



# Parent-Student Policy Handbook

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## **MISSION STATEMENT**

We, the faculty, staff, and administration of Saint Benedict Academy, are committed to the spiritual, intellectual, and social development of each child in a Christ-centered environment that nurtures Christian values and fosters academic excellence. Aware of the dignity and uniqueness of all our students, we strive to cultivate their talents and to develop in them a sense of personal integrity and social responsibility.

## **PHILOSOPHY**

Saint Benedict Academy is a community of faith, dedicated to living the Gospel message as well as carrying out the threefold purpose of Christian education:

- Proclaiming the message of God revealed by Jesus Christ
- Building fellowship in the life of the Spirit
- Providing service to the Christian community

We value and respect each person regardless of creed or ethnicity, and strive to create an environment where each person's talents, gifts, and abilities may be developed.

## **GOALS AND OBJECTIVES**

### **Goals**

- To provide an understanding of Catholic truths and values which enable the student to live a meaningful life, consistent with the Gospel values of peace, justice, love, and freedom
- To develop the necessary tools of verbal and written communication, problem solving, decision-making, creativity, and knowledge that will prepare the student to live in the 21st century

### **Objectives**

#### **Spiritual and Moral Development**

- To provide regular opportunities for the spiritual and moral development of each student
- To display an attitude of acceptance and respect for each person because of his/her inherent dignity as a person and a child of God
- To foster respect for and obedience to authority, and to develop self-discipline and self-control
- To empower the student in understanding his/her responsibility to help others through prayer and example
- To help the student realize that religion is an integral part of life
- To provide regular instruction in the doctrines of the Roman Catholic Church
- To make each child aware of the principles and value of a moral life as contained in Catholic doctrine
- To witness commitment to Christian values and principles in day-to-day life

## **Intellectual and Cultural Development**

- To develop the knowledge and skills in language arts, social studies, mathematics, and sciences
- To develop an appreciation of music, art, and literature
- To expose the student to situations which challenge his/her creative potential, and to allow the appropriate expression of such creativity
- To expose each student to the cultural and Christian heritage with which he/she has been endowed
- To cultivate the natural virtues of courtesy pertaining to speech and manners
- To offer the student a proper understanding of the value and necessity of work
- To provide periodic evaluation of each student's progress in relationship to his/her own ability

## **Physical Well-being of Each Student**

- To provide information concerning good health and safety through regular classroom instruction
- To provide a basic physical education program for all students
- To provide an opportunity for physical and social growth for those students who qualify for a competitive sports program
- To provide parent and student with periodic evaluation of each student's progress in relationship to the student's own ability

The goals and objectives outlined above are important to all of us as participants in the academic and Christian formation of your child. However, we take this opportunity to underline the imperative set forth by Pope Paul VI and the Fathers of Vatican II in the Declaration on Christian Education, paragraph 3, that Christian education of children is primarily the task of the family:

*“Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring.”* Hence, the parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it.

## Parent-Teacher Agreement

Saint Benedict Academy strives to be a faith community focused on the holistic education of our students. In order to accomplish this goal, it is essential to have parental cooperation and good parent-teacher relations. As a faith community, our first instinct is to assume that each of us—teachers, administrators, parents, guardians, and other caregivers—has the student’s best interest at heart.

While we pursue excellence, no one within our community is perfect. Consequently, when a problem or disagreement arises, we at Saint Benedict Academy will make every effort to communicate with families to clarify the situation. Likewise, parents, guardians, and family members who experience problematic situations or are confused with some matter regarding their child’s educational experience, are asked to communicate their concerns with respect, striving first to learn the reasons behind a policy or inquire about the teacher’s or school’s understanding or decision before judging or forming an opinion. Those who are not satisfied with what they have learned are asked to approach the administration to investigate the matter. In this way, positive resolutions can be reached.

An effectively run school depends on school spirit, high morale, cooperation, and mutual respect among teachers, parents, and students. Promoting and living by these standards enhances a cooperative spirit and ensures the best educational results.

### **Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:**

1. **Minor problems** encountered during daily routines (homework, class assignments, classroom or playground behavior, or student-to-student problems, etc.)

a. Parent or guardian should first contact the teacher by one of these avenues:

i. Call the school office to leave a phone message for the teacher, and the teacher will return the call promptly

ii. Email the teacher. Please note that teachers are not responsible for checking nor responding to emails between the hours of 7:30 AM and 2:30 PM.

iii. Write a note to the teacher to be sent to school via the student.

iv. Text message is not an appropriate form of communication with parents

### **2. Serious problems**

a. Parent or guardian should inform both the teacher and principal in writing or with a phone call

i. Only signed notes or callers who identify themselves will be taken seriously

ii. Due to school responsibilities, the Principal may not always be readily available to respond to your call. However, concern for your child is of utmost importance, you can be assured that the Principal will make every effort to address your concern in a timely manner.

Parent or guardian should refrain from discussing a difficult or a serious matter with a teacher or administrator while on duty during the regular school day. This violates discretion, distracts the educator from supervising students, and diminishes the educator's full attention to your issues. The faculty, staff, and administrators of St. Benedict Academy are committed to extending prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented with a sincere effort to resolve problems in a Christian manner. We will approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child and his/her classmates.

With this in mind, parents and guardians are expected to show the same concern and respect for the staff of St. Benedict Academy. Problems discussed with neighbors and friends may not be factual, do not resolve the problems, and many times hurt all involved. The following behaviors, therefore, are unacceptable within our community and **will not be tolerated**:

- Verbal or physical assaults of staff members, students or parents
- Intimidating or verbally abusing any member of the community – in person or in writing
- Gossip or untrue statements that harm the reputation of a staff member or the school community

Misconduct on the part of a parent, guardian, or family member may lead to a warning or one of, but not limited to, the following actions:

- Limiting or refusing permission to enter or use the school grounds or facilities
- Asking that someone other than the person exhibiting poor behavior represent the child's interests on school matters
- Refusing to allow the child to re-register and in extreme cases, initiating the procedures to ask the family to withdraw the child from the school

## **POLICIES**

### **ACADEMIC INTEGRITY**

Students are expected to do their schoolwork to the best of their ability. Cheating, in any form, is not tolerated at Saint Benedict Academy.

Cheating is defined as presenting someone else's ideas, words, or information as one's own or giving unauthorized assistance to someone else's work. Unless authorized by a teacher, the following examples are considered cheating:

- using "crib" notes, looking at someone's paper, having someone else write a paper, copying homework, giving or receiving answers, allowing someone to copy work, test, etc., and presenting information as one's own without giving credit to one's source.
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Parents are encouraged to help enforce our policy of academic integrity by ensuring that the work being turned in by the student is truly the work of the student and not the work of the parent or siblings. Whether a student gives or receives information during an examination or on

certain assignments, the offense is the same. No credit will be given for the examination or assignment.

## **ADMINISTRATIVE POLICIES**

In placing their children at Saint Benedict Academy, parents are entering into a partnership with the school. If differences in philosophy and/or interpretation of policies should arise, every effort will be made to resolve these differences. It should be recognized that the Administration is responsible for safeguarding the interest and well-being of all of the students as well as the individual student involved in the dispute. In the event that these differences cannot be satisfactorily resolved, the school reserves the right to require a parent to withdraw from the working partnership.

## **ADMISSION AND REGISTRATION**

Registration for pre-K, kindergarten and students entering grades 1-6 usually begins in January. The process is first open for current students and families. After a determined date, the enrollment process is open to the wider community. Current families should be attentive to these dates and in communication with the administration so that they do not lose their spot.

To be eligible to enter pre-K, a child must be 3 years of age by September 30 of that year and potty trained.

To be eligible to enter kindergarten, a child must be 5 years of age by September 30 of that year. First grade students must be 6 years of age by September 30.

A copy of the child's birth certificate, a record of completed immunizations, a medically verified plan for completion of immunization, or a medical or religious exemption, as well as a record of a physical exam by a medical doctor are mandatory. (Immunization Law 1-1-88)

### **Required Forms for Registration**

In order to process your child's enrollment, the following registration forms and information must be in the school office before your child is accepted into St. Benedict Academy:

#### **New Students**

1. Completed Application Form
2. Interview of parent and/or child with school staff

If accepted, new students will submit the following (some items may be requested for review during the interview process):

1. Completed Registration Form along with non-refundable registration fee
2. A copy of Birth Certificate
3. A copy of Baptismal Certificate (if applicable)
4. Signed "General Records Release Form" (students entering K-6)

5. A record of completed immunizations, a medically verified plan for completion of immunization, or a medical or religious exemption, as well as a record of a physical exam
6. A copy of the most current custodial agreement/parenting plan (if applicable)
7. A copy of the most current ISP/504 (if applicable)

New students seeking the sponsored rate (available to students entering 1-6) must submit a confirmation of registration in a Catholic Parish in the Diocese of Manchester stamped with the Parish Seal in accordance with a timeline which the school office will publish.

New families will need to set up an account with FACTS tuition management via our school website.

New families seeking tuition assistance will need to submit their information to FACTS by the deadline published by the school office in order to be considered for tuition assistance.

New families will then read, sign, and return a Tuition Agreement/Enrollment Contract to the school by the deadline published by the school office.

### **Returning Students**

1. Completed Registration Form along with non-refundable registration fee
2. A record of completed immunizations, a medically verified plan for completion, or a medical or religious exemption, as well as a record of a physical exam
3. A copy of the most current custodial agreement/parenting plan (if applicable)

Students seeking the sponsored rate (available to students entering 1-6) must have a confirmation of registration in a Catholic Parish in the Diocese of Manchester stamped with the Parish Seal on file. This may need to be updated upon request of the office.

Families seeking tuition assistance will need to submit their information to FACTS by the deadline published by the school office in order to be considered for tuition assistance.

Families will then read, sign, and return a Tuition Agreement/Enrollment Contract to the school by the deadline published by the school office.

### **Immunization Requirements**

As determined by the NH State Department of Health and Human Services.

### **Transfer Students**

All transfer students who meet the admission requirements and wish to transfer to St. Benedict Academy may be accepted on a three-(3) month probation status. After 3 months, the student's final admission status will be considered. No refunds are available for previously-paid tuition and fees.

### **ADVISORY BOARD**

The advisory board is comprised of a representation of the parishes that Saint Benedict Academy serves and seeks diverse expertise, especially in the areas of education and business. Meetings are held four times annually.

### **ASBESTOS MANAGEMENT**

On October 22, 1986, President Reagan signed into law the ASBESTOS HAZARD EMERGENCY ACT (AGERA, PUBLIC LAW 99-519.) The law required EPA to develop regulations, which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos Containing Materials in Schools Rules (40 CFR Part 763 Subpart E). This new rule requires all public and private schools to inspect the friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion.

In accordance with their rule, the inspection of St. Benedict Academy by an accredited inspector takes place every six months, and an accredited Management Inspector has developed a management plan for this facility. The plan is available for public inspection during school hours in the Principal's office and at the Diocesan School Department.

The school is complying fully with the requirement of the above-cited rule. Thus, you may be assured that we are taking all the necessary steps to ensure that the school remains a completely safe environment for all students and personnel. Should you have any questions, please do not hesitate to contact the Principal.

### **ATHLETIC POLICY**

1. All athletes must be academically eligible. (See Extra-Curricular Activities)
2. If an athlete is absent from school, he/she may not participate in any athletic event that day. In the event that the absence occurs on a Friday or the day before a break, he/she may not participate in any athletic event that weekend or break.
3. All athletes are representatives of the school. When traveling, all are expected to behave respectfully and courteously. At home games, all are to be "ambassadors," welcoming the visiting teams and answering any questions or offering direction when necessary.
4. All athletes who make a team will be issued a uniform. Uniforms are to be worn for **games only**. Although most uniforms are on loan, some uniforms must be bought. The athlete is responsible for the uniform loaned to him/her. All uniforms must be returned to the school in good, clean condition within **two weeks** after the last game.
5. All athletes must be picked up within ten minutes after any practice or game. Any athlete who is not picked up on time will not attend the next game, meet, or tournament.
6. All athletes must have had a recent physical (within the past year), and must have a current medical release form signed by the parent or guardian. This form remains in the athlete's school record.
7. All athletes need parental permission to participate in any of the programs.

## **ATTENDANCE**

Regular attendance is important to your child's success in school. **When your child must be absent or may be tardy, please notify** the school before 7:45 A.M. by calling 669-3932 and leaving a brief message. Please note that the phone will not be answered and that messages will **not** be checked until 7:45 AM. Phone calls will **not** be returned until 8:15 at the earliest.

**Each absence from school requires a note from the child's parent or guardian.** The note should contain the student's name, specific dates of absence, reason for absence, and parent's signature. A physician must explain extended absence for illness in writing.

Prolonged absences: Vacations during school time are discouraged. However, in the event that this does occur, parents are requested to inform the Principal before leaving and to contact each teacher to arrange for make-up work upon return.

It is school policy not to give out assignments ahead of time. The student will have three school days to complete all written work after he/she has returned to class. After that time, no credit will be given.

If a student has an extended absence due to illness, parents should contact the teacher to arrange for homebound instruction. School policy normally allows a student one day to make up work for each day of absence due to illness.

Punctuality is a sign of respect for others. All students are expected to be at school on time. Your cooperation is requested in seeing that your child arrives at school promptly. On the day your child is tardy, parents must sign their child in at the front office.

Repeated tardiness may be cause for disciplinary action or dismissal.

Early dismissal from school requires a written request from a parent or guardian. Reasons for early dismissal should be limited to illness and/or family emergencies. The Principal will be responsible for approving all requests for early dismissal. All students will be dismissed from the front office. At no time may a parent pick up a student from the classroom. Parents must sign the early dismissal log located in the office.

## **AFTER / BEFORE SCHOOL PROGRAMS**

In response to a need for quality supervision and as an extension of our philosophy, Saint Benedict Academy offers an After School and Before School Program. These sessions generally begin on the first day of school and are operational when school is in session. Days when after-care may not be available will be announced in advance so that families can make appropriate arrangements. Please see "Extended Day Program" flyer for most current policies and fees.

Fees for the extended day program are invoiced at the end of each month. Payment in full is due one week after invoicing.

## **BOOK CARE/SCHOOL PROPERTY**

Students are responsible for the proper care of all schoolbooks, supplies, and furniture supplied by the school.

Students, who deface property, break windows, or do other damage to school property or equipment will be required to pay for the damages or replace the item. This behavior is subject to detention and/or suspension.

All books used in the academic year, with the exception of books purchased by the students, are loaned to the students.

Please use the following guideline in the care of books:

1. All textbooks must be covered with non-adhesive covers
2. Book covers must be labeled with student's name and grade level
3. Appropriate bookmarks may be placed in books
4. Books are not to be used to store other items
5. Students are not allowed to mark or scribble in school textbooks
6. Lost or damaged books must be paid for by the family of the student responsible for the loss or damage
7. School bags are required for carrying books to and from school

## **BULLYING – Diocese of Manchester Catholic Schools Bullying Policy**

As Catholics, we believe that everyone is created by God and loved by God. As followers of Jesus, we are called to value other people's dignity and to treat them with respect just as Jesus did. Bullying of any kind goes against our call to be like Jesus and it is never acceptable.

The Diocese of Manchester Catholic Schools are committed to providing all students with a safe school environment in which all members of the community are treated with respect. Protecting against and addressing bullying is critical for creating and maintaining a safe, secure and positive school climate and culture; supporting academic achievement; increasing school engagement; respecting the rights of others; and upholding our Christian values.

The Principal or Principal's Designee is responsible for ensuring that the Anti-Bullying Policy is implemented.

1. Definitions Bullying means a single, significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:
  - Physically harms a student or damages the student's property; or

- Causes emotional distress to a student; or
- Interferes with a student’s educational opportunities; or
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school.

Cyberbullying means bullying conduct (as defined above) that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, electronic readers, videogames, and websites.

2. Statements of Prohibition Bullying and cyberbullying shall not be tolerated and are hereby prohibited.

Each school reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

False Reporting- A student found to have knowingly made a false accusation of bullying may face disciplinary or remedial action within the discretion of the principal or principal’s designee.

Retaliation- Retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of suspected bullying or cyberbullying is prohibited. Any student found to have engaged in retaliation against those described above shall be subject to disciplinary action.

If an alleged victim or any witness expresses to the principal or other staff member that he/she is fearful of retaliation, the principal or principal’s designee shall develop a plan to protect that student from possible retaliation.

3. Reporting Incidents of Bullying Note: The identity of the reporter will be protected unless otherwise required by State or Federal law.

*Reporting During School Hours Reporting by Students:*

Any student who believes that he/she has been the victim of bullying should report the act immediately to a teacher or to any other school employee.

Any student who has knowledge of or observes bullying of another student is encouraged to report the bullying to a teacher or to any other school employee. If a student is unsure whether an incident learned of or observed may constitute bullying, the incident should be discussed with a teacher or another school employee.

*Reporting by Parents/Guardians and School Volunteers:*

Any parent, guardian, or school volunteer who suspects, has witnessed, received a report of, or has information that a student may have been subjected to bullying is encouraged to promptly report such incident to a teacher, a school employee, or the principal.

#### *Reporting by School Employees:*

Any teacher, staff member, or school employee who suspects, has witnessed, received a report of, or has reliable information that a student has been subjected to bullying or suspected bullying as defined above shall promptly report such incident to the principal or principal's designee.

#### *Reporting Outside of School Hours*

The diocese will make available a phone number to be used by those who wish to report suspected incidents of bullying outside of school hours. Reports made by this method will be recorded and forwarded to the appropriate school the following business day. Reporters will be encouraged to provide their names, but anonymous reports will be accepted.

The Safe Environment office has set up the bullying hot-line. **The number is (603) 663-0178.**

#### Response to Reports

##### Investigation

The principal or principal's designee shall promptly (within 2 business days) initiate an investigation into any report of bullying or suspected bullying.

##### Initial Notice to Parent/Guardian

The principal or principal's designee shall promptly (within 2 business days) notify the parents/guardians of the reported victim of bullying and the parents/ guardians of the reported perpetrator of bullying of the incident. Such notification may be made orally or in writing. A waiver of this notification may be granted by the Superintendent of Schools if such waiver is deemed to be in the best interest of the victim or perpetrator.

##### Timeline for Investigation

The investigation will be concluded within 5 business days. An extension may be granted by the Superintendent of Schools if necessary.

##### Notification to Parent/Guardian Upon Completion of Investigation

Upon the conclusion of the investigation, the principal or principal's designee shall promptly report the findings of the investigation to the parents/ guardians of the reported victim of bullying and the parents/ guardians of the reported perpetrator of bullying. Such notification may be made orally or in writing. The notification must comply with school policy and rules of confidentiality.

## Written Record

A written record of any substantiated act of bullying shall be maintained by the school.

### 5. Disciplinary Action for Substantiated Bullying

If an investigation concludes that a student has engaged in bullying conduct prohibited by this policy, the principal or principal's designee shall determine the consequences on a case-by-case basis. Bullying behavior can take many forms. Accordingly, there is no single, appropriate response to substantiated acts of bullying.

When acts of bullying are identified early and/or when such acts do not reasonably require a severe disciplinary response in the judgment of the principal or designee, students should be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

While bullying as defined above will generally warrant disciplinary action against the student responsible for the bullying, whether and to what extent disciplinary action is required is a matter for the discretion of the principal or designee. The goal is for the child responsible for the bullying to receive redemption, learn, and refrain from bullying others in the future. Any disciplinary or remedial action shall be designed to correct the problem behavior, prevent future occurrences of such behavior, protect the victim, provide support and assistance to the victim and perpetrator, and prevent the likelihood of retaliation.

Nothing in this policy prevents the school from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying but nevertheless is inappropriate for the school.

### 6. Notification

Handbooks- Each school will provide notice of this Policy to students, staff, parents/guardians, and volunteers via student and employee handbooks.

#### Training

Students shall participate in education programs which set forth expectations for student behavior and emphasize an understanding of bullying, the school's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and shall lead to discipline.

Parents- Periodically, the principal or principal's designee shall provide parents/ guardians with information about bullying.

Staff and Volunteers- The principal or principal's designee shall develop appropriate methods of discussing with staff and volunteers the meaning, substance, and application of this Policy and the importance of promoting a positive school climate to minimize the occurrence of bullying.

## **BUS TRANSPORTATION AND REGULATIONS**

Students living beyond the established walking limits are eligible for free bus transportation. The transportation officer approves or rejects requests for free bus transportation according to mileage requirements and residency in Manchester. Pre-K and Kindergarten students do not qualify for bus transportation.

Students are expected to behave on the bus. It is the bus driver's responsibility to transport the students safely to and from school. The bus driver has complete authority over the students during this time. Disorderly conduct will be reported to the Principal and, if serious, will result in suspension of the privilege of riding the bus (RSA 189 State Statues.) Transportation of the suspended student becomes the responsibility of the parents.

### **These rules of behavior must be obeyed on the bus:**

1. Students should be at their assigned bus stops in advance of posted time for the bus arrival.
2. Students are to remain away from the roadway while awaiting the arrival of the bus. The bus will load only at the direction of the driver.
3. Students waiting for the bus shall not go on private property or cause any damage to such property.
4. There will be no standing in the bus. Students shall enter the bus in an orderly fashion, go directly to a seat, and remain seated until their destination is reached and the bus has stopped.
5. Students shall cooperate with and be courteous to the driver and to fellow students.
6. There shall be no littering on the bus or defacing the property of other students.
7. Students shall not disturb or distract the bus driver.
8. There shall be no eating, drinking, shouting, vulgar language, roughhousing, or throwing things on the bus.
9. Students shall keep their hands, arms, and head inside the bus.
10. All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles.
11. Students shall be picked up and dropped off only at their regularly scheduled stops.
12. Note: The Emergency Exit is to be used for an EMERGENCY ONLY! Students must not touch safety equipment on the bus.

## **CAMERAS**

Video surveillance cameras operate 24 hours a day to increase the safety and security of our campus. Parents and students are not permitted to view other students on the cameras under FERPA.

## **CHILD ABUSE**

To ensure the safety and well-being of students enrolled at St. Benedict Academy, it is the policy of the Roman Catholic Diocese of Manchester to comply with the requirements of RSA 169-C especially C: 29, 20, 31, and NH CODE OF ADMINISTRATIVE RULES ED 510.01, in reporting suspected child abuse and neglect.

Further, it is our policy to cooperate with NH Division for Children and Youth Services, child protection social workers and law enforcement agencies in the course of investigations into child abuse and neglect as outlined in RSA 169-C. In all instances of a student being interviewed, the Principal and/or a faculty member will be present to protect the rights of the student.

## **COMPUTER/INTERNET USE**

Computers and technology are a part of your child's education. At St. Benedict Academy, we are committed to preparing our students in the area of technology with an atmosphere that is positive, caring, supportive, faith-filled, and Christ-centered.

It is the policy of St. Benedict Academy to maintain an environment that promotes ethical and responsible conduct in all computer activities by staff and students. It is a violation of this policy for any student to engage in any activity which violates the guidelines described in this document. The use of school computers and the Internet is a privilege, not a right, and inappropriate use will result in immediate withdrawal of the privilege.

Students are responsible for good behavior on school computer networks, just as they are in a classroom or a school hallway. The network is provided for students to conduct research and to communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner.

Network storage areas shall be treated like school lockers. The principal and staff review files and communications to maintain system integrity and to insure that users are using the system responsibly. Users should have no expectation of privacy in the matter of any files or media stored on or accessed via school technologies.

The school has employed security measures to restrict access to certain computer programs and websites, and to monitor Internet activity by students and employees. Content filtering is provided in accordance with the Child Internet Protection Act (CIPA)

During school hours, teachers of younger students will guide them toward appropriate materials; however neither filters nor people are infallible and the Internet is a continually changing entity. Therefore students shall be instructed to promptly disclose to a teacher or other school employee any message they receive or site they may access that is inappropriate or makes them feel uncomfortable.

### **Acceptable Use of Computers/Internet Access**

1. Support of assigned classroom projects, including research and e-mail

2. Purposes that are consistent with the educational objectives of the school and in accordance with their Catholic instruction

These guidelines are provided here so that students are aware of their responsibilities:

1. Students may use a computer or other piece of educational technology only when there is a teacher, aide, or parent volunteer present.
2. No digital media may be brought in from home for use on any computers in the school without prior consent from a classroom teacher.
3. No food, drink, or gum is allowed at the computer station.
4. No digital media owned by the school may be taken out of the school building without permission of the teacher.
5. No digital media will be allowed in any of the school's computers without teacher permission, which will be contingent on the availability of appropriate virus scanners.
6. No executable files may be copied to the school's computers from personal removable media. Downloads from dropboxes, email, cloud storage, etc are not allowed. Any files edited on a computer must remain on the removable media.
7. Students may not write or draw anything profane, abusive, obscene, or inappropriate for school.
8. Students may not record, copy, or import sounds or graphics that are profane, abusive, obscene, or inappropriate for school.
9. Students may neither alter any files on the computer except those owned by the user; nor change files or folder names, delete files or folders nor move files or folders.
10. Students may not change any computer system setting including system files, desktop appearances and icons unless instructed to do so by a teacher.
11. Students may not connect or disconnect any cables or peripherals unless approved by a teacher.
12. Students may not access any files that belong to other students or teachers.
13. Students may not plagiarize material procured through electronic means.
14. Students may not download non-educational files to a hard drive.
15. Students may not violate the privacy of other users.
16. Students may not provide the personal information of others or themselves such as name, address, phone number, etc. in their work on the Internet.
17. Students will not interfere with or alter the integrity of the system at large by impersonating other individuals, attempting to capture or break encryption of passwords, or destroying or altering dates of programs belonging to others.
18. Students will be financially responsible for any vandalism associated with their computer use.
19. Students may not intentionally waste limited resources.
20. Students will not spread or create computer viruses.
21. Students will in no way use access to the Internet for the purpose of harassment, bullying or offending other students, staff, or any other adults.
22. Students shall not attempt to gain access to usernames or passwords for any accounts other than their own.
23. Students shall not agree to meet with someone they have met on-line without parental approval and participation.

## **CUSTODIAL/GUARDIAN INFORMATION**

*Issues of Child Custody:* The school requires that the custodial parent annually file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school.

If no such copy is on file, school officials will presume that both parents have custodial rights.

School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the appropriate time according to the court-mandated custody agreements. However, parents must accept the primary responsibility for such arrangements and should instruct their children as to which parent should have physical custody of them on any given day.

*Rights of Non-Custodial Parents:* Non-custodial parents have the same rights as custodial parents to inspect the records of their children, unless a court order to the contrary is on file with the school.

## **DIOCESAN POLICIES**

Diocesan policies, regulations, and practices are published by the Diocese of Manchester and are available on the Diocesan website and upon request.

## **DISCIPLINE CODE**

### **Part I: Student Responsibility**

The growth in virtue and maturity that the student develops at school cannot be limited to “at school” behavior. It is for the student’s entire life. At all times, on school grounds or off, the student’s conduct should reflect his/her principles. This will assist the student in his/her maturing process. St. Benedict Academy expects the student to exhibit a growing maturity in personal integrity in all his/her actions and dealings at all times.

The administration and faculty are present to help each student grow and mature in a school environment conducive to learning. The student should develop and employ the self-discipline necessary to be a mature Christian. It is crucial that the faculty and staff of St. Benedict Academy and the parents of all students communicate for appropriate behavior. This discipline policy is in effect while students are in attendance at school, activities sponsored by the school, or on school property.

Rules cannot be unreasonable and should be in line with these objectives:

1. To maintain order
2. To protect the rights of others
3. To provide a healthy and safe environment necessary to the successful operation of the school.

The following is a brief, non-exhaustive list of examples of improper behaviors that will not be tolerated at St. Benedict Academy:

### **Minor Offense**

- o Being in an “off-limits” area
- o Disruptive classroom behavior
- o Excessive screaming or noise at assemblies or school functions
- o Failing to cooperate or being insubordinate
- o Failing to properly dispose litter or waste
- o Gum chewing
- o Running in the hallways
- o Rude or offensive language or expressions
- o Talking in the hallways or stairwells
- o Unwillingness or failure to do assigned or required work
- o Violating classroom and school rules unique to our building or school.

### **Serious Offenses**

- o Any gross misconduct or refusal to conform to the reasonable rules of the school
- o Cheating and lying
- o Defacing school property
- o Failing to attend assigned detention
- o Failing to report to a teacher or principal as requested
- o Fighting or any form of pushing or shoving
- o Leaving school grounds without permission
- o Using forged notes or excuses

### **Offenses Requiring Legal Action/Reporting**

- o Abuse
- o Possession or use of illegal substances, weapons, look-alike weaponry, dangerous materials, alcohol, etc.
- o Smoking
- o Threatening others/Bullying (See Bullying and Harassment)
- o Truancy

## **Part II: Disciplinary Actions**

Under most circumstances, teachers will manage discipline in their classrooms (or in the Afterschool Program) and will communicate with parents when deemed appropriate. The aim of discipline is to help students understand the problem and what he/she needs to do to resolve it.

When a student requires more serious consequences either because of the degree or frequency of the infraction, they will be referred to the principal. All illegal activities will result in a referral to the Principal.

**Depending on the seriousness of the problem, the principal may elect one or more of the following disciplinary actions:**

1. Withholding of Privileges: For example, if a student acts poorly in the cafeteria, the privilege of eating in that setting may be withheld. Privileges may be withheld for similar infractions of discipline.
2. Suspension: \*\*
  - a. In-School Suspension: The temporary exclusion of a student from one or more classes.
  - b. Out of School Suspension: The temporary exclusion of a student from school attendance.
3. Expulsion: The termination of a student's enrollment at the school. At any time the Principal reserves the right to dismiss a student whose behavior is undesirable in attitude and general conduct or whose continuation in the school is detrimental to him/herself or to his/her fellow students.

***Illegal behaviors will be reported to the appropriate authorities.***

\*\*\* The Principal has the authority to suspend a student following serious warnings or the clear violation of written rules. The Principal will contact the child's parents to inform them of the suspension. In the event of an out-of school suspension, the parents will be contacted and asked to remove the child immediately from school.

Transportation for the child will be the responsibility of the parents. Parents will be responsible for ensuring that the schoolwork is completed at home during the suspension period. The Principal will determine the suspension period. In most cases, the suspension will not exceed five school days.

It is important that the school and home work together to support the student. Periodically reviewing the discipline code with your child will help reinforce the importance of consistent parameters in developing positive social skills and a caring supportive community.

**DRESS CODE**

St. Benedict Academy understands and promotes the belief that external order produces internal order. Consequently, we have developed the following guidelines for creating an orderly environment for all students:

- All students are to present themselves in a neat and clean manner at all times out of respect for themselves and others.
- In the event that a student is not wearing part or all of the required uniform, the parents will be sent home a copy of the dress code and/or the parents will be contacted to bring the proper attire to school.
- If parent(s) cannot be contacted, the student will be given a school uniform from the consignment closet to wear for the duration of the day.

New uniform pieces are to be purchased exclusively through Land's End (access via the school website). Some new gym uniform pieces are to be purchased exclusively through the office.

**PRE-Kindergarten-** uniform is optional. Students should be more dressed-up on Mass days. Sneakers are required for gym day.

### **BOYS' UNIFORM CODE**

**PANTS:** Navy blue dress pants

**SHORTS:** Navy blue dress walking shorts (may be worn during the warm weather)

**NECKTIE:** School plaid or navy blue (must be worn on Mass day with a button down)

**SHIRTS:** White Oxford or dress long or short sleeves – with or without logo; piqued or smooth white polo long or short sleeves – with logo

**SWEATERS:** Navy blue – crew or v-neck pullover, cardigan, or vest - with school logo

**SOCKS:** Solid color black, navy, white and must cover ankle

**SHOES:** Appropriate safe dress shoes. Sneaker type shoes, open toe shoes, clogs, sandals or boot shoes are not permitted. If possible, please choose non-scuffing soles on shoes.

· All boys are expected to maintain their uniforms and personal appearance in a clean, neat, and orderly fashion.

· On days when we have a school liturgy scheduled, the boys are required to wear their dress shirts and ties.

· Hair is to be cut neatly and kept **above the collar line**. No “mod” haircuts, e.g., shaved heads, tails, shaved symbols on the head, colored hair, etc.

Jewelry will be limited to one simple item. No earrings.

· Pierced body parts, or tattoos on any part of the body are not permitted, including temporary tattoos.

### **GIRLS' UNIFORM CODE**

**JUMPER/ KILT:** School plaid

**SLACKS/PANTS:** Navy blue dress

**SHORTS:** Navy blue dress walking shorts (may be worn during the warm weather)

**BLOUSE:** White Oxford or Peter Pan long or short sleeves; piqued or smooth white polo long or short sleeves – all with school logo

**SWEATERS:** Navy blue – crew or v-neck pullover, cardigan, or vest - with school logo

**SOCKS/TIGHTS:** Knee high or crew socks, tights - navy blue, black or white. Neutral colored panty hose may be worn.

**SHOES:** Appropriate safe dress shoes. Sneaker type shoes, open toe shoes, clogs, sandals or boot shoes are not permitted. If possible, please choose non-scuffing soles on shoes.

· All girls are required to maintain kilt and jumper lengths below the knee. Blouses and sweaters must be clean and neat.

· On days when we have a scheduled liturgy, the girls are required to wear uniform jumper or kilt to Church

· **Hair is to be neat and pulled back out of the face.** (Hair color changing or excessive hairstyles and accessories are not permitted.) Jewelry is limited to one pair of stud earrings and a simple necklace.

· Makeup or finger nail polish is not permitted.

· Pierced body parts, or tattoos on any part of the body are not permitted, including temporary tattoos.

## **GYM UNIFORM**

The uniform consists of a combination of the following:

Large Shield Logo – blue sweatshirts (crew or hooded), sweatpants, mesh shorts, yellow t-shirt, yellow long-sleeved t-shirt, blue long-sleeved t-shirt.

Gym shoes/sneakers must be secure fitting. Socks – blue or white athletic socks.

For safety reasons, jewelry of any form is not permitted during physical education classes.

Students who wear the hooded sweatshirt must remove that sweatshirt during gym class. Additionally, students are welcome to wear their hooded sweatshirt as an outer garment outside during the fall or spring months; however, the hooded sweatshirt is not permitted to be worn in the classroom setting on non-PE days. The hooded sweatshirt does not suffice as an appropriate outer garment during the cold, winter months.

## **WINTER CLOTHING CONSIDERATIONS**

Families should assume that recess will occur each day and should plan accordingly in outfitting their child for play outdoors.

When it is cold, students are expected to wear appropriate outer garments, including coats, hats, and gloves/mittens. Additionally, girls must have their legs covered for recess – i.e. sweatpants or leggings that can be worn under their skirt.

Students who do not wear the appropriate garments will spend both recesses indoors at the office, and a note will be sent home to the family.

In order to play in the snow, students must be outfitted with the following: boots, coats, hats, gloves/mittens, and snow-pants. Please write the child's name or initials in each piece of clothing.

During the snowy, winter months, students are expected to wear boots to school and bring their school shoes (or gym sneakers on PE day) with them in a bag to change into at school. Failure to have a change of shoes will result in students having to spend recess indoors at the office, and a note will be sent home to the family.

### **ELECTRONIC DEVICES**

Students are not allowed to bring electronic devices, toys, radios, C.D. players, cell phones, or pocket organizers to school. Exceptions to this include: educational assistive technology deemed necessary from a student's 504 or IEP; e-readers. Please note that St. Benedict Academy is not responsible for damage, theft, security, nor maintenance of these devices.

### **EMERGENCY FORMS**

Emergency forms will be distributed to parents the first week of school. Please be sure that emergency forms are completed, signed, and returned to the office by the end of the first week of school. If you have an unlisted telephone number, please note this on the form. It is extremely important that this information be kept up-to-date and accurate. Please notify the school office in writing of any changes.

### **EMERGENCY MANAGEMENT PLAN**

Saint Benedict Academy has an established Emergency Management Plan on file in the school office. Regular, unannounced drills of different emergency situations will occur throughout the school year.

### **EMERGENCY SCHOOL CLOSING**

In the event that school sessions are canceled or delayed, an announcement will be made via WMUR. Additional announcements may appear on the school home page or social media page, but you should rely on WMUR as your source of information. You may check

cancelations/delays at WMUR's website [www.wmur.com](http://www.wmur.com). Saint Benedict Academy follows the Manchester School system for delays due to the weather because of busing.

## **EXTRACURRICULAR ACTIVITIES**

To participate in any extracurricular activities (i.e. clubs, dances, sports) students must remain not only in good academic standing, but must also show effort and maintain good conduct. After a conference with teachers and parents, the Principal will make the final decision for eligibility.

## **FAMILY EDUCATIONAL RIGHT TO PRIVACY ACT (FERPA) & CONFIDENTIALITY**

FERPA accords families with particular rights as pertains to a student's schooling and records. With exceptions as prescribed by law, personal information such as a family's address and contact information cannot be given out to other parties without the express permission in writing of the family. Additionally, student academic records, which include any graded work, must maintain a chain of custody that includes only the student, family, and relevant members of the school faculty. Thus, students should not grade one another's work nor should they pass back work to their peers with a grade visible on it. Additionally, scores for graded work should not be called aloud. Caution should be taken to maintain privacy and confidentiality with respects to student records.

## **FIELD TRIPS**

Field trips, approved by the Principal, can be fun and educational for all involved. In order to ensure the safety of the children, the chaperone/student ratio will be kept as high as possible. Parents are encouraged to volunteer as chaperones for school field trips. Field trips may require an additional fee.

Special programs and field trips are privileges that must be earned by the students. These and other privileges are offered to students who demonstrate that they are mature and trustworthy. Inappropriate conduct and/or lack of effort on a student's part may result in the loss of a field trip privilege for the student. When a student is suspended from a field trip or school activity, he/she must report to school on the day of the event. The student will spend the day in school with proper supervision and assignments.

## **HARASSMENT: PREVENTION OF HARASSMENT, INCLUDING SEXUAL HARASSMENT**

Church personnel must not engage in physical, psychological, written, or verbal intimidation or harassment of any person at any time, particularly those served and other church personnel.

Church personnel must not engage in sexual harassment or any inappropriate behavior of a sexual nature toward other church personnel, parishioners, or others.

Church personnel must not discriminate against any individual on the basis of race, color, national origin, gender, religion, sexual orientation, age, physical or mental disability, pregnancy,

or military or veteran status, except where such status is a legitimate qualification in accordance with civil and Church law.

While it is not possible to list all behavior that is considered to be harassment or sexually inappropriate, prohibited conduct includes, but is not limited to:

- slurs, epithets, derogatory comments;
- unwelcome jokes, comments, and teasing of an offensive nature;
- inappropriate physical contact or gestures;
- sexual advances;
- displaying of written materials, pictures, or other items that are offensive or sexually suggestive;
- viewing of sexually suggestive or inappropriate written materials, websites, electronic mail messages, or other items while on Church property or while performing duties or engaging in ministry for the Church;
- other conduct that has the purpose or effect of unreasonably interfering with an individual's performance at work or creates an intimidating, hostile, or offensive working environment.

Harassment can occur as a result of a single severe incident or a pattern of conduct that results in the creation of a hostile, offensive, or intimidating work environment. Harassment can be indirect and can take place even when the offender does not intend to offend, intimidate, or otherwise do harm. Whether conduct is considered to be harassment is based, in part, on whether a reasonable person under the circumstances would view the conduct as creating a hostile, offensive, or intimidating work environment.

Church personnel are required to report harassment, including sexual harassment, in accordance with the reporting policy contained in the Code. Church personnel are prohibited from retaliating against individuals who make good faith reports of harassment.

All faculty, staff, and volunteers are required to participate in Diocesan training on harassment.

## HEALTH

Please be sure that your child is in good health before sending him/her to school each day.

Although perfect attendance is desirable, a sick child should not be sent to school. Any student not well enough to go outside for recess should remain at home unless the school receives a written directive from the child's physician.

**1. Injury/Accident:** Any and all accidents to students that occur on school property will be reported at once to the teacher or Principal. The Principal will notify parents, if the accident is of a serious nature.

**2. Sickness:** If a student becomes ill during school hours to the point where he/she cannot remain in class, the student should report to the teacher. If a student has a fever or communicable illness

(cold, flu, measles, and chicken pox etc.), he/she should remain at home until the period of contagion has passed i.e. at least 1 full school day after symptoms subside.

**3. Medications:** The office of School Health Services, NH Division of Public Health Services has strict rules and regulations regarding the administration of medication to children during school hours. When possible, a medical regimen should be scheduled at home so that the child will not require medication during school hours.

**4. Crutches/Slings:** The use of crutches/slings, etc. will only be permitted with a note from a duly-licensed medical professional. This is to ensure the safety of the student as well as their classmates.

**\*\*\*Self-medication by the students is not permitted at Saint Benedict Academy unless it meets the criteria for emergency medicines as cited by law.**

A MEDICAL DOCTOR MUST PRESCRIBE ALL MEDICATIONS THAT NEED TO BE DISPENSED DURING SCHOOL HOURS. THIS INCLUDES OVER-THE COUNTER DRUGS, I.E. ASPIRIN, COUGH SYRUPS, ANTIBIOTICS, ASTHMATIC MEDICATION, COUGH DROPS, ETC.

Parents must obtain a **Medication Release Form from the office to be signed by both the doctor prescribing the medication and the parent.** The forms must include the name of the drug, dosage, and the time of day the medication is to be given. The medication must be submitted to the school office in the original prescription container. A method for complying with this would be to obtain two labeled bottles from the pharmacy. The State of New Hampshire (RSA541-A11/74) has mandated this policy. The staff at St. Benedict Academy abide by the rules set forth by the NH Department of School Health, and therefore **will not administer any medication to a child without a doctor's written permission form and a parent's written consent.**

Medication Release Forms are available in the school office.

If your child has any allergies or other medical problems, please alert the school office in writing as soon as possible.

## **HOMEWORK**

Homework is a necessary part of the learning process. It is assigned daily so students can practice the concepts and skills taught in the classroom in order to develop their mastery. Homework fosters positive home/school involvement, and it trains the students to plan their time well. The amount of homework depends on the grade level, the course, and the individual student. Developing good study habits is the responsibility of the students, teachers, and parents. Consistent failure to complete assignments in a punctual manner or in correct order will have a bearing on the grades earned. Parents are encouraged to consult the assignment book to determine if all the work is being done. A neat and orderly environment conducive to study

should be created at home, i.e., a desk or table in a quiet low-traffic area, without music or television in the background. Questions about assignments should be directed to the appropriate teachers.

### **Guidelines for Homework – Approximate Time\*\*\***

Grades K-2: 20 – 30 minutes

Grades 3: 45 – 50 minutes

Grades 4-6: 60 – 90 minutes per night, occasional weekends

\*\*\*Some children may take less time, others more, depending on their ability and concentrated effort. When homework or make-up work is requested for a student, we ask that you call the office before 8:30 A.M. in order to give the teacher ample time to prepare the work. Work may be picked up at the end of the school day.

### **HONOR ROLL**

Students in grades 4-6 will be awarded honor roll recognition for their academic work each trimester. To qualify for the honor roll, the student must earn no grade lower than a B on their trimester report card. To qualify for high honors, the student must earn no grade lower than an A on their trimester report card.

### **LIBRARY**

All children visit the library on a class-scheduled basis. Children are allowed to check out books for one week. Students are responsible for loaned books and will be responsible to pay for any that are late, lost, or damaged.

### **LOST AND FOUND**

Lost and found articles are to be brought to a designated “lost and found” box. If money is found, it should be brought to the office. Neither money nor valuables should be left in desks. Approximately every two weeks the office will clean the “lost and found box” and forward unclaimed items to local shelters or St. Vincent de Paul. It is the responsibility of each student to claim lost items in a timely manner.

\*The school is not responsible for lost, stolen, or damaged property belonging to students, parents, faculty, and staff.

### **LUNCH**

Milk and lunch money is collected monthly at the beginning of the month. Please send money and lunch order form to school in a sealed envelope with the child’s name, grade, and the amount enclosed. You should make a copy of your lunch order for your reference at home. Failure to submit your order and payment may result in you not being able to order hot lunch that month.

## **NOTICE OF NONDISCRIMINATORY POLICY REGARDING STUDENTS**

Saint Benedict Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **OBLIGATION TO REPORT**

To ensure the safety and well-being of students enrolled at St. Benedict Academy, it is the policy of the Roman Catholic Diocese of Manchester to comply with the requirements of RSA 169-C especially C: 29, 20, 31, and NH CODE OF ADMINISTRATIVE RULES ED 510.01, in reporting suspected child abuse and neglect as well as to report bullying. Further, it is our policy to cooperate with NH Division for Children and Youth Services, child protection social workers and law enforcement agencies in the course of investigations into child abuse and neglect as outlined in RSA 169-C. In all instances of a student being interviewed, the Principal and/or a faculty member will be present to protect the rights of the student.

**Reporting Requirements of Adults under New Hampshire Law:** In accordance with New Hampshire law, any adult who has reason to suspect that a minor has been abused or neglected must personally report the suspicions to the Division for Children, Youth and Families (“DCYF”) at (800) 894-5533.

**Reporting Requirements of Church Personnel:** Church personnel who have reason to suspect that a minor has been sexually abused by other church personnel have additional reporting obligations. When the alleged victim is a minor, in addition to reporting to DCYF, church personnel must immediately personally report the suspicion to local law enforcement and to the Delegate for Ministerial Conduct at (603) 669-3100. When the alleged victim no longer is a minor, church personnel must immediately personally report the suspicion to the Delegate for Ministerial Conduct at (603) 669-3100. Church personnel may seek the advice or assistance of their pastor, principal, or supervisor if doing so does not unduly delay the report.

### **PARENT/SCHOOL COMMUNICATION**

It is important to maintain open communication between school and home. If parents and teachers work together, a student can fully benefit from education. It is important that there be agreement in authority between parent and teachers. It is a good policy to withhold judgment on what appears to be a problem or grievance until you receive all the facts from the proper person. Classroom teachers appreciate a call first; then, if deemed necessary, contact the Principal.

Please note that teachers are not responsible for checking nor responding to emails between the hours of 7:30 AM and 2:30 PM.

Parent-Teacher conferences are scheduled during the year as part of the trimester report card process. If, at any time, a parent has questions or concerns about the child's education or discipline, he/she should arrange for a conference with the teacher.

In the event that a parent is not satisfied with the meeting and discussion of a problem with the teacher, an appointment can then be made with the Principal.

Regular weekly communication between home and school is accomplished by way of the "white envelope" and the homework assignment book. Families are also highly encouraged to visit the Saint Benedict Academy website – [www.StBenedictAcademy.org](http://www.StBenedictAcademy.org) – on a frequent basis for information of programs, events, and news stories.

## **PHYSICAL EDUCATION**

Students are required to participate weekly in the school's physical education program. For the students to be excused from the program, a written directive from the child's physician is necessary. Parents are asked to send a written request if they wish their child to be excused from a single gym period.

## **PHOTOGRAPHS**

Photographs of students may appear on the school web site or in other publications, such as the yearbook. Parents who do **not** wish their children's photographs to be placed in public media must notify the Principal in writing prior to the beginning of the academic year.

## **PROMOTION AND RETENTION POLICY**

A student will be promoted to the next grade based on his/her record of academic achievement, school attendance, and social and psychological maturity. Before a final decision is made to retain a student in the current grade, the following factors will be given serious consideration:

1. The student's current achievement
2. The student's ability to learn
3. The student's level of maturity
4. The student's attitude toward school
5. The student's attendance record

## **RETENTION PROCEDURE**

By March, a recommendation to retain or promote will be made by the teacher and the principal and communicated to the parent. The parent will be invited to a conference with the teacher about the recommendation. The principal has the right to refuse to accept a student back to the school if the child does not meet the criteria for promotion listed above.

## **RELIGIOUS EDUCATION**

Catholic doctrine is an integral part of the curriculum and is developed in keeping with the psychological and spiritual development of the child. Lived doctrine permeates every aspect of the life of the school. While St. Benedict Academy provides ongoing religious education and catechesis, the celebration of the sacraments takes place in each child's respective parish community. The individual parishes are responsible for all sacramental preparations of children attending our school.

All students are required to participate in all liturgies, classroom prayer, and other aspects of the spiritual life of the school. The teaching of Religion is a content subject in which all students must participate. We remain respectful of students' diverse religious backgrounds. However, all students, regardless of their religious affiliation, must meet the religion requirements endorsed by the school.

## **REPORT CARD/GRADING POLICY**

Parent's participation in the learning process is reflected in the child's educational outcome. Both classroom and home should be environments where learning is fulfilling and rewarding. Our philosophy is that individuals, not subjects, are being taught. Teachers evaluate students according to their ability and effort. Evaluation reflects the student's progress in attaining desired educational goals. The evaluation process is designed to benefit the student and to promote learning. Progress reports are issued approximately halfway through each trimester. Report cards are issued three times throughout the year. Each report indicates achievement for the trimester.

Parents should read the information on the report card for an understanding of the grading system. All issues pertaining to report card grades should be addressed with the student's teacher, not the Principal.

The report cards for trimesters 1 and 2 are issued in advance of the parent-teacher conferences so that parents may review the report card prior to the meeting. If a parent is not satisfied with the teacher's explanation, then a meeting with the parent, teacher, and Principal may be arranged.

## **SEARCH AND SEIZURE**

The school reserves the right to search students' desks, digital media/educational technology, backpacks, or any student property that is on school grounds.

## **SEXUAL HARASSMENT**

Every student at Saint Benedict Academy has a right to learn in an environment free from sexual harassment. Sexual harassment in any form will not be tolerated and will result in serious disciplinary action by the school. In the event of a sexual harassment incident, the Principal will comply with reporting procedures as outlined in the Diocesan Sexual Harassment Policy Handbook.

## **STUDENT RECORDS**

### **Educational Records**

Saint Benedict Academy keeps all educational records required by state law. The school complies with the provisions of the Family Educational Rights and Privacy Act (also known as the Buckley Amendment). Parents have a right to inspect the educational records of their children. Upon request, parents may review the records in the presence of the principal or his/her designate. All requests to review records should be made in writing at least forty-eight hours in advance of the review.

### **Health Records**

Health records, as mandated by the state, shall be kept for every student. These records shall be sent to the next school upon the student's transfer.

## **SOCIAL MEDIA**

Saint Benedict Academy operates school social media accounts. Families and friends of the school are invited to visit and "like" the pages – students under the required age of these social media sites should not interact with these accounts.

Inappropriate comments or images will be reviewed, removed, and reprimanded. If you find something offensive on the page, please notify the office immediately.

The school is not responsible for the monitoring or content of any social media accounts of its students and expects that parents will closely monitor any such account for appropriateness. If the school becomes aware of activity it deems in violation of its policies, the school will make the family aware and may request for corrective action to be taken.

Students are never to request to be "friends" or "follow" a teacher or staff member.

## **SUPERVISION**

School hours are from 7:40 A. M. to 2:30 P. M. Monday through Friday. The school is open to students at 7:30. Students may not be dropped off in the schoolyard and report to their classroom. The school is not legally responsible for students being dropped off in the schoolyard before the teacher reports for supervision duty. At the end of the school day, students are expected to be picked up through the established pick-up routine by 2:40. Students who are still left at 2:40 will be placed in Aftercare and will be billed accordingly.

## **TELEPHONE**

Students should not receive telephone calls during school hours unless they are emergency calls. Families may call at any time during the day, if there is a problem that needs immediate attention. Due to school responsibilities, the teacher or principal may not be able to return the

call immediately; therefore, patience in setting appointments or in expecting a return call is requested.

## **TRAFFIC CONTROL**

In the interest of safety for all, please do not drive cars into the schoolyard between the hours of 7:00 A.M. and 5:30 P.M. All drivers are asked to follow the traffic guidelines distributed at the beginning of each year. Vehicles are not permitted to park on Walker Street.

## **TUITION/FEES**

A yearly, non-refundable registration fee is due upon registering your child. Promptness is requested for tuition and other fees. Extended Day Program is invoiced at the end of the month; the hot lunch program is paid at the beginning of the month. We have established the following policies regarding tuition and fees in compliance with Diocesan policy:

F. A. C. T. S. (Fast Automatic Cash Transfer System) is an automatic payment plan that provides you with ease, convenience, and low-cost way to budget your financial obligation for tuition. Equally important, it removes the school from the bill collecting process and allows us to concentrate on the task of educating children.

Please review your FACTS account for the conditions of service.

Families have two options in paying for their tuition, both of which are completed through FACTS:

1. Pay in full by July 1 of the academic year and receive a discount published by the school.
2. Finance the tuition over the course of the academic year.

The following language is found on the annual Tuition Schedule/Election Form/Enrollment Contract. The language found below is that which can be found on the lime green form that each family signed and submitted for the 2015-2016 school year. This form is kept on file in the main office. Please note dates listed below are subject to change for enrollment/registration for 2016-2017:

I /we intend to enroll a child at Saint Benedict Academy for the academic year above. I/we understand the following:

- Please refer to the Tuition Rates and Election Form (reverse) for information on the payment schedule options and schedule of tuition rates.
- I/We must maintain a current FACTS agreement as directed by Saint Benedict Academy and must make all tuition payments through FACTS.
- My/our obligation to pay the fees for the full academic year is unconditional; and that **in withdrawing a child from the School, I/We am/are responsible for remaining tuition costs.** Tuition and fees paid in advance are not able to be refunded.

- Fees or tuition outstanding from the prior academic year must be resolved before re-enrollment. Grades will be marked as “Incomplete” until the account has been paid in full.
- I/We agree to fulfill all financial obligations by the required due dates.
- Completed tuition assistance applications are due by March 1, 2015 in order to allow time for processing and review.
- I/We will pay any bank fee incurred by the school for any check that I/We write to the school for invoices such as, but not limited to, cafeteria, extended day, fundraisers, and field trips. Late fees for tuition payments are assessed through FACTS.
- Saint Benedict Academy believes that a positive and constructive working partnership between the School and student’s parents (or guardian) is essential to the fulfillment of the School’s mission. Therefore, the School reserves the right to discontinue enrollment, withdraw an offer of enrollment or re-enrollment, and place restrictions on my or other family members’ involvement or activity at School, on School property, or at School-related events, if the school concludes that the actions do not allow for a positive and constructive relationship with the School. The decision of Saint Benedict Academy in these matters shall be final.
- If an outstanding balance is unpaid or delinquent. I/We understand and agree that I/we will be held responsible for all costs, expenses, and interest at the current legal rate, including but not limited to, attorneys’ fees, collection agency fees, and court costs.
- I/We agree to allow my child’s photograph, image, and voice to be used by the school in the school’s publications, promotional materials, website, and by the media covering school events without compensation and without prior notice.
- I/We understand that in signing this Enrollment Contract for the coming academic year, I/We agree to accept the rules, policies, and regulations of the School, including, but not limited to, the rules concerning payment of tuition and fees.

**My/our signature(s) below affirm(s) that I/we have read, understand, and accept the terms and conditions of this Agreement.**

Payment for items such as field trips, extended day program, lunch, activity fees, etc. may be made to the office in cash or check. No refunds are available on payments made to the office.

Checks that do not clear will be assessed a penalty equivalent to the fee assessed to the school plus \$5.

FACTS assesses a penalty for insufficient funds and late payments. Late payments on other items (i.e. afterschool program bills) will be assessed a fee of \$5 per week.

## **VOLUNTEERS**

Volunteers working with our children are required to submit a [Volunteer Application](#) to the office, submit a [background check](#) form for notarization (the school office has access to a notary), and complete the Diocesan Workshop on-line.

1. Effective November 1, 2014, all new volunteers who submit paperwork on 11/1/14 or after as well as any previously cleared volunteers who are now up for their renewal clearance will complete child abuse awareness training online through CMG-Safe Haven training site. [Instructions can be found at Save Haven: Safe Environment](#) or you can connect to the [CMGConnect Website](#).

If you require a different background check form based on residence, please visit the [Diocesan Website](#).

Volunteers new to the Diocesan system will also submit a check for \$10 paid directly to Saint Benedict Academy to cover the costs of processing the background check.

## **VISITORS**

Any person who visits the school, for any reason, during the school day must use the Third Street entrance and is expected to report to the school office to sign in and obtain a pass before going elsewhere in the building – this includes volunteers for recess and lunch.

**Saint Benedict Academy reserves the right to amend this handbook at any time during the course of the school year. Parents will be promptly notified in writing if changes are made.**

*SBA Policy Handbook Rev. July 2018*