial Aid** report. A negotiated reduction of this recommended amount must be conducted and approved by the Pastor. Terms for tuition payments will be outlined in the *Tuition Agreement*.

The *Tuition Payment Policy* adopted by the School Board allows two methods of payment:

Option 1: Full payment by August 1st, paid directly to the school.

Option 2: Ten payments, July through April, payable through the **FACTS Monthly Payment Plan**. This is the only monthly plan available, though a later payment schedule may be arranged for students who register during the summer.

Tuition Payment Guidelines

1. Students are **not** officially enrolled until a **registration form** for new students or a re-registration form for returning students is received and the **tuition agreement** has been signed.
2. All tuition payments are to have an agreed upon due date which is set according to the payment option chosen and the time of registration (see *Option 2* above).
3. Students on the *Option 1* payment plan must have completed the agreed upon full payment before they can begin school; students on the *Option 2* payment plan may not begin school until at least two months' tuition have been paid (July and August).
4. No payments for the current school year will extend beyond May 30 of that school year (May 20 for seniors). Students whose tuition payments have not been completed by that date will **not** be

allowed to take final exams until such payments are made.

5. Late payments may incur a late fee from your bank or ***FACTS Management***.
6. St. Patrick Academy reserves the right to refuse personal or business checks under certain circumstances. Personal or business checks will ***not*** be accepted as payment for a previous check that was returned by the bank or ***FACTS***; payment will be accepted only in cash or with a money order.
7. When a parent/guardian is unable to meet an agreed date for payment, the parent/guardian must contact the Main Office immediately to make alternate arrangements with the Director of Operations.
8. For accounts that are in arrears, the penalties may include any or all the following:
 - a. A student will not be permitted to take exams/ end of semester tests until such payment is made and thus will not complete the semester or academic year or be promoted;
 - b. A student may be excluded from classes until payment is made;
 - c. The parents may be asked to withdraw the student from St. Patrick Academy;

Payment Policies for Graduation

1. Final tuition payment for seniors must be remitted by May 20 or graduation packets will not be released.
2. All tuition payments and other obligations to the school must be met before graduation or a student will not be permitted to participate in graduation ceremonies and other related activities.
3. A diploma and transcripts will not be issued until all tuition and financial obligations have been paid.

Tuition Refund Policies

1. A registered student who withdraws at the parents' or guardian's initiative before the start of the school year will be charged \$100.
2. A student who withdraws at the parents' or guardian's initiative after the start of the school year will be charged \$100 plus tuition on a per diem basis.
3. A student who is asked to leave St. Patrick Academy after the start of the school year due to academic failure or disciplinary action will be charged \$100 plus tuition on a per diem basis.
4. Transcripts and records will not be forwarded to any college, school or other educational program unless all tuition and financial obligations are paid in full.

TUITION ASSISTANCE

Tuition assistance and grants are awarded based on financial need, which is determined by the information provided on the ***FACTS Management Financial Aid*** report. **All families are required to complete the *FACTS* application each year**; no additional financial aid will be given if a ***FACTS*** form is not submitted. You can access ***FACTS*** on-line at www.factstuitionaid.com or through our web site at www.stpatrickacademyri.com.

Grants / Financial Aid

Need-based financial aid grants are determined using the recommendations from ***FACTS***, which summarizes financial data as provided by the parents along with special circumstances made known to St. Patrick Academy.

Since there is no set tuition, our practice is to charge a level of tuition that a family can afford to pay and then seek to raise the balance of the per-student cost through Diocesan and parish tuition assistance, individual and corporate donations, and other financial resources such as foundations and grants.

Diocesan tuition aid grants require the completion of a family's *FACTS* application **by mid-February**. It is crucial to our efforts to off-set parents' tuition costs that families who can only pay a small portion of the actual per-student cost file this application by the mid-February deadline.

Appeals

St. Patrick Academy is aware that numerous financial difficulties arise during any year and that those circumstances are not always under the control of the family. The Pastor is responsible for hearing matters of appeal and re-assessing the family's need and situation. Appeals to the Pastor must be concluded within a reasonable time. Such appeals must include the establishment of a reasonable due date for payment. Extensions are not granted on an on-going basis, but provide limited time for payment of obligations.

GRADING AND PROMOTION

GRADING CODE

A grade of “**A**” indicates that a student has demonstrated *mastery* of the subject’s course goals in accordance with the teacher’s course criteria.

A grade of “**B**” indicates that a student has demonstrated *proficiency* of the subject’s course goals in accordance with the teacher’s course criteria.

A grade of “**C**” indicates a student has demonstrated *competency* in the subject’s course goals in accordance with the teacher’s course criteria.

A grade of “**F**” indicates that a student has *failed to meet the minimum requirements* of a course according to the teacher's course criteria.

A grade of “**I**” (*Incomplete*) is a temporary grade that indicates a student has, **for good reason**, not completed the minimum requirements of a course according to the teacher’s course criteria. Students who receive an “**I**” grade as a quarter grade in a course will be required to complete the course requirements to the teacher’s satisfaction **within two weeks**. If a student does not adequately complete those requirements within the allotted time, the grade will be changed to “**F**”.

The faculty and administration may allow a student completing grades 9-11 to improve a final grade of **F** to a **C- (70)**, if the grade is for a **full-year required course** and the student successfully completes a **summer remedial program** that will include tutoring and/or academic work supervised by the course teacher. **Students ending their senior year are not eligible for the summer remedial program.**

A final grade of “**F**” for a required course that is not improved through summer remedial work will result in the student having to repeat the grade or the student’s dismissal from St. Patrick Academy.

Successfully completing a full-year academic course earns the student 1.0 credit, except for Physical Education, which is worth 0.25 credit for each year. Semester courses are worth 0.5 credit.

GRADING DIAGRAM

Letter Grade	Numerical Range	Quality Points*
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
F	69 and below	0.0

*Quality Points are used to calculate the student’s Grade Point Average (GPA). Honors courses that are successfully completed add a weight of 0.3 to the Quality Points.

GRADUATION REQUIREMENTS

St. Patrick Academy is a college-preparatory school. The following credits are required for entry into most colleges, and, consequently, for a diploma from St. Patrick Academy:

	Required Credits	Preferred Credits (for College)
Religion	4	
English	4	
History/Social Studies	4	
Science	3.5	4
Mathematics +	3	4
Foreign Language ~	3	4
Physical Education/Health	1 (¼ credit per year)	
Fine Arts *	1 (½ credit per semester course)	
Computer Literacy	0.5 (½ credit per semester course)	

A total of **at least 25.5 credits** are required for graduation from St. Patrick Academy. A total of 23 credits are achieved through required courses taken to meet the above requirements, while the remaining 2.5 credits or more are achieved through various elective courses.

+ Students must be enrolled in a Mathematics course for all four years of high school.

~ Students transferring to St. Patrick Academy with one or more credits in a foreign language that is not offered at St. Patrick Academy will receive transfer credit, but may need tutoring or on-line courses to meet the three-credit requirement. In cases where this is not possible, the remaining credits beyond the transfer credits may be waived depending on the circumstances.

* The following Fine Arts courses, and others, may be offered during the student's time at St. Patrick Academy. Any two of these courses will satisfy the one credit requirement in Fine Arts: Foundations in Art, 3-D Design, Drawing, Pottery, Photography, Architecture, Elements of Music, Chorus, History of Popular Music, Guitar/Ukelele, Piano, Music Appreciation, Dance or Drama.

GRADE POINT AVERAGE (GPA)

A student's **Grade Point Average (GPA)** is determined by the Quality Points attached to each of the final grades at the end of each year (see *Grading Diagram*, page 46).

The student's GPA at the end of the 7th semester (1st semester of the senior year) is used by colleges as part of their acceptance criteria and is used by St. Patrick Academy as part of the criteria for selecting the top senior academic awards.

EXAMS

Students will take exams at the end of the first and second semesters. Each exam will be worth 20% of the semester grade; the remaining 80% is the computed grade average of the two preceding quarters. The quantity and level of difficulty of subject matter being evaluated increases with the grade level.

Make-up exams are to be completed on the day following the scheduled exam days, even if it is a

Saturday. If the student has more than two exams to make up, he/she can continue making up exams after school as arranged by the Guidance Office.

FINAL EXAM EXEMPTION

Provided the teacher has entered a sufficient number of assessment grades each quarter, a student who has a mathematical grade average of **93 (A)** or above at the end of a full-year or semester course will be exempted from the **final exam** in that course.

ACADEMIC PROBATION

Students will be placed on *Academic Probation* if they have a GPA below 1.7 for the year or if they have two or more failing grades in any one quarter or semester. Parents will be notified by mail if their child is placed on *Academic Probation*.

Probation begins when the *Academic Probation* list is posted and lasts until the next marking period's list is posted. The fall list is based on the 1st quarter grades, the winter list includes those students who do not meet the requirements for either the 2nd quarter **or** the 1st semester grades, the spring list is based on the 3rd quarter grades, and the summer list is based on the 4th quarter or the 2nd semester grades. Students who fail two or more courses in the 4th quarter or for the 2nd semester, or have a GPA under 1.7 for the year, will be on *Academic Probation* for the 1st quarter of the next school year.

A student who is placed on *Academic Probation* is ***not*** eligible to participate in any of St. Patrick Academy's social events and activities (including prom and non-academic class trips), athletic activities, Student Council, or non-academic after-school clubs. Students on *Academic Probation* may be required to spend their scheduled study time working with the Academic Support Teacher or work with tutors after school.

A student who is on probation for more than one marking period during the school year will have his or her enrollment status reviewed at the end of the first semester and/or at the end of the year. The student may not be promoted or graduated, and he/she may be asked to seek the student's education elsewhere. Cases involving certified learning disabilities will be handled on a case-by-case basis.

PROMOTION

With certain exceptions for some transfer students, a student must obtain a cumulative total of 6.25 credits to be considered a sophomore; at least 13 credits to be a junior; and at least 19.75 credits to be a senior. At least **25.5 credits are required** for graduation from St. Patrick Academy.

Each student must maintain a **minimum GPA of 1.7** each year. Failure to do so will result in a review by the administration, after which the Principal may issue a written warning, academic probation, no promotion, or dismissal from St. Patrick Academy.

Failure to obtain the required number of credits for promotion and/or graduation at the end of the year (or through the summer academic remedial program for grades 9-11) will require the student to repeat the grade or to be dismissed from St. Patrick Academy.

REPORT CARDS

Quarterly report cards are distributed to students and mailed home at the end of each academic quarter in November, January, April and June. Report card grades are entered as letter grades and are included as

such on the student's official transcript. Numerical grades are entered for semester exam grades, but **not** for quarter, semester or final grades. Final grades are ***not*** provided as **numerical grades** to the student, parents or to any school to which a student may transfer.

Parent-Teacher Conferences are scheduled in late November, soon after the 1st Quarter report cards are sent home. If a parent cannot attend the ***Parent-Teacher Conferences***, he/she is encouraged to call a teacher through the Main Office and arrange an appointment to discuss your child's grades.

FACTS-SIS (Monitoring Student Progress)

The school utilizes ***FACTS-SIS***, an online grading platform, to keep students and parents informed of academic progress throughout the year. Using a school-issued account, parents and students can regularly check grades and the student's academic standing, as well as class news and the course calendar, class policies and links to other sites.

Teachers are required to post updated grade reports for each class **at least once a week**. Parents may contact a teacher through ***FACTS-SIS***, or the school e-mail, or by phone at 421-9300. If parents or students are having trouble accessing or using ***FACTS-SIS***, they should contact our Information Technology Coordinator by phone (401-421-9300) or email (mluzzi@stpatrickacademyri.org).

HONORS & AWARDS

ATHLETIC AWARDS

The following athletic awards are presented to student-athletes at the annual *Sports Awards Dinner*. Award recipients are selected by the teams' coaches and the Athletic Director.

Outstanding Athlete Award: Is presented to a student who has demonstrated outstanding ability in two or more sports, has exhibited excellent sportsmanship, has exhibited remarkable leadership qualities, has made an outstanding contribution to the school's athletic program during the course of his and her high school career, and has nonetheless remained coachable and committed to the team concept. The recipient is selected by a majority vote of the entire coaching staff.

The Sportsmanship Award: Is given to a student who has participated in at least one school-sponsored varsity sport and who has demonstrated personal integrity, respect for self and others, self-confidence, and leadership. The recipient is a model for good sportsmanship and is selected by a majority vote of the entire coaching staff.

Most Valuable Players: The MVP Award is given to those students who excel at a high level at boys' or girls' basketball, track or cross-country, and represents our school with sportsmanship, integrity, fairness and spirit.

GRADUATING SENIOR AWARDS

The top two awards presented annually by St. Patrick Academy at its *Graduation Commencement Exercises* to a graduating senior are the *St. Patrick Award* and the *NACEPF Leadership Award*. The recipients are selected by a majority vote of all faculty and professional staff. A third top award, the *St. Francis of Assisi Award*, is presented periodically at graduation to a graduating senior selected by the administration.

The St. Patrick Award is presented to a graduating senior who has been consistently above average in academic work, participated in at least one interscholastic sport, contributed significantly to the welfare of St. Patrick Academy through participation in school activities, and manifested distinctive qualities of leadership, integrity and Christian charity.

The NACEPF Leadership Award is presented in the name of the *North American Catholic Educational Programming Foundation (NACEPF)* and its founder, Mr. John Primeau, to a graduating senior in recognition of stellar leadership and participation in school activities, for consistently exhibiting respect for others through service and interpersonal relationships, and for working harmoniously with others to improve the Academy.

The St. Francis of Assisi Award is presented, when appropriate, to a graduating senior who has, over the course of his/her enrollment at St. Patrick Academy, fully reflected the true spirit and mission of St. Patrick Academy in his/her attitude, character and commitment to spiritual, personal and academic excellence.

The following academic awards are presented to graduating seniors at the *Academic Convocation*. Award recipients are selected by the teachers in each academic discipline in conjunction with administrative staff.

The Excellence in Art Award is presented to a senior who has, through creative ability in art, reflected the love of beauty, joy and artistic skill.

The Excellence in English Award is presented to a senior who has demonstrated outstanding proficiency in every aspect of the study of English, especially written and oral communication and literary analysis.

El Premio De Excelencia en Español is presented to a senior who has demonstrated the highest level of proficiency, fluency in speech and writing, and academic accomplishment in the Spanish language.

The Excellence in Mathematics Award is presented to a senior for mastering the theories, principles and applications of mathematics, including the branches of algebra, geometry, trigonometry, statistics and/or pre-calculus.

The Excellence in Music Award is presented to a senior who has manifested excellence in musical performance and who has displayed a superior understanding of the principles and artistry of music in its forms and genres.

The Excellence in Physical Education Award is presented to a student who has displayed an appreciation for a healthful lifestyle, demonstrated academic success in physical and health education, exhibited sportsmanship, and mastered the basic skills involved in individual and team sports.

The Mary Cipriano Excellence in Religious Studies Award is awarded to a senior who, over the last four years, has demonstrated a profound understanding of the essential teachings of the Catholic Church, especially as exhibited in his or her personal behavior and faith commitment.

The Excellence in Science Award is presented to a senior who has manifested remarkable scientific knowledge and a deep understanding of the principles and applications of biology, chemistry, physics and other high-level areas of scientific inquiry.

The Excellence in Social Studies Award is given to a senior who demonstrates a thorough understanding of the development of our nation's history, our cultural heritage, current events, and the dynamics and history of the world community.

The Excellence in Technology Award is given to a senior who has effectively utilized a range of technologies, including video, audio, graphic art and other media and the implementation of practical technology solutions.

The Mother Teresa Service Award is presented to a senior whose concern for and service to the economically, physically and socially less fortunate exemplifies the qualities of Christian service and the mission of the Academy.

HONOR ROLL

St. Patrick Academy publishes a list of Honor Roll students in the monthly newsletter. Honor Roll is based on each of the 1st, 2nd, 3rd and 4th Quarter grades. The honors categories are as follows: **Regular Honors**, a minimum Grade Point Average (GPA) of 3.3; **High Honors**, a minimum GPA of 3.7; **Highest Honors**, a minimum GPA of 4.0. For all honors categories, a student may have no grade below a C in any subject.

HONOR SOCIETIES

National Honor Society: Seniors and juniors with a GPA of **3.30** may be considered for nomination to the **NHS**. Other criteria for nomination include positive evaluations from faculty members in the areas of *leadership, service, and character*, and students must have current Honor Roll status. The **NHS Faculty Council**, composed of selected faculty and staff members, is responsible for identifying those students to be invited for membership. The Council serves as an advisory group to the **NHS Moderator** in reviewing

students for membership, probation, or dismissal.

New senior and junior **NHS** members are informed of their acceptance after the first semester grades have become official. The induction ceremony takes place in May. To remain in the **National Honor Society**, the student must **maintain a GPA of at least 3.30 and Honor Roll status** for the rest of his/her high school career.

Any member who fails to make Honor Roll or fails to continue exhibiting any one or more of the four marks of **NHS** – academics, service, character and leadership – will be reviewed by the **NHS Faculty Council** for dismissal. Dismissal from **NHS** for any reason is permanent, but decisions to dismiss may be appealed.

National Art Honor Society: A part of the *National Art Education Association*, the **National Art Honor Society** promotes and encourages the visual arts in the school and the surrounding community. It seeks to aid members in working toward the attainment of their highest potential in art.

Membership is based upon art scholarship, service, and character. The candidate must have completed one semester of art in high school, must have maintained a minimum GPA of 3.0 and must have been recommended by an art faculty member of a school that is a member of the *National Art Education Association*, which includes St. Patrick Academy.

Honor Distinctions: The honor of serving the graduating class at Commencement Exercises as **valedictorian, salutatorian** and **master/mistress of ceremonies** is determined by the administration based upon the graduates' cumulative grade point average, total credits earned, the competitiveness of courses, consistency of academic success, record of community service, level of school involvement and disciplinary record.

STUDENT OF THE MONTH

The Principal solicits nominations from all teachers for students who exhibit **positive attitude, Christian charity, consistent effort, respect for self and others, and successful or improving academic performance**. One student is selected by a faculty vote and no student may be selected more than once every two years.

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AT THE END OF EACH YEAR, THE FACULTY EVALUATES ALL STUDENTS. AS A RESULT OF THIS EVALUATION, THE ADMINISTRATION RESERVES THE RIGHT TO REQUIRE ANY STUDENT TO WITHDRAW IF HE/SHE DOES NOT APPEAR TO BE PROFITING FROM ATTENDANCE AT ST. PATRICK ACADEMY.

PARENTS MUST UNDERSTAND THAT THEIR FAILURE TO MEET OBLIGATIONS AS OUTLINED IN THIS HANDBOOK CAN RESULT IN THEIR SON/DAUGHTER BEING REQUIRED TO WITHDRAW AT ANY POINT IN THE SCHOOL YEAR. THE SCHOOL RESERVES THE RIGHT TO CHANGE POLICIES AND PROCEDURES AS OUTLINED IN THIS HANDBOOK. PARENTS WILL BE NOTIFIED IN WRITING OF ANY POLICY CHANGES THAT OCCUR DURING THE YEAR.

St. Patrick Academy Student Conduct Agreement

Being a student at St. Patrick Academy is a **privilege** and a **responsibility**. Enrolling as a student at St. Patrick Academy means that you desire to learn and to be taught in an environment that is safe, secure, positive, and consistent with the Catholic-Christian ethic.

You play an essential part in making St. Patrick Academy a school of excellence. By agreeing to uphold the following conditions, you are saying that you want to achieve **excellence** – spiritually, personally and academically, and you want to make our school excellent. Your signature below represents an agreement between you and the school to be partners in helping to make St. Patrick Academy a school of excellence.

As a student at St. Patrick Academy, I agree to abide by the following guidelines to the best of my ability:

Respect myself and others.

- Maintain my personal dignity in all that I say and do.
- Be honest and trustworthy – a person of integrity.
- Respect the right of others to learn and the right and duty of my teachers to teach.
- Respect my teachers, the school staff, and my fellow students.
- Show compassion and understanding for others.
- Keep my comments to and about others positive and constructive.
- Use appropriate language in class and out of class.
- Respect the personal belongings and personal space of others.

Strive for excellence in all that I do.

- Focus my attention on class activities to the end of the period.
- Be an active listener; ask questions when I do not understand completely.
- Use my student planner and *RenWeb* to keep track of assignments and grades.
- Take care of my textbooks and learning materials.
- Complete and hand in all assigned work on time.
- Study well to prepare myself for quizzes, tests and exams.
- Remember and follow the loving example of Jesus Christ in all that I do and say.

Follow the rules and policies of the Academy.

- Be on time for school and class.
- Follow the rules of each class and as stated in the *Parent-Student Handbook*.
- Respect church, school and personal property by not taking, damaging or defacing it.
- Be prepared for class – bring necessary materials, such as pens, folders and books.
- Be cooperative in all my dealings with my fellow students and with teachers and staff.
- Be responsible and accountable for my own work and not cheat.
- Be a positive example, not a negative influence.

Student Name (printed)

Student Signature

Date

Please sign and return this form to St. Patrick Academy Office by **Monday, August 26, 2019**. Signing and returning this form are conditions of enrollment at St. Patrick Academy.

ST. PATRICK ACADEMY

Parent-Student Handbook Agreement

*By signing below, we acknowledge that we have received and reviewed the **St. Patrick Academy Parent-Student Handbook**, and we agree to follow and support all the policies stated in this document.*

Student Name (Print):	
Grade:	
Student Signature:	
Parent/Guardian Name (Print):	
Parent/Guardian Signature:	
Date:	

Please sign and return this form to St. Patrick Academy Office by Monday, August 26, 2019. Signing and returning this form are conditions of enrollment at St. Patrick Academy.