



**ACADEMY HANDBOOK FOR FAMILIES
2018-19**

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SAINT PATRICK ACADEMY HANDBOOK

As members of the academy community, parents and students are expected to support and follow academy policies, procedures, and rules. The Saint Patrick Academy Handbook is provided as a reference and a guide for parents and students as to the policies and rules established by the academy. This document is a reference. Updates and adjustments to the academy policies may occur over the course of the year as necessary. Additional class-specific rules and procedures will be established by each classroom teacher as part of his/her classroom management plan. Parents are held to the same standard as students with regard to respect for educators. It is expected that parents/guardians will support academy policies, particularly in the presence of their children. The Academy has partnered with you in the education of your children. The Head of School has final authority on modification to and application of all academy policies.

Mission Statement

The goal of education at Saint Patrick Academy is to produce “the true Christian...the supernatural person who thinks, judges and acts constantly and consistently in accordance with right reason illumined by the supernatural light of the example and teaching of Christ” (Pius XI, Divini Illius Magistri, 96).

Saint Patrick Academy is a Catholic school that fosters a love for the good, the true, and the beautiful. Students in Pre-School through eighth grade receive a truly joyful, and holistic education.

Our elementary and middle schools serve God with three unique charisms: to love Our Lord in the Eucharist, to live a life of virtue, and by the mighty strength of the Trinity, to serve our community.

Core Values

- **Culture of Strong Relationships**

St. Patrick Academy is a “Home Away from Home” for students, staff, family and community. An environment that provides personalized learning for every student, St. Patrick Academy is built on strong relationships between the staff and the families of our students. The faculty seeks to partner with parents, appreciating their role as the primary educators of their children.

- **Culture of Collaboration**

St. Patrick Academy is a place where students, parents, teachers, administrators and community members work together to develop and maintain a dynamic student-centered learning environment.

- **Culture of Virtue: Arete in Academics and in Relationships**

St. Patrick Academy is a place where academic and personal excellence is an expectation for all. Learning and practicing virtue is the foundation for success in every area of our lives.

ACADEMY HOURS

Age Group	Days of Week	Regular Days	Early Release Day*
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Pre-Kindergarten (PK)	Monday – Friday	8:00 – 11:30	8:00 – 11:30*
Grades K-8	Monday – Friday	8:00 – 2:45	8:00 – 12:00

Early Release Days*

PK – Students with older siblings at SPA may stay through until 12:00 on early release days, so that parents do not have to pick up twice in one hour. No extended care charges will be incurred until 12:00 when PK students join the all-academy Aftercare program

Grades K – 8: Academy is dismissed at 12:00. Aftercare begins at 12:00 on Early Release Days.

Academy Closings / Delayed Openings / Emergency Closures

Saint Patrick Academy looks to the Portsmouth, Hampton, Dover and York School District to make decisions regarding cancellations or delayed openings. Check closing/delay listings for “Saint Patrick Academy – Portsmouth”.

In the event that an emergency warrants the closing of the Academy during normal academy hours, we make every effort to reach parents by phone and/or email. In the case where a parent cannot be reached, the emergency contact will be called unless other arrangements have been made.

Where to find out about closings / delayed openings / emergency closures:

- TV: WMUR Channel 9
- Radio: WERZ-107.1; WOKQ 97.5
- Online: wmur.com; saintpatrickacademy.org
- The academy has contracted with a company to automatically send out electronic notices of closings and delays.

ARRIVAL AND DISMISSAL

Arrival and Dismissal procedures are in place to ensure the safety of all students, parents and staff. Parental adherence to these procedures is expected as part of being a member of our school community.

Early Arrival: Before 7:50 AM

- Any student arriving before 7:50 AM is considered an early arrival

- Before Care begins at 7:00 AM Students in Pre-School – Grade 1 must be escorted to Before Care by an adult or older sibling. Students in Grade 1-8 may walk themselves to the Before Care area.
- If a student is meeting a teacher before school, the student must go directly to the meeting location and remain with the teacher until 7:50 AM or go to Before Care.
- Any student found unsupervised on campus before 7:50 AM, will automatically be sent to Before Care and parents will be charged for the morning.

Regular Arrival: 7:50 – 8:00

Students should arrive at Saint Patrick Academy between 7:50-8:00 AM

Grades:	Morning Recess Area:	In Inclement Weather:
PS and PK	PS Playground	Classroom
K-8	Playground / Sport Court	Cafeteria

Pre-school and Pre-Kindergarten

Students must be escorted to their morning recess area by a parent or older sibling. This is an opportunity for teacher and parent to check in and exchange information, as needed, before the start of the day.

Tardy Arrivals: After 8:00 AM

Students arriving after 8:00 AM are considered tardy. Please check in with the Front Office.

Early Dismissal for Pre-School and Pre-Kindergarten: 11:30 AM

- Students in PS and PK are to be picked up in front of the academy building
- Students staying for a full school day will stay in the classroom during dismissal
- Any student not picked up by 11:40 AM, will be taken back inside and checked in for a full school day
- A child will not be dismissed to anyone other than a parent/guardian unless the child has a note. Dismissal plans should be arranged prior to the start of the academy day.

Regular Dismissal: 2:45 PM

- Parents picking up on foot will pick-up students at the front door of the academy.
- We ask all parents who drive to the academy to pick-up their children to please utilize the car line; it is the safest method of pick-up for our students who travel by car.

Car Line Pick-up

- Drivers should display the Family Name Tag so that the teacher on duty can call for the students to line up.
- Listen when your name is called so you know at what position number to expect your child(ren) to be waiting.
- If your child is not ready when you arrive please proceed through the line
- Cell Phone use is prohibited; this is a safety issue for students, teachers, and other drivers.
- Students not picked up by 2:55 PM. will be sent to Aftercare and families will be billed.

Sports/Clubs Carpooling

- Establishing carpooling permissions and travel arrangements are the responsibility of the parents of each athlete.
- Parents picking up students to take them to academy practices or games may park in front of the academy on Austin Street.
- Students will leave via the front door. This only applies during the season the student is participating in the sport.
- Dangerous, unruly, or distracting behavior in front of the academy will mean loss of sports participation privileges.

Late Dismissals: After 2:55 PM

- Students should not be on campus after 2:55 PM unless they are in an approved supervised activity.
- Any student found on campus outside of an approved activity will automatically be sent to Aftercare and charges will apply.
- Supervised activities include:
 - Aftercare (see fee schedule)
 - A scheduled meeting with a teacher or the Head of School
 - Detention
 - An academy sponsored sporting or club meeting.
- Students staying for extracurricular activities must be picked-up at the scheduled end of the meeting.
 - Student remaining on campus after the meeting ends will be sent to Aftercare.

Carpooling, Authorized Pick-ups, Play dates, and Pick-up Changes

- Families who desire to carpool on a regular basis for academy pick-up may send a note in to the office to establish this as a pre-authorized arrangement.
- If grandparents, babysitters, or the like will routinely pick-up your child, you may establish this as a pre-authorized arrangement. Be aware this means that academy personnel will not questions this person's permission to pick-up the child(ren) on any day.
- If your child is going home with someone other than a parent or pre-authorized adult, please send a note to academy with your child on the morning of the special pick-up.
- If plans develop during the academy day requiring a change to pick-up plans (go to Aftercare, go home with family X, don't go to Aftercare), you may contact the academy. These announcements are made at the end of the academy day over the intercom, but it is a busy time and students can miss the announcement.

EXTENDED CARE PROGRAM

The Extended Care Program provides our families with safe, caring, affordable childcare before and after school. The program operates daily with the exception of the last day of school. Families do not have to reserve a spot; the service is available on an as needed basis (daily, weekly, infrequently, etc.).

Before Care: 7:00 – 7:50

- For students in Pre-School through Grade 8
- PS-1st students must be escorted by a parent or sibling to the classroom for care
- Students play quiet activities, read, and visit with one another
- The fee schedule can be found on the academy website

Aftercare: 2:45 – 5:30

- For students in PS through Grade 8
- Students should always pack a snack for Aftercare

Late Pick-up Penalty: Students must be picked up by 5:30 PM. Parents not picking up by 5:30 PM. will incur a penalty of \$20.00 per incident. Habitual late pick-ups may result in students being banned from the program.

Billing and Payment: Extended Care invoices will be sent home at the beginning of each month. Payment is due upon receipt. Checks are to be made out to “Saint Patrick Academy” with “Extended Care” in the memo line. Families with overdue bills for Extended Care services may be prohibited from using the service until their account is current.

ACADEMICS

Homework

Homework has many purposes. Homework is assigned to:

- Reinforce material and skills presented in class
- Encourage responsibility
- Encourage the student to work independently

It is recommended that families set aside a specific time and place for students to do their homework.

Students in Grades K-8 are assigned homework during the academy week. Daily homework is not assigned over the weekend, though students may have extended project work or make-up work that may be worked on over a weekend. Students will have ample notice should this occur. All homework must be neat, complete, and passed in on time.

Due to the individual learning styles of each student, the length of time it takes a student to complete the daily assignments will vary. Loose guidelines for time spent daily on homework are as follows:

Kindergarten	5-10 minutes	Grade 5	40-60 minutes
Grades 1-2	20-30 minutes	Grade 6	60-90 minutes
Grades 3-4	30-40 minutes	Grades 7-8	60-120 minutes

It is strongly suggested that you read with your child or have her/him read on a regular basis because of the tremendous academic benefits your child will gain.

If your child repeatedly tells you that they do not have homework, please consult the teacher. The cooperation of the parent/guardian is requested to ensure the completion of the homework. Please be available to answer questions, but please do not do the work for the students, as that defeats the very purpose of the assignment.

Homework is assessed by the “neat, complete, and on time” standard, not just by how many answers are correct. Homework is one of the primary ways that the teacher can tell if a student is having difficulty with the material. If you want to check your child’s homework, please check to make sure it is neat, complete, and in his/her backpack. Since the teacher assigned the work, only the teacher can excuse the students from doing the assignment. Each student in grades 1-8 receives a homework assignment book.

Please refer to the handbook section on absences regarding acquiring and turning in work missed during an absence.

Exams and Assessments

Quizzes and tests are administered throughout the academy year in grades 1-8. Depending on the teacher and the subject some are given on a regular schedule (e.g. spelling test on Fridays) and some upon completion of chapter or sections of content.

Mid-year and final exams are given to students in grades 5-8 in order to further assess their learning/mastery of subject area material. It also allows students to become accustomed to test-taking and the skills involved.

Pre-K, and Kindergarten students are assessed both through observation and informal testing on a variety of age appropriate skill sets throughout the year.

Grading Policy

Grading Scale (Grades 1-8)

A+ = 97 to 100

A = 93 to 96

A- = 90 to 92

B+ = 87 to 89

B = 83 to 86

B- = 80 to 82

C+ = 77 to 79

C = 73 to 76

C- = 70 to 72

D+ = 67 to 69

D = 63 to 66

D- = 60 to 62

F = 59 or below

In Enrichment courses, students will receive a pass/fail grade. In grades 6-8, students will receive a numerical grade in Spanish as they do for their other core subjects.

Report Cards and Progress Reports

Students (Grades 1-8) are assessed on a trimester schedule. At the mid-point of each term, students receive a progress report as a mid-term check-in as to academic progress. At the conclusion of each term, students receive a report card. Report cards are sent home with the student. Please examine the report cards carefully since this is an official record of the student's academic progress, effort, conduct, and attendance.

Pre-School, Pre-Kindergarten and Kindergarten students will receive two report cards during the year that indicate their progress in a variety of developmental areas (academic, social, personal, etc).

Promotion and Retention Policy

In instances where a child has not shown sufficient maturity, social, or emotional growth and has not acquired sufficient mastery of basic skills, grade retention, "the gift of time," may be recommended. Questions or concerns regarding the potential for retention may be brought up by a teacher or parent throughout the year as the need arises. Decisions of grade retention are made in the spring in a collaboration between the teacher, administration, and parents.

Allergies

Saint Patrick Academy reserves the right to make a classroom peanut free at any point during the school year.

Standardized Testing

A standardized test is given to all students in grades 2-8 to monitor individual progress and to evaluate curriculum and instruction within the academy. Results are made available to parents/guardians. The teachers and the Head of School are available to answer any questions you may have regarding the tests or your child's scores.

Field Trips

Field trips are an extension of the curriculum. Permission slips will be sent home and must be signed by the parent/guardian and returned with the fee BY THE DUE DATE in order for students to participate. Only these forms (unaltered) are accepted for permission. Field trips are a privilege, not a right. Students who have exhibited an

inability to control their own behavior will not be allowed to participate. Uniforms will be worn on field trips unless otherwise specified. Refunds cannot be made unless the trip is cancelled.

ATTENDANCE

It is expected that students attend school daily and arrive on time. Absence from school interferes with a student's academic progress. Tardy arrivals limit a student's time to prepare themselves for the academy day and disrupt the classroom routine for all students. This is true for all students.

The specifications outlined below are a guideline to help set home-academy expectations. If at any time, a teacher or the Head of School is concerned about a pattern of non-attendance, a parent or family conference may be required by the academy.

Definitions:

Absence – means missing a complete day of school

Tardy – means arriving after 8:00 in the morning on a regular school day

Early Dismissal – means leaving before the official end of the school day

Non-Attendance – may refer to absences, tardies, and/or early dismissals

Excused – means the non-attendance is for an established pre-approved reason or has been approved in advance by the Administration

Unexcused – means the non-attendance did not meet the definition of excused.

Excused and Unexcused Non-Attendance:

Students must be in school unless the reason for non-attendance qualifies as an excused absence/tardy/early dismissal. Qualified excused non-attendance includes:

1. Illness of student;
2. Scheduled medical/dental appointments if such cannot be scheduled outside of normal academy hours;
3. Chronic illness registered with the academy nurse and verified by a physician's note;
4. Academy-sponsored activities with administrative approval;
5. Extreme weather conditions as determined by the Administration;
6. Death in the family;
7. Arrangements approved by the Head of School in advance;

8. The Head of School or designee shall determine if an absence is excused for any other reason not listed above.

Student absences, tardies, and dismissals not meeting the above guidelines are considered unexcused. Students with unexcused non-attendance may be denied the opportunity to make up work for credit. (See Making Up Work below)

The Head of School has the final decision to determine if an absence/tardy/dismissal is excused or unexcused.

Consequences for Non-Attendance

Being in school is critical for the teaching and learning process. Repeated and excessive tardies and absences, both excused and unexcused, are disruptive to the individual student's education and functioning of the class as a whole.

Absences:

Students absent for more than 6 days per trimester or 18 days for the academic year (10% of the academy days) are at risk for poor academic progress. Students with such excessive absences might not receive credit for the year and may be recommended for grade retention by the academy administration. Any pattern of non-attendance excused or unexcused, approaching 10% of the term or year will be reviewed and the academy may request a parent-academy conference to better assess the issue.

Excused absences, established through the appropriate communication with academy (see Communication with Academy section), individually do not result in administrative action, but excessive absences, though excused, may trigger a parent-academy conference.

It is expected that parents, like the academy, believe that unexcused absences are not acceptable. Consequences for unexcused absences begin with loss of credit for missed work and can escalate to administrative action if a pattern is seen developing.

Tardies:

On time arrival is a responsibility held jointly by the student and parent. It is an issue of responsibility, safety, and respect for the academy community. Students who arrive after 8:00 AM are considered tardy. Students in grades 1-8 must receive a tardy slip from the office before they can report to class.

Tardies meeting the qualifications for excused non-attendance (see above) are excused. Repeated excused tardies may be reviewed on a case-by-case basis to see if a problem of non-attendance may be developing. If there is a concern by the academy, a parent-academy conference will be scheduled to discuss the situation.

Chronic unexcused tardy arrivals impact the student, the teachers, the office, and classmates. Students who arrive late

- are rushed to prepare their books and retrieve their homework assignments
- miss the community time and announcements at morning prayer (tardy students, must wait in the stairwell until morning circle is complete)
- disrupt the morning routine of their class and teacher

Upon the third unexcused tardy, a student will be required to serve a detention. For grades 1-8, a weekly 30-minute academy detention hall is held at academy and attendance is required. Attending detention must be completed as assigned and cannot be postponed due to sports or clubs.

Communication with Academy Regarding Non-Attendance

Absence: A student's absence from academy requires notification on the morning of the absence as well as a note (handwritten or emailed) when the student returns to academy that explains the reason for the student's absence.

Parents should contact the academy by 8:00 on the morning of a student's absence and explain the reason for the absence. Contact can be made either through a phone call or an email to office@saintpatrickacademy.org. Parents may leave a voice mail if the academy office is not yet open. For safety reasons, the academy wants to confirm parental knowledge of the child's absence. If the academy has not received a message from a parent regarding a child's absence, the academy will attempt to contact the parent using the contact information on file.

When returning to academy after an absence, the academy requires a note of explanation regarding the absence.

- If a student is **absent less than five days due to illness**, a parent's note (written or emailed) stating the reason for and the dates of the absence is required prior to the student's readmission to class.
- If a student is **absent five (5) or more consecutive days** with a communicable disease, a release card from the Board of Health OR a letter from his/her physician

indication the Board of Health regulations have been fulfilled will be required prior to the student's readmission to class.

- If a student is absent for reason other than illness, this should be explained in the note.

Tardy

If it is known in advance that a student will be tardy for academy, the teacher or academy office should be notified in advance, e.g. a scheduled dentist appointment. If a tardy is not known in advance, parents should contact the academy by 8:00 of the morning in question.

Students arriving after 8:00 are considered tardy. Students in grades 1-8 must pick up a tardy slip from the office before going to the classroom. Students in PK, and Kindergarten may go directly to their classrooms.

Early Dismissals:

Upon arrival at academy, the student shall provide their teacher a written note from a parent stating the time and reason for dismissal and who will pick up the student. The adult picking up the student must come to the office to sign the student out. No student is allowed to leave campus without being signed out by an authorized adult. Students may not walk to their destinations for an early dismissal.

Non-Attendance and Extracurricular Activities

Students must be in attendance for at least 3.5 hours of the academy day in order to be eligible for after academy activities that day. Students who are absent, arrive after 11:00 AM, or are dismissed before 11:45 AM are not eligible to participate in academy sporting events, practices, dances, or clubs (e.g. cantor, builders club).

Missed Work

- Students are expected to make up missed work in a timely fashion regardless of the reason for their absence.
- In general, one day absent = one day to make up the work.
- For extended absences, arrangements should be made with the teacher for making up assignments.
- Teachers in grades 5 and lower will assemble a make-up work packet for the student to complete and return.

- Students in grades 6-8 should check the teacher's classroom log or web page for materials covered and assignments missed and should then verify with the teacher that they have the right information.
- Timing for making-up tests and quizzes is worked out by the teacher. The student may be required to stay after academy or miss a recess to make these up.
- Students with unexcused absences may be denied credit for work or tests missed, but are still responsible for knowing the content of the material during later testing.

A parent may request that make-up work be sent home at the end of the day when a student is absent. The request must be made to the office before 8:00 the morning of the absence. The make-up packet will be available on the counter outside the academy office by 3:15 PM. on that day. Note: Middle School students are responsible for keeping their lockers in order. Teachers will provide textbooks needed for make-up work, but only if the student's locker is orderly and books are easily accessed.

DRESS CODE & GROOMING

Our academy expectations for student clothing and personal appearance are part of our community standards. Conforming to these policies is a signal to oneself and one's classmates that the student is ready to learn and participate as a member of the academy community.

Students in grades K-8 must wear the academy's new uniform. All uniforms must be in good condition (clean, ironed, not yellowed, or faded, not ripped) and the proper fit for the students. Students who wear non-uniform pieces of clothing when the policy calls for uniform articles of clothing will be considered out-of-uniform. Students who are out of uniform will be required to fix the issue and will receive a uniform violation warning. Three warnings result in detention.

Our uniform company is Lands End. Uniform items can be purchased online at landsend.com.

Please ask for our new uniform policy from the Academy office or visit our website for the most up-to-date information.

Personal Grooming

- Cleanliness is important for good hygiene and health.

- Hair should be a natural color and styled to avoid obstructing the student's vision.
- Boys' hair must be cut above the collar, above the eyebrows, and around the ears. No undercuts, lines or other similar hairstyles.
- Make-up is not permitted. Teenage skin conditions that necessitate a make-up like treatment must be discussed with the school nurse who will make the appropriate referral to the Head of School and teachers.
- Shirts and blouses are to be worn tucked in.
- Skirts and jumpers must be hemmed no shorter than the top of the knee.

CONDUCT & DISCIPLINE

Respect and safety are key features of the Saint Patrick Academy environment. Students must conduct themselves in a manner that is respectful of God, oneself, other children, adults, authority and academy property. Students can thrive and learn when they feel safe, physically and emotionally in an environment that respects and values them as individuals.

General Conduct and Discipline

Our community goal of a safe, respectful, and nurturing environment for all students is foundational to the success of our students. Helping our students learn that they are accountable for their actions is part of our educational process. To that end, the academy has a system of consequences to hold our students accountable for their behavior and choices they make as members of their academy community.

Disrespectful behavior, uniform violations, unexcused tardiness, and cell phone use during academy have associated consequences. For such issues, we utilize a system of escalating consequences. Managed at an age appropriate level, the goal of this process is to help the student correct the behavior issue.

Disrespectful behavior, including but not limited to: disrespectful attitudes, refusal to follow directions, disrespectful language, damage to academy property, etc, is typically managed through a system of warnings, escalating to detentions, a student reflection sheet, and/or parent-academy conversations to resolve the issue. Students are typically given **two warnings** to address the behavior issue before consequences are assigned at the time of the third issue. Teachers look at behavior patterns and assess if there is an underlying issue that also needs to be addressed.

Verbal Warning

Written Assignment / Apology

Saint Pat's students are often given writing assignments as a form of redirection. Through writing, they reflect on their actions.

Lunch Detention

Middle School students eat their lunch during both lunch periods at a table determined by the teacher on duty. They are assigned to eat with the lower school as well and to demonstrate leadership while doing it.

Detentions

Teachers assign detention for behavior issues, uniform violations, unexcused tardies, and missing homework. For grades 1-8, a weekly 30-minute academy detention hall is held and attendance is required.

Recess Redirection for getting school work done

This happens during lunch recess. If students are not doing their work in class, or have not completed a homework assignment, teachers may choose to send them to a monitored recess redirection in a classroom.

Bullying and Cyberbullying

Saint Patrick Academy is committed to providing a safe, respectful learning environment for all students. All members of the school community should be treated with civility and respect in an inclusive manner. Bullying or Cyberbullying of any student will not be tolerated and will be grounds for discipline, up to and including suspension and expulsion for students, and termination of employment for employees. In accordance with New Hampshire law, the School has developed an anti-bullying plan for education, discipline, and reporting to prevent bullying and to help adults and students to respond effectively to reports and observations of bullying (see the Appendix for the complete policy).

Grievously Wrong Behavior

Gross incidents of behavior will skip the warning steps and be managed to address the issue with urgency. As with all behavior issues, the Head of School in consultation with the Hope for Tomorrow Foundation Board, reserves the right to suspend or expel a

student for what they deem to be grievously wrong behavior. Examples include but are not limited to illegal drug use and pornography.

Cheating and Plagiarism

Out of respect for oneself and the work of others, cheating on tests, homework, and plagiarism are never acceptable.

At the younger grades, teachers manage issues of “copying” and “eyes on your own paper” with classroom management that is appropriate for the age, the issue, and the students involved. Consequences and communication with parents will occur as needed.

Issues of cheating and plagiarism at the upper grades, especially our middle school grades, have more significant consequences. Because the consequences for such actions at the high school and college level have been increasingly harsh, our students need to understand the importance of these issues. The ease of cutting and pasting from websites into a student paper is very tempting for a student who is facing a deadline. The middle school teachers will discuss these issues, expectations, and consequences with their students at the beginning of the year, after which students and parents will sign an acknowledgement of the consequences for such actions.

Drugs/Alcohol

Saint Patrick Academy is a drug-free school zone. Alcohol, tobacco, vaping, e-cigarettes, any form of drug or tobacco paraphernalia, and all illicit drugs are strictly prohibited on campus. Failure to comply will result in serious disciplinary action or expulsion.

Conflict Resolution Plan

In order to communicate effectively and resolve conflicts that arise, SPA follows the 3 step process described below. Each step involves progression in authority to assist with the conflict. At times, our students need adults to help them mediate a situation.

1st Step: Polite, discrete, and respectful dialogue with the person(s) directly involved: student-student, parent-coach, parent-teacher. In some situations, it is prudent to skip over a step. Generally, however, a slow progression through the proper channels produces the best communication and fairest resolution.

2nd Step: Dialogue with the next level of authority; e.g. students go together to a teacher for help; parent & teacher meet with a Level Leader, parent & coach meet with the Athletic Director.

3rd Step: Dialogue with the next level of authority: Head of School, Hope for Tomorrow Board, etc.

ADDITIONAL POLICIES AND PROCEDURES

Devices

Cell Phones, Smart Watches and Electronic Devices

SPA prefers that students NOT bring cell phones or smart watches to school. The phone in the office may be used when a student must phone parents/guardians. If a parent/guardian must contact a student during the school day, the parent/guardian is to call the school office and leave a message for the student. While SPA acknowledges that parents/guardians might wish to have their children carry cell phones/smart watches, it is necessary for the good of the educational environment that rules for use be observed.

Any device seen in use, will be confiscated. **Confiscated devices will be held by the teacher or in the academy office, and a parent must come into the academy to sign it back out.**

- If a parent/guardian authorizes a student to bring a cell phone/smart watch to school, the cell phone/smart watch is to be turned off and handed to the teacher or front office.
- Cell phones/smart watches may not be used during the school day at any time or for any reason, including text messaging, taking photos and/or videos. This applies to when students are dropped off to when they are picked up.
- Students in Extended Care are not permitted to use cell phones/smart watches.
- Students may not bring internet capable devices such as personal laptops, tablets, electronic readers, handheld video games devices, etc.) must remain the student's backpack/locker and confiscation consequences are the same.

Books and Supplies

Students are responsible for all materials and books issued to them during the year. The student must replace or pay the cost for lost, damaged, destroyed books and materials. Students in the middle school have a lab fee due at the beginning of the year. This covers the cost of lab materials the middle school students use to perform experiments in the science curriculum.

Food and Drinks

Snacks – Students are encouraged to bring a nutritious snack to enjoy at morning snack time. Grade 8 sells snacks daily to students in grades 1-8. PreK-1st grade students may purchase snack milk to drink at morning snack time –this is purchased 2x a year.

Student staying for Aftercare should have a snack for after school. Snacks and milk are NOT available for purchase during Aftercare hours.

Lunch from Home – Student must bring a bag lunch to school each morning unless they purchased pizza on Friday. Academy does not heat up food items for students. Parents **may not** drop off restaurant food for their child to eat at lunch time (i.e. McDonalds, fresh pizza, Subway); left over food, of course, may be packed in their lunch box and sent to school with them in the morning. Students should eat lunch at school as part of their academy day routine. Students may not be picked up by parents for the lunch period. If a special occasion arises, please contact the academy office.

Hot Lunch – The academy contracts with an outside provider to deliver pizza on Fridays. Ordering is done 2x a year.

Milk – White and chocolate milk are available at snack and lunch time for students. Ordering is done 2x a year.

Drinks – Glass containers are not permitted. Students are encouraged to bring water, milk, or juice to drink at lunch time. Students are NOT permitted to bring sodas, energy drinks, or coffee based drinks.

Gum – Gum is not permitted on the academy campus.

Home and Academy Communications

Communication between the home and academy is essential to your child’s education. We are committed to open, honest, and frequent communication.

Parent – Teacher Conferences

All parents are scheduled for a parent-teacher conference during the 1st marking period of the academy year. Additional conferences may be scheduled at any time by a parent/guardian, teacher, or Head of School.

E-mail Communication

The Friday Update is the primary method used to communicate information. This is an email that is sent each Friday and contains valuable information about the upcoming week.

Paper Communication

Each teacher has his/her own process for sending papers home, whether that is graded work or parent notices. Teachers will explain this process as part of their classroom practices.

The office may send home paper materials as well, fliers, permission slips, important academy notices, bills, etc. Typically, this is done at the end of the academy week with the child designated for your family to bring home office materials. It is important to check your child's backpack for these materials at the end of each week.

Parents often send written notes into school for either the teacher or the office. Each teacher has a process to collect papers (homework, notes, etc) from students. If it is for the office, the teacher will send it to the office as part of their daily processes. Please note, that teachers do not inspect student backpacks daily for missing notes, so if you doubt your notes are being turned in by your child, please double check.

In Person Communication

Parents wishing to speak with their child's teacher regarding a question or concern should set up an appointment with the teacher so that adequate time and attention may be given to the conversation. Before and after academy teachers often have meetings, tutoring, or necessary prep time planned. While teachers may want to accommodate a parent who needs "just a few minutes," impromptu conferences may be disruptive to planned activities and the teacher may not be able to dedicate the thought and time with the parent that is needed to address the question or concern.

In our PreK classes, brief parent-teacher verbal exchanges of information during drop-off and pick-up are important. Sharing the update that "he had a rough night," or similar information, is valuable as it gives the teacher a heads-up that something may be different for your child today.

Sometimes parents of older children may share information as a heads-up, e.g. "Ann is getting braces next month, so she'll be dismissed early a few days." Casual exchanges

should be followed with a note or email if it requires action by the academy or teacher or impacts the student's schooling.

Telephone Communication

All telephone calls come through the academy office. Teachers cannot be reached directly by phone. Teachers can not take calls during the academy day. Parents may leave a message for the teacher requesting a return call. Please note that return the call may not be possible during the academy day. If there is an emergency issue to be addressed, the academy office will work with the classroom teacher to communicate and address the issue.

Students are not allowed to use personal cell phones (for calls, email, or texts) to contact parents or others during the academy day. Please see the Student Electronics Policy for more details.

Your child is expected to come to school prepared for the day. Students are not permitted to call regarding missing homework, permission slips, adequate outwear, after academy plans, etc. One exception is the cancellation of an after school activity (e.g. soccer practice) which parents would not otherwise be aware. In this case, the students may call a parent from the academy office.

Lost and Found

Students and adults should periodically check the **Lost & Found** for missing articles. Every two months during the year, items from the Lost & Found will be cleaned and donated to the needy. We request that you write the student's name inside their clothing. Permanent markers like sharpies work well.

Parties

Class parties occur throughout the year and are organized by the classroom teacher. Each classroom teacher has their own process for student birthday observance and the teacher will communicate these as part of classroom policies.

Student may not distribute party invitation at academy **UNLESS** every classmate is invited, or every classmate of the same gender is invited to the party.

Personal Property

Students should not bring valuable personal property to academy (toys, electronic games, dolls, music players, e-readers, laptops, cell phones, etc.) The faculty and staff of Saint Patrick Academy will not be held responsible for lost, missing, or damaged property.

Some of these items may not be used at all during regular academy hours. Some items may be allowed during aftercare at the discretion of the teacher. Personal items that are used at inappropriate times or causing distraction will be confiscated.

Recess

All students are given a recess period at lunchtime. Students in PreK through 6th grade have an additional mid-morning recess. Except during periods of extremely inclement weather, recess takes place in designated areas behind the academy. No one may leave the assigned area without the express permission of the playground supervisor. Students are instructed in playground rules and safety.

Volunteers

Volunteers are a vital part of our total academy program. Children are very proud to have their family members involved in the academy. You are needed, wanted, and greatly appreciated. Volunteers are needed both during and outside of academy hours.

Teachers may communicate specific needs over the course of the year. Coaches are needed for our sports teams and are chosen based on their character, skills, and willingness to abide by academy policies. Academy activities require volunteer help as well and the academy office will typically send out requests for volunteers as part of the weekly email notes. If you are interested in volunteering for a particular activity, please let the academy office know. If you would like to volunteer by bringing a new extra-curricular activity to the academy, please talk with the academy office.

Volunteers who have contact with students are required to undergo criminal background checks and complete the Diocese's Protecting God Children workshop.

PERSONAL INFORMATION

All personal information is held in strictest confidence. No academy employee will make available to anyone outside of the academy, lists of students' names, addresses, telephone number, or other information without the approval of the Head of School.

Office Notification

Families are required to inform the office and classroom teacher immediately of any changes to the following:

- Contact information
- Information provided on the emergency card

It is the parents' responsibility to keep the academy nurse informed of their child's medical conditions, including, but not limited to allergies, asthma, diabetes, epilepsy, and heart or kidney conditions.

Custody Issues

In the case of family dissention involving a request to prohibit one party in a conflict from taking the child out of the academy, academy authorities will exercise extreme caution. If court orders exist, the academy will request to see the original and to have a copy of that original on file. It is the RESPONSIBILITY OF THE PARENT/LEGAL GUARDIAN to provide the academy with the pertinent legal documentation. Unless a student's file contains a court order or decree to the contrary, in cases of divorced and/or separated parents, both parents will be given the opportunity to be listed on the academy roster of students and families. The roster will include the names, addresses and telephone numbers of both custodial and non-custodial parents. Further, the non-custodial parent will be given the opportunity to request academic reports and other pertinent information. This information, if requested, will be mailed to the non-custodial parent.

Athletics & Extracurricular Activities

Those who participate in extracurricular activities represent Saint Patrick Academy. In a particular way, our student athletes represent our brand and culture. Therefore, they are expected to conduct themselves on and off the court, field, or track in a manner that is reflective of the values that uphold our heroic mission.

- See Appendix C: The Athletic Handbook for more details

HEALTH AND SAFETY

Medical Conditions

The academy office must be informed of any medical condition your child has. If your child has a serious medical condition that needs our close attention, such as significant

allergies, asthma or diabetes, contact the academy office so we can establish proper procedures for caring for your child.

Illness

Keep Home - Students should not be sent to academy if they are running a temperature greater than 100°F or if they appear to be ill.

Send Home – If your child becomes ill during the academy day they will be sent to the nurse's office or the academy office if the nurse is not available. If a student needs to be dismissed early due to illness, the academy will contact the parents. If parents cannot be reached, the emergency contact listed on the student's Emergency Card will be contacted. Please be sure you choose an alternate person who is WILLING and ABLE to pick up and care for your child should it become necessary.

Return to Academy – Students are not allowed to return to academy after an absence without a note from a parent and/or physician. In the case of an absence due to a communicable disease, a note from the physician must be presented when the student returns to academy indicating the child no longer communicable in accordance with the (IAW) the New Hampshire Division of Public Health Service guidelines. Consult the handbook section on Attendance for additional information.

Immunizations

At the time of registration, copies of the child's immunization record and a recent physical examination must be submitted to the academy. Immunization must comply with the State of New Hampshire Department of Health and Human Services Division of Public Health Service requirements or parents must have a Religious Exemption. These records will be securely maintained in the nurse's office and updated as needed.

Emergency Card

You will receive an emergency card at the start of the academy year. This must be returned the first week of school. It is important that we have accurate emergency information for each child attending St. Pat's. Be sure to complete both sides of the form including all contact numbers, home, work, and cell and daytime email addresses, if applicable. If any of your contact information changes during the year, please notify the office of the changes.

Medical Emergency

If an illness or injury exists that we believe is an emergency we will call 911 to have the child transported to the hospital. We will make every effort to contact the parent/guardian immediately. This action obligates neither the personnel nor the academy to assume financial responsibility for the treatment or transportation.

Medications

The New Hampshire Code of Administrative Rules (Education ED 311 Academy Health Services) permits academy personnel to administer medication if permission is obtained from the parent/guardian. We request you complete a Medication Administration Form which is due the 1st day of school and can be found on the website. Please read the information cover letter and complete the form.

Stocked Over-the-Counter Medications

As noted on the form, Acetaminophen (generic Tylenol), Ibuprofen (generic Motrin), Calcium Carbonate (generic TUMS) and Diphenhydramine HCL (generic Benadryl) will be available to students if permission is obtained and if the nurse deems it appropriate.

Students may not carry or take their own supplies of these medications at school. We provide them so that students have access, without compromising safety.

Prescription and Over-the-Counter Medication Distribution

There are times when students will need to take over-the-counter (other than the medications previously mentioned) or prescription medications during the academy day. The academy nurse, or in her absence the office staff, will administer the required medication. The parent/guardian will need to provide the nurse of office with the medication in the original container and with a note containing instructions for distribution. Instructions should include the prescriber's name (for prescription medications), the student's name, the dosage to be given, the route to be taken, the date(s) to be given and the time(s) to be administered.

For ongoing medical issues, it is the parent/guardian's responsibility to maintain adequate supply of the medication and related medical supplies in the nurse's office. All medications will be kept in a locked drawer in the nurse's office. Aftercare personnel and office personnel have access to the key in the event of the nurse's absence.

Students with asthma who need inhalers (MDI) may be allowed to carry them IAW the New Hampshire Revised Statutes Annotated (RSA) 200:46. This should be annotated on

the Medication Administration Form. Likewise, students with severe allergies may need to carry an Epinephrine Auto Injector (EpiPen) with them ISW RSA 200:42. This is also should be annotated on the Medication Administration Form.

With the exception of asthma or emergency medication, students are not permitted to carry medication of any type on the academy campus.

Play Space Safety Rules

Students must demonstrate appropriate behavior outside at all times. Students must stay in designated areas and follow the directions of the teacher on duty.

Safety Drills

Fire drills (evacuation drills), lockdowns and safety drills are conducted periodically (in all weather conditions) to prepare the students for an actual emergency. Students will proceed in silence to the area designated for their class. In an actual emergency, students will be housed in Immaculate Conception Church. In the unusual event that we need to evacuate the church/academy grounds, the students will be escorted to a safe location elsewhere in the neighborhood.

Visitors (including Volunteers and Parents)

All visitors must report immediately to the academy office and sign in. Do not proceed to the academy classrooms without checking in first. No parent should go to their child's classroom unless it is for volunteering purposes or a scheduled teacher meeting. Visitors are not allowed to sit in on classes. This policy insures the safety of our students as well as an uninterrupted learning environment. If a student forgets homework, lunch, permission form, etc. it may be left at the office.

Searches

The administration has the right to inspect and search student lockers, cubbies, backpacks, and coat closet areas, and desks without notice to the student or family.

Weapons

Students have the right to learn in an environment that is safe. Therefore, weapons or any object that can be classified as a weapon, such as, but not limited to, guns (real or replica), etc. are prohibited and banned from the academy campus and from all academy related functions. This ban includes travel on academy buses. A student who

violates this policy will be subject to suspension and or expulsion. Saint Patrick Academy follows the provisions of the Safe and Drug Free Schools Law.

Contact with Law Enforcement Officials

When a law enforcement officer, with proper legal authorization, requests to question a student, a staff member shall;

1. Notify the parents/guardians of the officer's intent to question their child;
2. Delay questioning until the parents/guardians are present;
3. Remain present during the officer's interrogation
4. Assure that the student has been made aware of and fully understands their legal rights;

FINANCES

Please feel free to speak to the Head of School if you have any questions regarding finances. When making payment to the office, please state the purpose of the payments on the memo line. You may combine multiple payments into one check, but please breakdown the amounts in the memo line.

Tuition Assistance

Tuition Assistance is available to those who qualify and have applied through FACTS by the due date. FACTS information is distributed in January for the following year. Contact the academy office for information.

Payment Methods

We accept credit cards with the exception of American Express. Payment must be made in the academy office by the credit card holder. Checks may be made payable to Saint Patrick Academy; include the purpose in the memo line. Cash payments are accepted in the academy office. Do not mail cash and if you send cash via students, you do this at your own risk. For monthly tuition payments, payment will be processed by using the FACTS service and the academy will receive payment from FACTS.

Tuition Payment Options

There are three options for the payment of tuition for students attending Saint Patrick Academy.

- OPTION A- Make one payment in August.

- OPTION B- Make two equal payments (August and January).
- OPTION C- Ten equal payments will be deducted from your bank account beginning in August.

Option C involves automatic withdrawal through the FACTS service. A FACTS service application is provided as part of the summer packet.

ACKNOWLEDGMENT

Acknowledgement of the Saint Patrick Academy School Handbook provides important information related to student learning, expectations for student behavior and other information related to student and parent rights.

Saint Patrick Academy requires that a parent/guardian for each student signs this form to acknowledge that they have read and understand the guidelines and expectations set forth in the handbook available online at www.SaintPatrickAcademy.org

Student Name

Parent Name

Parent Signature

APPENDIX A: Bullying and Cyberbullying

Saint Patrick Academy expects that all members of the School community will treat each other with respect.

The School is committed to providing all students with a safe learning environment that is free from bullying and cyber-bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

Policy against Bullying, Cyber-Bullying and Retaliation

Saint Patrick Academy will not tolerate any form of bullying or cyber-bullying, nor will we tolerate retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Bullying and cyber-bullying are prohibited on School grounds and property immediately adjacent to School grounds, at School-sponsored or School-related events, activities, functions and programs whether on or off School grounds. In addition, bullying and cyber-bullying are prohibited outside of School property or School-related events and activities if the act or acts in question create a hostile environment at School for the target, infringe on the rights of the target at School, or materially and substantially disrupt the education process or the orderly operation of the School.

Retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

Definitions and Examples

It is important for everyone to understand what is meant by bullying, cyber-bullying and other terms covered under the policy.

Bullying is defined as the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- a. causes physical or emotional harm to the target or damage to the target’s property;
- b. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- c. creates a hostile environment at school for the target;
- d. infringes on the rights of the target at school; or
- e. materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying, is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

Group Texts / Chats / Messaging, etc.

It is the recommendation of SPA for students **not** to enter into group messaging or texts. If families do allow their children to do this, it is something that parents should be monitoring closely, as exchanges can quickly become uncharitable or even cruel. Saint Patrick Academy students are responsible for what they say in and out of school regardless of the medium – paper, phone, computer, etc. Rules regarding bullying or cyberbullying apply to situations outside of school hours because they affect school relationships and morale. We will take disciplinary action if we become aware of any incidents that violate this policy.

STUDENT SOCIAL NETWORKING POLICY

If parents do allow students to use social networking sites, virtual reality sites, email or text/picture/instant messaging systems of any kind, students must consider the impact on themselves and on other members of the community and be mindful of the School’s rules, mission and values.

Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education. Retaliation is any form of intimidation, reprisal, or harassment directed against a

student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

Aggressor is a student who engages in bullying, cyber-bullying, or retaliation.

Examples of bullying: Bullying can include, but are not limited to, any of the following:

- hitting, slapping, pushing, and other physical conduct that causes bodily harm;
- teasing or threatening in a manner that puts someone down or is cruel; deliberately excluding someone, spreading rumors, psychological manipulation, and other actions that hurt someone's feelings or demeans them.
- sexually harassing conduct; hazing activities.

Examples of cyber-bullying: Cyber-bullying may include the following kinds of behaviors:

- taking a private email, instant message or text message and forwarding it, or threatening to forward it to others or posting it where many can see it to embarrass or intimidate a person;
- spreading hurtful rumors online about another person;
- threatening or insulting through aggressive emails, instant messages, or text messages;
- posting, or threatening to post embarrassing pictures of someone online without his or her permission;
- creating a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation causes any of the conditions listed in the definition of bullying found at the end of this Plan.

It is important to bear in mind that stricter standards of behavior may apply under the School's policies in order that we may prevent inappropriate verbal and physical conduct before a student has been subject to bullying as it is defined under the law. For example, although the law defines bullying as "repeated use" of certain expressions, acts, and/or gestures, the School reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act or gesture if the School

determines that it is of sufficient severity to warrant disciplinary measures or other remedial action or that the repetition of that expression. This Plan is consistent with broader protections provided by the School such as against discrimination, harassment, hazing, violence and retaliation.

Reporting of Bullying, Cyber-bullying or Retaliation

Reporting by Students: Any student who is the target of bullying or cyber-bullying or who has witnessed an incident of bullying or cyber-bullying or otherwise has relevant information about bullying or cyber-bullying prohibited by this policy is strongly encouraged to promptly report the matter orally or in writing to the Head of School. Also, any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible.

Reporting by Parents and Guardians: Any parent or guardian of a student who is the target of bullying or cyber-bullying or of a student who has witnessed or otherwise has relevant information about bullying or cyber-bullying is strongly encouraged to promptly notify the Head of School. Furthermore, any parent or guardian who has witnessed bullying or cyber-bullying or has relevant information concerning such an incident is strongly urged to come forward to the Head of School.

Anonymous reporters: Reports made by students, parents or guardians, or other individuals who are not school members, may be made anonymously, however, the law provides that no disciplinary action may be taken against a student solely on the basis of an anonymous report.

Reporting by Faculty and Staff: Any member of the faculty or staff of the School who witnesses or otherwise becomes aware of bullying or cyber-bullying in violation of this policy or who becomes aware of retaliation against any student who reported information concerning a violation of this policy is required to report it immediately to the Head of School or designee. Staff may not make promises of confidentiality to a student or parent who informs him/her of an allegation of bullying or retaliation. The requirement to report to the Head of School or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with the School's policies and procedures for behavior management and discipline.

Responding to a Report of Bullying, Cyber-bullying or Retaliation

Preliminary Considerations including the safety and well-being of students:

The Head of School or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

Obligations to Notify Others

1. Notice to parents or guardians - Upon determining that bullying or retaliation has occurred, the Head of School or designee will promptly notify the parents or guardians of the target and the aggressor of this, and, if appropriate, of the procedures for preventing further acts of bullying or retaliation. There may be circumstances in which the Head of School or designee contacts parents or guardians prior to, or during any investigation. All such notifications will be made to the extent required by law and consistent with any applicable policies or practices of the School's regarding confidentiality of student information.
2. Notice to Another School or District - If the reported incident involves students from more than one school, the Head of School or designee will promptly notify by telephone the Head of School or designee of the other school(s) of the incident so that each school may take appropriate action. All such notifications will be made to the extent required by law and consistent with any applicable policies or practices of the School's regarding confidentiality of student information.
3. Notice to Law Enforcement - At any point after receiving a report of bullying or retaliation, including after an investigation, if the Head of School or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the Head of School will notify the local law enforcement agency. Notice will be consistent with established agreements with the local law enforcement agency and the School's applicable policies and procedures. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the Head of School or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor. In making any determination under this Plan, the Head of School or designee may, consistent with this Plan and with applicable school policies and procedures, consult with other individuals the Head of School or designee deems appropriate.

Investigation

The Head of School or designee will promptly investigate reports of bullying or retaliation and, in doing so, will consider all information made known, including the nature of the allegation(s) and the ages of the students involved. The scope and extent of the investigation will depend upon the particular circumstances of each situation. Pursuant to the School's policies, all students and staff are required to cooperate with the School's investigations of bullying or retaliation complaints.

During the investigation the Head of School or designee may, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The Head of School or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the Head of School or designee, other staff members as determined by the Head of School or designee. To the extent practicable, and given his/her obligation to investigate and address the matter, and to take appropriate interim measures to ensure the safety and well-being of students and take appropriate responsive action, the Head of School or designee will maintain confidentiality during the investigative process. The Head of School or designee will maintain a written record of the investigation. Records of investigations will be deemed confidential records of the School and not student records and accordingly, will not be provided to students, parents or guardians except to the extent deemed appropriate by the Head of School in his or her discretion. Procedures for investigating reports of bullying and retaliation will be consistent with School policies and procedures for investigations. If necessary, the Head of School or designee will consult with legal counsel about the investigation and any other issue related to this Plan.

Determinations

The Head of School or designee will make a determination based upon all of the facts and circumstances as to whether bullying, cyber-bullying, retaliation or other violations of School policy or inappropriate behavior has occurred. If, after investigation, bullying or retaliation is substantiated, the Head of School or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in School or in benefiting from school activities. The Head of School or designee will:

- determine what remedial action is required, if any, and
- determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the Head of School or designee may choose to consult with the students' teacher(s) and/or School counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The Head of School or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. Notice to parents will be consistent with the School's policies on confidentiality of student records and information. Therefore, the Head of School or designee may not be at liberty to report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

In situations where bullying or retaliation has not been found, the School reserves the right to apply disciplinary measures and other corrective action if the conduct is found to violate another of the School's policies, be inconsistent with the School's mission or educational purpose or be in breach of the School's general expectations for appropriate behavior.

Certain types of conduct may trigger the School's duty to report to an outside authority, such as bullying, hazing or child abuse. In such situations, the School will comply with its legal reporting obligations.

Responses to Bullying:

- Teaching Appropriate Behavior Through Skills-building

Upon the Head of School or designee determining that bullying or retaliation has occurred, the School may use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Skill-building approaches that the Head of School or designee may consider include but are not limited to:

- offering individualized skill-building sessions based on the School's anti-bullying policy;

- providing relevant educational activities for individual students or groups of students, in consultation with School counselors and other appropriate School personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying policy and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and making a referral for evaluation.

Taking Disciplinary Action

If the Head of School decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Head of School including the nature of the conduct, the age of the student(s) involved, the need to balance accountability with the teaching of appropriate behavior, and any other factors deemed relevant by the School. Discipline will be consistent with the Plan and with the School's Student/Parent Handbook. Disciplinary actions and other corrective actions for violations of this policy may include, but are not limited to one or more of the following:

- written warning; parent conferences; classroom or school transfer; limiting or denying student access to a part or area or activity of the School; exclusion from participation in School-sponsored functions and/or extracurricular activities; an apology to the target(s); awareness training;
- participation in diversity or anti-bullying or anti-harassment programs; mandatory counseling; short-term or long-term suspension; expulsion or withdrawal from the School; any other action authorized by and consistent with the School's disciplinary policy, or as deemed appropriate by the Head of School or designee.

If the Head of School or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action, examples include (without limitation) letters of apology, detention, up to and including expulsion.

Promoting Safety for the Target and Others

The Head of School or designee will consider what adjustments, if any, are needed in the School environment to enhance the target's sense of safety and that of others as well.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Head of School or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the Head of School or designee will work with appropriate School staff to implement them immediately.

Responsibility for Oversight and Implementation

The Head of School is responsible for the implementation and oversight of this Plan. Questions and concerns related to this Plan may be referred to the Head of School.

The Bullying Prevention and Intervention Plan (this “Plan”) is a comprehensive approach to addressing bullying and cyber-bullying, and the School is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, cyber-bullying, and retaliation. Pursuant to the Plan, we will investigate promptly all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to end that behavior and restore the target’s sense of safety. We will support this Plan in all aspects of our school community.

APPENDIX B: Conflict Resolution and Grievances

St Patrick Academy has both a desire and a responsibility to ensure that high standards of conduct are maintained by students, staff and parents always, and that grievances are managed and resolved fairly, efficiently and promptly.

Grievances occur when a student, employee or parent complains that an action or decision has been taken (or not taken) at the school that he/she believes to be in breach of a relevant act, regulation or order, infringes upon the principles of merit and equity, or is otherwise unreasonable.

Saint Patrick Academy recognizes the rights of its students, employees or parents to register a complaint or grievance about any decision, behavior, act or omission that they feel is unfair, discriminatory or unjustified. This policy does not apply to complaints alleging criminal or unlawful behavior, which shall be referred to the appropriate authorities.

VALUES

Saint Patrick Academy is a caring Catholic School, where each community member feels safe, included and respected. The issues of dignity, equity and justice in the relationships between all people within the school community are of fundamental importance.

POLICY STATEMENT

A resolution to a grievance from a student, employee or parent should be sought through informal discussions with the appropriate person in order to come to a mutually acceptable resolution. If this informal process is unsuccessful, a formal Grievance Procedure shall be followed.

Formal Grievance Procedures:

All grievances should be dealt with in a timely manner at the appropriate level before being escalated to a higher level.

Conflict Resolution: Information for Parents

The relationship between home and the school is fundamental in ensuring that students are happy, secure and open to learning. Saint Patrick Academy recognizes that parents and staff need to work closely to provide the best educational opportunities and care for their students.

It is the preference of the Academy to work one on one with families to offer any conflict resolution. Saint Patrick Academy hears grievances or concerns on an individual basis and not within the context of a group.

What to do if you have a problem:

- Try to identify the problem clearly before contacting the school. If there is more than one problem, list them to ensure that the extent of the problem is clear to the school.
- Decide whether the problem is a concern, enquiry or a complaint, this will help in finding a solution.

- Make an appointment to meet with your child's class teacher or staff member. The best way to do this is to contact the school office to arrange a mutually convenient time for a telephone call or a meeting.
- If you do not feel after your meeting that the problem has been resolved, or if you have a complaint about a staff member, make arrangements to meet with the Head of School.
- If you do not feel that the problem has been resolved, or if the matter involves the Head of School, send your complaint to the Chairman of the Hope for Tomorrow Foundation stating your concerns in writing.

Saint Patrick Academy will document all formal grievances and any processes implemented to seek a resolution. Where a complaint is made against an individual, that person will be informed of the nature and content of the complaint and they will have the right to respond. All discussions will be kept strictly confidential. A person who has made a complaint may withdraw it at any time. No one will be victimized as a result of initiating a formal Grievance Procedure. At the formal stage, a person who has made a complaint has the right to be represented and supported by another person of his/her choice. A process of mediation may be available if a complaint is not satisfactorily resolved.