



## **Mission Statement**

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

### Nondiscrimination Policy Statement

St. Patrick Academy does not discriminate on the basis of race, color, national or ethnic origin, gender, or creed in the administration of all policies and procedures.

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# History

Established on November 1, 1843, St. Patrick Academy bears the honor of being the first, and therefore the oldest, private Catholic school in the state of Rhode Island. The original school building, constructed behind the church, was located near the Rhode Island State House, and fully furnished, cost approximately \$500, which equates to roughly \$20,000 today.

Two years later, in 1845, the school was moved to Davis Street and enlarged. The school was able to educate 300 children in its new and improved building, Fr. Wiley noted in his diary, with two rooms and “yards and outhouses, separate for boys and girls” and was used as a Sunday school. Expanding educational opportunities for local children, a day school for boys aged eight and older was opened on December 26, 1848. The first class held 35 students, and Mr. John Coyle was the first teacher. Tuition cost \$1.00 per quarter; calculating for inflation, a full year’s tuition of \$4.00 per year would be \$150.00 today.

St. Patrick Parish pastor Fr. Synot applied for the Sisters of Mercy to oversee a new school for girls beginning in March 1851. Using the existing school, a second floor was added. The girls’ school opened on the first floor and the existing boys’ school continued operation on the second floor. By 1870, a larger school was needed, and construction began. An improved brick building, with eight classrooms and a large gathering hall, would serve to educate students for more than 50 years.

Again needing more space, the cornerstone of the present school building (pictured right) was laid on Smith Street in January 1927. The Class of 1928, under the direction of Sr. Scholastica R.S.M., was the last class to matriculate from the original Davis Street school building, which was then turned into an all-girls’ senior high school. The Faithful Companions of Jesus served this community, with Mother M. Emily, F.C.J. as principal. This school continued for almost 40 more years until 1969, when the school moved to Centredale, RI and became a diocesan school.



*Photo courtesy St. Patrick Academy*

By 1970, the construction of Interstate 95 led to a 50% decrease in the number of parish families – and therefore a drop in parish income – forcing the school to close. This was not to last long, though, as the St. Patrick Parish “Word of God” charismatic community opened the St. Patrick Parish Word of God school in 1972, staffed with mostly lay faculty and financed largely by St. Patrick Parish. The school continued in this role until falling enrollment led the Parish and Diocese to agree to close the school at the end of the 2002 – 2003 school year. However, Fr. Raymond

Kelly rallied the parish community to raise more than \$500,000 in cash and pledges, resulting in Bishop Robert Mulvee allowing the school to stay open.

By 2009, Fr. James Ruggieri envisioned a new affordable Catholic high school for students regardless of need. This was approved by Bishop Thomas Tobin, and in August 2009, this vision became a reality. St. Patrick Academy began a transition period, where grades 6 – 8 were maintained from the elementary school to “grow up” into a full high school for grades 9 – 12. Deacon Steven Raymond, who began his tenure with St. Patrick as a math teacher in 1976 and continued as Principal until the transition to St. Patrick Academy, now became the Director of Operations of this new high school with Mr. Bruce Daigle named as its principal. A rigorous secondary academic program was developed, and new faculty and staff added. The Academy’s first graduation was held on Saturday, June 7, 2014, with the entire class of eleven graduates all being college-bound.



*Photo courtesy St. Patrick Academy*

Mr. E. Christopher Myron was named principal in July 2021, beginning another series of initiatives for the Academy to continue growing and providing equitable access to a high-quality, college preparatory Catholic education for students, regardless of need. By June 2024, the Academy celebrated its eleventh graduation ceremony. The Academy is incredibly proud of the ongoing tradition of excellence, celebrating a 100% graduation and college acceptance rate.

# Core Values & Beliefs

St. Patrick Academy (SPA) aims for all students in our Catholic, parish-based high school to become well-rounded, faith-filled, compassionate, and academically prepared young adults as they move toward college and beyond. Therefore, the entire SPA community strives to exceed the following objectives for all students.

## **Spiritually**

- To have a strong belief in God's love for them and everyone
- To be willing to respond to Jesus' directive to love one another
- To commit to compassion, peace, justice, and service
- To desire for a deeper relationship with God through prayer
- To understand the teachings of the Catholic Church
- To integrate faith and daily life

## **Personally**

- To value themselves as children of God
- To develop self-discipline that guides their actions
- To respond with respect and compassion to others
- To use their gifts and talents to serve others
- To nurture positive relationships and build community

## **Academically**

- To strive to reach their full potential
- To remain intellectually curious
- To meet and exceed the academic demands of higher education
- To recognize the need for continued growth and learning

# Organization and Administration

## Board of Directors (Updated 5 August 2024)

Rev. Jean Joseph Brice, *President*

Pastor, St. Patrick Church, Providence, RI

Mr. Robert J. Peterson, *Vice President and Treasurer, Finance Committee Chair*

Principal, Lease Audit Investment, Financial Services, and Real Estate Advisor,  
The Brixton Company, Barrington, RI (retired)

Mr. Angelo Pezzullo, *Advisory Board Chairperson*

Senior Advisor, Sales and Business Relations, Delta Dental of Rhode Island, Providence,  
RI

Deacon Gregory P. Albanese

Deacon, Holy Apostles Church, Cranston, RI  
High School Faculty, Theology

Dr. Charles E. Beale, M.D.

Cariologist, Southcoast Hospitals, Fall River, New Bedford and Wareham, MA  
St. Anne's Hospital, Fall River, MA

Mrs. Joan P. Bennet

Registered Nurse, Roger Williams Hospital, Providence, RI (retired)  
Priory Nurse, Providence College (retired)

Mr. James M. Hagerty

Commercial Credit Advisor, Washington Trust Company, Westerly, RI (retired)

Mr. John T. Ruggieri

Senior Vice President and Chief Financial Officer, Gilbane Building Company,  
Providence, RI (retired)

### Pastor

Fr. Jean Joseph Brice

### Administrative Team

Mr. E. Christopher Myron  
Deacon Steven Raymond

Mrs. Ashley Proulx

Mrs. Kara Akey

Principal  
Director of Operations – FA, Food Services &  
Transportation  
Dean of Academic Affairs & Director of  
Admissions-Communications  
Dean of Student Life & Athletic Director

### Directors

Ms. Robin Tagliaferri  
Deacon Steven Raymond  
Mrs. Ashley Proulx  
Mrs. Kara Akey  
Mr. Mark Luzzi

Development  
Operations  
Academic Affairs & Admissions  
Student Life & Athletics  
IT Services

### Faculty

Mrs. Kara Akey  
Mrs. Robin Bent  
Mr. Aiden Blanchette  
Fr. Joseph Brice  
Ms. Sydney Davis  
Mrs. Paige Gorewitz  
Mrs. Jen LoVetere  
Mr. Mark Luzzi  
Mrs. Ashley Proulx  
Mrs. Kristin Scribner  
Mrs. Veronica Seda  
Mrs. Leslie Steeves  
Mrs. Christine Stimson  
Mr. Keith Wilson

Social Studies  
World Language  
English, Theology, & Mathematics  
Theology  
Social Studies & English  
Science  
Mathematics  
Technology  
Social Studies  
Mathematics  
World Language  
English & Fine Arts  
Theology  
PE & Health

### Staff

Mrs. Krystal Alves Amoroso  
  
Mr. Miguel Aquino  
Mr. Aiden Blanchette  
Mr. Michael Cote  
Mrs. Lorraine Cournoyer  
Mrs. Paige Gorewitz  
Ms. Maria Branez Rodriguez  
Mrs. Veronica Seda  
Ms. Deb Stamatakos  
Mrs. Amy Thomas

Social Worker & Alternative Learning Needs  
Coordinator  
Facility Maintenance  
Team Ministry Coordinator  
Ignatian Volunteer Corps (IVC)  
Parish Secretary  
Guidance Counselor  
Bookkeeper  
Assistant to the Development Director  
Administrative Assistant  
School Nurse

# Enrollment and Tuition

## Enrollment

Every student must be enrolled via FACTS Family Portal to attend SPA. Each year in the spring, parents/guardians will be notified by the Dean of Academic Affairs when it is time to re-enroll for the following year. This process is completely online and should take no more than 15 minutes to complete.

During this process, parents/guardians update any contact information, those authorized to pick their child up from school, prescribed medicines, etc. While this must be done each year, it can also be updated throughout the year if a family moves, gets a new phone number, or needs to edit the emergency contact and authorized pick-up list. [Step-by-step instructions can be found on our website and by clicking here.](#)

## Tuition

As part of our mission, there is no set tuition at SPA. Families pay what they can afford, using a sliding scale based on family financial information. While the full tuition amount for one student for the 2024 – 2025 school year is \$13,500, parents/guardians pay a tuition rate based on the recommendation from FACTS Tuition Management after applying for financial aid. Specific terms for tuition payments are outlined in each family's confidential Tuition Agreement.

## Payment Options

Parents/Guardians must sign a Tuition Agreement prior to paying tuition, and this can only be done after the parent/guardian has enrolled/re-enrolled their child.

Parents/Guardians may pay their child's tuition in full by August 1 of the current school year or make ten equal payments (July – April of the current school year). Payment is made electronically through FACTS. [Parents/Guardians can access this information through the FACTS website by clicking here.](#)

## Payment Guidelines

1. All payments have an agreed upon due date based on the option the parent/guardian chooses at the time of registration.
  - A. If paying in full, this must be done by August 1 of the current year before the student can attend school.
  - B. If using a payment plan, parents/guardians are required to have paid two [2] months' tuition (July and August) before the student can attend school.
  - C. If these payments are not made, the student will not be allowed to attend school.
2. If unable to meet an agreed upon due date as per the tuition agreement, it is the parent/guardian's responsibility to contact FACTS to discuss the possibility of alternate arrangements. Late payments may incur a late fee from your bank or FACTS Management.
3. Payment for the current school year extends to May 30<sup>th</sup> for grades 9 – 11 and May 20<sup>th</sup> for grade 12 (seniors).



- A. Students whose tuition payments have not been completed by that date will not be allowed to take final exams until such payments are made.
4. SPA reserves the right to refuse personal or business checks under certain circumstances. Checks will no longer be accepted if a previous check was returned by the bank or FACTS, which may also incur a penalty from the bank or FACTS.
  - A. Should this happen, payments will only be accepted in cash or with a money order to the Academy. Payments made through FACTS follow FACTS policy.
5. For accounts that are in arrears, the penalties may include any or all the following:
  - A. A student will not be permitted to take exams 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. Parents/Guardians may be asked to withdraw the student from SPA.

### **Payment Policies for Graduation**

Final tuition payments for seniors must be remitted by May 20 of the current academic year or their graduation packets will not be released. All other obligations to the school must be met before graduation or the student will not be permitted to participate in graduation and other related activities.

A diploma and transcripts will not be issued until all tuition and financial obligations have been paid.

### **Tuition Refund Policies**

1. A registered student who withdraws at the parents/guardians' initiative before the start of the school year will be charged \$100. This charge is in addition to any nonrefundable deposit that has already been made.
2. A student who withdraws at the parents/guardians' initiative after the start of the school year will be charged \$100 (in addition to any nonrefundable deposit that has already been made) plus tuition on a per diem basis.
3. A student who is asked to leave SPA after the start of the school year due to academic failure or disciplinary action will be charged \$100 (in addition to any nonrefundable deposit that has already been made) plus tuition on a per diem basis.
4. Transcripts and records will not be forwarded to any college, school, or other educational program unless all tuition and financial obligations are paid in full.

### **Financial Aid**

Tuition assistance and grants are awarded based on financial need, which is determined by the parent/guardian's financial aid application through [FACTS Management Financial Aid](#). All families are required to complete this application each year. If a family does not complete this application, they will receive no financial aid and are expected to pay full tuition and costs for their child.

To be eligible for Diocesan tuition aid grants, the FACTS application must be completed and must be submitted by mid-February each year. This is crucial to the efforts of offsetting parents/guardians' out-of-pocket expense.

## Appeals

SPA is aware that difficulties outside of family control may arise. To appeal, the parent/guardian first needs to reach out to the Admissions Director to initiate the appeal. The Admissions Director, in conjunction with the Principal, are responsible for hearing matters of appeal and reassessing the family's need. While this process is typically enough to satisfy all parties involved, should a parent/guardian want to further appeal, they may do so directly to the Pastor, who will make a decision based upon a reasonable timeline the Pastor determines.

Extensions are not granted on an on-going basis but do provide limited time for payment of obligations. Additionally, appealing does not automatically guarantee a change in the assessment of financial need, but all appeals will be handled objectively and with the utmost privacy.

# Course of Studies

SPA fosters a rigorous academic environment and meaningful extracurricular programs to complement student growth and learning and prepare students for success beyond the high school classroom. Students are generally grouped according to ability; however, SPA's program of studies also makes exceptions for extraordinarily talented students. Periodic adjustments may be made by the Dean of Academic Affairs and/or the Principal to foster the appropriately leveled courses for each student.

The following credits are required and recommended for graduation:

<b>Subject</b>	<b>Required Credits</b>	<b>Recommended Credits</b>
English	4	4
Mathematics	3.5	4
Social Studies	4	4
Science	3	4
Foreign Language	2	3
Theology	4	4
PE/Health*	1	1
Fine Arts*	1	1.5
Technology	0.5	0.5

Students are required to be enrolled in an English, Math, Social Studies, Science, Theology, and PE/Health course all four years of high school.

\*PE/Health is  $\frac{1}{4}$  credit per year and must be taken every year. Fine Arts courses are  $\frac{1}{2}$  credit per semester.

A total of 25.5 credits is required to graduate. Of those, 23 credits are achieved through successful completion of required courses. The remaining 2.5 credits (or more) are achieved through successful completion of elective courses.

Electives vary each year based on student interest and teacher availability. [Course descriptions can be found on our website by clicking here.](#)

The Fine Arts credit can be achieved through any two of the following electives:

- Film
- Film Theory
- Foundations in Art
- 3-D Design
- Drawing
- Pottery
- Black & White Photography
- Digital Photo<sup>†</sup>
- History of Popular Music
- Guitar
- Ukulele
- Piano
- Chorus
- Drama

The Technology credit can be achieved through a minimum of one of the following electives:

- Artificial Intelligence
- Robotics
- Coding
- Web Design with Java Script
- Digital Photo<sup>†</sup>

Other electives offered include:

- Essays on Social Justice
- Holocaust Studies
- Independent Study\*

\*Independent studies are available in certain circumstances, and students must obtain approval from the Director of Academic Affairs.

<sup>†</sup>Digital Photo can be counted as a Fine Arts or Technology credit.

### Course Selection

Course selection takes place each spring and is overseen by the Dean of Academic Affairs. Students choose the required courses and electives needed for graduation. The Academy will always try to provide a student with their preferred electives and courses, but academic ability and availability of seats in the class may require changes.

### Course Changes

After a student's schedule has been approved by both the Dean of Academic Affairs and their parent/guardian, course changes should only happen in extraordinary circumstances. To drop, change, or add a course a student will work with the Dean of Academic Affairs, in conjunction with the classroom teacher and Principal, as needed, to determine the best course of action.

If necessary, a course may be dropped within one week after the course begins with the advice and consent of the Dean of Academic Affairs. It must be replaced with another credited course

that will fit the schedule. The Dean of Academic Affairs approves all changes before they are made.

On the rare occasion in which a teacher or parent/guardian believes it is best for a student's success to switch levels in a required course, the Dean of Academic Affairs will adjust the schedule as needed.

### **Honors Courses**

Honors courses are offered across many subjects and grades, and they present an opportunity for students to increase their academic rigor beyond the standard college preparatory courses. Students interested in taking Honors courses may indicate this on their course selection sheet in the spring or speak with the Dean of Academic Affairs. Course placement is based on but not limited to academic ability, student readiness, and teacher input. All scheduling decisions are made by the Dean of Academic Affairs in conjunction with the Principal.

Honors courses receive an additional weight of 0.3 Quality Points used to calculate grade point average ([see Grading](#)).

### **AP<sup>®</sup> Courses**

In addition to Honors courses, students are offered Advanced Placement<sup>®</sup> (AP<sup>®</sup>) courses through the College Board<sup>®</sup>. AP<sup>®</sup> classes give students the chance to tackle college-level work while they're still in the high school classroom. Through taking AP<sup>®</sup> exams, students can also earn college credit and placement. [For more information from the College Board, visit their website.](#)

Students interested in taking an AP<sup>®</sup> course may indicate this on their course selection sheet in the spring or speak to the Dean of Academic Affairs. As with Honors courses, student placement is based on but not limited to academic ability, student readiness, and teacher input. All scheduling decisions are made by the Dean of Academic Affairs in conjunction with the Principal.

AP<sup>®</sup> courses receive an additional weight of 0.5 Quality Points used to calculate grade point average ([see Grading](#)).

The current list of AP<sup>®</sup> class offerings at St. Patrick Academy include:

- AP<sup>®</sup> Psychology (*this course counts as both a Social Studies and Science credit*)
- AP<sup>®</sup> Literature
- AP<sup>®</sup> Statistics

# Academic Policies

## Grading

All students are assessed on their learning using the following grading scale:

<b>Grade</b>	<b>Demonstrates a student has/is...</b>
A	mastered course objectives
B	proficient in course objectives
C	competent in course objectives
D	developing competency in course objectives
F	failed to meet minimum course requirements

### **Incomplete (I)**

A report card grade of Incomplete (I) is temporary, indicating a student has not yet completed the course requirements. Students who receive an “I” must complete those requirements to teacher satisfaction within the decided time allotment to do so. If a student does not complete the requirements within the allotted time, the grade for those assignments will be changed to an “F.”

Teachers can give an incomplete for a student upon approval from the Dean of Academic Affairs, in conjunction with the Principal.

### **Withdrawn (W)**

When a student drops a course with the approval of the Dean of Academic Affairs and the Principal, the course will remain on the student’s transcript with a grade of “W.” This has no impact on grade point average for the quarter, semester, or year.

### **Missing (M)**

Teachers may enter a student’s assignment grade as “M” for any missed work. This is calculated as a zero for that assignment.

### **Excused (E)**

Teachers may enter an “E” for a student’s assignment grade for work from which they are excused. This grade has no impact on a student’s average.

## **Grade Point Average**

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. The student’s GPA at the end of the 7<sup>th</sup> semester (1<sup>st</sup> semester of senior year) is used by colleges as part of their acceptance criteria and is used by SPA as criteria for selecting top senior academic awards.

As noted above, Honors and AP courses have an additional weight added to the quality points based on their increased rigor. Honors courses have an added 0.3 quality points and AP<sup>®</sup> courses have an added 0.5 quality points.

### Quality Points

Letter Grade	Percentage	College Prep Courses	Honors Courses	AP Courses
A+	97 – 100	4.0	4.3	4.5
A	93 – 96	4.0	4.3	4.5
A-	90 – 92	3.7	4.0	4.2
B+	87 – 89	3.3	3.6	3.8
B	83 – 86	3.0	3.3	3.5
B-	80 – 82	2.7	3.0	3.2
C+	77 – 79	2.3	2.6	2.8
C	73 – 76	2.0	2.3	2.5
C-	70 – 72	1.7	2.0	2.2
D	65 – 69	1.3	1.6	1.8
F	<65	0	0	0

### Homework

Homework is a priority, and parents/guardians are expected to reinforce this at home. Students are expected to be fully prepared for school each morning when they arrive. This requires both study and homework completion the night before. Because homework is essential for student success, it is an integral part of grading. While homework may be written work or reading, it also includes the overall general review and study of course material and preparation of long-term assignments.

If a student should be employed in a part-time job, SPA recommends no more than 15 hours per week. Late and/or excessive hours might impair the quality of student work. Homework always remains a top academic priority.

### Theology Courses

As a Catholic high school, SPA requires annual theology courses, an essential element in every student’s personal and spiritual growth. These courses are part of Course Requirements and necessary for both promotion and graduation.

### **Service Work**

An essential part of SPA's mission is service to others. Theology courses, along with some extracurricular activities, require students to perform community service. Service opportunities are provided through the SPA Student Service Coordinator and Theology teachers, or students may be able to find their own with approval from their teacher.

### **Physical Education (PE) & Health**

Physical and health education are a crucial part of overall student growth and success in high school, and students are required to take these courses each year. Students must dress appropriately for PE. At the beginning of class, students will have time to change out of their uniform as well as time at the end of class to change back into uniform ([see Dress Code](#)). All uniforms, book bags, and other materials are left in the locker rooms, where students can secure their belongings. Students may use a lock brought from home to secure their items, but it must be removed at the end of class. SPA is not responsible for any lost or stolen items.

Non-participation due to health reasons must be approved by the School Nurse, PE teacher, or Dean of Student Life. A valid, written medical excuse from a doctor is required. Students cannot excuse themselves from participating in PE class. Those not participating in PE remain with the class in full view of the teacher.

### **Study Periods**

SPA recognizes the importance of non-structured learning time for students during the school week and has established study periods for students in their weekly schedules. This is a time for a student to study and complete assignments individually and in small groups. Additionally, students may use part of this time to meet with a teacher or tutor for academic help or to meet with the Dean of Student Life, Dean of Academic Affairs, Guidance Counselor, or School Social Worker if they are available. Study periods may also be used for meetings regarding a variety of topics, such as testing, college planning, or tutoring. Students are not allowed to sleep or use a study period as idle or social time.

### **Exams**

Students take exams both at the end of the first semester (midterm exams) and second semester (final exams) and are worth 20% of each semester grade. Exams are scheduled over the course of a week, with two exams each day. Each exam period is 90 minutes long. During exam week, students attend half days only when they have a scheduled exam. Students must attend all required exams and are only excused if approved by the Dean of Student Life or the Principal for a valid, documented medical reason. If a student misses an exam, they must make it up according to the requirements of the exam schedule. If a student must make up more than one exam, a makeup schedule will be arranged by the Dean of Academic Affairs.

### **Exam Exemption**

All students must take midterm exams for full year courses. However, with the final exam in semester course and full year courses, students with a cumulative average of 93/A or higher for the entirety of the course will be exempted from the exam in that course.



### **Report Cards**

Report cards are distributed to students and parents at the end of each quarter in November, January, April, and June. Exam grades are entered numerically, but all other grades are entered as letter grades. These quarterly, semester, and final year letter grades are included in student's records. However, only the semester and final grades are on a student's official transcript. No individual quarter or exam grades are included on the transcript ([see School Records](#)).

### **Parent-Teacher Conferences**

Parent-Teacher Conferences are scheduled in the fall, soon after the 1<sup>st</sup> Quarter ends, and report cards sent home. Parents/Guardians are encouraged to attend these conferences to meet teachers and discuss student progress, successes, and concerns. If parents/guardians have concerns at any point during the year, they should contact the classroom teacher first.

### **FACTS Family Portal**

SPA uses the FACTS-SIS/RenWeb online grading platform to keep both students and parents/guardians informed of academic progress throughout the year. Parents/Guardians will use the account login and password they used to enroll the student. Students will use their school-issued account to login. Teachers update grades weekly for up-to-date monitoring for both students and parents/guardians. If a parent/guardian forgets their password or gets locked out of their account, they should contact the Technology Director to resolve the issue.

### **Promotion**

To earn promotion to the next grade level, students must earn a specific number of credits and maintain a 1.7 GPA or higher. Full-year courses earn 1.0 credit, semester courses earn 0.5 credits, and PE/Health earns .25 credits.

<b>Promotion to</b>	<b>Credits Required</b>
10 <sup>th</sup> grade	6.25
11 <sup>th</sup> grade	13.00
12 <sup>th</sup> grade	19.75
Graduation	25.5

A student failing to meet the criteria listed above will result in a review by the Administrative Team, after which the Principal makes the decision to issue a written warning, place the student on Academic Probation, require the student to complete remediation ([see Summer Remediation](#)), repeat the grade, or dismiss the student from SPA.

### **Academic Probation (AP)**

Students are placed on Academic Probation (AP) if they earn two or more failing grades in any one quarter or semester, or if they have a GPA below 1.7 for the year. Parents/Guardians are notified when a student is placed on AP. AP begins once the student is notified by the Dean of Student Life and lasts until the next marking period.

Students on AP may not be eligible to participate in SPA athletics, social events, or non-academic clubs or activities, as determined by the Administrative Team. Students on AP may be required to utilize study periods, before school, or after-school time to obtain academic support ([see Academic Support](#)).

AP is determined by grading period. Students who fail two or more courses in a quarter or have a GPA under 1.7 for the year, will be on Academic Probation for the 1<sup>st</sup> quarter of the next school year. Students on AP for more than one marking period per school year may require a meeting with the student, parent/guardian, and Administrative Team to discuss supports for success.

# Attendance Policies

Punctual and regular attendance is necessary for academic success and is a priority at SPA. Students are expected to be in school, on time, every day. Parents/Guardians are expected to ensure this policy is followed.

## Daily Schedule

The school day officially begins at 7:35 AM, when students are required to physically be in the building (report to the gym). Doors open at 7:00 AM for early arrivals. Parents/Guardians cannot drop students off before 7:00 AM as there is no supervision.

Each class period is 54 minutes long and there is a break provided for all students after Period B. With Mass on Friday, the daily schedule varies slightly (note the table below).

<b>Monday – Thursday 7:35 AM – 2:24 PM</b>		<b>Friday 7:35 AM – 2:12 PM</b>	
7:00 AM	Doors Open/ Report to Gym	7:00 AM	Doors Open/ Report to Gym
7:45 AM – 7:52 AM	Period A	7:45 AM – 7:52 AM	Period A
7:54 AM – 8:04 AM	Morning Prayer	7:54 AM – 8:43 AM	Mass
8:07 AM – 9:01 AM	Return to Period A	8:45 AM – 9:39 AM	Return to Period A
9:04 AM – 9:58 AM	Period B	9:42 AM – 10:36 AM	Period B
9:58 AM – 10:08 AM	BREAK	10:36 AM – 10:46 AM	BREAK
10:11 AM – 11:05 AM	Period C	10:49 AM – 11:43 AM	Period C
11:08 AM – 12:02 PM	Period D	11:46 AM – 12:40 PM	Period D
12:05 PM – 12:30 PM	LUNCH	12:43 PM – 1:15 PM	LUNCH
12:33 PM – 1:27 PM	Period E	1:18 PM – 2:12 PM	Period E
1:30 PM – 2:24 PM	Period F		

The school day ends at 2:24 PM Monday – Thursday and at 2:12 PM on Friday. All students must be picked up promptly upon dismissal unless they are involved in a specific activity. Students must be picked up by 4:00 PM Monday – Thursday and by 3:00 PM on Friday.

[See Student and Staff Liability for more detailed information.](#)

All students must be picked up by these times unless they are under the direct supervision of a faculty or staff member. In the rare instance where a parent/guardian is unable to pick up their

child by 4:00 PM Monday-Thursday and 3:00 PM on Friday, the parent/guardian must notify the Main Office regarding pickup time. [See Student and Staff Liability for additional information.](#)

### **Drop-Off and Pick-Up**

Using the Smith Street entrance, parents should enter the parking lot and immediately turn right to go around the parking lot median, stopping at the side door with the passenger door on the right. Please do not park in the area between the building and the parking lot for any reason. If it is necessary to park, please make sure to do so in the marked spaces.

Parents may then exit via the Smith Street exit or the one-way exit at the far end of the parking lot on Calverly Street. Please do not use this exit as an entrance.

### **Tardiness**

Students are required to be in the building by 7:35 AM each day. The side door will remain open until 7:45 AM; students arriving between 7:35 AM and 7:45 AM are considered tardy to school. A student arriving after 7:45 AM must enter and check in via the Main Office. Students are tardy to an individual class if they arrive after its scheduled start time.

If a student arrives after 11:05 AM, they will be marked absent for the entire day.

Excused tardiness to school is limited to medical appointment or emergencies. Other reasons, such as “the alarm didn’t go off,” “there was traffic,” or “leaving the house late” are unexcused. The Dean of Student Life monitors and evaluates all attendance issues; unexcused and/or chronic tardiness will result in disciplinary action. With chronic tardiness (whether excused or unexcused), the Dean of Student Life, in conjunction with the Principal, may require a meeting with the student and the parent/guardian.

### **Early Dismissal**

Parents/Guardians must contact the Main Office in advance of an early dismissal. Only those authorized to pick up the student are allowed to do so. No one else will be allowed to dismiss a student (or pick up a student) for any reason. Parents can update this at any time through [FACTS Family Portal](#). Parents/Guardians are required to come into the Main Office to sign the student out. If a student is dismissed before 11:05 AM and does not return, they will be marked absent for the day.

### **Absences**

If a student is going to be absent, a parent/guardian is required to call the school and speak with or leave a message for the Head Administrative Assistant by 9:00 AM detailing why the student is unable to attend school. If a student is going to be absent for consecutive days, a parent/guardian is required to call each day. Parents/guardians will be notified by text, email, and/or phone call if their child is marked absent and the school has not received communication as to why.

While all absences must be reported by a parent/guardian, doing so does not automatically excuse the absence. Absences will be determined as excused/unexcused by the Dean of Student Life.

### **Excused Absences**

Excused absences are those that are considered reasonable and acceptable. Examples of excused absences include:

- Illness or serious injury (requires a physician's note)
- Medical appointment (requires a physician's note)
- Death in the immediate family
- Mandatory court appearance
- Pre-approved college visits ([see College Visits](#))

Other scenarios will be decided at the discretion of the Dean of Student Life in conjunction with the Principal. Documentation, if required, is due upon the student's return to school in hardcopy for the absence to be marked as excused.

### **Unexcused Absences**

Unexcused absences are those that do not have a justifiable and/or acceptable reason for a student to miss class. Examples of unexcused absences include but are not limited to: taking a driver's road test/getting a license, having a job, or vacation (see below for more information). For the first unexcused absence in a quarter, the Dean of Student Life will discuss the issue with the student and/or parent/guardian. If a student accrues a second unexcused absence, they will receive a formal warning, and detention for the third. If there are any further unexcused absences, the Dean of Student Life, in consultation with the Principal, may require a conference with the student and parent/guardian.

Students are not permitted to miss school because they scheduled a vacation or are scheduled to work at a job. This will be considered as an unexcused absence and handled as such.

### **Excessive Absences/Truancy**

Parents/Guardians will be notified of excessive absences from a class, multiple classes, or entire school days and may be required to meet with the Administrative Team and the student. Students who miss 3 or more days per semester (or 3 class meetings) may be required to meet with the Administrative Team. Consequences can include but are not limited to being placed on Disciplinary Probation.

### **Leaving Campus**

Students are expected to be on campus and remain on campus for the entirety of the school day. Students are not permitted to leave the campus during the school day without express permission from an administrator. Leaving campus without permission during the day is considered a major offense of the Code of Conduct.

### **Vacation**

Students are not allowed to miss school for vacation or other trips (with the exemption of an emergency that is approved by the Dean of Student Life), and parents are strongly encouraged to schedule travel outside of required school days. Therefore, absences due to vacation are always unexcused. If a student incurs absences because of vacation during school time, a

parent/guardian must notify the Dean of Academic Affairs by phone or email at least one week prior to the absence. [See Make-Up Work for more detailed information regarding the make-up work policy for vacation absences.](#)

### **Attendance Requirement for Mass**

Participation in Mass each week is crucial to our mission and Catholic education. Students are required to attend Mass each week because of this importance and because it is a required part of their Theology course each year. Parents/Guardians should not schedule medical or other appointments during this time, and it is expected that parents/guardians will ensure prompt student arrival on Fridays. As noted above, the Dean of Student Life monitors all attendance; missing or skipping Mass is addressed in the same manner as unexcused absences and/or chronic absences.

### **Attendance Requirement for After-School Activities**

Attendance is mandatory for students participating in any after-school activity (such as sports, clubs, dances, etc.). Students must arrive to school by 11:00 AM and stay in school for the entire day in order to participate in any after-school activities, such as athletics, intramural and club events, dances, and other school activities. Students who have unserved detentions are ineligible to attend and/or participate in these activities.

# Dress Code

All students are required to be in dress code every day, and parents assume responsibility for complying with and reiterating the importance of this expectation.

## Boys Daily Uniform

### Start of Year – November 1 & April 1 – End of Year

#### Required Items

- Khaki pants\*
- White or green polo shirt\*
- Black or brown belt & dress shoes<sup>‡</sup>

### November 1 – March 31

- Khaki pants\*
- White or green button-down shirt (tucked in)
- Necktie/Bowtie
- Black or brown belt & dress shoes<sup>‡</sup>

#### Optional Items:

- Green sweater-vest or button-down cardigan\*
- Fleece zip-up<sup>†</sup>

## Girls Daily Uniform

### Start of Year – November 1 & April 1 – End of Year

#### Required Items

- Khaki pants\*
- White or green polo shirt\*
- Black or brown belt & dress shoes<sup>‡</sup>

### November 1 – March 31

- Khaki pants\*
- White or green button-down shirt (tucked in)
- Black or brown belt & dress shoes<sup>‡</sup>

#### Optional Items:

- Green sweater-vest or button-down cardigan\*
- Fleece zip-up<sup>†</sup>

\*These items must be purchased from [Donnelly's Clothing Store](#) and have the school logo and Donnelly's tag. They are located at 50 Sharpe Drive, Cranston, RI 02920.

<sup>†</sup>These must be purchased from the [Padres Online School Store via Squad Locker](#). The items in the Uniform Shop are acceptable to wear as part of the uniform while in school/at school-sponsored events.

<sup>‡</sup>Students must wear dress shoes that match the color of their belt. Students can wear Sperry-style shoes, also known as "boat shoes." However, students may not wear any shoes without a back (such as slides or Crocs), including Ugg or other brands of slippers. Students cannot wear sneakers or casual slip-ons (like Vans or Chucks), sandals of any kind, or flip-flops. Young women wearing heels must be kept under one inch.

Head coverings are not allowed during the school day (unless work for religious purposes). Students must remove all hats, “do-rags,” “bonnets,” and other head coverings when they enter the school building.

### **Appearance**

The SPA uniform is required from 7:35 AM until 2:24 PM each day, and students’ overall appearance should be neat, clean, and well-groomed. Other appearance requirements:

- Uniforms should fit without being excessively tight or baggy.
- Uniforms should not have stains, tears, or holes, and dress shirts tucked in.
- Head coverings worn for religious beliefs are allowed.
- Hairstyles and colors should not be a distraction to others.
- Students can wear earrings and/or a nose piercing in the nostril, but it must be a small stud in the nose.
- No other facial piercings are allowed (i.e., septum or bridge piercings).
- Boys can have facial hair as long as it is kept tidy and trimmed.

All outerwear – coats, hats, gloves, hoodies, snow boots, etc. – are not allowed as part of the uniform during the school day. Students should always be appropriately dressed for the weather, but upon arrival to school these items must be placed in their lockers.

Students who are not in appropriate dress code may be given an item from the school uniform supply to borrow and/or a parent/guardian may be called to bring proper uniform items to the student. Please note there are no exceptions to the dress code unless expressly permitted by the Dean of Student Life for a valid reason (i.e., injury).

### **PE Dress Code**

All students must wear appropriate clothing for Physical Education (PE) class, which includes sweatpants or gym shorts, t-shirt or sweatshirt, socks, and sneakers. No inappropriate images or text is allowed on these items. These items do not have to be purchased from Donnelly’s but must be clean, modest, and without tears or holes. Students change into their PE clothes at the start of their PE class and change back in to uniform at the end of PE class.

### **Dress Down Days**

Students are allowed to dress down – to not wear their uniform – on certain days and at certain times of the year. These dress down days may be a way of raising funds for Student Council, celebrating Community Week, or participating in Spirit Week.

Students must meet all requirements of the dress down day’s dress code policy, which will be given to students in advance of the dress down day. While this dress code may vary slightly based on the dress down day, the following are typical standards of dress for dress down days:

- No inappropriate logos
- No tank tops, exposed midriffs, or cutoff/short shorts
- Nothing see-through or low-cut
- No sagging pants



If head coverings or hats are allowed for a dress down day, students must remove them while in the church for Prayer or Mass (those not worn for religious reasons).

For dress down days requiring a fee or donation, students must also pay the required amount/donate the minimum required to participate. Students do not have to participate in dress down days if they do not want to; if they choose not to, they must be in full, proper uniform.

### **Other Events**

Students participating in events to benefit the school, school visits, or activities (such as dances) are required to be dressed appropriately for the occasion. If a student is not required to be in uniform, a specific dress code will be provided in advance of the occasion.

# Code of Conduct

Consistent with its mission statement, SPA administration, faculty, and staff make every effort to maintain a respectful and secure community. The code of conduct applies to all students who are on school property, in attendance at school, and at any school-sponsored activity (regardless of location). It also includes students whose conduct at any other time and place that impacts the maintenance of school order and discipline, protection and personal safety of others, and/or reputation of SPA. Therefore, students are accountable for their behavior both on and off campus, during and outside of school hours, and in both face-to-face and electronic communication.

## General Rules of Conduct

All members of the SPA community must be respectful, courteous, and cooperative in their behavior and interactions with others. Disrespect of any kind is unacceptable.

## Parent/Guardian Obligations

All students are capable of learning and growth, and that success is reached when parents/guardians work in conjunction with SPA administration, faculty, staff, and their child(ren) to reach those goals. As a team, parents/guardians, administration, faculty, and staff, along with the student, must work together to reinforce SPA policies and expectations.

Parents/Guardians must be aware of their obligations in the entirety of this handbook and are expected to ensure adherence to all SPA policies herein.

## Mutual Respect

The education of our students is a shared partnership between parents/guardians and the administration, faculty, and staff. A guiding principle of this partnership is respect for self and others. Mutual respect is the standard that all students, parents, administration, faculty, and staff are expected to use in conducting themselves in speech, action, the written word, or other actions.

If this partnership is judged as irretrievably broken because of a parent/guardian's speech or action, the Academy reserves the right to remove their child from the Academy.

Examples of major violations of our Code of Conduct include:

- Disobedience to or swearing at administration, faculty, and staff
- Using or possessing alcohol, tobacco, drugs, or weapons (or an item whose intended use is as a weapon)
- Bullying, harassment, threats, or hazing/humiliation of others
- Misuse of social media or technology ([see Acceptable Use Policy](#))
- [Academic Dishonesty](#) (i.e., cheating and plagiarism)
- Disrespect to schoolmates or others
- Property damage
- Truancy
- Fighting

- Stealing
- Vandalism

These are not tolerated for any reason and will result in disciplinary action, up to and including suspension or expulsion.

### **Overt Physical Play**

Any student involved in mischief, horseplay, or rough housing before, during, or after school are subject to disciplinary action. The Dean of Student Life will handle each incident on a case-by-case basis, in conjunction with the Principal, in determining the severity of the consequences.

### **Cell Phone/Device Policy**

Students are allowed to bring their cell phone to school. However, this privilege does require that students follow all cell phone and device use policy. Other policy requirements:

- Students are allowed to use their phone/device (also including EarPods, tablets, watches, and MacBooks or other personal device not issued by the school) prior to 7:45 AM each morning and during Break and Lunch each day ([see Daily Schedule](#)).
  - All activity on any device is subject to the policies and procedures of the [Acceptable Use Policy](#) and this handbook.
- Students cannot use their cell phone/device (also including EarPods, tablets, watches, and MacBooks or other personal device not issued by the school) during any other part of the school day, including passing time between classes, unless they are given express consent from faculty or an administrator.
  - This includes (but is not limited to) phone calls, texting, web browsing, playing games, using social media, etc.
- Students and parents/guardians needing to communicate with each other during times when devices are not allowed, must do so via the school. Students may request the use of the phone to contact parents, and parents/guardians can call the school to communicate with their child.
- Students must turn over their cell phone/EarPods/device as requested by any faculty, staff, or administrator when seen/heard or if they are found to be using their phone without permission.

If students are unable to follow this policy, their cell phone/EarPods/device will be turned over to the Dean of Student Life, who will contact a parent/guardian regarding pickup. The device will only be returned to a parent/guardian after communication with the Dean of Student Life.

Please note the administration, faculty, and staff are not responsible for any cell phone/EarPods/device that is stolen or damaged during the school day or on school grounds. Students are fully responsible for their devices.

### **Bullying and Hazing**

SPA is committed to maintaining the highest standards of a safe, positive environment for all members of the school community. Therefore, any practice considered bullying, harassment, or hazing will not be tolerated and are against the law in Rhode Island. [Rhode Island's statewide bullying policy can be found here and is considered a part of this handbook and SPA policy.](#)

Bullying is defined as any act – whether physical, mental, verbal, emotional, or psychological – that is done deliberately and with malicious intent that subjects a person (with or without their consent) to anything that may mistreat, abuse, degrade, humiliate, harass, or intimidate a person. It also includes any act that compromises the inherent dignity of another person.

Hazing is defined as any requirement – whether physical, mental, verbal, emotional, or psychological – by an individual, team, or group, that compels another person to participate in any activity (with or without their consent) as a condition of being a member of that team or group and violates school policy or law.

This policy incorporates all cyberbullying. Electronic communications originating outside of the school day are treated with the same consequences as if they'd originated on campus.

Examples of bullying and hazing include but are not limited to:

- 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 a person with the intent to make them the object of ridicule, amusement, or intimidation
- Use of any social media, technology or technological device to intimidate, ridicule, and humiliate (i.e., TikTok, Instagram, Twitter, text messages, group chats, etc.)
- Forcing, requiring, or pressuring an individual to consume alcohol, tobacco, or any substance/item a person would typically refuse to eat or consume beyond their capacity
- Any type of initiation activity to join a group that is designed to humiliate, degrade, or abuse (regardless of consent)
- Assigning, endorsing, or participating in pranks against other individuals, clubs, teams, or organizations

All members of the SPA community are obligated to report any incident to the Dean of Student Life or Principal and will be handled as noted under [Grievances, Complaints, and the Rights of Appeal](#). Violation of this policy is subject to severe disciplinary action, including suspension from the school, team, or club, disciplinary probation, and/or expulsion from the school. If warranted, violations of the law may require the involvement of law enforcement and subjection to charges under state or federal law.

### **Tobacco-Free School**

[Rhode Island's "Smoking Restrictions in Schools Act"](#) prohibits the use of any substance or item that contains tobacco or nicotine. This includes, but is not limited to, cigarettes, cigars, pipes, vaporizers/vape pens or Juuls, as well as tobacco paraphernalia, such as snuff, chewing tobacco, or smokeless tobacco, and applies to all students, regardless of age. These items will be confiscated if found and destroyed.

Parents/Guardians will be notified, and consequences will be determined by the Dean of Student Life in conjunction with the Principal. Subsequent offenses may lead to an increase in severity of the consequences. Records of these offenses are cumulative from the start of the student's career at SPA.

## **Alcohol and Drugs**

In addition to being illegal, research has proven repeatedly that alcohol and drug use or abuse is detrimental to a student's growth. Any student who thinks they may have an alcohol or drug problem are highly encouraged to seek aid from a trusted faculty member.

Students who enter campus or off-campus activity smelling of alcohol and/or drugs, including marijuana, will face disciplinary action as determined by the Dean of Student Life in conjunction with the Principal. If a student is found to be under the influence of, in possession of, or using drugs/alcohol, – in school or at a school-related event – their parent/guardian will be called immediately. The student will not be able to attend school events, will face disciplinary action, and all necessary evidence and information will be turned over to law enforcement as required. Any student found to be sharing, distributing, and/or selling alcohol or drugs is subject to discipline at SPA and all evidence/information will be turned over to law enforcement. Student-Athletes found to be doing any of the above will also be permanently removed from their team roster(s).

## **Fighting**

SPA has a zero-tolerance policy for all violence, and fighting will never be tolerated on campus before, during, or after school. Students are encouraged to work out their differences under the direct guidance of a trusted adult. All administration, faculty, and staff are available to help students navigate conflict.

Verbal conflict that escalates into one or more students confronting another in a fighting posture or if a student challenges another, will be treated as fighting, with appropriate disciplinary action as determined by the Dean of Student Life.

### **Instigating, Cheering, Recording, and/or Watching**

As part of SPA's zero-tolerance policy for fighting, any student found to be instigating, encouraging, cheering, or recording a fight will face disciplinary action as determined by the Dean of Student Life. The expectation of all SPA students is to notify a faculty member or administrator immediately.

## **Vandalism**

All members of the SPA community are expected to respect school property and the property of others. Vandalism of any kind – including damaging or defacing doors, windows, walls, desks, or other items, along with any other form of vandalism – will not be tolerated. Disciplinary action will be taken by the Dean of Student Life in conjunction with the Principal; all repair costs will be billed to the parents/guardians, or the student may be required to work at the school in lieu of payment.

## **Public Displays of Affection**

SPA encourages genuine, appropriate displays of affection between students, such as handshakes, high fives, fist bumps, or brief hugs. However, other forms of affection are considered inappropriate. These include but are not limited to prolonged hugging, kissing, and groping. Students engaging in these actions will be stopped and face disciplinary action.

### **Sexting**

Sexting is not tolerated and may be considered a form of bullying. Sexting includes any form of messaging including partial or fully nude images of the sender or others, regardless of permission given by the person in the image (or anyone else). Consequences will be determined by the Dean of Student Life in conjunction with the Principal, and all evidence associated with the event may be turned over to the local authorities.

### **Sexual Harassment**

All students have the right to attend school in an environment free of sexual harassment, and it is not tolerated in any form. Any threat or insinuation, either explicit or implicit, that refusal to submit to sexual advances will adversely affect the student is considered sexual harassment. This includes verbal or physical action, either in person or via electronic communication.

Examples of sexual harassment:

- Repeated offensive flirtation
- Advances or propositions
- Verbal abuse of a sexual nature
- Sexually suggestive displays messages, pictures, or objects

Those who witness or are victims of sexual harassment should immediately notify an administrator or faculty member. The Pastor and Principal will work cooperatively with the Diocesan Office of Compliance in commencing an immediate investigation of the complaint and any action deemed necessary and appropriate will be taken. Any person who brings forward a complaint in good faith will not be punished in any way.

### **Sexual Misconduct**

All employees of SPA are subject to its sexual misconduct policy as part of the terms and agreement of their employment. Any student who is a victim of sexual misconduct, witnesses sexual misconduct, or knows of sexual misconduct between a faculty member and a student should immediately report it to the Principal. After a full investigation, disciplinary action will be applied as deemed necessary. Nothing in these policies shall be construed as instruction not to cooperate with law enforcement and governmental authorities as required by law.

### **Violence**

The threat or carrying out of any action that disrupts the peace and safety of the SPA community is unacceptable. All actions on or off campus, in person or electronic, are subject to disciplinary action. Incidents of assault or bodily injury of any person in the school community will be reported to the local police as deemed necessary by the Dean of Student Life and the Principal.

### **Weapons and Other Inappropriate Items**

Any weapon or item used or presented as a weapon is prohibited on school grounds and at any school-sponsored activity or event. Parents will be contacted as well as local law enforcement as deemed necessary by the Principal in conjunction with the Dean of Student Life. Any non-school item that can be considered impractical or unnecessary in school are not to be brought to campus.

### **Off-Campus Activities**

There will be times when students engage in off-campus activity during or outside of school hours, such as field trips, service work, or student recruitment. During these occasions, students are representatives of the Academy, and though they are off campus, they are still considered to be in school. Therefore, students' behavior must reflect the policies of this handbook and Code of Conduct.

### **Behavior on Transportation**

Behavior expectations on provided transportation or authorized vehicles used for field trips or athletic events is to protect students and others from harm. Students are expected to:

- Remain seated
- Refrain from throwing items in the car or out the window
- Refrain from pushing, shoving, or harassing others
- Keep hands/arms inside the vehicle
- Refrain from littering, vandalism, or other destructive activities
- Refrain from obscene language or gestures
- Refrain from using illegal or unauthorized substances

Bus companies are within their rights to take action against a student who violates the above-mentioned expectations. Additional school disciplinary action may be taken at the discretion of the Dean of Student Life in conjunction with the Principal.

# Discipline

SPA's philosophy of discipline is based on the same principles as our mission. Young adults need direction and boundaries as part of their growth. As noted in the Code of Conduct, all students are expected to respect every person, space, and all property. Attending SPA is a privilege and all who do so deserve a peaceful, safe, and secure atmosphere. This requires the full cooperation of the administration, faculty, staff, students, and parent/guardians.

A student can be referred to the Dean of Student Life by any faculty or staff member (often referred to as being "written up"). The Dean of Student Life, in conjunction with the Principal, are the only arbitrators in determining the egregiousness of an offense.

## Violations of the Code of Conduct

Any violation of the Code of Conduct, whether major or minor, individually or as a group, will face disciplinary action, with consequences determined by the Dean of Student Life in conjunction with the Principal.

Minor infractions include dress code infractions, tardiness, disruption, etc. In-class issues such as tardiness or disruption will be handled by the teacher. Chronic minor violations will be treated as a major violation.

All major infractions – such as cheating, harassment, violence, truancy, possession/use of illegal/unauthorized substances, or leaving school premises without permission – will receive strong disciplinary action.

- Major, chronic, or repeated violations will result in further consequences.
- Students who receive more than two [2] disciplinary actions for major or chronic violations will be placed on [Disciplinary Probation \(DP\)](#).
- Continued infractions will result in further consequences as determined by the Dean of Student Life in conjunction with the Principal.

Parents/Guardians cannot, under any circumstances, excuse a student from disciplinary action (such as detention or DP). If there is a reasonable scheduling conflict regarding pickup, the parent/guardian must speak with the Dean of Student Life before the scheduled disciplinary action about possible options and approval. If no communication is made and the student does not show, it will be considered as skipping and may result in further disciplinary action.

## Search of Property

SPA administration reserves the right to search any school property, including desks and lockers, as well as students' items including but not limited to bookbags, laptop cases, lunch bags, or their person when there is reasonable suspicion that the Code of Conduct has been violated.

It is not required to inform parents/guardians in advance of a search. Parents/Guardians will be notified, and depending upon the circumstances, appropriate law enforcement may be called to assist in searches.



## Detention

Detention assigned by the Dean of Student Life ranges from 45 to 60 minutes long, starting at 2:30 PM, Monday – Thursday. When assigned, students will receive a one-day notice to arrange transportation. If there is a reasonable scheduling conflict, the student or parent/guardian must contact the Dean of Student Life before the day of the assigned detention to discuss possible options. Tardiness or failure to report to detention will result in further consequences as established by the Dean of Student Life.

Requirements for serving detention:

- In uniform
- Seated in the assigned room at 2:30
- No sleeping, talking, listening to music, using devices, etc.
- Completion of any activity assigned by the Dean of Student Life

Students may complete schoolwork that does not require a device or read silently if they choose.

Non-compliance with any of the above may result in further consequences.

### Teacher Detention

Faculty members can also assign detention to a student for violating the Code of Conduct. In this scenario, the teacher arranges the day/time for the student to serve the detention with that teacher (i.e., during lunch, after school, etc.) If a student fails to serve this detention to the teacher's satisfaction, the student may face further consequences, as determined by the teacher in conjunction with the Dean of Student Life.

## Suspension

Suspension is used for serious and/or repeated violations of school policy at the discretion of the Principal and Dean of Student Life. Type and length of suspension is dependent upon the severity of the infraction and is intended as a period of reflection for the student to refocus on their commitment to their education. Students who are suspended may also be placed on Disciplinary Probation.

**In-School Suspension (ISS):** The student is suspended but remains in school, isolated from other students and not attending classes, break, or lunch. Students will complete work as assigned by their teachers and is supervised by the Dean of Student Life. A meeting with the student, parent/guardian, Dean of Student Life, and Principal may be required.

**Out-of-School Suspension (OSS):** The student is suspended and not allowed on school premises for any reason during the duration of the suspension. The student is expected to complete any missed work ([see Make-Up Work](#)) upon their return. Any classwork, projects, or assessments assigned prior to the suspension that are due during the period of time a student is suspended are excluded from this policy; they are due upon the student's return.

If a student is suspended during midterm or final exam periods, the schedule for completing the exams will be arranged by the Dean of Academic Affairs.

Students receiving more than one suspension in the same academic year may be subject to expulsion from the Academy.

### **Disciplinary Probation (DP)**

Disciplinary Probation (DP) – synonymously known as “social probation” – restricts students from participating in athletic or extracurricular activities, including athletic events, Student Council, honor societies, clubs, and all other school-sponsored events, such as dances.

The amount of time a student is placed on DP is decided by the Dean of Student Life in conjunction with the Principal. DP may be used singularly or with other consequences as deemed necessary. DP is only lifted after the student has consistently demonstrated positive changes in behavior that earned them placement on DP. Repeated placement on DP may result in expulsion.

### **Expulsion**

Expulsion is the permanent removal of a student from SPA and is only exercised as a last resort. Students may be expelled for repeated violations of school rules or the Code of Conduct, criminal or egregious behavior, or refusal to meet minimal academic expectations.

Any situation resulting in harm or the threat of imminent harm to faculty, staff, students, or self may demand immediate expulsion. If the nature of the problem is serious enough to warrant it, expulsion may be the first punishment invoked against the student. Expulsion is the joint decision of the Principal and Pastor, after consultation with the Administrative Team.

### **Grievances and the Right of Appeal**

All academic or classroom concerns should be addressed directly with the classroom teacher first. If unable to resolve the issue, the parent/guardian and/or student may then reach out to the Dean of Student Life. If the concern involves the Principal, the parent/guardian or student should address it directly with the Principal. If it is not resolved, only then will it go to the Pastor. The School Board or Parish Council has no standing or authority for internal school matters.

Any concern that is brought to the attention of a faculty member or administrator will be held in confidence, and it is expected that the student(s) and parents/guardians involved will also refrain from discussion with others beyond those involved. No person shall be discriminated against because they file a complaint or participate in the grievance procedure. No retaliation or reprisal will be taken by any administrator, faculty, or staff because of appropriate participation in the grievance process.

# Academic Integrity

Academic integrity is fundamental to the success of any learning environment, and SPA students are expected to exhibit this at all times. Academic integrity is defined as the expectation that all members of the SPA community – administration, faculty, staff, and students – act with honesty, trust, fairness, respect, and responsibility.

Breaching academic integrity (also known as academic misconduct or academic dishonesty) covers any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member of the community.

Examples of breaching this policy include but are not limited to:

- Passing answers on an assessment
- “Borrowing” work from another without proper citation (plagiarism)
- Copying another student’s work
- Sharing work intended for individual completion
- Eliciting services of any individual(s) and/or entities offering to do schoolwork (i.e., paying someone to write a research paper)
- Using translation software or websites for World Language work/assessments
- Willingly cooperating or assisting another in an act or attempted act of cheating
- Using Artificial Intelligence (AI) websites, apps, etc. in whole or in part on work and assessments

If a faculty member has reason to believe a student or students have breached academic integrity, they will gather evidence and then contact the parent/guardian. After consultation with the Dean of Academic Affairs, an appropriate disciplinary consequence will be applied. The Dean of Academic Affairs will inform others as deemed appropriate (i.e., coaches or Honor Society advisors).

# Guidance

The underlying principle of SPA's Office of Academic Affairs is the belief that each student is a child of God who is loved and loving, possesses a unique dignity, and who has a positive contribution to make toward the community. The Office of Academic Affairs offers an individualized and personal setting in which the Dean of Academic Affairs assists students in their growth. The Dean of Academic Affairs oversees a wide range of student needs including academic, personal and family concerns, mental health, and college preparation.

## **Confidentiality**

Students should be aware that any information provided to any faculty or staff member that concerns possible bodily harm to themselves or others must be shared with the proper school authorities.

## **Mental Health Services**

A full-time, licensed professional social worker is available to provide confidential counseling to students with immediate or chronic needs. Students and/or parents/guardians may request this service directly from the Guidance Counselor, School Social Worker, School Nurse, Dean of Academic Affairs, Dean of Student Life or may be referred by a faculty or staff member. When student or family issues are of a very serious nature, the School Social Worker will make referrals for ongoing professional intervention outside of SPA as needed.

## **PSAT/SAT Testing**

The Office of Academic Affairs oversees all the preparation for and carrying out of standardized testing. Freshmen, sophomores, and juniors take the PSAT each year. Juniors and seniors take the SAT test.

## **College Preparation**

Beginning freshman year, the Office of Academic Affairs works with students in one-on-one and small groups to prepare for applying to college their senior year. With this, the Guidance Counselor:

- Arranges presentations from college representatives for juniors and seniors
- Approves senior college visits
- Assists with the completion of the Common Application
- Writes letters of recommendation
- Provides information about financial aid and scholarship opportunities
- Organizes informational sessions for students and families
- Assists students with college selection

## **Leadership, Engagement, and Ambassador Program (LEAP)**

Mentoring programs have been consistently found to have a positive effect on student achievement, and all new students to SPA are assigned their own peer mentor from the LEAP program. Each year, rising sophomores, juniors, and seniors can apply to be in LEAP, a leadership program and service that matches incoming students with a current student to assist in

the transition to high school life and SPA in particular. Mentors are carefully selected by the Dean of Student Life and Dean of Academic Affairs from those who apply. Mentors are selected based on their application, teacher recommendation, strong attendance, and maturity and responsibility levels. LEAP members are also involved in the leadership and growth of the Academy by participating in key events throughout the year. This includes but may not be limited to Open House, Graduation, and fundraising events, as well as other high school fairs for recruitment purposes. Those accepted into the LEAP program are required to attend certain training dates and events (i.e., Padre Prep Program). These dates will be clearly listed on the application. Failure to attend these required dates will result in the LEAP member being removed from the program.

### **Academic Support**

Academic support is available for students in addressing specific academic, learning, or specialized needs. The Academic Support Teacher, working in conjunction with the Dean of Academic Affairs, addresses student issues and may create action plans. Should a student need further support, the Dean of Academic Affairs will meet with parents to discuss options, including contacting their local school department for testing and evaluation services if a learning disability is suspected ([see Learning Disabilities](#)).

### **Tutoring Services**

Tutoring services are available before, during, and after the school day. Students may request tutoring at any time. Students identified as needing support may also be required to attend tutoring as determined by the Dean of Academic Affairs.

### **Learning Disabilities**

The administration, faculty, and staff of St. Patrick Academy work diligently to meet individual student learning needs at all times. Under the [Americans with Disabilities Act \(ADA\)](#) and [Section 504 of the Rehabilitation Act of 1973](#), individuals with learning disabilities are guaranteed certain protections and rights to equal access to programs and services. To access these rights, an individual must present documentation which indicates that the disability substantially limits some major life activity, including learning, and notes the accommodations, adjustments, and aids that the student needs.

To verify eligibility and to best support a student's request for accommodations, parents/guardians will need to provide documentation that:

- Identifies evaluator's qualifications
- Are presented in a timely manner
- Are appropriate clinical documentation to substantiate the disability
- Includes evidence establishing rationale in support of the requested accommodation(s)

Federal law exempts religious schools from ADA and The Individuals with Disabilities Education Act (IDEA) regulations unless the Academy expressly agrees to offer the requested accommodations. Parents/Guardians are asked to present documentation upon application to the school, which may include individualized education plans (IEPs) or 504 Plans that have been designed by other schools or independent agencies. Upon receipt of the documentation, the Dean of Academic Affairs and School Social Worker, in conjunction with the Principal, will

review the submitted materials to ensure the Academy can successfully meet the learner's needs. No accommodations will be considered without proper and timely documentation.

If accommodations are approved, these will be communicated by the Office of Academic Affairs to the student and parents/guardians; accommodations will then be shared with applicable faculty and staff. If, after discussion, the parents/guardians deem the Academy's approved accommodations as unacceptable, the student may be withdrawn from the Academy.

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

### **College Visits**

As a college-preparatory school, students are encouraged to explore post-secondary options. Admissions representatives from a variety of colleges and universities are invited to the school in September and October each year to speak with juniors and seniors about what their school can offer a potential student.

Many colleges and universities offer Open Houses and tours, which are generally in the summer or on weekends. However, students are also encouraged to visit a campus (or campuses) of interest when classes are in session. To do so, seniors can schedule two [2] separate campus visits and have the absences be excused. This must be pre-approved by the Guidance Counselor and requires a letter of attendance from the college/university's Admissions Office for that day. Students in grades 9 – 11 are not eligible for this.

### **Summer Remediation**

The Administrative Team may provide the opportunity for students to improve a final grade of F in a course (or courses) through summer remediation. The program for summer remedial work varies by student and course. The teacher and Dean of Academic Affairs, in conjunction with the Principal, will establish the remedial program. Students who pass this remedial program will have their grade changed for that subject to a 65/D; those who do not pass this remedial work will be required to repeat the course, repeat the grade, or be dismissed from the Academy. Each student's program is handled on a case-by-case basis.

# Honors and Awards

SPA recognizes the extensive amount of time, energy, and work that is required of our students. For those that go above and beyond, the following are a variety of ways in which students are acknowledged.

## **St. Patrick Acts of Random Kindness (SPARK) Program**

It is a priority of the administration, faculty, and staff to recognize all the good that students do, not only in class or academically, but in our community as well. Teachers provide students with a SPARK ticket for any act of random kindness as they deem appropriate. Students can then enter monthly raffles for prizes such as homework passes, individual dress down days, or other miscellaneous items. Each ticket also counts as one point for the student's class. The freshmen, sophomore, junior, or senior class with the most points at the end of each quarter earn further prizes.

## **Student of the Month**

Each month teachers nominate and vote for one Student of the Month. All students are eligible for nomination who exhibit positive attitude, respect for self and others, and successful or improving academic performance. The student chosen each month is acknowledged at Morning Prayer, on the school website, and in the school newsletter. The student also receives a Student of the Month certificate and Visa gift card.

## **Honor Roll**

Students making the Honor Roll are celebrated, congratulated, and published in our newsletter and on our website each quarter. Students can earn Regular Honors, High Honors, or Highest Honors.

<b>Honor Roll</b>	<b>GPA</b>
Regular Honors	3.3 – 3.6
High Honors	3.7 – 3.9
Highest Honors	4.0

For all honors categories, students may have no grade below a C in any one individual subject.

## **Honor Societies**

Students meeting specific criteria are invited to apply and/or join the *National Honor Society (NHS)*, the *National Art Honor Society (NAHS)*, and *Sociedad Honoraria Hispánica (SHH)*.

The NHS, a part of the National Association of Secondary School Principals, is an organization that encourages student-led activity in the community and beyond by developing what are known as the Four Pillars: Scholarship, Leadership, Character, and Service. Students in grades 10 – 12 with a minimum cumulative GPA of 3.30 or higher after the first semester are invited to apply. Students are then asked to exhibit leadership,

service, and character through an application, essay, resume, and teacher evaluation. The NHS Faculty Council then reviews all applications and selects those who will be invited for membership.

The NAHS, a part of the National Art Education Association (NAEA), promotes and encourages the visual arts in the community. Membership is based upon art scholarship, service, and character. Students who have completed one semester of art in high school, have a minimum 3.0 cumulative GPA, and obtain a faculty recommendation from art faculty that is a member of the NAEA are eligible.

The purpose of the SHH is to recognize high achievement in Spanish and Portuguese by students of secondary schools and to promote continuity of interest in Hispanic and Luso-Brazilian studies. To be eligible, students must have successfully completed a minimum of three semesters of Spanish and be enrolled in Spanish II, Spanish III, or Spanish IV Honors. Students with a 3.3 GPA in Spanish and an overall grade of 85% in other classes will be offered the opportunity to apply.

### **Underclassmen Awards**

At the end of each academic year, SPA recognizes those students who have been diligent in their studies, active in the school community, and show the true spirit of a Padre. Teachers choose one student per grade & subject who best exhibits what it means to be a scholar in that specific subject. Students are then recognized during a schoolwide assembly for presentation of the awards.

### **Athletic Awards**

Team coaches and the Athletic Director host an annual Sports Awards Dinner for student-athletes. Outstanding Athlete, Sportsmanship, and Most Valuable Player awards are a sample of some of the awards given out for each sport.

The *Outstanding Athlete Award* is presented to a student who has demonstrated exceptional 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 their high school career, and has nonetheless remained coachable and committed to the team concept. The recipient is selected by a majority vote of the entire coaching staff.

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

The *Most Valuable Player Award* is given to those students who excel at a high level at their given sport, and represents our school with sportsmanship, integrity, fairness, and spirit.



## Senior Awards

Graduating seniors are recognized each year at Academic Convocation and presented with awards reflecting their effort over their entire career at SPA. The top three seniors in terms of class rank are chosen as the *Valedictorian*, *Salutatorian*, and *Master/Mistress of Ceremonies*, respectively. This is determined by the Dean of Academic Affairs in Quarter 4 and announced at Underclassmen Awards.

The top two awards presented at Academic Convocation are the *Bishop James Ruggieri Award* and the *North American Catholic Educational Programming Foundation (NACEPF) Leadership Award*. The Bishop James Ruggieri Award is presented to a graduating senior who has performed consistently above average in their academic work, participated in at least one interscholastic or club 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 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 third top award is the *Barbara A. Wright Award*, presented to a graduating senior who has, over the course of their enrollment at SPA, fully reflected the true spirit and mission of the Academy in their positive attitude, stellar character, and joyful commitment to spiritual, personal, and academic excellence.

In addition to these awards, seniors are chosen by the teachers in each academic subject who has represented the best of that discipline over their full high school career.

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

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

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

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

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

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

The *Mary Cipriano Excellence in Religious Studies Award* is awarded to a senior who has demonstrated a profound understanding of the essential teachings of the Catholic Church, especially as exhibited in their personal behavior and faith commitment.

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

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

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

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

# Extracurricular Activities

Students at SPA are highly encouraged to participate in extracurricular activities, and the school is committed to providing all students the opportunity to do so. All academically eligible students may try out for sports or take part in in-school, after-school, and other scheduled clubs and activities. For athletics and/or clubs that require a minimum standard and/or elections, the decision of the club advisor or coach (in conjunction with the Athletic Director) is final. Intervention by the Principal will only be in situations in which it can be demonstrated that decisions were arbitrary or unfair.

## Clubs

The Academy organizes a variety of clubs according to student interest, under the direction of faculty moderators, and meets at scheduled times before, during, or after the school day. Clubs currently or previously offered include:

Ambassadors' Club	Model UN
Art Club	National Art Honor Society
Chess Club	National Honor Society
Club 3107	Page-Turners Club
Debate Team	Peer Mentoring Program
Drama Club	Science Club
EXPLORE!	Sociedad Honoraria Hispánica
Gaming Club	Spanish Club
Jesus Band	Student Council
Leadership Engagement & Ambassador Program (LEAP)	Students for Life Club
Mock Trial	Yearbook Club
Model Legislature	

Other clubs and activities are welcome based upon student interest.

## Student Council

Each year, students are elected or appointed as members and/or officers of Student Council. Being a member of Student Council is a privilege; it is a leadership role entrusted to those elected as they actively participate in the intricacies of administrative work, such as the planning and carrying out of programs, projects, and activities, initiated by students, for students.

Freshmen Student Council members are elected each year in the fall, following their class retreat. Those elected will serve for the remainder of the year. For grades 10 – 12, students are elected in June of the previous school year. Officers are elected in a summer meeting. Students in grade 10 are eligible for the office of Secretary and Treasurer; students in grades 11 and 12 are eligible for all offices, including Vice President and President, though the latter two positions also require a previous year's service on Student Council. The President of Student Council cannot be President of the National Honor Society, National Art Honor Society, or Sociedad Honoraria Hispánica in the same academic school year. Students can hold up to two [2] executive positions in any combination of clubs or Honor Societies in the same academic year.

### **Prerequisites for Student Council Members**

- Follow all school policies and procedures as outlined in the Parent-Student Handbook (i.e., leading by example.)
- Regular, punctual attendance to school and all required activities
- No suspensions, excessive detentions, or excessive tardies (to school or an individual class(es))

### **Duties**

All Student Council members are required to:

- Attend and participate in all required meetings
- Attend and participate in all Student Council events
- Lead by example
- Have a positive attitude
- Serve as liaison between Student Council and the students' respective class (i.e., communicating with their class regarding Student Council events)

Members of Student Council and their parent/guardian are required to sign a contract with the Student Council Advisor that provides a detailed explanation of the prerequisites, expectations, and duties.

# Athletics

Student-athletes serve as positive role models in the SPA community and beyond. Healthy athletic competition builds character and allows for exposure to leadership opportunities not usually found in a classroom.

SPA is a member of the [Rhode Island Interscholastic League \(RIIL\)](#) and proudly provides a growing athletic program for all grades. The Academy currently offers students athletic opportunities competing in the RIIL in boys' and girls' soccer, football, boys' and girls' basketball, boys' and girls' swim, boys' volleyball, baseball, softball and boys' and girls' outdoor track and field. Cheerleading is also available for student participation at a non-competitive level.

Students are required to submit required athletic forms to the Athletic Director prior to participation, and these forms will be maintained for the entire time the student attends the Academy. The Athletic Director and coaches publish all rules that come from the RIIL. Student athletes are responsible to coaches, the Athletic Director, Dean of Student Life, and the Principal for their behavior and conduct. Coaches are responsible to the Athletic Director and the Principal for the way in which they conduct themselves at practices and competitions.

## **Honorable Competition**

The culture of our Athletic Program is consistent with our mission. Therefore, the St. Patrick Academy's Athletic Program is committed to upholding the expectations of honorable competition. Coaches and the Athletic Director will meet with team captains and engage in a discussion of what honorable competition means; it is the responsibility of the team captain(s), coaches, and Athletic Director to promote such behavior among teammates.

All student-athletes should prioritize their academics over athletics, and in terms of their athletics, they should prioritize integrity, fairness, and respect. Student-athletes' goals are to:

- Exhibit good sportsmanship in all scenarios
- Respect players, coaches, referees, fans, and the rules of the game
- Never engage in or respond to inappropriate or disrespectful behavior

Student-athletes serve as spokespeople for SPA and therefore represent the school in athletic competition. Student-athletes' actions are viewed by family and friends, opposing fans, the local community, and the media. Good sportsmanship is always a must.

## **Student-Athlete Academic Requirements**

SPA values the benefit of traditional academic learning as well as the experience and growth from participation in athletics. However, academic learning is the top priority for all students, teachers, coaches, administrators, and the Athletic Director.

During a sport's season, student-athletes are expected to have no grade lower than a 65/D per marking period. Should a student earn less than a passing grade in two courses per marking

period, they will be ineligible to participate in practice, games, and other athletic-related activities. Should a student not meet this requirement or be placed on AP or DP, they may be pulled from practice and/or games until their grades have improved or for a grading period, as determined by the Dean of Student Life in conjunction with the Athletic Director.

Students with unserved detention cannot attend practice(s) or other athletic meetings, games, and gatherings until that detention is served.

All Student-Athletes and a parent/guardian are required to sign an Athletic Contract every year that is kept on file by the Athletic Director acknowledging all Student-Athlete requirements and expectations.

# Student & Staff Liability

Students are welcome and encouraged to participate in athletics or activities outside of school hours. Students are always responsible to themselves and the faculty member or administrator in the classroom or activity.

## **Clubs & Activities**

Students participating in extracurricular activities and clubs are under the supervision of the club advisor/moderator and the Dean of Student Life.

## **Athletics**

Students participating in after-school athletics, including practice, are under the supervision and direct responsibility of the coach(es) and the Athletic Director. Students not participating in athletics are not allowed to watch or congregate on the mezzanine.

## **Academic Assistance**

Students receiving academic assistance with a classroom teacher are under the supervision of that teacher. Students participating in after-school tutoring are under the supervision of the Dean of Academic Affairs.

Students not involved in extracurricular activities are expected to leave the building promptly at the end of the school day. Those waiting for transportation are responsible to themselves, the school, and their parents/guardians. Weather permitting, students may wait outside. Otherwise, students will wait in a space appointed by the Dean of Student Life. Students are not allowed to congregate in stairwells or the mezzanine.

For all the above, staff members' responsibilities must include remaining with all involved students until they are picked up by a parent/guardian.

SPA is not responsible for students who remain on school property after 3:00 PM if they are not participating in a scheduled sport, club, or activity as mentioned above.

# Technology

The best support for the Academy’s mission requires equitable access to the best technologies and resources to challenge students and enrich their learning. Technology, in all its forms, is a resource SPA uses to support student growth and learning, and therefore, a 1:1 device policy has been implemented for students. The individual use of the device is a way to empower students to maximize their full potential and to prepare them for college and beyond. Having access to this in school, as well as at home, enriches all students’ learning experiences and promotes responsible use of ever-changing technologies.

## Google Workspace for Education Notice to Parents/Guardians

As a requirement for enrollment, parents/guardians and students must sign the St. Patrick Academy + Google Workspace for Education Agreement. This describes the personal information SPA provides to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts. Using their Google Workspace for Education accounts, students may access and use the following “core services” offered by Google ([for further description of Google’s Services Summary, click HERE](#)).

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chat
- Google Chrome Sync
- Google Meet
- Google Vault
- Groups for Business
- Jamboard
- Keep
- Migrate
- Sites
- Task

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workplace for Education Privacy Notice. [That can be read online by clicking HERE](#). This notice should be read in its entirety. Below are the answers to some frequently asked questions.

- What personal information does Google collect?
  - When creating a student account, St. Patrick Academy (SPA) may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education Account.
  - When a student uses Google core services, Google also collects information based on the use of those services. This includes:
    - Account information, which includes things like name and email address.
    - Activity while using the core services, which includes viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.



- Settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
    - Location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
    - Direct communication. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support.
  - How does Google use this information?
    - In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information.
  - Does Google use student personal information for users in K-12 schools to target advertising?
    - No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.
  - Can my child share information with others using the Google Workspace for Education account?
    - Google may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it or shares it again, that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. Users sharing information publicly may become accessible through search engines, including Google Search.
  - Will Google disclose my child's personal information?
    - Google will not share personal information with companies, organizations, and individuals outside of Google except in the following cases:
    - With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:
      - View account information, activity, and statistics;
      - Change your child's account password;
      - Suspend or terminate your child's account access;

- Access your child’s account information to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student’s ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent. For external processing: Google will share personal information with Google’s affiliates and other trusted third-party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures. For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation, or disclosure of the data is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

- What choices do I have as a parent or guardian?
  - First, you can consent to the collection and use of your child’s information by Google. If you don’t provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child’s information as described in this notice.
  - Suppose you consent to your child’s use of Google Workspace for Education. In that case, you can access or request the deletion of your child’s Google Workspace for Education account by contacting your school administrator. Suppose you wish to stop further collecting or using your child’s information. In that case, you can request that we use the service controls available to access personal information, limit your child’s access to features or services, or delete personal information in the services or your child’s account entirely. You and your child can also visit <https://myaccount.google.com> while signing into the Google Workspace for Education account to view and manage the personal information and settings of the account.
- What if I have more questions or would like to read further?
  - If you have questions about our use of Google’s Google Workspace for Education accounts or the choices available, don’t hesitate to get in touch with [mluzzi@stpatsri.org](mailto:mluzzi@stpatsri.org) if you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](#), the [Google Workspace for Education Privacy Notice](#), the [Google Privacy Policy](#), and the [Google Cloud Privacy Notice](#).
  - The Core Google Workspace for Education services are provided to use under [Google Workspace for Education Agreement](#) and the [Cloud Data Processing Addendum](#).

### **Acceptable Use Policy (AUP)**

All devices in use at St. Patrick Academy (SPA) are subject to the responsibilities and restrictions of school policy as well as the SPA Acceptable Use Policy (AUP). This applies to all devices, including but not limited to school-issued computers or tablets, personal computers, cell phones, headphones or earbuds, and smart watches.

In all settings, SPA students are responsible for their appropriate conduct and work using any type of technology (including Chromebooks, laptops, cell phones, social media, etc.). Conduct and work must reflect the school's commitment to integrity, honesty, and respect for others. Because all students and parents/guardians are required to review and sign the Parent-Student Handbook form each year, they are confirming their support of, compliance with, and understanding of all terms and conditions in the AUP. All students utilizing technology at SPA are required to follow the expectations below.

### **Possession and Ownership**

During the school year, students retain sole responsibility for their SPA-issued device and related equipment. This equipment remains the property of SPA at all times. Students must return their devices and related equipment at the end of the school year or when withdrawing from the school in the same condition as they received it.

While technology is an integral part of learning and life, it is understood that SPA-provided technology is a privilege and not a right. The use of SPA-issued technology is non-transferrable to any other person or group.

### **Collection and Inspection**

Devices are subject to routine monitoring by teachers and administrators, and students should not expect privacy regarding the contents of any files, emails, software, or content that are saved on Academy technology or personal technology used in an academic setting. Failure to return any piece of equipment upon SPA's request, at any time, will result in disciplinary action.

### **Software**

School-issued software is installed prior to the start of each school year. The software and programs originally installed by SPA must remain on the device in usable condition and must be easily accessible. Personal content should be kept to a minimum and may be removed as deemed necessary by the Administrative Team.

### **Technical Issues**

If a student experiences technical difficulties related to inappropriate use, the device will be restored to its original configuration. SPA does not accept responsibility for the loss of any software or files that may be lost during this process.

### **Care of Devices**

Each student is responsible for the care and upkeep of their SPA-issued technology and are required to keep it safe, charged, and in good working condition. Students are strongly encouraged to by a protective case to avoid accidental damage. Students should also take precautions, such as:

- Carefully inserting and removing cords
- Never leaving your device in an unlocked locker, classroom, or other unsupervised area
- Never storing/consuming food or liquid near the device

- Never damaging or losing the device, as it is the student's responsibility and costs may be incurred for repair/replacement
- Never taking the device out of the country

Screens are fragile and can easily be damaged. Be sure to avoid placing pressure or weight on the screen. Chargers or cables should be cared for and stored in a way that prevents damage or tangling.

If a student incurs multiple maintenance or repair issues, there may be disciplinary action as well as financial liability.

### **General Use**

Devices are intended for daily use, and students are expected to bring them to school each day, fully charged. Devices must be password protected and students are not to share this with anyone other than their parents/guardians. If a student suspects a security problem, they should report it immediately to an administrator.

Students are expected to bring their fully charged device (and charger) to school every day. Repeated failure to do so will result in disciplinary action. If a student forgets their device at home, loaners are not available, and the student is responsible for any work they cannot complete subject to course requirements.

Student responsibilities include all criteria of this AUP, and are reminded that they are to:

- Use their device in a responsible and ethical manner
- Report any damage, errors, or loss to any equipment immediately to SPA
- Obey school rules concerning behavior and communication
- Secure their device and protect all work and information
- Store all work on their Google Drive
- Back up their data on a regular basis

It is the student's responsibility to ensure their work is not lost due to mechanical failure or accident, as this is not an acceptable excuse for not submitting work. Therefore, students should always store their work on their Google Drive and save work frequently. In the case that SPA suffers a wireless network failure (if the network is down), SPA is not responsible for lost or missing data.

### **Student Email**

Students are issued an SPA email upon enrollment and are expected to use it for all academic work and communication. Students are also responsible for all content contained in this account.

### **Personalization**

SPA administration understands students like to personalize their devices. This is allowable within reason and if the following conditions are met. Students are not allowed to have:

- Inappropriate media or content of any kind, including but not limited to photos, wallpapers, images, music, sounds, files, programs, or games
- Pornographic materials, inappropriate language including swear words, discriminatory language, or hate speech
- Any media or content that restricts the students from using the device as intended
- Any content that detracts or distracts from the classroom or school environment

If students choose to decorate the outside of the device (i.e., put stickers on it), they must be removed without any residue before turning the device in at the end of the year. If stickers are not removed or if residue is left on the device, it will be considered vandalism and treated as such. Any personalization must align with the school mission, philosophy, and Code of Conduct.

### **Photos, Video, and Audio**

Storage is allowed for photos, video, and audio on the device if they meet the criteria listed under “Personalization” above. Students are not allowed to take photos or record audio or video of any teacher, staff, or student without their permission.

### **Music, Games, and Programs**

Students may not access games, music, or other programs during class time that are not intended for educational use. Teachers have the right to determine what constitutes educational use.

### **Vandalism**

Students cannot write on or mark their devices. SPA-issued technology cannot be defaced in any way, including destroying, modifying, or abusing the device.

### **Personal Laptop Use**

Students are expected to use only their SPA-issued device in school for the completion of all school-related work. If there is a valid reason, as determined by the Dean of Student Life, a student may be allowed to use a personal laptop. A student must receive permission for this prior to use.

Students must connect their devices (including cell phones) to SPA’s wireless network. Cellular data or “hotspots” must be turned off on their phones or other devices. Hotspot use is strictly prohibited.

### **Parent/Guardian Responsibilities**

Parents/Guardians are expected to reinforce the importance of good digital citizenship and the standards as stated in this policy. Parents/Guardians are expected to monitor their child’s use and care of the device in a manner that meets this AUP policy.

### **Strictly Prohibited Activity**

In addition to meeting the criteria of this AUP, the Code of Conduct, and public law, students are expressly forbidden from:

- Changing settings, such as removing the device from the SPA domain

- Bypassing internet filtering in any way, including through a proxy server, VPN, hotspot, or cellular data
- Illegally installing, appropriating, or transmitting copyrighted, inappropriate, or illegal material
- Using the device for non-academic purposes during academic time
- Taking photo, video, or audio of any person without their permission
- Sending, accessing, uploading, downloading, or distributing any harassing, demeaning, offensive, profane, threatening, pornographic, obscene, sexually explicit, or violent content or materials
- Using a screen protector that prohibits others from viewing the screen
- Accessing and using schoolwork for sale for any academic work, such as research papers or projects
- Spamming – sending mass and/or inappropriate emails
- Gaining access to and using other students, teachers, or administrators’ devices, accounts, files, and/or data and/or sharing others’ information or files without permission
- Using the school network, internet, or email for financial or commercial gain or for illegal activity, such as illegal file-sharing, forgery, or fraud
- Using any form of anonymous and/or false communications
- Vandalizing any SPA-owned technology
- Attempting to repair any device on their own or through an outside source
- Using or possessing hacking software or computer viruses
- Attempting to gain unauthorized access to any technology, files, or documents, or go beyond authorized access by using another person’s account or login
- Representing themselves as someone else by using their account, name, or other information, or create any pages, accounts, etc. online, including social media sites, in the name of anyone else, be it a student, faculty or staff member, or administrator

### **Legal Propriety, Copyright, and Trademark**

All students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity from consequences of non-compliance. Students must follow all [Academic Integrity](#) policies regarding cheating and plagiarism in this handbook. This includes using translation software, and any website, app, or other means intended for plagiarism or cheating in any subject or class.

The name and logo of the Academy and any variation are restricted for use as approved by the administration. They cannot be used in any format online, including games or social networks, without permission.

### **Limitation of Liability**

SPA works diligently to ensure the integrity and proper functioning of all its technology and technology systems, but the Academy makes no guarantee that the functions or services provided will be error-free or without defect. SPA 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, nor is the Academy responsible for the accuracy or quality of the information attained through or stored on its technology. SPA is not responsible for financial obligations arising from the unauthorized use of its technology.

Parents/Guardians are responsible for filing and/or providing a police report if SPA-issued technology is stolen.

SPA is not liable for any files or data on student technology after the student withdraws or graduates from the school. Students are encouraged to save their work on a USB drive or an individual cloud prior to withdrawal or graduation.

In summary, SPA students will use any technology (school-issued or personal devices) for the sole purpose of furthering their education as it relates to their coursework and will do so in a respectful manner.

### **Violation of the Acceptable Use Policy (AUP)**

Violation of the AUP in any way is subject to disciplinary action as stated in this AUP, in the Code of Conduct, and all local, state, or federal laws. All members of the SPA community will use all available technological devices and the school's network in a responsible, ethical, and legal manner.

SPA reserves the right to confiscate and search any device to ensure compliance with the AUP, school policies, or the law. Students must comply with rules regarding use of devices set forth, and if asked to surrender the device, they must immediately unlock it (if applicable) and surrender it to the staff member making the request. An individual search will be conducted and, if needed, the Academy will cooperate with diocesan, local, state, or federal officials in any investigation deemed necessary. Students deemed in violation of the AUP will be informed and will have the opportunity to present an explanation to school administrators and other authorities as deemed necessary.

Consequences vary depending upon the nature of the violation, but can include restrictions on technology use, suspension or expulsion, or parents/guardians incurring a financial cost to repair any problems because of the violation.

The student and parent/guardian signatures of the Parent-Student Handbook Form are binding and indicates the person(s) who signed it has/have read the terms and conditions carefully, understands the content therein, and agrees to comply with the policy as written.

# General Policies

## **Emergency Procedures**

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

During drills, all people must quickly and quietly vacate the building. Upon hearing the signal, students are to stop all activity, leave materials in place, and proceed to the designated exit and standing area where they will remain until an administrator allows re-entry. Upon re-entry, students will immediately resume their activities.

Elevator use is prohibited in all drills. During lockdown drills all doors are locked, shades are drawn, and students kept quiet until the emergency has passed.

## **Students with Physical Disabilities**

Any person with a disability preventing them from using the stairs will go to the landing of the closest stairwell during a fire or evacuation. Teachers will escort any students in their class and stay there with the student during a drill. In an actual emergency, faculty, staff, and administrators will assist students out of the building or wait on the stairwell landing until emergency personnel arrive (if possible).

## **Safety and Security**

SPA is keenly aware of the need for vigilance regarding the security of school grounds and safety of our students.

The side door in the large parking lot is unlocked every morning from 7:00 AM until 7:45 AM. While unlocked, a member of the Administrative Team will be at the door to greet students. All late arrivals or visitors must enter through the main entrance, which is locked and features a security buzzer, release, and camera controlled by the Main Office. Visitors report immediately to the Main Office to sign in and obtain a visitor's pass.

*Students should never open an outside door for anyone at any time for any reason.*

Other security measures include strategically placed security cameras both inside and outside the school. All employees, volunteers, and regular vendors are subject to thorough background checks and direct supervision by appropriate Academy personnel. Please be advised that patrons of Mary House Food Kitchen have access to a food pantry at regularly scheduled times each week via its own entrance and area in the large parking lot. Patrons of this program are restricted from accessing the interior of any part of the building. Those overseeing this program are responsible to the parish and Pastor.



### **Weather Delays, Cancellations, & Early Closures**

SPA is committed to the safety of our students, and should weather or other emergency dictate, the Academy may have to delay opening for the day, dismiss students early, or close school completely. The decision to do so is made by the Principal. Should the Principal choose to cancel or delay school, parents/students will be notified through automated phone, text, and/or email, as well as local news channels. [Parents can sign up for these alerts online via the RI Broadcasters Association.](#)

The decision to cancel or close school is a serious one, and families will be notified as quickly as possible. While some situations arise quickly, the Academy will make every effort to notify the school community by 5:45 AM or one hour prior to closing early. School days lost to bad weather or other emergencies may be required to be made up at the end of the school year.

### **Student Drivers**

Legally licensed student drivers who have parental approval are allowed to drive to school but must first obtain permission from the Dean of Student Life and then complete the SPA Parking Request form. Those approved can park in designated student parking. Those who have not received approval from the Dean of Student Life will not be allowed to park in the school lot.

Students are not allowed to go to their vehicle during the school day unless there is an emergency and only with permission from an administrator. Students are expected to drive slowly and cautiously entering the lot, leaving the lot, and while in the lot. Dangerous behavior or loud/offensive music is not allowed. Consequences will be assigned as deemed appropriate by the Dean of Student Life.

### **Lost and Found**

SPA's Lost and Found is located in the Main Office on the first floor. The school is not responsible for any textbooks, personal property, or valuable items that are misplaced or left unattended.

### **Water Bottles**

All students are allowed to carry a capped water bottle for use at any time during the school day. Parents/Guardians must provide this for the student, and it is recommended that a reusable bottle be purchased for this use. Students are not allowed to have other drinks, such as coffee, tea, or juice, or sodas in class.

### **Make-Up Work**

Whenever a student is absent, it is their responsibility to contact their teachers regarding missed work. Students have the same number of days, regardless of reason, to make-up the missed work while they were absent. For example, if a student is absent for two consecutive days, they will have two consecutive days to make up work that was assigned during those days. Work that was due during an absence is due upon return to school. Students with lengthy absences due to illness or other legitimate concern may receive more time and/or a make-up schedule as allowed by the Dean of Academic Affairs.

Make-up work options for unexcused vacation absences will be determined by the Dean of Academic Affairs, in conjunction with the Dean of Student Life and the Principal specific to the student, and cannot be altered by classroom teachers, students, or parents. It is essential that parents/guardians contact the Dean of Academic Affairs at least one week prior to the absence.

### **Racial or Otherwise Offensive Language**

In following the teachings of the Church, the use of vulgar or obscene language will not be tolerated for any reason. This includes racist language. There is no acceptable use of racist language (i.e. the “N” word) and “joking around” is never acceptable, even among friends. This type of language is hurtful and harmful. Offensive language also includes swear words, bigoted or misogynistic language, or other derogatory language used against a person for any reason (i.e., ethnicity, culture, religion). This has no place in our community, and students will face consequences for using this language, up to and including suspension or expulsion for repeated offenses.

### **Transferring or Withdrawing**

Should a parent/guardian choose for their child to transfer to another school, the parent/guardian must submit a written, signed records request to the Dean of Academic Affairs who will send an official transcript directly to the school of choice. The Office of Academic Affairs will forward all academic and health records to the new school once notification of acceptance has been received. These records are never given directly to a student or parent/guardian.

All school-owned property, such as textbooks, Chromebooks, or other property must be returned to the Academy. Fees and tuition payments are charged based on a pro-rated basis and must be paid in full prior to records being forwarded to another school.

### **School Records**

The Principal, in conjunction with the Dean of Academic Affairs, is the caretaker of all official academic records and files, as well as all student health records in conjunction with the School Nurse. All scheduling, grading, course selection, registration, enrollment, transfers, and transcript requests are handled according to school and diocesan policy, as well as relevant law.

Parents/Guardians and students may review the contents of a student’s file upon request; the file must remain on site and copies are not allowed.

#### **Access to School Records**

Student files are held in the strictest confidence, utilized as needed by administrators or faculty through the Dean of Academic Affairs and the Principal. Parent/Guardians and students may review their own record in conjunction with the Dean of Academic Affairs or the Principal. Original files remain on campus at all times.

Transcript requests are to be made directly to the Office of Academic Affairs. Official transcripts will be sent directly to the school or other entity the parent/guardian requests (and not to the student or parent/guardian). This request must be signed by the parent/guardian. Official transcripts bear the school seal and the signature of the Principal. Official transcripts are never given directly to students or parents/guardians.

The Office of Academic Affairs can provide a copy directly to students, but these will be clearly marked as unofficial transcripts.

Students who transfer out of SPA will have their confidential records forwarded directly to their new school. Only the official transcript remains on record at the Academy. Records are kept for all students after graduation for a period of five years. After that time, the transcript is kept but all other material is destroyed.

### **Valuables**

Students are cautioned that bringing valuable items such as money, expensive jewelry, or electronics is done so at their own risk. Students are responsible for their personal property at all times. SPA is not liable for these items.

### **Fundraising**

Any school group, club, or class that wants to pursue fundraising activities must get approval from the teacher or advisor, the Principal, and the Pastor before beginning any fundraising activity, including requesting money from others or entering into any contract or agreement with an outside organization. Those wishing to sell items before, during, or after the school day on school property must have express permission from the Principal.

The faculty member overseeing the class or club will be responsible for all funds, which are to be deposited daily. These funds will be kept and held in a secure place and can only be used for expenditures with permission of the Principal.

### **Non-Custodial & Non-Resident Parent Rights**

The guiding principles of St. Patrick Academy are to protect the best interests of the child, obey the law, and remain a non-participant in a dispute between parents/guardians. If a student's parents/guardians are divorced, the parent with legal custody must notify the school of any situation and/or court orders that are in force. To comply with court orders, the Academy must receive copies of any legal orders related to custody issues and/or communication with non-custodial parents. Without this documentation, report cards and other student progress may be sent to the non-custodial parent, if the non-custodial parent/guardian makes a written request to the Dean of Student Life. In this situation, permission of the custodial parent/guardian is not required.

In cases where parents/guardians of a student who have never been married, all communications regarding the student will be handled through the parent/guardian who registered the student and with whom the student resides, assuming they are one and the same person. The non-resident parent may request, in writing to the Dean of Student Life, copies of those communications, such as report cards and other student progress.

Access to the student during school hours by the non-resident parent will be granted if the resident parent does not object. If the resident parent does object, the Principal will meet with both parents with the objective of attaining an agreement acceptable to all parties. However, a non-custodial parent/guardian does not have the right to visit the student during school time or to remove the student from school without the written permission of the custodial parent/guardian.

### **Use of Personal Information**

SPA is charged with the responsibility of recruiting students, promoting the Academy, and future development. All students and parents are expected to cooperate with the activities related to these needs. Among these needs are the use of SPA students' names, photographs, and/or audio or video recordings. In signing the Student-Parent Handbook Agreement, parents/guardians and students give permission to SPA's use of the items mentioned above in appropriate and respectful manner for its informational and promotional needs during the students' career at SPA and after graduation.

SPA does not collect social security numbers for students or parents/guardians. Parents/Guardians do provide this information as part of the FACTS Tuition Application as required for the financial aid process; those forms are destroyed and social security numbers are encrypted through the FACTS process. All other personal information of students and parents/guardians will be stored in a confidential and secure manner.

### **Publication Policies**

Preserving the reputation of SPA and its faculty, staff, administration, and entire school community is essential in all published materials. Publications including (but not limited to) yearbooks, newsletters, promotional or informational material, faculty or administrative letters, or posts on social media are considered public documents of SPA. As such, they display or express views attributed to the Academy. School publications are not used as a platform for personal beliefs or statements of the publications' writers, editors, or advisors when those beliefs or statements directly contradict or mock Church teachings or school mission.

# General Services

## Academic Planners

Every student is provided with their own academic planner (also known as their agenda) at the beginning of every year for use in organization of assignments and activities. Additionally, the agenda serves as the hall pass for each student. If a student requests to leave class (i.e., to use the restroom or go to the nurse), they must fill out the appropriate section (including time) and obtain teacher approval and signature. Students must use their planner for their hall pass; if a student is without it, they will not be allowed to leave the room. If a student loses their planner, they are expected to cover the cost to purchase another one (\$10).

## Textbooks

Students are required to obtain their textbooks from their local city or town school department, except for students residing in Providence and East Providence, who obtain their textbooks directly from SPA. SPA does not maintain extra textbooks for students who are supposed to get their books from the school department. Textbooks remain the property from the school department from which they were loaned. Students are expected to take care of these textbooks and cover them to protect them from damage. When textbooks are returned at the end of the school year and found to be in poor condition, the parent/guardian will be required to compensate the school department for its full (new) value; this is also a requirement for any lost textbooks. 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.

## Lockers

All students are assigned an individual locker at the start of the school year for the storage of books, supplies, and personal property. While these lockers are provided for the student's use, they remain the property of SPA, and the Academy reserves the right to inspect these lockers at any time.

### Student-Athlete Lockers in Locker Rooms

Student-athletes also have access to lockers in the athletic locker rooms, but students must provide their own lock. It is highly recommended that athletes use the lockers with a lock. SPA is not liable for any student items in lockers or the locker room.

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

## Transportation

SPA does not provide transportation to and from school each day. [However, students living in certain regions as determined by the RI Department of Education can request bussing from their city or town's school department via their transportation request form on their website.](#) It is the

responsibility of the parent/guardian to request this from their city or town's school department before the start of school each year.

Students residing in Providence are provided with RI Public Transportation Authority (RIPTA) bus passes. Students living within one mile of the school do not qualify for transportation.

### **Campus Ministry Team**

As a Catholic school, firmly rooted in Catholic spirituality, SPA focuses on building a school faith community via our Campus Ministry program. Under the direction of the Campus Ministry Team, this program's goals complement the family in its primary role in religious education, to support the parish as a center of Catholic life and extend the teachings of Catholicism to a lived faith experience. The Campus Ministry program recognizes the many gifts within our SPA community and calls forth those gifts for service and ministry to the Church and larger community.

The Campus Ministry Team oversees and plans events and activities that foster spiritual growth and development through daily prayer, weekly Mass, other liturgical services, service work, and annual retreats for each class. Campus Ministry objectives include:

- Familiarizing students with the Gospel message of peace, justice, and love through active learning and participation in prayer and worship experiences
- Building a community of faith where all members of the community accept and respect one another
- Awakening the desire of students to use their gifts in service to others

The Pastor is the Academy's chaplain, presiding over the sacramental life of SPA and is available to students seeking the sacraments and spiritual counseling.

### **Breakfast & Lunch Program**

Both breakfast and lunch are available for students each day in the cafeteria. Breakfast is available from 7:00 AM – 7:35 AM. Lunch is served from 12:05 PM – 12:30 PM Monday – Thursday and 12:43 PM – 1:15 PM on Fridays.

Students who qualify under federal guidelines for free breakfast and lunch do not pay for these meals; students who qualify under these same guidelines for reduced breakfast and lunch, are charged 30 cents for breakfast and 40 cents for lunch. All other students pay \$1.50 for breakfast and \$2.20 for lunch. Parents must apply and are notified by letter at the beginning of the school year as to whether they qualify for free or reduced meals.

Students do not pay when they receive their meals; instead, parents will be billed at the end of each month for the number of breakfasts and/or lunches their child has taken. Parents are expected to make these payments each month during the school year. Students whose parents fail to make full payment of the amount they owe by the end of the school year will not be allowed to participate in the lunch program during the following school year until the full amount is paid.

SPA also recognizes that hunger is a serious impediment to learning. Therefore, no child who wants a meal will be denied one because of an inability to pay. The purpose of this policy is to ensure that eligible children are certified for free and reduced-price school meals.

Students can bring food to the cafeteria before school for breakfast or for lunch. These can be kept in the student's locker or in the refrigerator provided for student use. However, the delivery of food to the school from food delivery services or parents during the school day is not allowed. All food and drink must be consumed in the cafeteria. Food and beverage items, except non-disposable water bottles, are not allowed in the classrooms or library unless expressly allowed by an administrator directly supervised by a faculty or staff member.

Students are required to have lunch in the cafeteria. Should there be a club meeting or other need for a student to meet with a faculty member, it is the student and faculty member's responsibility to request permission from the Dean of Student Life.

All students are expected to take responsibility for any mess they make and clean up after themselves, as well as helping maintain the general cleanliness of the cafeteria. 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.

### **Health Services/School Nurse's Office**

The School Nurse is available daily for both primary care and emergencies.

#### **Health/Immunization Records**

Rhode Island law requires SPA to maintain health records, including proof of immunization, for every student. Incoming 9<sup>th</sup> graders are required to have a physical to attend SPA. Parents/Guardians are responsible for ensuring a student's health records are sent from their previous school to SPA. New students are also required to submit proof of immunization prior to being allowed to attend school.

#### **Medication**

Students are not allowed to carry medicine, prescription or over-the-counter (OTC), on school grounds and at school-related activities (except inhalers as approved by the School Nurse). For a student to take medication while at school, parents/guardians are required to notify the Nurse's Office in writing of the type of medication, reason for use, duration of use, and times during the school day when it needs to be taken. If a student has a life-threatening medical condition that would necessitate a staff member administering medication, injection, or other treatment, parents/guardians must follow the protocol above.

Parents/Guardians choose which OTC medications the Nurse is allowed to give their child upon their electronic enrollment/re-enrollment. It can be changed at any time by accessing the [FACTS Family Portal](#).

The Nurse communicates directly with a parent/guardian if their child is ill or injured to determine if dismissal is needed. Should dismissal be required, transportation remains the responsibility of the parent/guardian.

In scenarios where students have a history of ongoing, frequent, or common complaints, such as sore throat, headache, or allergies, the parent/guardian should consult their family physician as the Nurse is not equipped to treat ongoing health concerns.

### **Emergency Care**

In certain conditions or emergencies, SPA cannot provide the appropriate and necessary care for a student. Should this occur, students may be transported to Rhode Island Hospital or Hasbro Children's Hospital. An administrator will contact the parent/guardian to go directly to the emergency room. Parent/Guardian permission is needed to treat and the student will remain at the hospital until a parent/guardian arrives. The decision to give SPA permission to treat in case of emergency can be changed through [FACTS Family Portal](#).

### **Contagious Disease**

After recovery from a contagious disease (COVID-19, measles, mumps, chicken pox, etc.) students are required to have a "good health" statement from a physician before they return to school. SPA enforces all applicable health regulations.

### **Pregnancy**

Should an SPA student become pregnant during her career at SPA, the Academy will support efforts to complete her education. Guidance and counseling will be made available through the Office of Academic Affairs, who may also make referrals to outside counseling services.

### **Insurance**

All students enrolled at SPA are covered by a school-time insurance policy. This insurance also covers transportation to and from school, as well as all athletic activities, 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/guardians, physician, and hospital must sign the claim. It is the parent/guardian's responsibility to attend to these matters and to mail the claim to the insurance company within 90 days of the accident. Please note that this school insurance is supplementary to the family's primary insurance.

### **Library**

The SPA library serves as an informational center and is an important resource in terms of fostering student growth. It is a quiet environment for study, research, and/or academic work. Books may be borrowed for two weeks. Students who have not returned books by the end of the school year will be charged for the cost of those books. Students are not allowed to be in the library if there is no faculty member present, including during lunch and before and after school.



**Policy Changes**

St. Patrick Academy reserves the right to amend policies and procedures as outlined in the Parent-Student Handbook as well as any other policies and procedures at any time. Students and parents/guardians will be notified electronically of any changes that occur during the school year.



# St. Patrick Academy Student Conduct Agreement

Being a student at St. Patrick Academy is both a privilege and a responsibility. Enrolling as a student at SPA indicates your desire to learn in a safe, secure, positive, and consistent environment. You play an essential role in making the Academy a school of excellence. By agreeing to uphold the following conditions, you are stating your desire to pursue spiritual, personal, and academic excellence.

Your signature below represents an agreement between you and St. Patrick Academy to maintain the best possible learning environment. The parent/guardian's signature represents an agreement between them and St. Patrick Academy to adhere to and reinforce these expectations.

Signing and returning of this form is a requirement for enrollment at SPA.

**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.**

- I will maintain my personal dignity in all I say and do.
- I will be a person of integrity – being honest and trustworthy.
- I will respect the rights of others to learn and the duty of my teachers to teach.
- I will respect all faculty, staff, and administration, as well as my fellow students.
- I will show compassion and understanding for others.
- I will only make comments to and about others that are positive, respectful, and constructive.
- I will use appropriate language both in and out of class.
- I will respect the personal belongings and personal space of others.

**Strive for excellence in all that I do.**

- I will focus my attention on all class activities for the duration of class.
- I will be an active listener and ask questions when I do not understand completely.
- I will use my academic planner/agenda, FACTS Portal, and Google Classroom to keep track of assignments and grades.
- I will take care of my textbooks and learning materials.
- I will complete all work to the best of my ability and submit all assigned work by its due date/time.
- I will study regularly to prepare for assessments.

**Follow the rules and policies of the Academy.**

- I will be on time for school and class.
- I will follow all rules as stated in the Parent-Student Handbook.
- I will follow the rules of each class (i.e., science lab).
- I will respect all church, school, and personal property by not taking, damaging, or defacing it.
- I will be prepared for every class by bringing all necessary materials.
- I will be cooperative in all interactions with fellow students, faculty, staff, and administration.
- I will be responsible and accountable for my own work. I will not plagiarize or cheat.
- I will be a positive example and not a negative influence.

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Student Signature

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Student Name (Printed)

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Date

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Parent Signature

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Parent Name (Printed)

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Date



## St. Patrick Academy + Google Workspace for Education Agreement

St. Patrick Academy (SPA) uses Google Workspace for Education, which requires your permission for SPA to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google (i.e., Google Docs, Google Classroom, etc.) used by millions of educators and students worldwide. Students use their Google Workspace for Education account daily – to complete assignments, communicate with teachers, and learn 21<sup>st</sup> century digital citizenship skills.

The full notice is included in the Parent-Student Handbook found online on the Academy’s website under the Parents tab. It provides answers to common questions about what Google can and cannot do with your child’s personal information, including:

- What personal information does Google collect and does Google use this information?
- Will Google disclose my child’s personal information?
- Does Google use student personal information for user in K-12 schools to target advertising?
- Can my child share information with others using their Google Workspace for Education account?

Please read the full notice carefully, and contact Mr. Mark Luzzi, IT Director, with any questions at [mluzzi@stpatsri.org](mailto:mluzzi@stpatsri.org) or by calling him at 401.421.9300.

Signing below indicates that you’ve read and discussed the full notice within the Parent-Student Handbook with your child. It also indicates that you consent to St. Patrick Academy creating and maintaining a Google Workspace for Education account for your child and for Google to collect, use, and disclose information about your child only for the purposes described in the full notice within the Parent-Student Handbook.

Please be advised that should you choose not to consent, a Google Workspace for Education account will not be created for your child, which is a requirement of enrollment.

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Student Signature

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Student Name (Printed)

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Date

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Parent Signature

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Parent Name (Printed)

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Date



# St. Patrick Academy Parent-Student Handbook Agreement

By signing below, we acknowledge that we have read and reviewed the St. Patrick Academy Parent-Student Handbook as found on the SPA website.

In signing, we agree to follow and support all the policies as stated in the Parent-Student Handbook and in this document.

Signing and returning of this form is a requirement for enrollment at SPA.

Student Name (Printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_