

# **Saint Philip School**

*Teaching truth, building community, and inspiring service*

## **Parent / Student Handbook**

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### *2020 - 2021*

Saint Philip School | 618 Putnam Pike Greenville, Rhode Island 02828 | 401.949.1130 | [stphilipschool.com](http://stphilipschool.com)

*Revised 8/27/20*



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*Teaching truth, building community, and inspiring service*

August 2020

Dear Parents and Students,

Welcome to Saint Philip School! In choosing Saint Philip School, you have demonstrated a commitment to the values and philosophy of a Roman Catholic education.

The Parent/Student Handbook reflects the policies of Saint Philip for the 2020-2021 school year. Please read this document carefully and be reminded that your registration agreement stipulates that you intend to abide by the policies of Saint Philip School throughout your child's tenure as a student.

The faculty and staff of Saint Philip School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

*Cynthia L. Senenko*

Mrs. Cynthia L. Senenko  
Principal

## PHILOSOPHY / MISSION STATEMENTS

### Philosophy of Saint Philip School

The philosophy of Saint Philip School is like that of our patron, Saint Philip, the Apostle, who said, ***“Lord, show us the Father and it will be enough for us.”*** This simple act of faith in Jesus and His mission is the foundation upon which our parish and our school are built. As a community, we are called to share our faith, our hope and our love with one another as we ***“walk humbly with our God.”*** The Word of His Son enlightens us and the warmth of His Spirit strengthens us each day.

### Mission of Saint Philip School

At Saint Philip School, we live and proclaim the Gospel as a Roman Catholic family where we educate the whole person in body, mind, and spirit. We empower students to grow deeper in faith, strive for academic excellence, and use their God-given gifts to help others as we teach truth, build community, and inspire service.

*Saint Philip School – 2017*

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***Be it known to all who enter here that CHRIST is the reason for this school.  
He is the unseen but ever present teacher in its classes.  
He is the model of its faculty and the inspiration of its students.***

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Christian education is intended to make our faith become living, conscious, and active, through the light of instruction. The Catholic school is the unique setting within which this ideal can be realized in the lives of Catholic children.

***To Teach As Jesus Did  
National Conference of Bishops – 1972***

Catholic schools provide young people with sound Church teaching through a broad-based curriculum, where faith and culture are intertwined in all areas of a school's life. By equipping our young people with a sound education, rooted in the Gospel message, the Person of Jesus Christ, and rich in the cherished traditions and liturgical practices of our faith, we ensure that they have the foundation to live morally and uprightly in our complex modern world. This unique Catholic identity makes our Catholic elementary and secondary schools "schools for the human person" and allows them to fill a critical role in the future life of our Church, our country, and our world.

***Catholic Schools on the Threshold of the Third Millennium  
United States Conference of Catholic Bishops***

The Roman Catholic schools in the Diocese of Providence educate students intellectually, socially, spiritually and emotionally, excel academically and assist students to become lifelong learners, good citizens and witnesses to the Gospel.

***Mission Statement for Catholic School Education  
Diocese of Providence***

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**Saint Philip School accepts the command of Jesus ~ “Go, teach all nations.”**

We are privileged to assist parents, who are the primary educators of their children, by providing an environment rooted in Gospel values and academic excellence.

The total educational process of Saint Philip School aims:

- To assist students in the development of their spiritual, moral, intellectual, physical, social and aesthetic potential.
- To develop in children an awareness of their role in a Catholic faith community.
- To prepare students for high school.
- To aid students in developing a sense of responsibility.
- To develop in students creative and critical thinking.
- To help children acquire life-long habits of Christian living.
- To instill in children an appreciation of the true and the beautiful.
- To foster in children habits of effective service to parish, school, community, nation and world.







## **Saint Philip School**

*Teaching truth, building community, and inspiring service*

### **FACULTY / STAFF / PERSONNEL 2020-2021**

Pastor . . . . .	Very Rev. Francis Santilli
Assistant Pastor . . . . .	Rev. Phillip Dufour
Principal . . . . .	Mrs. Cynthia Senenko
Director of Student Programs, 5-8 Math, K-4 Math Support . . . . .	Mrs. Martha Venter
Business Manager . . . . .	Mrs. Brandy Narducci
Administrative Secretary . . . . .	Mrs. Monica Daigle
Little Cardinals . . . . .	Mrs. Renee LeBeau
LC Teacher Assistant . . . . .	Ms. Tonette Robillard
Pre-Kindergarten . . . . .	Miss Lisa Mangione
PK Teacher Assistant . . . . .	Mrs. Tiffany Carreiro
Kindergarten . . . . .	Miss Christine Toher
K Teacher Assistant . . . . .	Mrs. Kimberly Taillon
Grade 1 . . . . .	Mrs. Stacey McDuffee
Grade 1 Teacher Assistant . . . . .	Mrs. Patricia Campbell
Grade 2 . . . . .	Miss Kelsey Nickson
Grade 3 . . . . .	Ms. Debbie McCarthy
Grade 4 . . . . .	Miss Mary Palazzolo
Grade 5 & Middle School Social Studies . . . . .	Mrs. Kathleen Dickinson
Middle School Homeroom / Language Arts . . . . .	Miss Serena Burt
Science 5-8 . . . . .	Mrs. Donna Coonan
Religion 5-8 / Campus Minister . . . . .	Mr. Keith Kline
MS Homeroom/Library/Technology/Reading Support/Academic Support . .	Mrs. Kristen Gahan
Art . . . . .	Miss Jessica Dowling
Music . . . . .	Mr. Adam Trudel
Foreign Language . . . . .	Mrs. Veneranda Stenberg
Physical Education / Health 3-8 . . . . .	Mrs. Laurie Andrade
Technology Coordinator . . . . .	Mr. Jonathan Doolittle
School Nurse / Health K-2 . . . . .	Mrs. Amy Graham, R.N.
Advancement & Enrollment Coordinator . . . . .	Mrs. Meghan Martelli
Extended Care Coordinator . . . . .	Miss Kelsey Nickson
Extended Care Coordinator . . . . .	Miss Mary Palazzolo
Custodian . . . . .	Mr. Jaime Cante

## ABSENCES

If a child is absent from school and the parent has not filled out the Daily Attestation form, a parent **MUST** call the school before 10:00 a.m. on each day of the absence. Parents must give the *student's name, teacher's name, and reason for the absence*. If the office does not receive a call, a parent will be contacted to confirm the reason for the student's absence. This policy is for the protection of Saint Philip School students and is aligned with Rhode Island state statutes. **In addition to this call, a student, when returning to school, must present a completed *Return to School Attestation Form* explaining the reason for the absence. Absences due to illness require families to follow the steps laid out in the *Outbreak Response Protocols: PreK-12* document. Any student returning to school without the form will be sent to the office.** Attestation Forms, doctor's statements, testing results, etc., will be kept on file according to state law. The *Return to School Attestation Form* should be downloaded and printed from our portal. Handwritten notes will no longer be accepted. Please note students who are distance learning for the day and meet the expectations laid out in the Distance Learning Agreement, are not considered absent for the day.

Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence. Cases of excessive absence will be handled by the administration on an individual basis. **Truancy from school is considered a serious matter; it greatly impacts student learning and interferes with instructional time, and could impact a student's promotion to the next grade.**

Students who are truant may be reported by the principal to the local public school district where the student resides. Truancy cases are normally heard by the Family Court. This includes truancy cases brought against parents. ***RI General Law 16-19-1*** states that parents may be fined up to \$50 per day for each day they allow their child to be truant. If a child is allowed to be truant for more than thirty (30) school days in any school year the parent may be fined up to \$500 or sentenced to six (6) months of imprisonment, or both.

### EXCUSED ABSENCES:

- Serious illness
- Medical and dental appointments of an **emergency** nature.
- Serious home emergencies such as death or serious illness.

Absence for any other reason than those stated above is **STRONGLY DISCOURAGED**. Parents should try to make routine appointments for doctors and dentists **after** school hours or Saturdays if possible. Medical/dental care as stated above will require a medical appointment card/note attached to the *Return to School Attestation Form* upon return to school.

Students needing medical appointments or needing to be dismissed early during school hours require a written note by the parent to alert the teacher that the student will be leaving. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school at the office and should present a medical appointment card or note upon returning. Students who are away from school for an appointment for 3 hours or more will be counted as absent for ½ day. Three (3) early withdrawals each of which are less than 3 hours are considered a one-half day absence. Under no circumstances will a child be released unless a parent or guardian, or properly delegated adult signs him/her out.

***\* Students who are absent from school for any reason are not permitted to attend school-sponsored extracurricular activities or events. If the absence occurs on a Friday, this applies for ALL weekend activities as well.***

**Students must be symptom free for 24 hours before returning to school after an illness.** Please do not consider a child symptom free simply because medication is reducing the symptoms. For the well-being of everyone, it is expected that students who are experiencing symptoms at home will not be sent to school. Students who are sent home during the school day with symptoms will not be allowed to return to school the next day, as this would not allow for the 24 hour protection of the entire school community. Families will also be required to follow the steps of the *Outbreak Response Protocols: PreK-12* document.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 a.m. to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 p.m. – 3:30 p.m.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignments will be given in anticipation of the vacation.** (See also *Homework due to Vacations/Planned Absences*.)

Arrangements for regular classroom tests missed because of an excused absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

## **ACADEMIC INSTRUCTION**

**ACADEMIC PROGRAM:** The course of study of Saint Philip School follows the guidelines of the Catholic Church, the Diocese of Providence, and the State of Rhode Island. Our educational goal is based on the Christian principle, “to teach as Jesus did” – with love, concern, dedication, and understanding. It provides for a full range of academic, physical, spiritual and creative opportunities. The integrated curriculum is designed to challenge and broaden the knowledge of each child, to help develop their individual gifts and talents, and to help them recognize their own personal self-worth.

The religious education curriculum (which includes Family Life) conforms to the guidelines of the Diocese of Providence. All students are to participate fully in the religious education programs both in the classroom and in all liturgical services in the school and church. Non-Catholic students are excused only from the reception of Holy Communion and Penance.

**GRADUATION:** To graduate from Saint Philip School, an eighth grade student must have a satisfactory record of scholarship, effort and citizenship. This record is kept from the time the student enters until he/she leaves. It is important that parents note the following Saint Philip School policy concerning the 8<sup>th</sup> grade **GRADUATION CEREMONY**.

Graduation is an honor awarded to all students who achieve passing grades in **all** subject areas. Should a student fail to meet the necessary basic academic standards, and thus incur retention, that student will not be allowed to participate in the graduation ceremony. Should a student fail to meet minimum standards in any content area without incurring retention, he/she may participate in the ceremony, but will not receive a diploma. Actual receipt of the diploma will depend upon successful completion of all deficient course work in a recognized summer school or under the direction of a certified teacher.

**HOMEWORK:** An essential part of the instructional program, homework serves to reinforce learning, to clarify and review skills and material learned in class, to provide the students motivation and an opportunity for their individual growth through creative experience, in-depth study and supplementary reading. It will not be given as a means of discipline.

- ✓ Parents should provide the student with a proper, quiet atmosphere for studying. Boundaries should be set for study times and outside activities.
- ✓ Parents may supervise the doing of homework, but need to remember it is to be the child's work.
- ✓ A **reasonable** amount of homework will be given. Please be aware that different students will take different amounts of time to complete their assignments.
- ✓ It is the **responsibility of the teacher, student and parent** to communicate with each other as to homework, tests, project due dates, etc. It is hoped that the student will become self-motivated, develop a sense of responsibility and use self-discipline to complete his/her assignments on time and to the best of his/her ability.
- ✓ Homework is considered one component of the grading system.

**HONOR ROLL:** The Middle School **HONOR ROLL** is posted every trimester. Students in Grades 6-8 qualify for honors if they meet the following criteria in each of their core subjects including Religion and Spanish:

- **HIGH HONORS WITH DISTINCTION:** Average of 95-100 in each core subject
- **HIGH HONORS:** Average of 90-94.9 in each core subject
- **HONORS:** Average of 85-89.9 in each core subject

In addition, students must not have any checks next to Christian Values, nor have grades lower than 80 in Art, Music, Technology, and Physical Education.

**LETTERS OF RECOMMENDATION:** See *Records/Letters of Recommendation* later in this section.

### **PROMOTION:**

**GRADES K-3** – For schools in general, inability to read well causes more students to fail in school than any other single factor. The foundations of reading and mathematics are laid in the primary grades, K-3. At Saint Philip School, promotion through the primary grades will be determined mainly by the student's progress in reading and mathematics.

Since mastery of basic reading and math skills is the major objective of the primary grades, students who do not present evidence of having acquired these skills may be retained at most ONCE during these three years. The administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. A parental consent form will be signed and placed in the student's folder. Should the parent(s) refuse the recommendation the student may not be permitted to continue as a student at Saint Philip School.

**GRADES 4-8** – Promotion in grades 4-8 will be determined by the grades the student receives in mathematics, reading/literature/English, religion, science and social studies.

1. A student who meets minimum standards in each of these subjects will be promoted.
2. A student who does not meet minimum standards in two subjects may be retained. The administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. A parental consent form will be signed and placed in the student's folder. Should the parent(s) refuse the recommendation the student may not be permitted to continue as a student at Saint Philip School.
3. A student who fails to meet minimum standards as noted above must provide documentation of having met the minimum standards prior to being promoted. Documentation may be provided after

successful participation and completion in either a certified summer school program or through private tutoring by a certified instructor. Written proof of successful course completion and documentation of certified instructor's credentials must be presented before promotion is allowed. Parents are responsible for making arrangements for the make-up summer course work.

**8<sup>th</sup> GRADE RECORDS / LETTERS OF RECOMMENDATION:** Letters of recommendation written by teachers are considered confidential information. The middle school team completes recommendation forms for all grade eight students, in preparation for high school applications. Outside of this situation, letters of recommendation must be requested in writing, and a self-addressed, stamped envelope should be provided to mail the recommendation directly to the requesting organization. Please expect a processing time of *at least* one week from receipt of request/payment for records/admissions/recommendation forms to be mailed. There is no cost for the first 5 high school records/application packets received prior to December 15<sup>th</sup>. The fee for processing each additional packet *or* for requests received after December 15<sup>th</sup> is \$25. (See ***Records Requests/Transfers*** section for non-8<sup>th</sup> grade students.)

**REPORT CARDS:** Report cards are distributed three times during the school year in Grades LC-8. Interim progress reports are distributed halfway through each marking period to students in Grades LC-2 and serve to assist parents and teachers in their evaluation and monitoring of students in their school progress. Parents of students in Grades 3-8 will have the opportunity to view grades online through the parent portal.

**TESTING:** Individual student growth, group progress, and school programs are monitored by data obtained from the STAR Early Literacy, Reading, and Math assessments which are administered three times each year, and publisher prepared tests. Students in Grades 5 and 8 also participate in the NCEA Information for Growth: Assessment of Children/Youth Religious Education (IFG: ACRE) program. All Kindergarten students will also be administered a language screening.

## **ACADEMIC PROBATION**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. *Academic probation is for students who **can** learn, but choose not to learn.* Students on academic probation will be placed on an improvement plan. At the end of the determined period of time, the student's academic progress will be assessed. Students whose average is lower than a 70 at any point throughout the year will not be allowed to participate in any sport, club, or academic competition until the grade has improved to a sustained passing grade of 70% or higher.

## **ADMISSION/REGISTRATION INFORMATION**

**Students are admitted to Saint Philip School at the discretion of the administration. We do not discriminate against students on the basis of race, color, or ethnic origin with regard to admission policies, educational policies, or any other school-administered programs.**

- A. Children must be five years of age on or before September 1<sup>st</sup> to be eligible for admission to Kindergarten. For all **new students** the following documents are required:
1. Official certificates of Birth, Baptism, and any other sacraments received.
  2. Current records of immunization and health/physical examination.
  3. Records from last school attended. (Report card, standardized test scores, and health records.)
  4. Signed registration forms, tuition contract and registration fee.
  5. Teacher recommendations (if applicable).

It may be necessary at times to deny admission to prospective students because registration for certain classes exceeds the maximum class size. In this case, admission will be granted in the following sequence:

- first, to those who are siblings of Saint Philip students, who are enrolled for the next academic year;
- second, to those who are members of Saint Philip Parish, with Kindergarten preference given to those in the SPS Pre-Kindergarten program;
- third, to those who are members of other Catholic parishes;
- fourth, to all others. Non-Catholic students whose parents accept the philosophy of Saint Philip School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances.

Registration dates will be considered within this framework.

- B. Kindergarten acceptance is determined by data gathered from the Kindergarten Screening Process, parent observations, and all available school resources.
- C. **Re-registration** is for those students already attending Saint Philip School. It is held during the school year and affords families the opportunity of registering their child before the open enrollment process begins. Only those families that are current with tuition and/or extended day payments are eligible to re-register at this time.
- D. **Open registration** takes place in February each year for new students in all grades. It is the desire of the administration to keep the maximum class size at approximately 25 students.
- E. Students seeking to transfer to Saint Philip School must meet with the school principal, complete a registration form and submit copies of their most recent report card and standardized testing scores. In addition, teacher recommendation forms and parent questionnaires must be submitted before notification of acceptance may be granted. Whenever possible, prospective students will be invited to spend a school day at Saint Philip School for a visit/evaluation before acceptance. Transfer students who are admitted to Saint Philip School will be placed on probationary status for the first year. Their behavior and performance will be reviewed periodically throughout the first year and their parents will be notified of any concerns or issues.

If during this trial period there are any concerns, a student may be asked to withdraw his/her attendance at Saint Philip School. The recommendation and decision of the school is final. Saint Philip School is limited in its human capital resources and will make ***reasonable*** accommodations for learning differences when possible. Saint Philip School may not be able to accommodate students who have *extraordinary* learning differences and it may be determined that another school setting would be more appropriate in meeting the student's needs.

- F. Parishioner status is granted to those families that have been registered in the parish for at least one year. They must use **weekly budget envelopes** and contribute a minimum of \$12.00 per week in order to qualify for parish tuition rates.
- G. Diocesan and local parish tuition assistance is available to qualifying families. Confidential inquiries may be made to the Principal/Pastor at the time of registration.
- H. **Tuition Collection/Student Withdrawal Policy** \*

The school may utilize virtual or distance learning during all or part of the school year. In-person instruction may not occur depending on many factors, including, but not limited to, laws, regulations, and government orders in effect at the time, and the school, in its sole discretion, may take additional measures and provide instruction in the manner it deems most appropriate to ensure the health and

safety of all students, faculty, and staff. Other activities normally sponsored by the school, including, but not limited to, sports and after school programs, may also be limited, postponed or canceled as the school may deem appropriate to protect the health and welfare of the school community.

Tuition, technology, graduation, and registration fees are updated each year. For families electing to pay tuition in full, payment is due April 30<sup>th</sup>. For returning families of students in Grades PK-8 electing to use the FACTS Tuition Management, there will be 10 withdrawals beginning on May 5<sup>th</sup> or 20<sup>th</sup> and continuing through February 5<sup>th</sup> or 20<sup>th</sup> (whichever date you choose).

All students currently enrolled are considered enrolled for the entire 2020-2021 school year. Please advise the school office in writing, ***before*** April 30<sup>th</sup> if you intend on withdrawing your child or children from school for the upcoming year.

As of April 1, 2020, the following early withdrawal policy will be in effect and the family must pay the portion of annual tuition listed below:

Withdrawal on or before:

- September 30 – registration/technology fees plus 25% of tuition per student
- October 31 – registration/technology fees plus 50% of tuition per student
- January 31 – registration/technology fees plus 75% of tuition per student
- February 1 – registration/technology fees plus 100% of tuition per student

Please expect a processing time of ***at least*** one week from receipt of request/payment for admissions/recommendation forms to be mailed to the school of transfer. The fee for processing recommendations/admissions packets for non-eighth grade students is \$40 per packet.

- \* *The Little Cardinals and Pre-Kindergarten programs have separate tuition rates. All tuition information is available by contacting the school business office at 949-1130, ext. 114.*

## **ARRIVAL / DISMISSAL**

Students are expected to arrive between 7:45 and 8:00 a.m. Parents are ***not*** permitted to walk their children to the classrooms. The school day begins at 8:05 a.m.

**ARRIVAL PROCEDURES:** *Buses **only** will drop off children in front of the school. All car riders will be dropped off at the double doors of the parish center.*

Safety of students is of paramount concern at all times. Students arriving to school by car will enter the building through ***the double doors of the Parish Center***. This eliminates the need for parents to escort students into the building. School personnel will assist students as they arrive. Families are expected to have their name placards displayed in their front windshields during morning arrival. This will expedite the arrival process by allowing staff to check the Attestation Form submission list more quickly. Please note that the placard will need to be taped to the passenger side of your front windshield or propped up so that staff members will be able to see it from a distance. All students will be going directly to their classrooms beginning at 7:45 a.m. Please respect the fact that for safety reasons no one will be allowed to enter through the Parish Center doors except students. Please refer to arrival and dismissal traffic pattern on p. ***Appendix i*** of the handbook.

**DISMISSAL PROCEDURES:** Bus students will be dismissed at 2:30 p.m. through the front door. All other students in LC to 8<sup>th</sup> grade will be dismissed through the valet line at the Parish Center doors. (Please see ***Appendix i*** for diagram.) Families are expected to have their placard displayed in their front



windshield during afternoon valet. This will expedite the afternoon valet by allowing staff to call for students just prior to families reaching the Parish Center doors.

## ATTENDANCE

The school year is 180 days for all students in the State of Rhode Island. Title 16 of the general laws of R.I. requires every child who has completed seven (7) and has not completed eighteen (18) years of age to regularly attend school during all the days and hours that the school is in session. Saint Philip School follows state law regarding attendance and truancy.

**SPECIAL INSTRUCTIONS FROM PARENTS:** When it is necessary for a child to deviate from his normal routine, a note from the parents should be presented to the teacher. These changes might include staying after school for a special event, being picked up by a parent when the student usually walks or rides the bus, etc. **Under no circumstances will a child be released to anyone under the age of 18 without a waiver on file, or who is not listed on the Emergency Authorization form, without written permission from the parent. Please note that e-mails and fax transmissions are not acceptable forms of written permission.**

## BEHAVIOR CODE

At Saint Philip School our goal is to provide an environment where our students will become caring and responsible people. It is our desire that all those involved (administration, faculty, parents and students) will act in a Christ-like manner which is characterized by fairness and compassion when dealing with others. Our special aim is to help each student develop self-discipline. The primary focus of any disciplinary action, whether at home or at school, should be to guide the student toward more appropriate behavior rather than merely to punish the misbehavior.

A) The following are a few examples of “conduct unbecoming a Christian student” which will lead to immediate disciplinary action:

1. Disrespectful language or actions toward others. The use of vulgar language and taking the Lord’s name in vain is unacceptable in a Catholic-Christian environment. Students using inappropriate language or using the Lord’s name in vain will receive a stern warning from a teacher or administrator and detention. Subsequent offenses may result in in-school or out-of-school suspension.
2. Disrespectful use of school property: any student marring or defacing the school’s property will be expected to restore that which has been destroyed. Students are to remember that the school is not personal but community property. School property includes all buildings, supplies, textbooks and equipment.
3. Failure to follow classroom and/or school rules to include all health and safety protocols. (*e.g. Gum is NEVER allowed on school premises.*)
4. Any behavior deemed INAPPROPRIATE by faculty, staff and administration.
5. Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. Cheating or plagiarism in any form is not permitted. All students involved in any of these inappropriate actions will receive a grade of zero on the assignment: copying someone else’s homework or class work, giving assignments to others to copy, using unauthorized methods, completion of class assignments by a parent/guardian, talking or showing work to someone during a test, committing forgery (forging a parent or teacher’s signature), or plagiarizing (using another’s work, ideas, or a quotation as if it were one’s own).
6. Dangerous actions toward others.
7. Possession or use of weapons.
8. Possession or use of tobacco, alcohol and all other types of drugs.



9. Harassment/bullying of any type is not tolerated. The administration investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion along with police involvement. Harassment includes but is not limited to any or all of the following: *verbal harassment* – derogatory comments and jokes, threatening words spoken to another person; *physical harassment* – unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement; *visual harassment* – derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, and gestures; *sexual harassment* – verbal or physical actions that cause discomfort or embarrassment to another person. Actions constituting sexual harassment may include, but are not limited to, physical contact or use of sexually explicit language, gestures, writing, pictures, objects, sexual ‘jokes,’ spreading rumors about a person’s sexual behavior, touching another inappropriately, or any sexual comments. (*See Statewide Bullying Policy – pp. Appendix iii-vi*)
  10. Cyber-bullying – the use of the internet, e-mail, text messaging, or instant messaging to spread rumors, start fights, or say hurtful things about another person. Some students use social networking sites to spread rumors or to bully others. Although cyber-bullying often happens outside of school time, its negative repercussions spill into schools. Engagement in online blogs such as, but not limited to, Facebook; Instagram; Snapchat; etc., may result in disciplinary actions if the content of a student’s blog includes defamatory comments regarding the school, the faculty, other students, or the parish. **Consequences for involvement in these behaviors may result in expulsion and police action.** (*See Statewide Bullying Policy – pp. Appendix iii-vi*)
- B) Attempts to resolve student behavior problems will be handled with utmost care. Steps will be followed to ensure that students are given every opportunity to be heard and are treated fairly. Warnings, discussions and plans for improvement will be formulated with the student. However, **repeated disregard for Christian behavior or a very serious single violation of school policy will be met immediately with severe consequences.**
- C) Disciplinary actions may include, but will not be limited to, the following:
1. Explanation and discussion of misbehavior with teacher or administration.
  2. Loss of recess, field trips or other school privileges.
  3. Cleaning or repairing of things soiled or damaged.
  4. Written note sent home to be signed by parents.
  5. Phone call or e-mail home by teacher and/or administration.
  6. Conference with parents, student, teacher, and/or administration.
  7. Detention – Student stays after school for 1 hour. Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. **All detentions will be served on Thursdays from 2:30-3:30, with a few exceptions throughout the year due to holidays. Detention takes precedence over appointments, practices, lessons, ballgames, etc. Requests to change detention dates will be approved only due to an emergency situation.**
  8. Probation – Student has had a major behavior or academic problem and is expected to do better or more serious action will be taken.
  9. Suspension – Student is temporarily excluded from classroom or school for a specified length of time. Suspension may be held either in-school or out-of-school at the discretion of the administration. A parent/student/principal conference is required before re-admission. Students will *not* be allowed to make up missed work and will receive a grade of zero for all missed assignments.
  10. Expulsion – Student is removed from school and will not be readmitted. Consultation will occur between administration and parents before this action is taken.

*\*\*\* Students who exhibit behavior which is disrespectful of or detrimental to the name of Saint Philip School or who participate in inappropriate actions or activities which occur on school grounds before, during or after school hours are subject to discipline, which may include suspension or dismissal.*

**CLASSROOM CONDUCT:** Students are expected to participate in classroom lessons by listening carefully, following directions, completing assignments, and cooperating with other students and adults who may be part of that classroom environment. It is expected that students will actively and appropriately participate in all classroom and school activities. Parents should also be aware of the classroom teacher's expectations and consequences. To that end, all Saint Philip teachers will send home a copy of their classroom rules and discipline procedures.

**OFF-CAMPUS CONDUCT:** The administration of Saint Philip School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

**RESPECT FOR SCHOOL PERSONNEL:** Parents are held to the same standard as students with regard to respect for school personnel. Enrollment of the child in the school implies a partnership between the school and the parents/child: if the partnership breaks down, parents can be required to withdraw the child from the school.

**STATEMENT ON VIOLENCE** – Any action by any member of the school community that disrupts the peace of the community is unacceptable. Therefore intimidation, harassment, threats of violence, and actual violence of any kind in any form, including use of e-mail, social media, etc., by any member of the school community to themselves or any other member of the school community or to an outsider, subject an individual to sanctions by the school including but not limited to suspension, medical/psychological evaluation, and exclusion. All threats of violence will be taken seriously. Excuses such as “I was just kidding” are not acceptable. In addition, threats of violence and acts of violence will be reported to the police where appropriate.

**THE PRINCIPAL IS THE FINAL RECOURSE IN ALL DISCIPLINARY SITUATIONS AND MAY WAIVE OR IMPOSE ANY DISCIPLINARY RULE FOR JUST CAUSE AT HIS/HER DISCRETION.**

## **BIRTHDAY OBSERVANCES**

Students celebrating birthdays will be mentioned on the intercom during morning announcements and presented with a small token for their special day. In addition, birthday treats may be purchased by parents through the school store website's Birthday Club program. Families may NOT send birthday cupcakes, cake, or treats of other kinds for classroom consumption for birthday celebrations.

## **BUS TRANSPORTATION**

Bus transportation to and from school is provided to residents of the towns of Barrington, Bristol, Central Falls, Cranston, East Providence, Johnston, Lincoln, North Providence, Pawtucket, Providence, Smithfield, and Warren. Each town has its own rules and regulations for its buses. Saint Philip School students are expected to follow all rules or be prepared to accept the consequences.

1. The bus companies do make school officials aware of inappropriate bus behavior. The principal will discuss the problem with the student and assist with appropriate disciplinary measures.
2. If there are problems with times, routes, drivers, students, etc., please contact the transportation department that services your community.
3. Only students who are residents of their particular town may ride the bus to and from school; no others are allowed.

## CARDINALS CLUB

All parents and/or guardians of children enrolled in Saint Philip School are members of the **Saint Philip School Cardinals Club**. The purpose of this organization is to foster a sense of community and friendship among school families and staff, as well as to 'have fun while raising funds' for the school. Monthly Cardinals Club meetings are open to **all** school families. Meetings are generally held in the school library at 7:00 p.m. during the first week of each month between September and June. Please see the school's website or calendar for specific dates.

### CARDINAL CLUB OFFICERS 2019-2020

Co-President .....	Mrs. Amanda Assante .....	301-4873
Co-President .....	Mrs. Cheryl Guertin .....	309-1847
Co-Secretary .....	Mrs. Kristen Conte .....	369-6521
Co-Secretary .....	Mrs. Karen Sclama .....	354-6289
Hospitality & Spirituality .....	Mrs. Nicole Levesque .....	742-5457
Hospitality & Spirituality .....	Mrs. Madeline Lafleur .....	497-3545
Room Parent Liaison .....	Mrs. Jamie Hendrickson .....	203-9543
School Liaison .....	Mrs. Amy Graham .....	949-2794

## CHILD ABUSE REPORTING

Saint Philip School abides by the child abuse laws of the State of Rhode Island. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the Department for Children, Youth & Families.

## COMMUNICATION

Parents/Guardians are required to notify the school office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Saint Philip School utilizes electronic mail as its primary form of communication with parents. In order to insure that all 'hard copy' communication from school reaches home in a timely manner, Saint Philip School also uses a Friday folder system. Official folders containing all paper correspondence are sent home on Fridays and should be returned the following school day. Your child is responsible for emptying the contents of his/her folder before it is returned to the classroom. There is a \$2.00 replacement charge for folders that are lost. Information is not sent home if the Friday folder has not been returned. Official school-wide emergency communications are sent using a one-call phone system.

## CONFERENCING PROCEDURES

If your child's efforts and achievements are below expectations, we encourage a conference with the teacher. **Visits to the teachers are not permitted during class time.** However, after-school appointments may be arranged by calling the school office or writing a note to the teacher in advance. ***At no time is a parent to go to the classroom, unless personally invited by the teacher to do so. Parents are also requested not to 'friend' teachers and staff on a social network as this conflicts with recent decisions made through the Catholic School Office.***

In addressing parental concerns, the administration is always willing to speak with parents, **provided they follow the guidelines listed below:**

- Parents must consult with the appropriate school personnel to express their concerns.
- If the concerns/issues are not resolved after speaking with the appropriate personnel, call or write for an appointment with an administrator. The principal may not be able to devote the proper amount of time without an appointment.
- Parents who have not communicated with the appropriate school personnel before attempting to meet with the administration may be asked to follow this 'chain of command' protocol for dealing with concerns prior to speaking/meeting with administration.
- Every effort will be made to return your telephone call the same day.

## CONFIDENTIALITY

Saint Philip School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. Saint Philip School adheres to these laws in its attempt to protect the privacy rights of all students. Parental consent is required for the school to post pictures, videos, and other images of their children throughout the school year and in advertising information.

Parents of students enrolled at Saint Philip School are **forbidden from posting photographs taken at school-sponsored events** that include the images of students other than their own on their personal Facebook® pages or other social media sites. Such postings are a violation of Saint Philip School's adherence to FERPA and the Child Protection Act.

Parents and students participating in virtual Meets should not take pictures or recordings of the Meets, as this is a violation of the SPS Distance Learning Expectations Agreement.

## CUSTODY

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the administrative offices. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. It is of great benefit to children to have both parents involved in their education. (*See also Access to School Records under Safety Concerns, p.27.*)

## DISMISSAL

The school day ends at 2:30 p.m. after closing prayers. Students are **not permitted** to return to their classrooms or lockers after 2:30 p.m. for forgotten items.

Taking children out of school early is discouraged. However, when this is unavoidable, such requests should be made **in writing** and submitted to the teacher first thing in the morning, and must state the reason for early release. Under no circumstances will a child be released unless a parent or guardian, or properly delegated adult signs him/her out. A signed **Dismissal Waiver** must be kept on file in the office for any person under the age of 18 who is sent to pick up a student.

**ILLNESS/ACCIDENTS:** For the well-being of everyone, it is expected that students who are experiencing illness at home will not be sent to school (e.g. fevers, rashes, diarrhea, excessive coughing, strep, etc.). **However, if a child is sent home during the school day with symptoms, under no circumstances should that child be sent back to school the following day.** Please do not consider a child fever symptom simply because medication is reducing the symptoms. If a child becomes ill or has

an accident in school, the school will contact the parent immediately. In case of a serious situation, and a parent cannot be reached, a student's alternate emergency contacts will be called. If no one can be reached, emergency 911 will be called. It is the parents'/guardians' responsibility to ensure that **current** home and emergency phone numbers are on file in the office. Makeup work will be given when the student returns to school.

## **DISTANCE LEARNING**

We recognize that there are times throughout the year that students will learn from home. SPS faculty and staff will continue to facilitate a strong academic experience within these limitations. Please see a copy of the *Distance Learning Expectations Agreement* in **Appendix vii**.

## **EXTENDED DAY PROGRAM**

An Extended Day Program is offered to any student registered at Saint Philip School. It is available on all school days from 7:00–7:45 a.m. and 2:30–6:00 p.m. Information regarding the **EXTENDED DAY POLICY AND RATE SCHEDULE** is disseminated in September. A student information form with emergency contact information is utilized by the school office and the Extended Day Program. **A late fee of \$25.00 per child will be charged to all families who fail to pick up their child by the 6:00 p.m. closing time.** Continued lateness will result in exclusion from the Extended Day Program.

## **EXTRA-CURRICULAR ACTIVITIES**

Extracurricular activities are offered to enrich the educational experience of our students. School-sponsored activities are supervised by faculty, staff, professionals, parents, and/or volunteers. Students are expected to follow the rules, use appropriate behavior, and to conduct themselves as Christians at all times. Activities may include participation in sports, yearbook, drama, chorus, etc. Appropriate dress is required at all socials, school sponsored events and ceremonies. **Inappropriate behavior will result in exclusion from extra-curricular events.** *(See Diocesan Student Participant Eligibility Policy, next section.)* Students must maintain passing grades in all academic areas in order to be eligible for participation in extracurricular activities. Once a student is determined to be ineligible, their grades will be re-evaluated on a regular basis to ascertain when the student is eligible to be reinstated to his/her former activity. ***Students who are absent from school for any reason are not permitted to attend school-sponsored extracurricular activities or events. If the absence occurs on a Friday, this applies for ALL weekend activities as well.***

## **EXTRA-CURRICULAR ACTIVITIES – STUDENT PARTICIPANT ELIGIBILITY**

In order for students to participate in extra-curricular activities, students and parents must read and agree to the conditions of the Diocese of Providence student participant eligibility policy and sign the Student Participant Eligibility form (see next page for sample form).

### ***STUDENT PARTICIPANT ELIGIBILITY POLICY***

#### **MISSION STATEMENTS**

#### **Diocese of Providence**

*Inspired by the mission of Jesus and enlightened by the Holy Spirit, the Catholic schools of the Diocese of Providence, are centers of education where students witness, share and grow in the Catholic faith community. Within a framework of Catholic Christian values, our schools strive to provide academic*

*excellence, to nurture spiritual, physical and emotional growth and to assist students to become lifelong promoters of the Gospel message.*

### **Mission of Saint Philip School**

At Saint Philip School, we live and proclaim the Gospel as a Roman Catholic family where we educate the whole person in body, mind, and spirit. We empower students to grow deeper in faith, strive for academic excellence, and use their God-given gifts to help others as we teach truth, build community, and inspire service.

### **Catholic Athletic League**

*The Catholic Athletic League is organized in order to give the children of this Diocese a place to share, grow and interact in a safe environment. The design of the league offers all children a place to compete in a caring, nurturing environment in order to help them develop emotionally and spiritually.*

## **GOAL**

*The goal of extra-curricular activities, including athletics, is to enhance the overall school program.*

## **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

*In order to participate in any extra-curricular or athletic activity, the student must:*

- *maintain his/her best academic standards and put forth good effort in all classes.*
- *participate in group prayer before the start of game or activity.*
- *meet all eligibility requirements from the school he/she attends and, if applicable, the Catholic Athletic League.*
- *maintain a high standard of sportsmanship, citizenship, and respect at all times.*
- *accept the responsibility and privilege of representing your school community.*
- *cooperate with peers, teachers, coaches, and adults in charge.*
- *treat others the way you would like to be treated.*
- *maintain a positive attitude.*
- *Refrain from negative, derogatory, or hurtful remarks to your peers, opponents, coaching staff, and referees.*
- *attend all team meetings and practices.*
- *adhere to school behavioral expectations according to school handbook.*

***A student who violates any participation requirement may be subject to disciplinary action which may include a warning, suspension, or removal from the activity. The school principal is the final recourse in all disciplinary infractions.***

### **Student Participation Pledge**

*As a student participant, I am a role model. I understand the spirit of fair play and participation for enjoyment. I will not engage in any form of disrespectful behavior, including inappropriate language and unnecessary physical contact. I will show respect for all participants, coaches, referees, teachers, and group leaders. I understand the behavior and academic expectations of my school, and hereby accept the responsibility and privilege of representing this school and community as a student participant.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Parent/Guardian Pledge**

*As a parent/guardian, I acknowledge that I am a role model. I will remember that extracurricular activities are an extension of the classroom, offering learning experiences for all students. I will show respect for all participants, coaches, referees, teachers, group leaders, and spectators. I will participate by supporting, encouraging and uplifting all participants and groups. I understand the behavior and*

academic expectations of my child's school, and hereby accept the responsibility to be a good role model and I will encourage my child to do the same.

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

## FIELD TRIPS

Field trips are considered a privilege and are taken to enhance the educational experiences of the students. The school reserves the right to deny a student participation in a field trip for failure to meet academic and/or behavioral requirements.

1. A special permission slip must be completed by the parent before the student will be allowed to participate in the field trip. Phone calls, faxes, and other notes from parents **will not be accepted.**
2. All school rules and regulations are in effect while participating in a field trip activity.
3. No student will be excluded from a field trip for his/her inability to pay for bus ride or admission to activity. Arrangements can be made by consulting with the principal.
4. Though students are expected to take part in this educational activity, parents have the right to refuse their child's participation. Students who do not participate should still attend school that day.
5. At times parents may be called upon to be chaperones if they have completed the diocesan protocol for school volunteers. (See \*Note below.) The classroom teacher determines the number of chaperones needed and the process for selection. For insurance purposes, siblings will not be allowed to participate.
6. Children will wear their school uniform on all field trips. Alternate dress for field trips will be communicated along with the description of the activity when applicable.

**\*NOTE:** Any individual wishing to serve as a volunteer in any capacity at Saint Philip School must follow the procedures and policies set by the diocese. Approval to volunteer at the school or to chaperone on field trips can only be given if individuals participate in a Safe Environment presentation which includes providing the school with a completed, notarized BCI disclaimer form accompanied by a copy of photo identification that contains date of birth. (Forms are available at the school office and on the school website.) The Safe Environment presentation will be held during our September open house and may also be completed on-line. All required paperwork must be filed with the school office. **An adult may begin to volunteer only after the school receives confirmation of successful 'clearance' of an individual by the Diocesan Office of Compliance.**

## GENERAL POLICIES, PROGRAMS AND INFORMATION

**CARE OF SCHOOL BOOKS AND PROPERTY** is to be exercised at all times. All hard and soft cover textbooks are to be properly covered. **Book covers are to be appropriate and in good repair. Adhesive book covers are NEVER allowed.** Textbooks are **never** to be written in or on; workbooks are to be written in with the direction of the teacher. Religion books and Bibles contain the **Word of God** and should be treated respectfully. **STUDENTS ARE LIABLE FOR ANY DAMAGE TO SCHOOL PROPERTY and families will be billed for damaged property.**

**GIFTS / PARTIES:** Students should refrain from exchanging individual gifts at school, as this gesture may create hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. mail unless an invitation is being given to all students in the child's class.



**LIBRARY** books may be checked out by children in Grades PreK-8 during their weekly library period. It is a privilege to borrow books from our school library. If a library or classroom book is lost or damaged, the student responsible will pay the current replacement cost, and must be paid for by the student before any other materials may be checked out. **Students who have lost or damaged books will not receive final report cards until their account is cleared.**

**LOST AND FOUND** articles are placed in the black bins in the main hallway. Parents and children are welcome to look through the items at any time. Student clothing and belongings should have names on them written with indelible ink. Unclaimed articles in acceptable condition will be added to the school uniform closet, donated to charitable organizations, or discarded.

**MONEY/PAYMENTS:** Diocesan fiscal guidelines require Saint Philip School to limit payments by cash or check. Most payments for general items (tuition, activities, etc.) are paid through the school store website. Other payments brought to school must be placed in an envelope and labeled with the **child's name, class, amount of money enclosed, and its purpose.** All checks are to be made out to ***SAINT PHILIP SCHOOL*** unless otherwise noted. Money for different items should **not** be combined since it is often rerouted to different areas upon arrival in the school office.

**PICTURES/VIDEOS:** For public relations purposes, pictures of students may be taken from time to time and, along with their names, be submitted to area newspapers. Pictures or videos (without names) may also be posted on the school website and Facebook page. **Parents must sign a photo-video release during registration to indicate whether or not they give permission for these activities. All parents must have this consent/denial on file for their children.** Because parental consent is required for pictures, parent volunteers and chaperones who take pictures during the course of their volunteer work at Saint Philip School may NOT post any pictures on social media if those pictures show students other than their own children. (*See also Confidentiality, p. 16*)

**Parents and students participating in virtual Meets should not take pictures or recordings of the Meets, as this is a violation of the SPS Distance Learning Expectations Agreement.**

**VISITORS:** **NO ONE** may go directly to a classroom at any time. All visitors **must** report to the school office. **Please do not bring forgotten items (reports, books, etc.) to school; however, forgotten lunches, eyeglasses, and medication are an exception.** Students are responsible for remembering articles for school each day and for home each night. Students are **not permitted** to return to their classrooms or lockers after 2:30 p.m. for forgotten items. (*See also Visitors, p. 34-35*)

## **HEALTH CONCERNS**

Although our main concern is the education of each student, we are also dedicated to the goal of keeping each student healthy and safe in our school environment. To that end, all student immunizations and physicals need to be properly documented before the beginning of each school year. **Please note that students may not be able to attend the first day of school if they have any missing mandatory health information.** Accident insurance is provided for each student.

Saint Philip School's policies reflect those of the Center for Disease Control and the Rhode Island Department of Health. Changes will be communicated through the school office. Please refer to the ***Outbreak Response Protocols – PreK-12*** document and the Attendance section on p. 6.

- A. **MEDICATION POLICY** – A student is not allowed to have medication in his/her possession during school hours. If a medication needs to be administered at school, A ***MEDICATION AUTHORIZATION FORM MUST BE SIGNED BY THE PARENT AND DOCTOR*** (*exception: cough drops*).



Please note that the following procedure **MUST** be adhered to:

1. All medications, ***including cough drops***, must be brought to the office (or handed to a staff member to be brought to the office) for safe keeping and proper dispensing. The student must **NEVER** personally transport his/her own medicine, to or from school.
  2. All medication must be in a pharmacy labeled container with the child's name and proper dosage on it.
  3. The child will take the medication himself/herself under the watchful eye of the school nurse or another designated registered adult.
- B. All students must have **up-to-date emergency information** on file in the office. This should contain:
1. Address and phone number of where parents may be reached during the school day. Please include home, cellular phone and work numbers.
  2. Address and phone number of **AT LEAST TWO RELATIVES OR CLOSE FRIENDS** who have agreed to take the parent's place in case of emergency. They should live within a reasonable distance of school, should have a car and be available to come for the child **within the hour**.
- C. The services of a School Nurse-Teacher are provided by the Smithfield School Department for one-half day per week. Additionally, Saint Philip School provides the services of its own full-time school nurse. The school nurse's main responsibilities include promoting the optimal health of the students by:
1. Maintaining health records for each student.
  2. Ensuring that all students entering Saint Philip School for the first time have a complete physical examination, as required by state law, and that a required physical examination is completed upon entry into the 7<sup>th</sup> grade.
  3. Preventing the outbreak and the spread of communicable diseases such as measles and pertussis, through the enforcement of the minimum requirements for immunizations of students, as set forth by state law.
  4. Protecting the health of students by conducting screenings for potentially chronic problems such as impaired vision and scoliosis, and by securing the services of the RI Hearing Center to test for hearing impairment.
  5. Promoting the optimal dental health of students through required annual dental examinations for all students in grades K-8.
  6. Enforcing policies established by the RI Dept. of Health and the CDC concerning any communicable disease outbreaks.
- D. If a student becomes ill or injured at school, he/she should report directly to the teacher on duty. If it is a serious problem, the child will be attended to in the office.
1. In case of illness, the child will be assessed. Parents may be asked to pick up their child within the hour if there are symptoms present or if the child is unable to return to the classroom after a reasonable period of time.
  2. In case of serious injury, the child will be checked carefully, watched closely and administered basic first aid. Parents will then be notified.
  3. Minor first aid problems will be treated by school designated personnel.
  4. Any unexplained rash must be checked by a physician and a doctor's note should be sent to school upon the child's return.
  5. If a child has a contagious disease, the office needs to be notified immediately so that the school can follow the guidelines laid out in the ***Outbreak Response Protocols – PreK-12*** document.
- E. **FOOD ALLERGIES:** Saint Philip School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food

allergies. In order to minimize the incidence of life threatening allergic reactions, Saint Philip School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an emergency plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy. **Peanut products may not be consumed in the classrooms.**

Teachers must be familiar with the emergency plan of students in their classes and respond to emergencies as per the emergency protocol documented in the plan. In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called. The emergency medical services will be called immediately. The classrooms have easy communication with the school nurse.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers and substitutes will be educated about the risk of food allergies. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

## **HOMEWORK (VACATIONS/PLANNED ABSENCES or ILLNESS)**

### **Vacations/Planned Absences**

The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception.**

### **Illness**

When a student is **absent or unable to distance learn for three or more days**, a parent may call the school office before 9:30 a.m. to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 p.m. and 3:30 p.m..

For **short absences** where students feel well enough to distance learn, the school should be notified utilizing the Daily Attestation Form. Students should check the portal, follow the daily distance learning schedule, and make arrangements with teachers regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Students will be allowed one day to make up work for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

## **LUNCH / SNACKS**

**LUNCH:** Saint Philip School offers a hot lunch program daily. Students may choose to bring their lunch each day. **Parents should not purchase special lunches or drinks from carry-out restaurants and deliver them to the school.** Although juice boxes and drinks in plastic bottles are acceptable, glass bottles and soft drinks are NOT. Gum is **never** allowed on the school premises, and candy at lunch time is discouraged. Students are expected to use respectful behavior and good manners during lunch. They may not leave their seats without permission from the lunchtime supervisors. **For safety reasons, children may not have lollipops at school.**

## PEANUT ALLERGIES

Since Saint Philip School has students identified as having peanut or tree nut allergies, the sale of peanuts/tree nuts, peanut butter and other peanut-based products in the school cafeteria is prohibited. In accordance with state law, there is also at least one designated peanut-free table in the parish center cafeteria during all student lunches. When students are eating lunch in their classrooms, please be reminded that our classrooms are nut free. (*See also Food Allergies in HEALTH CONCERNS section.*)

**SNACKS (LITTLE CARDINALS, PRE-K & KINDERGARTEN):** Directives will come from the classroom teachers at the start of school in the fall.

**SNACKS (GRADES 1-5):** A supervised break occurs mid-morning in grades 1-5 for the purpose of lavatory use and a snack. Since time is limited and cleanliness a necessity, parents are asked to limit the snack their children eat to items such as raisins, cookies, granola bars and fresh fruit. Pudding, fruit cocktail, yogurt and juice drinks are not appropriate for in-class snacks and should be reserved for lunchtime consumption. ***In order to provide for the safety of students having allergies, items containing peanuts/tree nuts, peanut butter, and other peanut-based products may only be eaten during lunch time in the parish center cafeteria.*** Water will always be available to those children who wish to have a drink with their snack.

## PARENTS AS PARTNERS

As partners in the educational process at Saint Philip School, we ask parents:

- ✓ To set rules, times, and limits so that your child:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school uniform code;
  - Completes assignments on time; and
  - Has hot lunch or nutritional sack lunch every day.
- ✓ To actively participate in school activities such as Parent-Teacher Conferences;
- ✓ To honestly notify the school about their child's wellness by completing the Daily Attestation Form;
- ✓ To notify the school office of any changes of address or important phone numbers;
- ✓ To meet all financial obligations to the school;
- ✓ To inform the school of any special situation regarding the student's well-being, safety, and health;
- ✓ To complete and return to school any requested information promptly;
- ✓ To read school notes and newsletters and to show interest in the student's total education;
- ✓ To support the religious and educational goals of the school;
- ✓ To attend Mass and teach the Catholic faith by word and example;
- ✓ To support and cooperate with the discipline policy of the school;
- ✓ To support and cooperate with the Distance Learning Expectations Agreement and all health and safety protocols;
- ✓ To treat teachers with respect and courtesy in discussing student problems;
- ✓ To refrain from posting/stating negative comments about students, teachers, or the administration in the community, to include social media.
- ✓ To address concerns, when they arise, with the chain of command of the school rather than sharing them with the community.

## PARENTAL ROLE IN EDUCATION

We, at Saint Philip School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and

your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically. Your choice of Saint Philip School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

**Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others.** Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Saint Philip School, we trust you will be loyal to this commitment. During these formative years (ages 3 through Grade 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us work together with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## **PERSONAL PROPERTY**

### **CELL PHONE POLICY**

#### **MIDDLE SCHOOL**

The only phone a child may use during the school day and when the school office is open before or after school is the office phone. The student must have a hall pass from the teacher to use the phone. If a student brings a cell phone to school, the cell phone must be kept off during the school day, and kept in the student's locker. The school assumes no responsibility for these items. Any student using or in possession of a cell phone during the school day will have the phone confiscated and turned into the principal. Parents and students will need to make arrangements to pick up the cell phone from administration and to conference with administration. If there is another cell phone incident the same will occur plus an automatic detention. If a 3<sup>rd</sup> incident occurs, the cell phone will not be allowed in school for the remainder of the school year.

**Cell phone usage is not permitted while the student is under the supervision of the Extended Day Program or involved in any extra-curricular activities. Failure to abide by this policy will result in the above stated consequences plus possible withdrawal from the program(s).**

#### **GRADES K-5**

The only phone a child may use during the school day and when the office is open before and after school is the office phone. Cell phones are not permitted for any child in Kindergarten through Grade 5. Any K-5 student using or in possession of a cell phone during the school day will

have the phone confiscated and turned into the principal. Parents and students will need to make arrangements to pick up the cell phone from administration and to conference with administration.

### **ELECTRONIC DEVICES**

Students are not permitted to use personal electronic devices (i-Pods, MP-3 players, tablets, cameras, electronic games, etc.) on campus while school is in session unless they are used as part of a classroom project. Any device that has the capability to connect to the internet and/or utilize messaging may not be worn/used at school (ex. Apple watches, Fitbits, etc.). ***The school is not responsible for any electronic devices brought from home.***

The school/parish is co-tenant of lockers and desks and reserves the right to search desks, lockers or personal belongings at any time without notice if there is a reasonable cause for such a search.

### **PERSONAL SCHOOL-RELATED ITEMS**

All students are responsible for their personal belongings. Many articles are lost every year and never claimed. Please write names with **INDELIBLE INK** in all articles of clothing and on all personal belongings, especially sweaters, sweatshirts, lunch boxes/bags, book bags and backpacks. Backpacks are preferred for middle school students. They should be a reasonable size to navigate the hallways yet large enough to carry needed supplies (book, Chromebook, etc.).

### **OTHER ITEMS**

Personal property such as, but not limited to, trading cards, laser pointers, baseballs, softballs, and wood or metal bats are never allowed at school. ***The school is not responsible for lost or broken items.***

## **RECESS**

In order to provide children with a change of environment at least once during the day, children in grades LC-5 will go outside even on moderately cold days. **We ask that parents send children to school dressed appropriately with gloves/mittens, hats and warm jackets.**

## **RECORDS REQUESTS / TRANSFERS**

Notice of withdrawal/transfer of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts.

Saint Philip School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a request to the school office. All forms should be submitted in writing to the Saint Philip School Office for distribution. Completed forms will be sent via the U.S. mail.

Please expect a processing time of **at least** one week from receipt of payment for records/admissions/recommendation forms to mailing.

- ✓ For eighth grade students, there is no cost for the first 5 high school applications packets received prior to December 15<sup>th</sup>. The fee for processing each additional packet **or** for requests received after December 15<sup>th</sup> is \$25.

- ✓ The fee for processing recommendations/admissions packets for non-eighth grade students is \$40 per packet.

**No student records will be forwarded to another school until all Business Office accounts have been settled.**

## **SACRAMENTAL PROGRAM**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Saint Philip School. Preparations for the sacraments of Reconciliation and Eucharist form the core of instruction in Grades 2 and 3. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

## **SAFETY CONCERNS**

For the safety of students and staff, our school is locked at all times. Visitors must enter through the front door on the driveway that runs parallel to Putnam Pike. They should ring the doorbell, identify themselves along with the purpose of their visit, and then be admitted **by an adult**. Office personnel will then be able to help the visitor with his/her business.

- A) It is the duty and responsibility of the faculty/staff of Saint Philip School to be sure that the students are supervised at all times. However, it is the responsibility of the parents to be sure that students do not arrive too early before school or stay too late after school.
  - 1. Children who arrive prior to 7:45 a.m. will be checked in at our **EXTENDED DAY PROGRAM**. Those who arrive between 7:30 and 7:45 a.m. will be charged a full half-hour rate. Students who are not picked up at the 2:30 p.m. dismissal time will also be checked in at the **EXTENDED DAY PROGRAM**. Students who are picked up before 3:00 p.m. will be charged a full half-hour rate.
  - 2. All students will enter the school and immediately report to their classrooms.
  - 3. Students are **never** allowed to leave the building or schoolyard area without the consent of a staff member.
- B) For reasons of student safety, expediency, and courtesy, all parent cars will be expected to follow the set traffic pattern when dropping off and picking up their children. A copy of the traffic pattern is located in the back of this handbook.
  - 1. **Cars should not be driven onto recess areas when children are present.** Placement of traffic cones and chain barriers indicate boundaries for car travel and **SHOULD BE OBSERVED AT ALL TIMES**.
  - 2. On school days, cars are **not** to be parked in front of the school. This space needs to be left clear for school buses and designated personnel. A limited number of parking spaces are provided in front of the school for parents/visitors. **Please utilize these spaces when signing in tardy students or for picking up students who are dismissed early.**
  - 3. All volunteers (including lunch volunteers) are to park in the parish center parking lot.
- C) **ACCESS TO SCHOOL RECORDS** – Parents have a right of access to their children's school records. The school will abide by the provisions of Rhode Island state law regarding the right of

access of the non-custodial parent to his or her child's school records. **Divorced or separated parents MUST file a court-certified copy of the custody section of the divorce or separation decree with the principal's office.** The school will not be held responsible for failing to honor arrangements that have not been made known.

Both custodial and non-custodial parents or an eligible student (18 years or older) have the right to inspect the student's school records and may do so in the presence of the principal or person qualified to explain the material in the records, unless there is a court order or decree presented to the principal restraining a parent from such contact and inspection. A request to view records should be made in writing to the principal two full school days before the inspection. When school records pertain to more than one student, the parent/guardian or the eligible student may inspect only that part of the educational record which pertains to the child of the parent/guardian or to the eligible student. Schools may furnish parents with a copy of their child's records.

- D) Fire Drills, Lockdown Drills, and off-premise Evacuation Drills are held at regular intervals within the mandated guidelines of the State Fire Marshal. Students are expected to follow school emergency drill rules and all adult directives being given at the time of these drills. The students need to understand the seriousness of this procedure and to treat the practice drills with due respect.

## **SCHOOL CLOSINGS / DELAYS**

Usually, in the case of inclement weather, Saint Philip School will usually follow the decision of the Superintendent of the Smithfield School System – whether to cancel school for the day, delay the start of the school day or dismiss school early. (For example, if Smithfield public schools are closed, Saint Philip School may also be closed; if Smithfield has a one hour delay, Saint Philip will also have a one hour delay.) Many of our students come from communities other than Smithfield, but when watching or listening for school news, please follow instructions for *Smithfield Public Schools* if Saint Philip is not mentioned by name. Other school department decisions will affect the bus schedules of those school departments. Please familiarize yourself with and be mindful of your own transportation company's policies during inclement weather. The SPS administration reserves the right to make independent school closure decisions when deemed appropriate.

Announcements regarding school closings will be made via the school's 'instant-notification' phone system; through the RI Broadcasters Association Closings/Delays website; over broadcasting stations WJAR-10 and WPRI-12; and radio stations 63 PRO-AM, 92 PRO-FM and Lite Rock 105. Usually Saint Philip School will be listed, but if it is not specifically mentioned, please follow the decision of Smithfield public schools. Information may also be available on the parent portal or on our school Facebook page. Please **DO NOT CALL THE SCHOOL** as the phone lines need to remain open.

If school is to be closed after the children are already in school, it will again be announced via the 'instant notification' phone system if possible, through the RI Broadcasters Association Closings/Delays website, and over the TV/radio. Children will be sent home in the usual manner, unless the school is otherwise informed. Parents should make the necessary plans to ensure a place for their children to go in the event of an early closing when no **adult** will be home. Please **DO NOT CALL THE SCHOOL** as phone lines need to remain open.

## **SOCIAL MEDIA**

Engagement in online media such as, but not limited to Facebook, Twitter, Instagram, etc., may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog/page includes defamatory comments regarding the school, the faculty, other students, or the parish. Parents should



refrain from creating a class/grade social page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's social media page or site may result in the children of the parent being separated from the school. In the event that a student is involuntarily separated from the school because of negative social media content about the school by the student or parent, there will be no reimbursement for tuition and/or fees. (See also *Behavior Code*, pp. 12-14.)

## STUDENT DIRECTORY

Saint Philip School families may access a Student Directory listing of students' and parents' names, addresses, home telephone numbers, and e-mail addresses through the school portal. Under the laws of FERPA, parents may choose to exclude any personal contact information from this Student Directory.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. This directory information may not be **used** or **sold** for other purposes.

## TARDINESS

**Saint Philip School views excessive tardiness as a serious matter and impairment to the development of a responsible person.** Tardiness is a problem for the staff, the teacher, the student who is tardy, and his/her classmates. **Students are considered tardy if they are not in their classrooms at 8:05 a.m.** (Bus students will not be considered tardy if the bus arrives late.) Students arriving after prayer has begun must obtain a 'tardy admittance slip' before going to their classroom. Upon entering the classroom, the tardy slip must be given to the teacher who records the tardy in the attendance record. Tardy students arriving after 8:05 a.m. are to be escorted into the front doors and signed in by a parent or guardian. ***Students may NOT be 'dropped off' in front of the school when late.*** **Tardiness occurring as a result of appointments must be accompanied by a medical/dental appointment card or note** and is considered 'excused.' Excessive tardiness may result in any of the following consequences:

1. Parent-Teacher Meeting
2. Parent-Principal Meeting
3. **Denial of acceptance for the following school year**

## TECHNOLOGY USE BY STUDENTS

### REGULATIONS FOR STUDENT ACCEPTABLE USE OF TECHNOLOGY RESOURCES

Saint Philip School provides technology resources to its students and staff for educational and administrative purpose. School technology resources include but are not limited to the intranet, internet access, iPads, Chromebooks, fax, g-mail, computer programs, and telephone. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right. Student use of such resources will be monitored and students have no reasonable expectation of privacy in their use of resources.

Saint Philip School fully endorses the use of the internet and related technology resources as educational tools. Access to information, research sources, people and computers throughout the world is available to students. The school is committed to restricting access to questionable material and to limiting inappropriate use by having installed filtering software, direct supervision and student education. Control of all on-line activities is impossible. Therefore, all users who have access to the school's internet and related technology resources are required to adhere to strict ethical and legal



guidelines. It is the expectation of the faculty and administration that all students will adhere to the regulations stated below. If Saint Philip School users violate any of these provisions, their access via the school may be terminated, and the use of the school's technology resources in the future may be denied. In addition, a student who violates these guidelines will be subject to disciplinary action up to and including suspension/expulsion from school.

Saint Philip School recognizes that parents and guardians of minors are ultimately responsible for setting and conveying the standards that their children should follow when using media and information resources. We encourage parents and guardians to enforce the same standards when their child uses their home computer. Student's behavior on social media forums outside of the school, on their personal devices, may still result in discipline by the school if such conduct reflects poorly on the school or harasses other students.

### **Student Compliance Agreement**

***I understand that access to the internet and related technology resources from Saint Philip School must be in support of education and research, and I agree to the following:***

- I will refrain from accessing any news groups, links, list-servers or other areas of cyberspace that would be offensive to any students, teachers or parents due to racial, ethnic or minority disparagement, or pornographic, violent, illicit or illegal content.
- I understand that I am responsible for monitoring and appropriately rejecting materials, links, dialogue and information accessed or received by me. If any material appears on screen that is unacceptable or makes me uncomfortable, I will close out of such materials immediately or, if the system will not allow me to close out of the materials, shut off the monitor and notify the supervising teacher.
- I accept responsibility for keeping copyrighted software from entering the school via the internet. Therefore, I must not download games, music, graphics, videos or text materials that are copyrighted.
- I understand that plagiarism is unacceptable and accept responsibility for using downloaded text in an appropriate manner. I will not post, distribute or use without permission material that was created by someone else.
- I will be courteous and use appropriate language, refraining from swearing or using any forms of obscene, harassing or abusive language. If I am a victim of such harassment, I will report the abuse immediately to the supervising teacher or principal. If another user asks that I no longer communicate via email, I will stop all contact immediately.
- I will not reveal personal information including addresses (home/email), phone numbers, or post photos/videos of others or myself.
- I will not lend any assigned user accounts or passwords to others.
- I will adhere to the Google Apps for Education and 1:1 (Chromebook/i-Pad) agreements.
- I understand that system operators and the administration will have access to all user accounts.
- If I am not sure of how to do something on the computer, I will ask the supervising teacher.
- If I suspect a security problem related to my school's accounts or on the internet, I will notify the supervising teacher or principal and cease using such functions.
- I understand that any user legitimately identified as a security risk or with a history of problems with other computer systems may be denied access to the internet through Saint Philip School.
- I understand that any user attempting to maliciously harm or damage data of another user or an area of the internet, including the introduction of computer viruses and the unauthorized use of debit or credit cards, will be denied access to the internet through the school and will be subject to disciplinary procedures.

***To the extent a student's participation in social media while outside the school reveals his or her identity as a school student or contains content about the school, the student must strive to protect the***

*reputation of the school. As in all forums, when a student's conduct online reflects poorly upon the school, the school may take disciplinary action. The following are specific guidelines governing social media participation and use of social communications outside the school:*

- Nothing is private and anything a student posts will remain public for a very long time. A student should not rely upon privacy settings in websites. Online conduct can easily fall into unintended hands – teachers, other students and strangers - when those settings fail, the website is tampered with or when intended viewers share the content with other individuals.
- Unless a student's social media participation is explicitly for a school-approved reason, social media identities, online profiles, logon ID's and user names should not specify the identity of the student as a student of the school.
- Protect school information. Refrain from sharing examples of classroom situations or personal information about other students.
- To the extent there could be any confusion as to whether the student is speaking on behalf of the school, the student should make clear that the views expressed are the student's alone.
- Students may be disciplined for inappropriate or harassing conduct even when not at school or using school property.
- Students should not respond directly to a journalist online regarding issues that concern the school. Refer the inquiry to appropriate school personnel.

Student and parent handbook acknowledgement signatures (including electronic signatures) will constitute agreement with this policy.

## **UNIFORM / DRESS CODE**

At Saint Philip School, we take pride in the appearance of our students. The way they look reflects their attitude toward our school and themselves. All students are expected to dress in compliance with the school uniform guidelines and to be groomed neatly and appropriately at all times, even when distance learning. The Uniform/Dress Code applies to the school, to distance learning, and to the Extended Day Program. It is in this spirit that we present the following **DRESS CODE**:

1. School uniform must be worn every day, except for exemption granted by the principal.
2. ALL STUDENTS – Hair should be clean and neat with bangs above the eyebrows.
3. BOYS – Hair must be above and not touch the shirt collar, and must be trimmed around the ears so that ears are visible. Long sideburns are not allowed. No extreme color changes or outlandish hairstyles are allowed. No earrings, beads, or adornments are permitted. **The administration determines what is extreme/outlandish.**
4. GIRLS – Hair is to be clean and neatly trimmed. No extreme color changes or outlandish hairstyles are allowed. Hair ornaments must be red, white or black and must not be extreme in size. No sharp hair clips, please. **The administration determines what is extreme or outlandish.**
5. Shirts/blouses are to be tucked in at all times and pants/shorts are to be belted with a black belt.
6. For safety reasons, girls are not allowed to wear dangle earrings. If earrings are worn, they must be studs (**NOT hoops**), and only one earring per earlobe at a time is permitted. Other body piercing jewelry is not allowed. Tattoos and body art are not allowed. No fingernail polish or makeup is permitted in Gr. K-5; ONLY CLEAR CHAPSTICK OR BLISTEX may be worn. Girls in Gr. 6-8 may wear light lipstick and light fingernail polish.
7. Jewelry should be limited to one watch, one ring, and simple crosses or holy medals on a narrow silver or gold chain. Jewelry which is considered inappropriate for school will be removed and sent home. 'Scrunchies' are to be worn in the hair, not on the wrist. Girls in Grades 6-8 only may wear one tasteful necklace and/or bracelet that is not necessarily of a religious nature. This jewelry must be on a narrow silver or gold chain.

8. On those days when students are permitted to come out of uniform, they are expected to dress in clothing which is appropriate for the occasion. **Shorts must be knee length.** When children come out of uniform they may not wear clogs, high heels, or flip flops.
9. Optional dress-down days are sometimes offered throughout the school year. For a nominal fee or donation students are allowed the privilege of attending school dressed out of uniform. Students are never allowed to wear any clothing depicting violence, drug or alcohol use, or any values contrary to our Catholic/Christian beliefs. Clothing must be modest and appropriate for a Catholic school. Individual loss of privilege to participate in future dress-down days will result if a student dresses inappropriately. Additionally, there are occasional 'theme dress down days' on which attire will be determined by the school administration.
10. The school physical education uniform ***must*** be worn on physical education days.
11. Girls may wear **uniform slacks** during the school year, except on 'formal uniform' days.
12. Girls who choose to wear knee socks rather than tights or ankle socks ***must*** wear knee socks which reach the knee.
13. All uniform components are to be free of any ornamentation and should be 'true-to-size' in the fit. They must be in good repair and not faded.
14. If, for any reason, a student is not able to wear any part of the uniform, he/she must present a written note from his/her parents. This ***note*** is to be ***presented to the homeroom teacher*** before entering school. A note must be sent in for ***each day the child is not in full uniform.*** The purpose of the note is to explain the reason for the child's being out of uniform. ***It does not absolve him/her from the consequences of coming to school out of uniform. A 'Uniform Notice' will be issued each time a child does not meet the uniform code. Upon receipt of a 3<sup>rd</sup> Uniform Notice within a given trimester, students in Grades 3-8 will be required to serve a detention and students in Grades K-2 will be required to complete a Uniform Reflection sheet with their parents.*** Each 'Dress Code Violation' slip must be signed by a parent/guardian and returned to the classroom teacher the day after its issue.
15. Wearing of the warm-weather uniform is optional on any warm days during the school year, with the exception of formal uniform days.

***PLEASE NOTE: All students must have at least one school sweater for those occasions when one is required. (e.g. formal uniform days, school pictures, field trips, etc.)***

AT SAINT PHILIP SCHOOL WE TAKE PRIDE IN THE APPEARANCE OF OUR STUDENTS, AND BELIEVE THAT THE WAY THEY LOOK REFLECTS THEIR ATTITUDE TOWARD OUR SCHOOL AND THEMSELVES. ALL STUDENTS ARE EXPECTED TO DRESS IN COMPLIANCE WITH THE SCHOOL UNIFORM GUIDELINES AND TO BE NEATLY AND APPROPRIATELY GROOMED AT ALL TIMES.

THE SCHOOL UNIFORM IS PURCHASED FROM **DONNELLY'S SCHOOL APPAREL**. FOR YOUR CONVENIENCE, REGULATION SHOES, SNEAKERS, SOCKS, TIGHTS AND BELTS MAY BE PURCHASED FROM ANY STORE PROVIDED THEY MEET THE GUIDELINES SET FORTH IN THE SAINT PHILIP SCHOOL UNIFORM DRESS CODE.

## **UNIFORM – ELEMENTARY SCHOOL – GRADES K-5**

### **GIRLS**

#### **FORMAL – Mandatory**

Plaid Jumper (Gr. K-4); Plaid Skirt (Gr. 5) – **length to be at the middle of the knee**

White oxford pointed collar blouse w/SPS logo – short or long sleeve

Red V-neck cardigan or pullover sweater w/SPS logo

Red tights, knee socks or ankle socks

**All black** Mary-Jane-style (strap-on) shoes\* w/**black** rubber sole – **no ornamentation** of any kind

*\*Please note: slip-on style shoe may **not** be worn in Gr. K-4, but may be worn in Grade 5 if desired.*

## **GIRLS OPTIONAL COMPONENTS (may be worn on non-formal days only)**

Plaid skirt – option for Grade 4 girls – *length to be at the middle of the knee*

Black pleated slacks

Black walking shorts or black skort – warm weather uniform & for gym days in warm weather

Black mesh shorts – available from school store; for gym days only

Black belt (Note – if pants or non-mesh shorts are worn, belt *must* be included – *Exception for Kindergarten students only*)

Red sleeveless sweater vest w/logo (may not be worn as part of ‘formal’ uniform)

White polo shirt w/logo – may be worn w/shorts, skorts, pants, skirts, and gym pants (not jumper) on non-formal days

Red sweatshirt w/logo – may be worn for gym only (Grades K-2)

Red nylon jacket w/logo – may be worn for gym only (Grades 3-5)

Hoodie black or gray sweatshirt – sold in school store; may be worn for gym only (Grades 3-8)

Red or black fleece – sold in school store; may be worn any time except with formal uniform (Gr. K-8)

All black tights, knee socks, or ankle socks

## **BOYS**

### **FORMAL – Mandatory**

Black pleated slacks

Black belt (*Exception for Kindergarten students only*)

White polo shirt w/logo

Red V-neck cardigan or pullover sweater w/SPS logo

All white or all black socks (no colors or colored designs)

**All black** low-top sneakers w/black rubber sole (no colored soles or designs)

## **BOYS OPTIONAL COMPONENTS (may be worn on non-formal days only)**

Red sleeveless sweater vest w/logo (may not be worn as part of ‘formal’ uniform)

Black walking shorts – warm weather uniform & for gym days in warm weather

Black mesh shorts – available from school store; for gym days only

(Note – belt *must* be worn with pants or non-mesh shorts – *Exception for Kindergarten students only*)

Red sweatshirt w/logo – may be worn for gym only (Grades K-2)

Red nylon jacket w/logo – may be worn for gym only (Grades 3-5)

Hoodie black or gray sweatshirt – sold in school store; may be worn for gym only (Grades 3-8)

Red or black fleece – sold in school store; may be worn any time except with formal uniform (Gr. K-8)

## **PHYSICAL EDUCATION UNIFORM – MANDATORY**

### **GRADES (K-5) GIRLS and BOYS**

#### **GRADES K, 1 and 2**

Black sweatpants w/SPS logo

White polo shirt w/logo or Donnelly’s tee shirt or SPS walkathon tee shirt

**All black** low-top sneakers w/black rubber sole (no colored soles or designs)

All white or all black socks (no colors or colored designs)

#### **GRADES 3, 4 and 5**

Black nylon pants w/SPS logo

White polo shirt w/logo or Donnelly’s tee shirt or SPS walkathon tee shirt

**All black** low-top sneakers w/black rubber sole (no colored soles or designs)

All white or all black socks (no colors or colored designs)

## UNIFORM – MIDDLE SCHOOL – GRADES 6-8

### GIRLS

#### **FORMAL – Mandatory**

Gray pleated or kilt-style skirt – length to be at the middle of the knee

Blush oxford button-down blouse w/logo – short or long sleeve

Black V-neck pullover sweater w/logo

**All black** tights or knee socks

**All black** slip-on *or* Mary-Jane-style shoes with non-skid black sole and heel no higher than 1 inch (no colored soles or designs)

#### **GIRLS OPTIONAL COMPONENTS (may be worn on non-formal days only)**

Plaid skirt

Black pleated or gray plain-front slacks

Black walking shorts or black skort (warm weather uniform & for gym days in warm weather)

Black mesh shorts – available from school store; for gym days only

Black belt (Note – if pants or non-mesh shorts are worn, belt *must* be included)

White oxford button-down shirt w/logo

White or light pink polo shirt w/logo – may be worn w/shorts, skorts, pants, skirts, and gym pants on non-formal days

Black polo shirt w/logo – may be worn with gray pants or skirt only

Striped tie from Donnelly's (non-formal days only)

Black nylon jacket w/logo (gym days only)

Hoodie black or gray sweatshirt – sold in school store; may be worn for gym only (Grades 3-8)

Red or black fleece – sold in school store; may be worn any time except with formal uniform (Grades K-8)

### BOYS

#### **FORMAL – Mandatory**

Gray slacks

Blush oxford button-down shirt w/logo – short or long sleeve

Black V-neck pullover sweater w/logo

Striped tie from Donnelly's (clip-on or regular)

Black belt

**All black** low-top sneakers w/black rubber sole (no colored soles or designs)

All white or all black socks (no colors or colored designs)

#### **BOYS OPTIONAL COMPONENTS (may be worn on non-formal days only)**

Black slacks (Note: belt must be worn with slacks or non-mesh shorts)

White oxford button-down shirt w/logo

White or light pink polo shirt w/logo – may be worn w/shorts, pants, and gym pants

Black polo shirt w/logo – may be worn with gray pants only

Black walking shorts (warm weather uniform & gym days – belt must be worn)

Black mesh shorts – sold in school store; for gym days only

Black nylon jacket w/logo (gym days only)

Hoodie black or gray sweatshirt – sold in school store; may be worn for gym only (Grades 3-8)

Red or black fleece – sold in school store; may be worn any time except with formal uniform (Gr. K-8)

**PHYSICAL EDUCATION UNIFORM – MANDATORY**  
**GRADES (6-8) GIRLS and BOYS**

Black nylon pants w/SPS logo

White polo shirt w/logo or Donnelly's gray tee shirt or SPS walkathon tee shirt

**All black** low-top sneakers w/**black** rubber sole (no colored soles or designs)

All white or all black socks (no colors or colored designs)

**VISITORS / VOLUNTEERS**

All visitors and volunteers **must** ring the front bell and state their name and purpose of their visit to gain access. For safety and security reasons, visitors must immediately report to and sign in at the main office upon entry. Visitors will be asked health questions and may have their temperature checked before entering. **NO ONE** may go directly to a classroom at any time.

All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to **sign out** at the time of departure and return the badge to the office. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Please do not bring forgotten items (homework, books, etc.) to school; however, forgotten lunches, eyeglasses, and medication are an exception. Students are responsible for remembering articles for school each day and for home each night. (Students are **not permitted** to return to their classrooms or lockers after 2:30 p.m. for forgotten items.) A drop box will be placed outside the front doors to minimize in-school visitors. If you have something to drop off or are picking something up, please ring the bell to notify the office that you have left something in the drop box or are here to pick something up.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their child during the day. This is an interruption to the teacher and to the educational process.

Parents who are scheduled to meet with school personnel must park in the church parking lot or front visitor lot and enter the school through the school's front doors. No visitors will be allowed to enter the school through the connector doors, classroom doors, or through the parish center, even during arrival and dismissal times.

All individuals who volunteer in the school must complete the Diocesan mandated Safe Environment Program which includes a criminal background check. After initial volunteer clearance, this program must be completed every three years.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **siblings and non-students are not permitted to accompany parent volunteers to school for meetings, to serve lunches, or to assist with class parties and activities.**

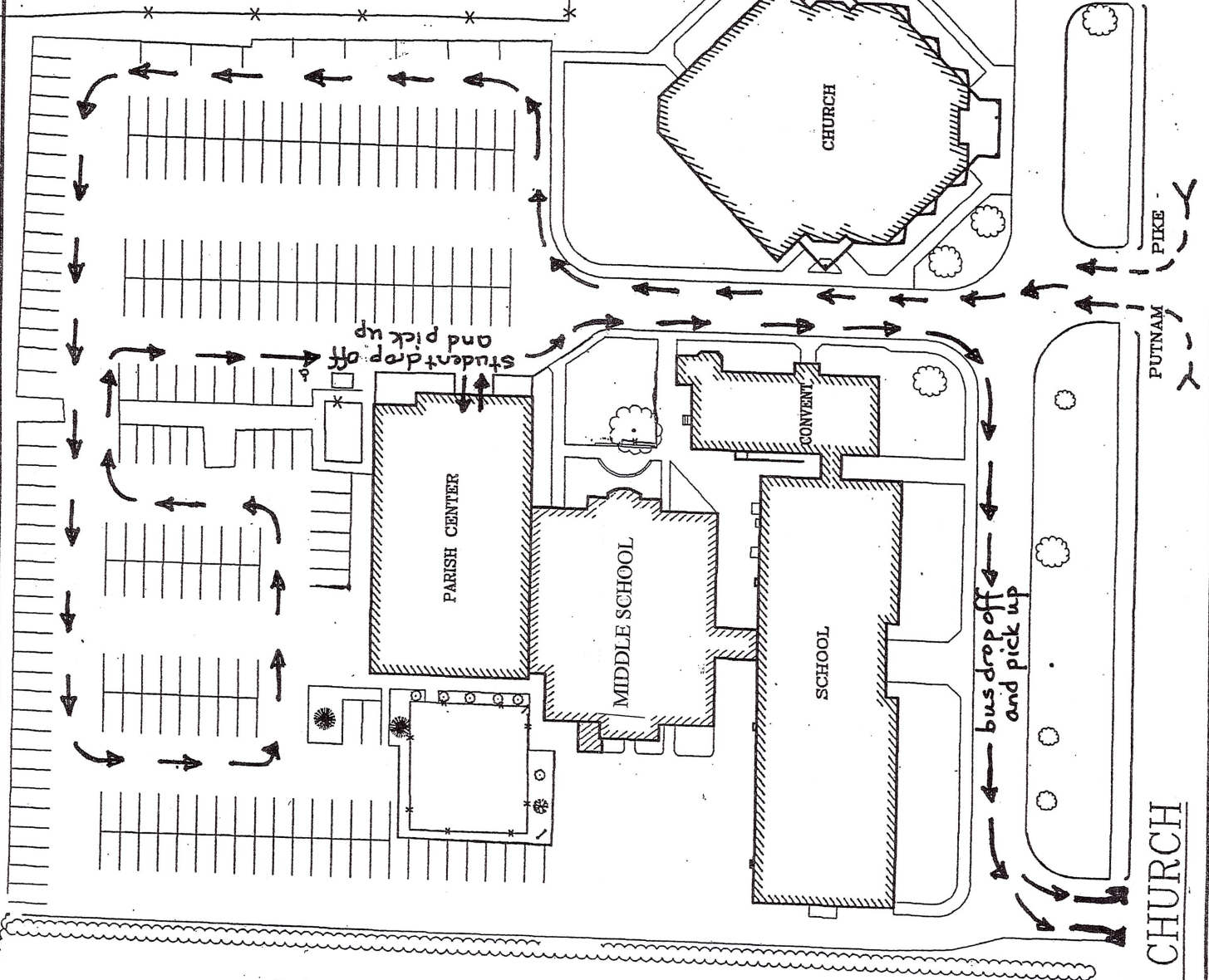
**SAINT PHILIP SCHOOL RESERVES THE RIGHT TO AMEND THIS HANDBOOK AT ANY TIME. NOTICE OF AMENDMENTS WILL BE SENT TO PARENTS VIA EMAIL OR THROUGH THE ONE-CALL TELEPHONE NOTIFICATION SYSTEM.**



# **TRAFFIC FLOW A.M. AND P.M.**

All families are to follow the traffic pattern outlined in this diagram and exit their cars (passenger side only) in front of the parish center.

When exiting the school grounds, all vehicles must turn right and travel along the driveway in front of the school, exiting as shown. Please be careful, as buses will also be picking up and dropping off students. Do NOT pass a bus when its red lights are flashing!



## **PLEASE NOTE!**

Students should always exit their cars on the passenger side of the vehicle only.

There is room for two lines of traffic at the exit driveway. Please use the correct lane for whichever direction you are turning.

CAVANAGH COMPANY



ST. PHILIP CHURCH



# SAINT PHILIP SCHOOL CALENDAR - REVISED 2020-2021

## AUGUST 2020

M	T	W	T	F
24	25	PD	PD	PD
31				

**First Day of Class: August 31, 2020**

## SEPTEMBER 2020

M	T	W	T	F
	1	2	3	4
X	X	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

**September 7: Labor Day / September 8: Primary Day**

## OCTOBER 2020

M	T	W	T	F
			1	2
5	6	7	8	9
X	13	14	15	16
PD	20	21	22	23
26	27	28	29	30

**October 12: Columbus Day**

## NOVEMBER 2020

M	T	W	T	F
2	PD	4	5	6
9	10	X	12	13
16	17	18	19	20
23	24	X	X	X
30				

**November 11: Veteran's Day**

**November 25-27: Thanksgiving**

## DECEMBER 2020

M	T	W	T	F
	1	2	3	4
7	8	9	PD	11
14	15	16	17	18
21	22	X	X	X
X	X	X	X	

**December 10: Parent-Teacher Conferences**

**December 23-January 1: Christmas Vacation**

## JANUARY 2021

M	T	W	T	F
				X
4	5	6	7	8
11	12	13	14	15
X	19	20	21	22
PD	26	27	28	29

**January 18: Martin Luther King, Jr.**



**Saint Philip School**  
618 Putnam Pike  
Greenville, RI 02828  
(401) 949-1130



## FEBRUARY 2021

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
X	X	X	X	X
22	23	24	25	26

**February 15-19: Winter Break**

## MARCH 2021

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## APRIL 2021

M	T	W	T	F
			1	X
X	6	7	8	9
12	13	14	15	16
X	X	X	X	X
26	27	28	29	30

**April 2: Good Friday / April 5: Easter Monday**

**April 19-23: Spring Break**

## MAY 2021

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
X				

**May 31: Memorial Day**

## JUNE 2021

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	PD/M	M
M	M			

**Projected Last Day = June 23, 2021**

PD = Professional Day (no school)

X = Holiday or Vacation Day

M = Makeup Day (if needed)

Progress Reports  
 Report Cards



**STATE OF RHODE ISLAND**  
**Department of Elementary and Secondary Education**  
**SAFE SCHOOL ACT ~ STATEWIDE BULLYING POLICY**  
**Effective: June 30, 2012**

**INTRODUCTION: RHODE ISLAND STATEWIDE BULLYING POLICY**

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes **that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.**

**1. DEFINITIONS**

**BULLYING** means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

**Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).**

**CYBER-BULLYING** means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

**Forms of cyber-bullying may include but are not limited to:**

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

**AT SCHOOL** means:

- a. On school premises,
- b. At any school-sponsored activity or event whether or not it is held on school premises,
- c. On a school-transportation vehicle,
- d. At an official school bus stop,

- e. Using property or equipment provided by the school, or
- f. Acts which create a material and substantial disruption of the education process or the orderly operation of the school.

## **2. SCHOOL CLIMATE**

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

## **3. POLICY OVERSIGHT and RESPONSIBILITY**

The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy. The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

## **4. INFORMATION DISSEMINATION**

The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- a. Distributed annually to students, staff, volunteers, and parents/legal guardians
- b. Included in student codes of conduct, disciplinary policies, and student handbooks
- c. A prominently posted link on the home page of the school /district website

## **5. REPORTING**

The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon (See attached sample *Report Form*). The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

**Parents / Guardians** of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the principal, director or head of school.

**Responsibility of Staff:** School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

**Responsibility of Students:** Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the



bullying. Student reports of bullying or retaliation may be made **anonymously**, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an **anonymous report**.

**Prohibition against Retaliation:** Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

**False Reporting/Accusations:** A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

**Reports in Good Faith:** A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

## **6. INVESTIGATION/RESPONSE**

The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations. The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

**Police Notification:** Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

**Protection: If a student is the victim of serious or persistent bullying:**

- a. The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
- b. The interventions will be developed, if possible, with input from the student, his or her parent/ guardian, and staff.
- c. The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

## **7. DISCIPLINARY ACTION**

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/Guardian notification and meetings
- c. Detention
- d. In-school suspension
- e. Loss of school-provided transportation or loss of student parking pass
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- i. Police contact-
- j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

## 8. SOCIAL SERVICES/COUNSELING

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

## 9. SOCIAL NETWORKING

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

## 10. OTHER REDRESS

This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

## 11. ADOPTION OF POLICY

The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.

## REPORT FORM (SAMPLE)

(Bullying and/or Cyberbullying)

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ School: \_\_\_\_\_

Please answer the following questions about this reporting incident:

List the name of the alleged bully, and/or cyberbully. If name is not known, provide any other identifiable information:

\_\_\_\_\_  
\_\_\_\_\_

Relationship between you and the alleged bully, and/or cyberbully:

Describe the incident: \_\_\_\_\_  
\_\_\_\_\_

When and where did it happen? \_\_\_\_\_

Were there any witnesses? [ ] yes [ ] no If yes, who? \_\_\_\_\_

Other information, including previous incidents or threats:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student or parent declines to complete this form: Initial: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that all statements made in the complaint are true and complete. Any intentional false statement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provide only as necessary in pursuing the investigation.

Signatures:

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

School official receiving complaint: \_\_\_\_\_ Date: \_\_\_\_\_

School official conducting follow-up: \_\_\_\_\_ Date: \_\_\_\_\_

***This document shall remain confidential***



## **Distance Learning Expectations Agreement**

- ☐ Student will be on time for the beginning of each scheduled class or time arranged with the teacher.
- ☐ Student will attend **ALL** scheduled Meets, whether they are on the Distance Learning Schedule or are additional Meets requested by a teacher.
- ☐ Student will be in uniform, have headphones on, and have all materials needed for the class.
- ☐ For all “Long Term” Distance Learners and students in grades 4 to 8 who are considered “Daily or Short Term” Distance Learners, school-issued devices must be used to join the Meets.
- ☐ Device cameras must be on, and students must be **seated** in front of the device/camera, and in clear view.
- ☐ Mics should be muted at all times unless a student is asked by the teacher to unmute.
- ☐ Student must be at a desk or table in a location with no distractions.
- ☐ Student must use the restroom prior to joining the Meet, and have no distracting items present such as phones, other devices, toys, games, etc.
- ☐ Students must keep their phones or other electronic devices in another location during the Meet (different room).
- ☐ Student may not eat, drink, chew gum, etc., during an instructional Meet.
- ☐ Student and/or parents may not share the Meet link with anyone. Only the student should have access to the Meet.
- ☐ Student and/or parents may not record or take pictures/videos of the Meet.
- ☐ Students and parents **MUST** respect the confidentiality of the classroom, teacher, and other students. They should not share any confidential information that may be observed in a classroom during a Meet with **ANYONE**, including other students and parents.
- ☐ All assessments must be completed independently by the student without the assistance of anyone at home. Certain assessments may be proctored by the teacher in a Meet.
- ☐ Students may need to come to the school building at a designated time to take STAR assessments when they are administered throughout the year.

## HANDBOOK INDEX

Absences . . . . .	6-7
Academic Instruction . . . . .	7-9
Academic Probation . . . . .	9
Admission / Registration Information . . . . .	9-11
Arrival / Dismissal . . . . .	11, Appendix i
Arrival Time . . . . .	11
Attendance . . . . .	12
Behavior Code . . . . .	12-14
Birthday Observances . . . . .	14
Bullying / Harassment . . . . .	12-13, Appendix iii-vi
Bus Transportation . . . . .	14
Calendar, 2020-21 . . . . .	Appendix ii
Cardinals Club . . . . .	15
Care of School Property . . . . .	19
Cell Phones . . . . .	24-25
Child Abuse Reporting . . . . .	15
Closings . . . . .	27
Communication . . . . .	15
Conferencing Procedures . . . . .	15-16
Confidentiality . . . . .	16
Custody . . . . .	16
Delays . . . . .	27
Disciplinary Actions . . . . .	13
Dismissal . . . . .	11-12, 16-17, Appendix i
Distance Learning / Agreement . . . . .	17, Appendix vii
Early Dismissal . . . . .	16
Emergency Drills . . . . .	27
Extended Day Program . . . . .	17
Extracurricular Activities . . . . .	17
Extracurricular Student Participant Eligibility (Diocesan) . . . . .	17-19
Faculty / Staff / Personnel . . . . .	5
Field Trips . . . . .	19
General Policies / Programs / Information . . . . .	19-20
Gifts / Parties . . . . .	19
Graduation . . . . .	7
Health Concerns . . . . .	20-22
Homework . . . . .	8
Homework – Vacations / Illness . . . . .	22
Honor Roll . . . . .	8
Illness / Accidents . . . . .	21-22
Internet Policy (Technology Use by Students). . . . .	28-30
Letters of Recommendation . . . . .	9, 25-26
Library Books . . . . .	20
Lost and Found . . . . .	20
Lunch . . . . .	22-23
Medication Policy . . . . .	20-21
Money / Payments . . . . .	20
Off-Campus Conduct . . . . .	14
Parents as Partners . . . . .	23-24
Peanut Allergies / Policy . . . . .	23
Personal Property . . . . .	24-25
Philosophy / Mission Statements . . . . .	3-4
Pictures / Videos . . . . .	16, 20

Promotion . . . . .	8-9
Recess . . . . .	25
Records . . . . .	9, 25-26
Registration Information . . . . .	9-11
Report Cards . . . . .	9
Rhode Island Statewide Bullying Policy . . . . .	Appendix iii-vi
Sacramental Program . . . . .	26
Safety Concerns . . . . .	26-27
School Closings . . . . .	27
Snacks . . . . .	23
Social Media . . . . .	27-28
Student Directory . . . . .	28
Tardiness . . . . .	28
Technology Use . . . . .	28-30
Testing . . . . .	9
Traffic Pattern . . . . .	Appendix i
Transfers . . . . .	10, 25-26
Tuition Collection . . . . .	10-11
Uniform / Dress Code . . . . .	30-34
Violence Statement . . . . .	14
Visitors / Volunteers . . . . .	34
Weather-Related Delays / Closings . . . . .	27
Withdrawal Policy . . . . .	10-11