St. Patrick Academy

Sponsored by
St. Patrick Parish Community
Providence, Rhode Island

Parent-Student Handbook

2016-2017

*St. Patrick Academy* admits students of any race, color, national origin or ethnic background to all rights, privileges, programs and activities generally accorded or made available to students at this school. We do not discriminate on the basis of race, color, national original or ethnic background in the administration of educational policies, financial assistance, athletic programs or other school administered programs.
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.
ST. PATRICK ACADEMY
Student-Parent Handbook, 2016-2017

MISSION STATEMENT
Vision, Philosophy, History

INTRODUCTION
Hopes for our Graduates; Philosophy of Admissions

SCHOOL ADMINISTRATION
Ownership; School Board; Administrative Team; Parents’ Council

GENERAL SERVICES
Academic Planners; Academic Support; Campus Ministry; Food Service; Guidance;
Health Services; Teacher Counselor; Admissions; Books; Insurance;
Library/Technology Center; Lockers; School Records & Transcripts; Tuition Payment;
Tuition Assistance

ATTENDANCE
Daily Schedule; Daily Attendance; Absences; Tardiness; Early Dismissals
Non-structured Learning Time; After-School Activities

COURSE OF STUDIES
Edline; Course Load & Selection; Changing Courses; Homework;
PE/Health; Religious Studies; Summer Reading

GRADING AND PROMOTION
Grading; Diagram; Honor Roll; Graduation Requirements;
Academic Probation; Promotion; Exams; Report Cards

DRESS CODE

GENERAL RULES OF CONDUCT
Code of Conduct; Academic Integrity; Classroom Misconduct; Drugs/Alcohol;
Hazing & Bullying; Off-Campus Activity; Public Displays of Affection;
Respect for School Personnel; Transport Behavior; Sexual Harassment & Misconduct;
Vandalism; Violence; Weapons

DISCIPLINARY POLICIES
Detention; Suspension; Disciplinary Probation; Expulsion; Grievances & Appeals

GENERAL POLICIES
Access to School Records; Acceptable Use of Technology; AIDS; Emergency
Evacuation; Fund Raising; Honorable Competition; Learning Disabilities;
Protection of Personal Information; Publications; Rights of Non-custodial Parents;
Safe & Secure Access; Storm Cancellations; Student Valuables; Student Visitors;
Tobacco-Free School; Transfer/Withdrawal
EXTRACURRICULAR ACTIVITIES
Athletics; Clubs

HONORS AND AWARDS
Student of the Month; Honor Societies; Graduation Awards; Athletic Awards

STUDENT CONDUCT AGREEMENT

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.

PHILOSOPHY AND PROCESS OF ADMISSIONS

In order to maintain a strong educational environment, an admissions process has been established which informs the Admissions Committee about the student's ability to perform to our expectations in a college-preparatory program. The Admissions Committee consists of the Pastor, the Principal, the Director of Guidance, the Dean of Student Life, the Director of Operations and two veteran teachers.

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. Applications for the junior year are generally reserved for students moving into the area and coming from similar schools. We
generally do not accept applications for the senior year except in rare circumstances.

We give preference to siblings of current students, 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 who have been enrolled in Catholic elementary and secondary schools, but only if the admissions process confirms that the applicant is capable of meeting the academic and behavioral standards.

The admissions process begins in early November with an Open House at which parents can tour the school, interview administrators, 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, though admissions during the current school year are considered if the circumstances warrant.

***********

By registering 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.

***********

SCHOOL ADMINISTRATION

OWNERSHIP

St. Patrick Parish is the legal owner of St. Patrick Academy. The Pastor serves as director of the school and its sole governing authority. The parish finance council and the school board advise the Pastor, but have no governance authority of their own. The parish is responsible for the property and the finances of St. Patrick Academy as well as decisions having financial implications.

SCHOOL BOARD

The School Board is appointed by the Pastor and advises the Pastor in the parish’s operation of a non-profit high school for the academic and Christian education of youth, with emphasis on the Christian development of the spiritual, moral, and intellectual character of each student. The School Board approves the annual school budget before review by the diocese. 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 Pastor delegates the primary responsibilities of the executive and educational administration of the school to the Principal. The administration of St. Patrick Academy is carried out by the Administrative Team. It provides leadership and maintains a structure to facilitate the effective functioning of the school. The Administrative Team is comprised of the Pastor, the Principal, the Dean of Student Life, the Director of Guidance, the Director of Operations, the Campus Minister and the Development Director.

PARENTS’ COUNCIL

We have established a Parents’ Council for St. Patrick Academy. Membership in the Parents’ Council is open to parents and guardians of current St. Patrick Academy students. It is the primary and sole purpose of the Council to assist the administration in the development of community spirit. In particular, the Parents’ Council 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 Open House and graduation activities.

**GENERAL SERVICES**

**ACADEMIC PLANNERS**

Every student is to have in his/her possession and is to use on a daily basis an academic planner, also called a “student agenda.” Planners will be provided to students 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.

**ACADEMIC SUPPORT**

We have 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 504 plans and/or “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. 31). The Guidance Office refers students to their local school department for testing and evaluation 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 utilize adult and college volunteer tutors to work with students who are having difficulty in one or more academic subjects.

**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 gravely 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 or gravely neglected, 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, monthly First Friday services, 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 knowledge 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**

The cafeteria serves a free cold breakfast in the cafeteria from 7:00 to 7:35am that usually includes cereal, muffins, cheese sticks, fruit, milk and orange juice, as well as other items when available. A free hot lunch 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 are allowed to bring breakfast food 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 are not allowed in the classrooms.** 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**

In a setting that is individualized and personal, our Guidance Counselor 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 through the use of 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.

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 issues are of a very serious nature, the Guidance Director will make referrals for professional intervention to **Family Services of Rhode Island.**

**HEALTH SERVICES**

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 in order 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 8:00am until 1:00pm for primary care and emergencies. The Nurse is responsible for contacting the parent when a student is ill or injured; together, they make the decision as to whether or not 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 school 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. There may be some conditions, however, for which the school cannot provide the necessary care or resources.

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 course of the school day by the school Nurse only and only with the signed permission of a parent/guardian. Specific medications/treatments permitted by signed authority of the parent/guardian may be given when the Nurse believes it is necessary. If parents do not wish their child to receive any of these medications, they are to indicate this on the form provided annually. 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. She may also use ointment or disinfecting solvents such as peroxide, alcohol, and providone 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 serves as an information and technology center and is an important student resource to foster intellectual growth, spiritual development, and critical thinking. The director of library services provides a quiet environment
for study, promotes reading activities, and assists students in finding and using books, materials resources and online resources to help them with research projects, assigned academic work or for individual reading.

Internet-capable computer workstations are available for student use. The library computers connect to RI public and college libraries through Internet access. The library network hosts several online subscription databases through the Providence Public Library and offer Microsoft Office, providing students with Microsoft Word, Excel and PowerPoint.

Library books can be charged out for two weeks. Students who have outstanding obligations at the end of the school year will be charged for lost books. Students are encouraged to use flash drives to save personal work. Photocopies and computer printouts are available in the library, though a small fee may be charged depending on the length of the copy.

LOCKERS AND LOCKS

Each student is assigned a locker and a lock combination for the storage of books, personal effects and necessary school supplies. While the locker is provided for the student’s use, it remains 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 keep their lockers secure at all times 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 course of the school year.

SCHOOL RECORDS & TRANSCRIPTS

The Principal, with the school Secretary, is the caretaker of all student academic records and files. 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, but may not take or copy the file. The transfer of school records and transcripts to another school is done directly from school to school and not through the parent or student.

TEACHER COUNSELOR (TC)

The Teacher-Counselor (TC) works with the Guidance Counselor to serve as an advocate for the student. Each student is part of a TC group that is led by a teacher. Teacher-Counselors meet with each member of their TC group at least once each quarter, either formally or informally, 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.

TUITION PAYMENT

There is no set tuition rate at St. Patrick Academy, though the per-student cost for the 2016-17 academic year is about $11,000. Families are asked to pay a tuition amount that they can afford. Terms for tuition payments are 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, making allowance for a pre-payment discount.

**Option 2:** Ten payments payable through the FACTS Monthly Payment Plan. This is the only monthly plan available.

**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 along with the tuition agreement and the non-refundable registration fee.
2. All tuition payments are to have an agreed upon due date according to the payment option chosen.
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 three months tuition have been paid (June, July, and August).

4. No payments for the current school year will extend beyond June 30 of that year. Students whose tuition payments have not been completed by the end of the school year will not be allowed to take final exams until such payments are made.

5. Late payments may incur a late fee.

6. St. Patrick Academy reserves the right not to accept personal or business checks under certain circumstances.

7. Personal or business checks will not be accepted as payment for a previous check that was returned by the bank; payment will be accepted only in cash or with a money order.

8. When a parent/guardian is unable to meet an agreed date for payment, the parent/guardian must contact the Main Office immediately in order to make alternate arrangements.

9. For accounts that are in arrears, the penalties may include any or all of 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;
   d. Class schedules may be withheld prior to the commencement of a new school year.

Payment Policies for Graduation
1. Final tuition payment for seniors must be remitted by May 1 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 voluntarily withdraws before the start of the school year will be charged $100.
2. A student who voluntarily withdraws 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 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 party unless all tuition and financial obligations are paid in full.

TUITION ASSISTANCE
Tuition assistance and grants are awarded on the basis of financial need, which is determined by the information provided on the FACTS Management financial aid form. All students 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
All 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. There are no set tuition aid amounts, but our philosophy is to help as many families as possible with some aid rather than a few families with large amounts of aid. Diocesan tuition aid grants require the completion of the FACTS application by mid-February. On-time applications are crucial for families seeking significant aid. We accept applications after the deadline, though the amount of available money diminishes as the next school year approaches. Contact the Director of Operations at 421-9300, ext. 12, for specific information regarding your financial aid application.

Appeals
St. Patrick Academy is aware that numerous financial difficulties arise in the course of any year and that those circumstances are not always under the control of the family. The Pastor and Director of Operations are responsible for hearing matters of appeal and assessing the family’s need and situation. Appeals to the Pastor or Director of Operations must be concluded within a reasonable time period. 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.

**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 ten-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 or not 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 every class period and report absences to the Main Office. The Dean of Student Life gives detention for the first unexcused 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 guardians for a conference with the Dean. A report of this conference will be kept on file. If a third unexcused 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.

**ABSENCES**

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 Secretary 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 a particular 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.

**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 period. **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.** Parents will be contacted to discuss the situation before a decision is made. A student may be required to do summer 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. If absence for this reason is unavoidable, the parent/guardian shall send a note to the Main Office one week in advance of the requested absence. The student must see his/her teachers informing them of the intended absence and 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 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 late student cannot enter homeroom, Morning Prayer or class without a late pass. Tardiness is reported along with absenteeism on report cards and transcripts.

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” or “the alarm did not go off” 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.

If a student is tardy on a regular basis, the student and parents/guardians will be called to meet with the Principal 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 Principal in special cases, such as funerals and college visitations.

Tardiness for Class: Teachers may give detention to students who are late to class and will report frequent tardiness to the Principal 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 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.

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 day to do assigned work, study for tests or quizzes, or engage in independent learning. Students will find a portion of their weekly schedule unstructured to allow for independent study. The following alternatives are available to students during these scheduled study periods:

- Report to the assigned room for quiet 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
• Hear a college speaker (for seniors)
• Engage in tutoring programs
• Work on career and college selection in the Guidance Office

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, sleep or idle time.

AFTER-SCHOOL ACTIVITIES

Students who remain for after-school clubs are under the responsibility of the club moderator; those remaining to meet with their 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 teacher; 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 after-school activity. Students who are waiting for after-school activities to begin and leave the school property 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.

COURSE OF STUDY

COURSE LOAD & COURSE SELECTION

Each student is required to carry 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. An extra course lessens the amount of time available during the course of the school day to study, to work in the library, to see teachers for help, and to make up work missed during an absence. Advanced courses (such as Honors or Advanced Placement) are intensive courses for selected students and are strenuous, requiring a greater amount of work and commitment. 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. Course descriptions are available on St. Patrick Academy’s website and on Edline. 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, course enrollment requirements, and signature requirements are the responsibility of the student.

COURSE CHANGE

Once a course has started, it is St. Patrick Academy’s policy that a student remain in that course. Only in extraordinary cases and after consultation with the Guidance Office can a course be changed. A preference for a different teacher or period, 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. However, if a student withdraws after two weeks or due to a failing grade in that course, the grade is recorded as a failing grade (F) and impacts the year-end grade point average and the cumulative grade point average the same as any other failing grade.

**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
- Integration of different curricula
- 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 to three hours per day, five days per week, to their assignments, with additional time spent during weekends. This is about 30 minutes per day per subject. Homework tasks may include reading, writing, and researching; quiz, test, and exam preparation; long- and short-term projects; and independent and 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 do not do their homework and hand it in on time do not succeed at St. Patrick Academy.

**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 or with the P.E. teacher. 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 by the teacher and as a group.

**RELIGIOUS STUDIES**

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, each year, all students are enrolled in a program of religious studies and must successfully complete that program as a condition for promotion and graduation.

**SUMMER ACADEMIC PROGRAM**

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, **remedial, 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.
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 “F” will appear on the report card for the quarter or semester marking periods, and/or as a final grade on the report card if the numerical grade average for that term is less than 70. However, 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 student successfully completes a summer remedial program that will include tutoring and/or academic work supervised by the course teacher. Students in their senior year are not eligible for this program. A final grade of “F” for a required course that is not improved through summer work will result in the student having to repeat the grade or the student’s dismissal from St. Patrick Academy. A final grade of “F” for an elective course that is not improved through summer work will result in the loss of credit for that course.

A grade of “I” is a temporary grade that indicates a student has, for good reason, such as an extended medical absence, not completed the minimum requirements of a course according to the teacher’s course criteria. Students who receive an “I” grade as a final grade in a course will be required to complete the course requirements to the teacher’s satisfaction within two weeks of the end of the course. If a student does not adequately complete those requirements within the allotted time, the final grade will be changed to “F” and the student will not be awarded credit for the course.

Successfully completing a full-year academic course earns the student one credit, except for Physical Education, which is worth ¼ credit for each year. Semester courses are worth ½ credit.

GRADING DIAGRAM

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

Weight: Honors Course: Add .30 **
        AP Course: Add .40 **

*Exception: Physical Education = 1/4 of credit per year
** Honors and Advanced Placement (AP) courses may be offered during the Junior and Senior years.
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:

<table>
<thead>
<tr>
<th>Required Credits</th>
<th>Preferred Credits (for College)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion</td>
<td>4</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>3.5</td>
</tr>
<tr>
<td>Mathematics +</td>
<td>3</td>
</tr>
<tr>
<td>History/Social Studies</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language (in one language)</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education/Health</td>
<td>1 (¼ credit per year)</td>
</tr>
<tr>
<td>Fine Arts *</td>
<td>1 (½ credit per semester course)</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>0.5 (½ credit per semester course)</td>
</tr>
</tbody>
</table>

A total of 25.5 credits are required for graduation from St. Patrick Academy. A total of 22 credits are achieved through courses taken to meet the above requirements, while the remaining 3.5 credits are achieved through various elective courses.

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

* The following Fine Arts courses may be offered during the student’s time at St. Patrick Academy. Any two of these courses will satisfy the 1 credit requirement in Fine Arts: Foundations in Art, 3-D Design, Drawing, Pottery, Photography, Architecture, Elements of Music, Chorus, History of Popular Music, Music Theory, Dance or Theater.

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 above). The 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 three 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 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

A student who has a mathematical grade average of 87 (B+) or above at the end of a full year course (including Religion) will be exempted from the final exam in that course. This does not apply to semester courses or first semester exams.

HONOR ROLL

St. Patrick Academy will publish a list of Honor Roll students 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.

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. 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, and the spring list is based on the 3rd quarter grades. Students who fail two or more courses in the 4th quarter or for the year, 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 athletic activities, or Student Council, or after-school clubs that meet outside of regular school hours.

Students on Academic Probation are required to spend their unstructured study time working with the Academic Support Teacher.

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

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 18.25 credits to be a senior. For graduation from St. Patrick Academy, at least 25.5 credits are required without exception.

A high school 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. All make-up work is subject to the review and approval of the course teacher and the Principal.

REPORT CARDS

Quarterly report cards are distributed and/or mailed home at the end of each academic quarter in November, January, April and June. Parent-Teacher Conferences are held for the entire student body in late November, soon after the 1st Quarter report cards are sent home. Concerned parents and guardians are encouraged to call a teacher and arrange an appointment to discuss a student’s grades at any time.

RENWEB (Monitoring Student Progress)

The school utilizes RenWeb 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 school and class news and the school calendar, 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 RenWeb, or the school e-mail, or by phone at 421-9300. If parents or students are having trouble accessing or using RenWeb, they should call the Main Office for assistance.

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, sweater vests, and gym uniforms, **must be purchased from Donnelly’s Clothing Store.** These clothing items have our school logo or the Donnelly’s tag attached.

Neck-ties, belts, socks, stockings, shoes and gym 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 (appropriate styles only; no extreme colors or inappropriate messages, pictures or emblems).
- Black dress shoes. **[Not allowed: Sneakers, Tams/Vans/Sperry-type shoes, boat-shoes, boots or sandals.]**
- Socks (dark green, navy, black or white).
- Green pull-over sweater or cardigan sweater or sweater-vest is optional. [Donnelly’s]

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 [boy’s] oxford dress shirt (short- or long-sleeve) [Donnelly’s], or – from **August 27 until November 1** and from **May 1 to the end of the school year** – white or green polo shirt [Donnelly’s].
- Socks (dark green, navy, black or white) **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, yoga pants and other leggings.**
- Black dress shoes. **[Not allowed: Sneakers, Tams/Vans/Sperry-type shoes, boat-shoes, boots, high-heels or sandals.]**
- Green pull-over sweater or cardigan sweater or sweater-vest is optional. [Donnelly’s]

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

- Sweat-pants or mesh shorts [Donnelly’s]
- T-shirt [Donnelly’s]; sweatshirt is optional [Donnelly’s]
- Black sneakers. **[Not allowed: Sneakers with additional colors.]**
- White or black socks

**Other Dress Code policies:**

- 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 tears or holes.**
- Clothing must not be excessively tight or baggy, and pants must not “sag” below the waistline.
- Extreme hair styles or colors are not allowed.
- Girls may wear natural color make-up only; excessive make-up is **not** allowed.
- 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.
- Body or face piercings are **not** allowed. Tattoos are seriously discouraged and **must not be visible.**

**For all students:** Gym uniforms are worn during gym class; students are **not** to wear gym uniforms to school or before gym class, and must change back into the school uniform after gym class.
GENERAL RULES OF CONDUCT

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. In conjunction with the efforts of the faculty and administration, conscientious cooperation is necessary on the part of every student to maintain a safe and productive academic environment.

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 has an effect on
  - maintaining school order and discipline;
  - protecting 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 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 at all times during the school day (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 a student is using during school time. Students who must make a phone call may ask the Dean of Student Life, Principal or Secretary 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, such as iPods, iPads, MP-3 players, 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 related 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 to the Main Office at the beginning of each school day; in the event of a **third offense**, the 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 at any time and especially when there is a reasonable suspicion that the Code of Conduct has been violated.

**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.

**Plagiarism**

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 at all times. 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 the particular assignment, and a disciplinary action; suspension or expulsion also may be the consequence for a student who chooses to plagiarize more than once. Students who are being tutored or being helped by another person must be especially careful to make sure the work done is theirs.

**Cheating**

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, 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 particular assignment or assessment 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.

A student found cheating on any homework assignment, quiz, test, exam, or project will be penalized. 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.
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.

Violation of the Academic Integrity policy may jeopardize a student’s eligibility for or standing in the National Honor Society, Senior Internship Program and Campus Ministry.

Repeat offenses 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 subjects a person, voluntarily or involuntarily, 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 member of a team or group which compels any other member of the team or group to participate in any activity 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 twitters, 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 particular 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 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. 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, must 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. All complaints will be investigated promptly and appropriate action will be taken. 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.

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 up to and 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; 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, counselor or administrator. The Pastor and Principal will cooperate with the Diocesan Office of Education and 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.
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 Education and 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. At the conclusion of the investigation, discipline may be applied in accord with the procedures and policies set forth in the Diocesan Policy Manual.

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

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 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.

DRUGS/ALCOHOL

The faculty and administration recognize that a student's 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 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 drugs, in or out of school, will be expelled.

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 are an integral part of education at St. Patrick Academy. In these cases, a student is technically “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. Enrollment of the child in the school implies a partnership between the school and the parent/child. We ask for and expect that all interactions between parents, guardians and school personnel be done in a spirit of mutual respect. If the partnership breaks down as a result of parental speech or behavior, parents or guardians may be required to withdraw their child from the Academy.

TRANSPORTATION BEHAVIOR

School and City buses and private buses used for field trips are an extension of the school, and proper conduct on these buses is the direct concern of the school. Misbehavior on a bus 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 seriously endangered, the owners of the bus companies may immediately exclude the student from the bus. Please become familiar with the following rules for riding on a bus.

Students are to:

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

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 decisions, will usually support bus companies and their drivers, and may apply additional school discipline at the discretion of the Principal.

VANDALISM

Students are to respect school property and the property of others. Defacing walls, desks, lockers as well as any other form of vandalism is unacceptable. 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 as 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 any and all forms of social networks, 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.

Any and all incidents of aggravated assaults causing bodily injury on other persons or school staff will also be reported to the local police. The Principal and Dean of Student Life will determine whether an assault is aggravated so as to constitute police involvement. In addition to any legal action, school disciplinary policies will be enforced.
WEAPONS AND OTHER INAPPROPRIATE ARTICLES

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 materials like skateboards and in-line skates, sleds and snowboards, are not allowed on campus, as their use in a school setting is a hazard.

DISCIPLINARY POLICIES

Disciplinary problems such as classroom disruption and tardiness for class are to be resolved by the teacher and the student concerned. If no mutual agreement is achieved in these matters, the help of the Teacher-Counselor is to be elicited by both student and teacher. Unresolved problems are to be referred to the Dean of Student Life or Principal.

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 the behaviors listed, 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 Guidance Office.

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 may speak with the Dean of Student Life about possible options. Parents and students are directly liable for damage to school property.

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. Any violation of 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.

REPEATED VIOLATIONS OF THE CODE OF CONDUCT

A student who commits major violations of the Academy’s Code of Conduct (see pages 19-24) will face increasingly 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. At certain levels of frequency, specific disciplinary actions are brought to bear on the student 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 pg. 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.
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 alternate means of 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 an additional detention.

For some serious offenses, however, the detention may involve a combination of after school and Saturday morning detentions (9:00am-12:00 noon) per 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 of a student who receives excessive detentions and will confer personally with them on 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 the Principal. The parents and the 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 seven 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 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 semester.

More than one suspension in the same academic year may be grounds for 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, class office, 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. 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.
Disciplinary probation will last at least one quarter, but may be extended if the Principal and Dean of Student Life deems it necessary. 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 disciplinary actions, 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 solving problems. *Subsidiarity* means that all problems are solved at the lowest possible level. Thus, one 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 never 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 outside advocates or legal representation in 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 working days, the parent or student shall appeal the grievance in writing 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 further disciplinary action.

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 participation in the grievance procedure.

**GENERAL POLICIES**

**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 school records in conjunction with the Principal or Guidance Office. At all times these records are confidential. The file may not leave the school at any time. All transcript requests are made through the Main Office and 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 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. Academic records and official transcripts will not be released without a ‘Release of Records’ form signed by a parent or legal 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.

**ACCEPTABLE USE OF TECHNOLOGY POLICY**

The term “technology” covers a wide range of processes used for communicating information within our society. Computers form one element of this broad term, but it also includes 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 in itself. 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, helps us 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 limited high quality, 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 (i.e., certain web sites) is inaccurate, controversial and may be 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 far outweighs the risk.

Computer access at St. Patrick Academy is a privilege for students and not a right. We expect students to use the computers 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 financial reparation for the repair of hardware and/or other related equipment).

In order to be allowed computer access at St. Patrick Academy, all students must have signed an Acceptable Use of Technology Policy on file in the Main Office. 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 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 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 result in paying for repair or replacement costs of the computer, 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 should use the name of the school in any online format including games, chats, social networks (i.e., Facebook) or blogs without specific permission.
   f) Nothing in this policy is intended to preclude the supervised use of the system 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 and 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 permission.

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 result in financial reparation.
   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 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 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 unless permitted by a teacher and/or the librarian.

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 another person’s 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 destroy data by 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 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 permission of the Technology Coordinator.

7) Inappropriate Language

a) On any and 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 person and you must stop if asked to do so.

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, high-quality, 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) Due to the dangers of viruses and other issues, students will not download files. If the download is necessary, you must first seek permission of the Technology Teacher or Coordinator who solely determines whether files are to be downloaded and checked for viruses.

c) Students will not post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to a large number of people).

d) Students will not download music or games onto the school network.

e) E-mailing is not allowed in the school, unless the student is sending information to one’s own address for home use such as sending research information to oneself for a school project.

f) Students will subscribe only to high-quality discussion group mail lists that are obviously and directly relevant to your 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 or not 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 material that is profane or obscene (pornography) or 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 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 school disciplinary code, 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 notice, either verbal or written, of the suspected violations and an opportunity to present an explanation to school authorities. As a result of the inappropriate use of technology, restrictions on the use of St. Patrick Academy’s technology may be placed on the responsible student.

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 for any printing of materials off the Internet through the library. They are encouraged to save information through the use of a flash drive or e-mail 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 technological 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 unauthorized use of its technology.

Misuse

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 acquired 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 legally 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.

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.

PERMISSION FOR USE OF NAMES, PHOTOS, AUDIO AND VIDEO

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. Among these needs are the use of St. Patrick Academy students’ names, photographs, audio-tape and video-tape 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.

FUNDRAISING

School groups, clubs and classes that wish to conduct a fundraising activity must obtain the approval of the moderator and the Principal before requesting money from any person or entering into any final 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.

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 by a representative of the Academy.

**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 already 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* for the past three years, and our basketball coach received the *2015 Sportsmanship Award* from the *Rhode Island Interscholastic League*.

**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. In order 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, parent, 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 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.

MENTORING PROGRAM

St. Patrick Academy offers the unique service of matching adult mentors with each high school student to assist our students in their personal growth and their academic challenges. All mentors are selected carefully, screened according to the Diocesan Safe Environment protocols, and the relationship between the mentors and students is monitored. The mentor meets with his/her student-mentee about once a week 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.

All freshmen are encouraged to enroll in this program so as to further their personal and academic development. The program is also open to all students in grades 10-12 and students are encouraged to participate. Parent support and cooperation in this program is vital to the program’s success.

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 the 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 of our published materials. School publications, such as yearbooks and school newspapers, 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 mentors when they directly contradict the school’s mission, its philosophy or with Church teaching.

RIGHTS OF NON-CUSTODIAL PARENTS

The school’s guiding principles are to obey the law, to protect the best interests of the child, 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. In order 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 request. Permission of the custodial parent is not required.

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 is unlocked for student entry into the building only from 6:55 to 7:35am. All outer doors to the school are locked from 7:35am until the parish resumes control of the building at 5:00pm. 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 register 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 anytime. Doors remain locked after school hours.

Other security measures in use include the placement of security cameras in strategic areas throughout the school and thorough background checks for all employees, volunteers and vendors. 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, 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 outside of the gym.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, 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 at the Main Office for safekeeping. During sports events and P.E. classes, students and athletes should give their valuables to the school Secretary, coaches or P.E. teacher for safekeeping.

STUDENT VISITORS

St. Patrick Academy welcomes student guests who have applied for the following school year to visit grades 9 or 10. In order 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 guest’s parents must make arrangements in advance with the Principal. Parents are to accompany and introduce themselves and the student at the Main Office. 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 smoking tobacco, or the use of snuff 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. It also prohibits having in one's possession a cigarette, cigar, pipe or other substance or item containing tobacco. In addition, tobacco product usage is prohibited in all outside areas of the school. Tobacco products of any kind are not allowed in 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 have their parents/guardians sign a “Release of Records” form available at the Main Office. A transcript will then be mailed directly to that school at its request. Academic and health records will be forwarded by mail once the student is accepted there. Transcripts
and records will **not** be given to the student or parent for delivery to the 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 records will be transferred.

**WEATHER DELAYS, CANCELATIONS 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 follows the decision of the Providence School Department
to close its schools in this regard, but we reserve the right to close the Academy due to bad weather even if the
Providence public schools remain open.

Parents should be attentive to school closing or delay announcements specific to St. Patrick Academy. The decision
to delay or cancel school will be announced on radio stations WHJJ, WHJY, WPRO, 92PRO, WLNE, WMRC,
WWBB, WSNE, B101, and LITE 105 and television stations Channel 12 (WPRI), Channel 10 (WJAR) and Channel
6 (WLNE). An automated phone message 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. School days lost to bad weather or other emergencies must
be made up at the end of the school year.

**EXTRACURRICULAR ACTIVITIES**

All academically eligible students may try out for membership on sports teams or participation in 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 team is always successful. The decision of the
moderator or the coach, in conjunction with the Athletic Director, is final. The Principal will not intervene in
selection decisions unless it can be shown that such decisions are arbitrary or unfair.

**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 sports as cross country, basketball, and track. There are plans to add other sports in future years 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.

All athletic forms will be maintained for all years 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:** Non-competitive teams have been organized for some sports depending on the
level of student interest and with the availability of a moderator and facilities.

**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 after the school day ends. Some
of the clubs that have been or **may be** organized are listed below.

**Art Club:** Students engage in different aspects of art, including drawing, sculpture and photography. This club is
open to all students from beginners to advanced levels.

**Chess Club:** The Chess Club provides a supervised, non-competitive atmosphere where students can play the game
under adult supervision. The purpose is simply to have fun, be with friends and make new friends. This club is open to students of any grade level.

**Drama Club:** Students are encouraged to participate in all aspects of a dramatic or comedy production, from costume and set preparation, to sound and lights, to acting. The theater experience provides a student with an opportunity to learn about the importance of responsibility, interdependence, and cooperation.

**Foreign Language Club:** This club offers students opportunities for a cultural awareness different from their own. It offers students the chance to utilize the Spanish language in various activities throughout the year.

**Hand-bell Choir or Chorus:** The music teacher may offer the opportunity to participate in a hand-bell choir performing at school concerts.

**Math Team:** St. Patrick Academy may join the Rhode Island Math League and/or the Catholic High School Math League. Competition in contests, as well as the American High School Exam, provide an opportunity to refine mathematical skills.

**Mock Trial:** Students play the roles of attorneys and witnesses based on the evidence and witness statements. Professional attorneys or judges serve as the presiding judges and juror/evaluators. Teams compete in actual courtrooms across R.I. beginning with the regional competitions. Regional winners compete for the state title and the chance to advance to the National High School Mock Trial Championship.

**Model Legislature:** The Rhode Island Model Legislature program provides a hands-on approach to the study of state government. Students in grades 9-12 have the opportunity to create, debate and enact model legislation and take on the roles of senators, representatives, and lobbyists. Students have the opportunity to compete on a state level for leadership positions. The club members engage in party caucuses and committee meetings with students from other R.I. high schools, and use the R.I. State House of Representatives and State Senate for one day to debate and vote on proposed legislation that they have written.

**Music Ministry:** Students willing to share their gifts of singing and playing musical instruments join to work in conjunction with the music teacher and/or Campus Minister. They help provide music and singing under the direction of their moderator for school liturgies and prayer services.

**Science Club:** Students from Providence College have annually offered students the opportunity to participate in extracurricular, after-school science experiments or demonstrations.

**Service Club:** Service Club is an organization dedicated to volunteering and planning service opportunities for and through St. Patrick’s Campus Ministry. The club offers many opportunities to volunteer after school and on weekends at the school, nursing homes, soup kitchens and other locations. The students meet once a month to plan events, and evaluate the volunteer work previously done. These service opportunities may be used towards the required service hours in the quarterly Religion service projects.

**Student Council:** The Student Council consists of three students from each grade who are elected by the students in their class. Those twelve elected student representatives then elect the Student Council officers. The Student Council coordinates and plans student activities, provides services to the wider community and works with faculty and administration in bringing about meaningful change in school policy and procedures. The Council plans, organizes and conducts social activities for the entire school community. The moderator supervises all activities organized and sponsored by the Student Council.

**Students for Life:** Students for Life is a positive support organization that emphasizes the sanctity of life and informs students about the reality of abortion, violence, substance abuse and other behaviors that violate human dignity, especially those that threaten human life. It is open to students in grades 9-12. Its goal is to advocate for the sanctity of human life; members are invited to participate in the annual “Right to Life March in Washington” (depending on schedule conflicts with the school calendar).
HONORS & AWARDS

STUDENT OF THE MONTH

Every student in the school is eligible each month for this award. 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 a year.

HONOR SOCIETIES

National Honor Society: Juniors with a GPA of 3.30 and seniors with a GPA of 3.00 may be nominated for membership to the NHS. To be nominated for membership, a student must also receive positive evaluations from faculty members in the areas of leadership, service, and character, and have current Honor Roll status. To remain in the National Honor Society, the student must maintain a GPA of at least 3.3 and Honor Roll status for the rest of his/her high school career.

New senior NHS members are informed of their acceptance after the first semester grades have become official. The induction of juniors takes place in May. The Faculty Council, composed of teachers representing the grade level of students being evaluated, determines membership. They serve as an advisory group to the Moderator in reviewing students for membership, probation, or dismissal.

Restrictions:
1. Once a member of NHS, the student must maintain honor roll status for every marking period. Any member who fails to do so will be given one warning by the NHS advisor. If the student ever misses the honor roll again, dismissal from NHS will occur.
2. If a member of NHS fails to continue exhibiting the four marks of NHS – academics, service, character and leadership – dismissal will occur.

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.

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 and faculty, based upon the students' seven semester cumulative grade point average, their academic GPA, total credits, disciplinary record, and the competitiveness of courses.

ACADEMIC EXCELLENCE AWARDS PRESENTED TO GRADUATING SENIORS

The top two awards presented by St. Patrick Academy at its graduation ceremony 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.

The St. Patrick Award is offered 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 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 sponsored by Mr. & Mrs. Thomas Johnston and 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 sponsored by the DeBlois Family and 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 sponsored by Mr. & Mrs. Michael Speidel in honor of Fr. James Ruggieri. It 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**, sponsored by Dr. Christine Johnston, 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 sponsored by the Providence Permanent Firemen’s Relief Association. It 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 sponsored by the Providence Retired Police and Firefighters Association. It 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 Excellence in Religious Studies Award** is sponsored by Mr. & Mrs. John Ruggieri in honor of Mr. John Ruggieri. It 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 sponsored by Dr. Patricia Ryan Recupero in honor of Fr. James Ruggieri. It 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 sponsored by Mr. John Garrahy in honor of the late Governor J. Joseph Garrahy. It 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 sponsored by Mr. Gregory Lynch and 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 sponsored by Mr. Stephen Lynch, Jr., and 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.

**ATHLETIC AWARDS**

The following athletic awards are presented to students at Awards Night. Award recipients are selected by the coaches and Athletic Director in conjunction with the physical education teacher and administrative staff.

**Outstanding Athlete Award**: Is presented to a senior 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 senior 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 considered to be 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 seniors who excel at a high level at boys’ or girls’ basketball, track or cross-country, and also represents his/her school with sportsmanship, integrity, fairness and spirit.

Division/State Championships: Appropriate awards are presented to athletes and coaches who become Division Champs and State Champs.

Team celebrations/banquets are encouraged, and are organized at the team level. They are meant to promote team spirit and community; they are organized to be simple enough to allow all athletes (and their families) to participate. The St. Patrick Academy school and donor community fund these team celebrations.

* * * * * * * * * * * * * * * *

AT THE END OF EACH YEAR, THE FACULTY EVALUATES ALL STUDENTS. AS A RESULT OF THIS EVALUATION, THE PRINCIPAL RESERVES THE RIGHT TO ASK 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 OFFICIALLY NOTIFIED OF ANY CHANGES.
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, positive, and Catholic-Christian.

Your part in making St. Patrick Academy a school of excellence is essential. By agreeing to uphold the following conditions, you are saying that you want to be part of a school of excellence. Your signature below represents an agreement between you and the school to be partners in helping to make our school 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.
- Respect the right of others to learn and the right and duty of the teacher to teach.
- Respect my teachers, the school staff, and my fellow classmates.
- Behave in a manner that shows respect to others and for myself.
- 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.

Give my best effort in all that I do in academics, activities and in my relationships with others.
- Focus my attention on class activities to the end of the period.
- Attend to the work of the class.
- Be an active listener; ask questions when I do not understand completely.
- Take care of my textbooks and learning materials.
- Complete and hand in assignments on time.

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, especially to refrain from taking, damaging or defacing it.
- Be prepared for class; bring necessary materials to class, 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.
- Remember the loving example of Jesus Christ in all that I do and say.

_____________________________________  ____________ ____________________________  ____________ Signature of Student       Printed Name Date

_____________________________________  ____________ ____________________________  ____________ Signature of Parent/Guardian      Printed Name Date

Please sign and return this form to St. Patrick Academy Office by **Monday, August 29, 2016**. Failure to sign and return this form will mean that the student will not be able to attend 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 commit to following and supporting all the policies stated in this document.

<table>
<thead>
<tr>
<th>Student Name (Print):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade:</td>
<td></td>
</tr>
<tr>
<td>Student Signature:</td>
<td></td>
</tr>
<tr>
<td>Parent/Guardian Name (Print):</td>
<td></td>
</tr>
<tr>
<td>Parent/Guardian Signature:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

Please sign and return this form to St. Patrick Academy office by Monday, August 29, 2016.

Your failure or refusal to sign and return this form does not constitute a waiver of the rules and regulations contained herein. Failure or refusal to sign the above agreement will be interpreted as your refusal to abide by the rules and policies of St. Patrick Academy and means that the student will be required to withdraw from St. Patrick Academy.