



# The Saints Academy Parent-Student Handbook

including

- Middle School Addendum
- Code of Conduct

The Saints Academy  
111 New Balch Street  
Beverly, MA 01915  
Phone ~ 978-922-0048    Fax ~ 978-927-6694  
[www.saintsacademy.org](http://www.saintsacademy.org)

## **The Saints Academy Mission Statement**

*The Saints Academy provides a rigorous academic program through innovative teaching practices that prepares students for the world in which we live. We offer a strong spiritual foundation, based in the teachings of the Catholic Church, for students in pre-kindergarten through grade eight. We endeavor to provide an environment that promotes our five core values of Discipleship, Partnership, Scholarship, Leadership, and Citizenship throughout the school day and into the lives of our students and school community.*

## **ADMISSIONS**

**Archdiocese of Boston Policy: The goal of our Catholic Schools is to provide students a rigorous academic, spiritual and moral education based on Catholic faith and values. Catholic school principals and faculty teach students to love and worship God, strive for high academic achievement, live the Gospel values, work together, build community and give service to others.**

**Our schools welcome all qualified students whose parent(s)/guardian(s) accept and understand that the teachings of the Catholic Church are essential and required part of the curriculum. We count on our parents to partner with our principals and faculty in the student's educational experience.**

**The Saints Academy does not discriminate on the basis of race, religious affiliation, national and ethnic origin, in the administration of educational policies, admission policies, and other school administered programs.**

Acceptance to The Saints Academy depends upon the following:

- An interview with the principal will be scheduled to determine if your child will be successful and if the academic program meets his/her learning style.
- Age: Pre Kindergarten students must be four years of age by September 1;  
Kindergarten students must be five years of age by September 1;  
Grade 1 students must be six years of age by September 1.
- **While we endeavor to provide the best educational resource we can offer for all students, there are instances where we are not able to adequately accommodate specific learning needs.** The decision whether The Saints Academy is the right educational environment is made at the discretion of the Principal, in consultation with teaching staff and the Pastor.
- Notification of acceptance/waitlist status will be forwarded on or before June 1. If all of the above criteria are met, placement in the class will be offered based on the following priority basis:
  1. Siblings at The Saints Academy;
  2. Family registered in a Beverly Catholic Collaborative Parish/Children of Alumni of Saint Mary School or Saint John the Evangelist School; Out of Parish families;Principal's discretion;
  3. Pre-admission recommendation forms.

The following will be needed in order to apply: birth certificate, baptismal certificate (if applicable), most recent report card, teacher recommendation, and application fee.

A student information section is found on FACTS and should be updated at the beginning of every school year. This information includes pertinent/emergency information needed by the school and a section for what should be published in the school directory.

It is not the policy of The Saints Academy to accept students after the academic year has begun. It is the sole discretion of the Pastor and the Principal to make any exceptions.

## **TUITION / FINANCIAL OBLIGATION / FINANCIAL ASSISTANCE**

Tuition rates are set in the winter for the upcoming academic year. Tuition is payable through FACTS Tuition Management, via automatic electronic funds transfer. FACTS Management offers a one-time, full payment option, a two payment option, or a ten payment option. There is a yearly fee for this service.

**Timely Payment Policy:** Students may not attend classes unless scheduled tuition payments have been received by the due dates in your FACTS agreements. There will be no exceptions to the *Timely Payment Policy*.

**Financial Assistance:** Financial assistance is available by applying on-line through FACTS Grant and Aid Assistance. Information on the application process can be accessed at the school office and on our school website.

**Application and seat deposits are non-refundable. Withdrawal of students prior to the opening of school would entitle you to a tuition remission of 50% of the tuition paid to date. Withdrawal after the start of classes but prior to November 1 would entitle you to a tuition remission of 20% of the tuition paid to date. There will be no remission for withdrawal after November 1.**

## **OFFICE OF ADVANCEMENT**

The Saints Academy conducts a comprehensive program of advancement that ensures the fiscal viability of the school. The major component of the program is to raise the funds necessary to meet the operating expenses not fully covered by tuition. The tuition covers approximately 80% of the cost to educate a Saints Academy student. All gifts to the program, unlike tuition, are tax-deductible to the fullest extent of the law.

*Winter Celebration, The Saints Academy Auction, The Saints Academy Golf Outing, and The Saints Academy Annual Fund* are the major components. It is expected that all families participate in and support the advancement program by offering your “time, talent and treasure.”

## **SCHOOL SCHEDULE**

Pre-Kindergarten	8:10-11:30
Pre-K Extended-Day:	11:30-2:25
Grades K-8:	8:10 -2:25
Bus Dismissal	2:25

The opening bell rings at 8:10 a.m. Students should not arrive until 7:55 when teachers are on duty outside. **Please note: students arriving on school grounds earlier than 7:55 will be signed into the Before Care program with an applicable fee. Students may not enter the school building unless a prior arrangement with the office is made due to an emergency and the need to arrive earlier than 7:55.** The final bell, to indicate the start of classes, rings at 8:20 a.m. The bell for dismissal is at 2:25p.m for PreK -8. On early dismissal days, the bell will ring at 11:25 am for PreK -8. Children in Grades 1-8 may enter the cafeteria doors at 7:55am on days when the weather is inclement. Supervision is provided on these occasions.

## **TARDINESS/ ABSENCES / DISMISSALS**

Regular attendance is essential for a student to succeed in school. The school day begins promptly at 8:10 AM.

### ***Tardiness:***

The purpose of education is to develop habits and patterns of behavior for life. Thus, the formation of the good habit of punctuality is given a high priority. If students arrive late, they must report to the office before going to class and a note should be forwarded to the office to explain the tardiness. These notes are kept on file. Parents are urged to get their student to school in time for the 8:10 AM bell to facilitate preparation for the day, hear morning announcements, and return any signed paperwork.

Please note: students are considered tardy if arriving after the 8:20 am bell.

### ***Absences:***

If your child is absent, please call the school office (978-922-0048) before 8:10 am. This is a safety measure. Upon returning to school, a note or email explaining the nature of the absence must be sent to the office/school nurse. These procedures need to be followed each and every time your child is out.

If you are having difficulty getting your child to school and desire the services of school personnel, please call 978-922-0048.

### ***Family Vacations:***

The Saints Academy discourages the taking of vacations during school time. When such vacations are taken, the responsibility for completing the work missed will rest solely with the student. Students will be given one week to make up any missing work, quizzes, or tests. After that time, no credit will be given. No work will be given ahead of time. It is the responsibility of the parent to see that the student understands the material taught. No teacher may be asked to instruct and/or review the work missed.

### ***Snow Days:***

No School Days: The cancellation of school or delayed opening during snowstorms will generally coincide with the Beverly Public Schools, due to the school's use of Beverly Transportation for our buses. During bad weather, please watch the TV stations for "No School Announcements for Beverly Public Schools". As The Saints Academy serves families from throughout the region, there may be days where the forecast or weather validates the cancellation of school for The Saints Academy, independent of Beverly public schools. Parent Alert via FACTS will be sent by phone, text, and email (based on the preferences you set).

**\* Delayed Opening** (this policy is under review and is subject to change)

If Beverly has a **two hour delayed** opening:

- All grades, Pre K through grade 8, will be in session
- Lunch will still be provided.

If Beverly Public Schools are cancelled once the session has begun, The Saints Academy parents are free to dismiss their child(ren) any time during the school day. Otherwise, children will be kept in school for the full day. This policy is to ensure that children will not be released when parents are working or not at home.

### **ARRIVAL AND DISMISSAL**

#### **Morning Drop-off Procedure:**

**PreK and Kindergarten:** Please use the New Balch St. parking lot and entrance for arrival and dismissal. Students may enter the building and go to their classroom beginning at 8:00.

***Please park in a designated parking space and do not use the fire lane.***

**Grades 1-8:** Please use back parking lot and enter/exit from/to Cabot Street. Children can be dropped off at 7:55, when staff members are present, and the first bell will be at 8:10.

- There will be a marked area for continuous drop off (follow the cones).
- **Please do not pass any vehicles.** Wait for the cars ahead to pull away and then pull up to the farthest cone so that everyone can drop-off safely.
- Students should exit through the passenger side of the car for safety. If students are exiting from the other side of the car, please have them walk in front of your car.
- If you must park, you can use the parking section in the back Cabot St. side away from the school (closest to grass). The track is a walkway for students to proceed to the before school waiting area. Please be aware of all the children around you before moving your vehicle. Also when exiting the parking lot be careful as you will be merging with the continuous drop-off line.

#### **After School Pick Up Procedure (2:25):**

**PreK and Kindergarten** can be picked up at the main entrance where they were dropped off in the morning. We will ask siblings to meet you there (pick up only).

**Grades 1-8:** Rolling pick up. Each family will be given a name placard to put in their passenger side of the windshield. Students will be called by last name as parents arrive. Pick up starts at 2:25. **The parking lot will not be open until 2:20 due to the fact that Phys Ed classes will be happening outside. Do NOT arrive before 2:20 pm as traffic will build up on Cabot St.**

***PLEASE DO NOT park in the circular drive at the church entrance or in parking spaces at the street end of the New Balch St. parking lot. This area is used for Bus drop-off and pick-up. Also do not park on New Balch St. for drop-off or pick up of students in grades 1-8. This could be dangerous due to the buses and other cars moving in and out of our parking lot.***

## **BUSES**

Bus service is provided by the city to residents of Beverly if your child is in Grade K-6, and needs to walk more than one and one half miles to school. Also, bus service is provided for Beverly students in grades 7 and 8 for a fee.

Teachers supervise the bus students in the building until their bus arrives at the school. We cooperate with Beverly Public Schools for the safety of the children. We do not have any control over the bus routes, times, or schedules. Complaints, compliments, and missing or forgotten articles must be reported to the Beverly Public Schools Transportation Department.

## **IN-COMING PHONE CALLS**

Parents are asked to make all arrangements for after school activities before your child arrives at school and make sure that the child knows what he/she is to do at dismissal. Children may not use the school phone to confirm social arrangements during the school day. *If an emergency arises, and you must get a message to your child(ren), please call in by 1:30 so that the office staff can deliver messages to the student(s) in a timely manner. Last minute calls can pose problems and confusions at one of the busiest times of the day.*

## **FIELD TRIPS**

Field trips are a **privilege**. A student may be denied attendance on a field trip due to poor behavioral or academic performance. Parents will be notified in advance of the trip if a student is being denied the privilege. As field trips are an extension of the school day, students are expected to act in accordance with the school behavior expectations.

Permission slips and payment information will be sent via FACTS forms. Parents must sign online and pay through FACTS in order for students to participate. Each form will have an assigned due date. A phone call for permission is not acceptable by law. Students who do not have this form completed will not be allowed to attend the field trip.

If parent chaperones are requested, a completed CORI must be on file for any parent wanting to be considered.

## **SCHOOL BUILDING VISITORS**

All visitors are required to check in at the main office upon arrival to obtain a visitor's pass and sign the visitor's log. Visitors include all those not currently students or employees of the school. Visitors should not go to a classroom before or during school without an appointment or checking with the office first. If a parent wishes to speak to a teacher, an appointment should be made for a mutually convenient time. Special events for an entire class or the entire school are the exceptions. ALL visitors should enter the school building through the main office door, not with the classes entering the building in the morning.

## **CORI / VIRTUS TRAINING**

All employees and volunteers are subject to Massachusetts Criminal Offender Record Information (C.O.R.I.) check per state law.

All employees and volunteers are required to take the Archdiocese of Boston VIRTUS program, which addresses the safety of the children in our care. The course is offered on an “as needed” basis.

### **SCHOOL ATMOSPHERE**

As a Catholic school, which upholds the teachings of Jesus Christ, we expect students to speak with respect and courtesy to adults and other students at all times. In order to maintain an atmosphere of learning and mutual respect, we require students to walk quietly in the corridors and on the stairs. Students are expected to be kind, courteous, and considerate of one another. They should not hit or push other students in school or on the playground. They should not pick up or throw rocks, branches, or snow. Bad language or saying mean things is never tolerated.

Students may not leave the school grounds at any time. Students are not to engage in physical fighting (which may be grounds for suspension), run excessively, or use hard balls. A student may not retrieve any ball that goes over a neighbor’s fence.

**Classroom standards:** Students should be prepared for class, show self-control, and be attentive. Students must give their teachers full attention and cooperation and accept correction and constructive criticism. **No form of cheating is acceptable. Students are expected to complete their daily class work during the school day.**

Students may not bring gum to school. We do not permit gum chewing anywhere on school property at any time before, during, or after school.

### **PARENT PARTNERSHIP**

The education of a student in a Catholic school is a partnership between the parents and the school. Working together will help to explore the most effective way for our students to be successful. It is through this partnership that we can make the best decisions for the students of The Saints Academy.

Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require withdrawal if the administration determines that the partnership is irretrievably broken. Under such circumstances, the principal and the Pastor will determine the possibility of a tuition refund. Refer to the *Financial Obligations* section for refund policy.



## **COMMUNICATIONS BETWEEN HOME AND SCHOOL**

Parents are asked to communicate to the teacher any concerns they may have. The teacher is the proper venue for issues, concerns, and commendations.

- **FACTS Gradebook** is an online software tool allowing students and parents to see grades for tests and quizzes, missing assignments, missing homework, automatic alerts on missing or incomplete assignments, and email communication. This tool allows parents to track, on a frequent basis, their student's grades. This replaces the paper mid-quarter reports mailed home. It is the expectation of the school that parents of students in grades 3-8 check *RenWeb* on, at minimum, a weekly basis.
- **EMail** Each teacher has a [saintsacademy.org](http://saintsacademy.org) email account, as well as email capability through FACTS.
- **Conferences** are held formally each fall and scheduled by the homeroom teachers. Conferences may be scheduled at any time during the school year by calling the office to make arrangements.
- **Telephoning** is not the best form of communication. Teachers face daily time constraints that prevent them from answering a phone call, and/or responding to a phone call in a time frame left by the parent. Educational issues are best addressed in a conference between parents and teachers.

## **HOMEWORK**

Time allotment, determined by each teacher, varies with each grade level. The following is a general time frame for the average student:

- Grades 1-2            10-20 minutes
- Grades 3-4           15-30 minutes
- Grade 5                30-60 minutes
- Grades 6-8            1+ hours

## **MAKE-UP WORK**

During a child's absence, teachers will not send assignments home unless contacted by a parent. If a parent calls the school by 9:00 a.m. on the day of an absence, homework will be made available by the end of the school day. When students return to school, it is their responsibility to complete their work. The method of doing so will vary at each grade level. Each teacher will explain the implementation of this policy at the opening of school.

## **WORKING WITH STUDENTS AT HOME**

Parental attitude is an important key to a student's success in school. One way parents can help is by communicating their respect for the school and its teachers. Another is to talk about the importance of education. This helps the children to see what they are doing in school is worth doing well. A good self-concept is also an important factor in learning. Children who see themselves as capable are willing to take risks and have a positive approach to learning new skills. Developing this self-concept is a joint endeavor for the family and the school. Emphasis on the positive and praise for work well done are two ways to help a child become confident in his/her own abilities.

## **TUTORING**

Tutoring is individual instruction to improve a skill. While The Saints Academy faculty are expected to give extra help to students when needed or requested, occasionally a student's needs in an academic subject extend beyond such help, and the teacher may recommend tutoring. Some faculty do offer tutoring after school and during the summer.

## **STUDENT ASSESSMENT REPORT CARDS**

Report cards for Kindergarten-Grade 8 are issued three times a year. Report cards are used to notify parents of their child(ren)'s progress. Parents are encouraged to confer with the teachers at any time about their child(ren)'s progress, concerns, and/or problems. Formal conferences are scheduled each fall for all grades. Additionally conferences can be requested, either by school or parent, as needed throughout the year.

## **ARCHDIOCESAN REQUIRED STANDARDIZED TESTING**

Grades Kindergarten-Grade 8 take the NWEA MAP assessments Fall and Spring of each year. A winter assessment is optional and is used at the discretion of the classroom teacher.

## **PROMOTION / RETENTION / TRANSFER**

A student is promoted to the next grade upon successful completion of the academic program in the current grade, which includes:

- Academic growth, acquired skills, and basic preparation to assure reasonable success at the next grade level
- Developmental progress, especially work habits, independence, self-confidence, and social maturity
- Adequate attendance record- absences exceeding 20 for the school year may influence recommendation for retention

A teacher may recommend a student be retained in a grade. Parents have the final decision as to whether or not they wish to accept the recommendation. If parents choose to not accept the recommendation, they will be required to sign a statement understanding that a *transfer* (not a promotion) to the next grade is against the professional advice of the school. A *transfer* may require a transfer to another school.

## **PHYSICAL EDUCATION**

All students participate in gym classes weekly, conducted in the schoolyard or in the cafeteria. A student will be excused from a class only if he/she brings a note from the parent explaining the reason for non-participation. A student who cannot participate in gym for a prolonged time must bring a note signed by a physician stating the reason for being excused and the length of time involved.

## **ART / MUSIC / COMPUTER / LIBRARY**

Art, music, and technology instruction are offered on a weekly basis throughout the school year. Chromebooks are available to all students both in the classrooms and on a cart (K-Grade 4).

The library is a resource available to the students. The library has a collection of DVDs and videos to support the curriculum. Students may check out books. When a book is overdue, a

notice is sent to the student. If a student fails to return or loses a library book, the family will be charged for the replacement of the book plus a \$5.00 non-refundable handling fee.

### **LITURGY**

First Friday Mass is celebrated as an entire school. Mass is at 9:00 a.m. and parents and friends are welcome. Classes in turn prepare the liturgy. All holy day liturgies are celebrated when school is in session on that day.

### **COMMUNITY SERVICE PROGRAMS**

As Discipleship, Partnership, and Citizenship are part of our core values, service is an integral component of the education at The Saints Academy. Thus, students are expected to participate in school, parish and community service projects throughout the school year. While we do not require community service, it is an expectation for our students to contribute whenever they can for the betterment of our greater community.

### **SCHOOL COUNSELOR**

A school counselor is on premises 3 days a week. The counselor is available at other times through scheduled appointments. The counselor may see a student for up to three times without parental notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified.

The school counselor facilitates, with the classroom teacher, “Second Step/Steps to Respect” curriculum and social skills strategies at all grade levels.

### **HEALTH / NURSING SERVICES / MEDICATIONS**

No student will be admitted to The Saints Academy without the Massachusetts State Health Form. If your child has a medical problem, please inform the school so that we can assist him/her appropriately if a need should arise.

A school nurse is available five days a week. Services provided include vision and hearing screening tests; scoliosis screening for students in the middle grades; height and weight.

Medications (prescription or over the counter) must be dispensed by the nurse who will provide the necessary paperwork for parental authorization. **All medications must be in the original prescription container, appropriately labeled, and delivered by a responsible adult to the nurse. Under no circumstances may a student keep prescription or OTC medications in his/her backpack, locker, or on their person.**

### **LUNCH PROGRAM**

Lunch is served each full day that school is in session to those who wish to purchase it. Several choices of sandwiches are available in addition to the main entree of the day. Snacks are also available to be purchased at morning recess for Grades 3-5 and for all grades during the lunch period. Milk is available through a government-subsidized program. If desired, milk is purchased in September for the entire year at a modest cost.

*Parents should not bring lunches to their child from carry-out / fast food restaurants.*

### **FOOD AND DRINK**

Students are permitted to have water bottles with caps that close tightly with them throughout the day (our water fountains have bottle fillers). Students should bring a snack if they choose for a designated time in the morning. Some classes will host celebrations for holidays and other special events. Food and drink for these will be coordinated through the teachers and assigned room parents. Due to allergies and other health restrictions, **we do not allow food treats for birthdays.**

### **USE OF STUDENT PHOTOGRAPHS**

The school reserves the right to use student photographs in publications and on the school's website. Any parent who does not wish his or her child's photograph used must notify the principal or the Director of Marketing in writing prior to the beginning of the school year. A consent form is part of the enrollment form on *FACTS*.

## **DISCIPLINE**

Comparatively speaking, the students at The Saints Academy are well-behaved. However, a student sometimes errs. **Most of these situations are taken care of by the teacher, principal, and/or the school counselor.** When a disciplinary problem occurs, it is emphasized to the student that it is the behavior, not the child, that is meeting with disapproval. Speaking to a child about the behavior is usually sufficient. Should further steps be advisable, the parents are informed and their support is critical. When parents and teachers work together to stress the same expectations, the highest level of success can be achieved. Below is a protocol of the disciplinary action plan.

### **GRADES K-4**

- Verbal warnings (usually 1-2)
- Email or phone call home to parent.
- DISCIPLINE NOTICE: A Discipline Notice can be given at the time of the initial infraction if it is deemed by the teacher or staff member as egregious, disrespectful, or dangerous. This notice will be sent home and returned signed the following day.

### **GRADES 5-8**

First steps same as K-4

- DETENTION: Detentions are issued to students for more serious infractions and are at the discretion of the staff and Principal. Logistics of assigned detentions will be determined by the staff member issuing the detention.

A continuance of discipline infractions may result in suspension or removal from the school.

- SUSPENSION: A suspension may be given at the discretion of the principal depending on the seriousness of the offense or repeated offenses. Conduct both in and out of school may be considered as a basis for suspension. Students serving a suspension will make up any graded work for credit, but at a reduced grade for all relevant work during the suspension. Grading will be at the discretion of the teacher.

Regardless of the type of suspension, students will be ineligible to participate in/or attend any school activities during the suspension period. A second suspension may result in an automatic removal from extracurricular and sports activities for the remainder of the school year.

If a student's behavior continues to cause concern, a recommendation for professional help, i.e., school counselor or outside counseling, may be required.

The Code of Conduct is based on this premise: **The first obligation of students in a Catholic school is to respect the dignity of all members of the school community.**

**If issues persist, further disciplinary action is at the discretion of the principal.**

**The administration has the right to make exceptions to existing rules and regulations. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.**

**BULLYING AND/OR HARASSMENT-See Bullying Prevention and Intervention Plan  
@ [www.saintsacademy.org](http://www.saintsacademy.org)**

Bullying/harassment occurs when there is an imbalance of power, unwelcome behavior that won't go away, and a negative outcome. A student is bullied when he/she is targeted repeatedly, and over time with negative actions on the part of one or more students. This includes *Cyber-bullying*.

Bullying/harassment is verbal or written name calling, jokes, teasing, rumors or other derogatory or dehumanizing remarks: gossip, harassing phone calls, e-mails, IMs, text messaging, and pranks.

Other forms of bullying/harassment include unwelcome touching of a person's clothing or other possessions; offensive or graphic graffiti, symbols, posters, pictures, cartoons/caricatures, notes, book covers, or designs on clothing or other items; or any words or actions which provoke feelings of discomfort, embarrassment, hurt or intimidation.

Bullying/harassment in general is prohibited whether or not such harassment involves relationships student-to-student or student-to-adult. Bullying/harassment is grounds for suspension. Reported cases of harassment/bullying will be referred to the school counselor and principal with a parent conference to follow with consequences imposed.

**VIOLENCE/WEAPONS**

Pushing, shoving, verbal abuse, threats, and fighting of any nature are not permitted and are contrary to our school which is built on the foundation of Christian values. If a student is involved in fighting, the parent will be notified. The school staff will determine what constitutes a "fight", verbal or otherwise. Violence of any nature may be subject to suspension. Students who, after meeting with the parent, principal, pastor, and school counselor are deemed a threat to the safety of others may be removed from the school.

It is unlawful to bring or possess weapons in school. Students found with weapons in their possession will be suspended immediately and the pastor and the police will be notified.

**SCHOOL PROPERTY**

All students are responsible for caring for school property. This includes school grounds, building, equipment, and materials. Students must pay for excessive damage to school property, as well as for the loss of textbooks and library books.

**DRUGS / ALCOHOL / SMOKING**

The use of drugs, alcohol, and/or smoking of any kind will not be tolerated. It is unlawful for a student to possess, use, or distribute cigarettes, alcohol, or drugs on school property, or at any school sponsored function. Any violation of this rule will result in immediate expulsion. Parents will be notified immediately. If necessary, law enforcement officials will be notified in compliance with the law.

**ELECTRONIC DEVICES**

For grades K-4, cell phones must be kept in the students' backpacks and in the off mode. Cell phones of students in grades 5-8 will be collected at the beginning of the school day and stored at the office and returned at dismissal. Students who do not turn in their cell phone and use it during

school hours without permission, will have the phone taken away and a parent must pick up the phone. The school assumes no responsibility for an electronic device that is missing, lost, or stolen.

***It is not acceptable at SA to use an electronic device to record or photograph anyone without their knowledge. Students who choose to use their electronic device for this purpose may be subject to a suspension.***

## **TECHNOLOGY / INTERNET USE**

### **The Saints Academy Technology Acceptable Use Policy (AUP)**

The Saints Academy (the School) grants students the privilege of access to the Internet and other technology resources all owned, maintained, and controlled by the School. Technology resources include but are not limited to: Chromebooks, desktop computers, laptops, iPads, internet connections, servers, applications, cloud platforms, and networking equipment. Students are expected to use these resources in a manner consistent to The Saints Academy Mission Statement and for educational purposes. Access to these resources is a privilege and may be revoked at the discretion of The Saints Academy for violations of this AUP.

#### **Internet Access**

Students are responsible for appropriate behavior on the School's network just as they are in a classroom or on the school playground. General school rules for behavior apply. Students are personally responsible for the actions they take while accessing and utilizing the school's technology resources. Students are expected to never access, keep or send anything that they would not want their parents to see. The Saints Academy implements multiple layers of content filters to protect students from inappropriate material. No filter is perfect, however, and students may come across content that is illegal, defamatory, inaccurate or potentially offensive. Students should report to a teacher or the principal any information that makes them uncomfortable. The internet is an integral part of education when used correctly, and allows access to educational databases, collaborative learning platforms, textbooks, and other academic tools.

#### **Monitoring and Access by the School**

The Saints Academy has a number of tools which allow it to audit, monitor, and record network and internet activity. The School reserves the right at any time to make audits of all data passing through its network, systems, and devices. The Saints Academy faculty and administrative staff may also collect and/or inspect any school owned device at any time.

#### **Email and Google Hangouts**

Grades 5 – 8 are given access to Email and Google Hangouts through their school accounts for collaborating with their teachers and peers. Mailing to and from these accounts is limited to users inside the @saintsacademy.org domain. Students are expected to check their email regularly and to only use GMail and Google Hangouts for academic purposes. Students shall not send or forward inappropriate emails or chats. The Saints Academy retains copies of all emails and chats generated by its users and reserves the right to view and inspect this data at any time.

#### **Use of School-Owned Equipment**

The Saints Academy provides technology resources to students including desktop computers, laptops, Chromebooks, iPads, applications, and wireless and wired networks. Use of these

resources in the classroom is subject to the discretion of the student's teacher. In the case of intentional damage to any school owned equipment or systems, the parents/guardians of the student are responsible for the total cost of repair or replacement.

### **Violations of the Acceptable Use Policy**

Violations of the AUP will be handled in the same manner as any other school disciplinary issue. Any violation of the statutes above or the rules below may lead to the loss of access to technology resources, including the internet, school account, and devices.

### **Rules for Acceptable Use**

- Students will always use appropriate language and access and view only appropriate content.
- Students will always be respectful in their communications online and will not engage in any threatening, harassing, or otherwise unsafe behavior.
- Any intentional damage to technology resources including computers, Chromebooks, iPads, and other devices will not be tolerated. Students are expected to treat devices with care.
- Students should never reveal personal information about themselves or others such as home addresses, telephone numbers, full names or the location of their school without their teacher's permission.
- Students should report to a teacher or school administrator any unsolicited emails, security problems, or any information that makes them uncomfortable.
- Students should cite sources of information properly and give credit to resources found online.
- Students will not knowingly spread malware or computer viruses.
- Unauthorized access of another user's account or files is forbidden.
- Unauthorized access of school network equipment, systems, and servers is forbidden.
- Attempts to bypass or circumvent school content filtering mechanisms through the use of proxy servers or other means is forbidden.
- Students are not allowed to access personal email accounts on school owned devices. Students shall only use their Saints Academy account while on school devices.
- Students should never share their password with anyone. If the student believes their password may be known by someone else or otherwise compromised, they should visit the computer lab to change it immediately.

### **DIGITAL CITIZENSHIP**

Students must follow the six conditions of being a good digital citizen:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate; I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation, or relationships I post. I will not be obscene.

2. Protect Yourself. I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my



activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.

3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.

4. Protect Others. I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and will not visit sites that are degrading, pornographic, racist or inappropriate.

5. Respect Intellectual Property. I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. Protect Intellectual Property. I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

### **CONDUCT - INSIDE OR OUTSIDE OF SCHOOL**

The student is a Saints Academy student at all times. A student who engages in conduct, whether inside or outside the school, which is of such a nature as to jeopardize the good name of the school, or which is detrimental to the common good, or harmful and offensive to faculty/staff or fellow students may be subject to disciplinary action, up to and including expulsion.

### **ATHLETIC PROGRAM**

The Athletics Program benefits each participant by promoting, both by example and instruction, such qualities and/or principles as discipline, good sportsmanship, honesty, fairness to others and the ability to work harmoniously as a team to reach certain goals. Above all, the program promotes charity toward others, whether they are teammates or members of an opposing team, under all circumstances.

We trust that all students participating in school athletics will not only learn about their sport, but also have a good time and develop a great school spirit!

Since the goal of all educational institutions is academics, all student athletes must be in good academic standing in order to participate in any school athletic program. "Good Academic Standing" means a minimum of a 'C' average or better. Students who have failed to achieve or maintain a 'C' grade or better in all major academic subjects shall be ineligible to participate in athletics. Additionally, all student athletes must be in satisfactory standing in Conduct and Effort.

### **Coaches:**

Parents and other adults generously volunteer their time and energy to work with our students. Anyone interested in helping in our Athletics Program, please contact the Pastor or the Principal.

The assignment of coaches and assistant coaches is subject to the approval of the Pastor and the Principal.

**Teams:**

Boy's Basketball

Junior Varsity – Grades 5 & 6

Varsity - Grades 7 & 8

Girl's Basketball

Junior Varsity – Grades 5 & 6

Varsity - grades 7 & 8

Ski Club

Grades 5 – 8

Cross Country

Grades 5– 8

When necessary, coaches may call on grade six students for varsity teams.

Parents are responsible to see that only the “playing team” members use balls during athletic events. Only participating students are allowed on the playing area during athletic events. There should be no walking back and forth on the court during the game.

Remember that the athletes are children. Comments from the stands should always be positive and encouraging.

Our coaches and referees dedicate volunteer hours to provide a positive experience for your children. Please refrain from coaching and refereeing from the stands.

Children should attend these events with an adult. Parents are expected to monitor the behavior of the younger siblings who attend games.

As the parents and educators in the children's lives, our example is the most important way for them to learn.

We are grateful for your participation as spectators at the North Shore Catholic School athletic events. Thank you for your continued support.

**Eligibility for extracurricular activities**

A student in good standing, academically and behaviorally will be eligible to participate in extracurricular activities. The parameters are outlined in The Saints Academy Eligibility for Extracurricular Activities form, which is signed at the beginning of each school year.

## **UNIFORMS**

It is expected that students wear their **complete uniform** on a daily basis. Shirttails are to be tucked in and uniform pieces must be purchased from the authorized vendors –Global Schoolwear/Tommy Hilfiger and Todd’s Sporting Goods. Uniform Guidelines are on The Saints Academy website.

Students not in compliance with the uniform will receive a written notice. Continuous infractions will result in disciplinary action.

### Notes:

- T-shirts/undergarments worn under shirts/blouses are to be solid white color. The T-shirt should not be showing through the shirts/blouses.
- Pants must fit properly. Oversized/extra long slacks that "puddle" and/or drag along the floor are not acceptable and must be worn at the natural waist-line. Slacks should not be tight fitting.
- Hairstyles must be **traditional** and sensible.
- *Examples of unacceptable hairstyles: mohawks, cut outs in the hair, coloring or streaks of primary colors or bold color changes in hair, hair longer than collar length for boys.*
- Acceptable footwear: sneakers, low heeled or flat shoes.
- Unacceptable footwear: Platform shoes, crocs, high-heeled shoes, sandals, flip flops, open toe shoes, open back shoes, or slippers. Sneakers with wheels, skateboards and roller blades are not permitted in or on school grounds.
- Girls' skirts/skorts/shorts must be **just above the knee**, rolled waist bands are not permitted.
- Girls' jewelry and make-up must be sensible and appropriate for a Catholic School uniform. Please note that heavy eye make-up (*e.g., black rimmed eyes / heavy eye liner*) is unacceptable. Boys are not allowed to wear earrings during the school day.
- Altering of any part of the uniform/gym pieces is not permitted.
- School Sweaters/Vests are required while attending First Friday Mass.

## **Dress Down Days**

At times during the year a Dress Down Day occurs. These days, a student may elect not to wear a uniform and to wear clothing, which is the “color” or “theme” or just a “no uniform day”. A fee of \$1 is usually charged to those students who elect to participate. The profits are used to support a Student Council service project, Drama program, or the annual Auction. Uniforms are to be worn to Mass at all times throughout the school year (Dress Down Day tags from the Auction may not be used on a day when Mass is being celebrated.)

### **Dress Code:**

- Students are expected to dress casually, but appropriately.
- Shorts, during acceptable times, and skirts must be no more than 3 inches above the knee. **Short shorts/mini skirts are unacceptable.**
- Leggings or jeggings may be worn with a long top, skirt, or dress (should come to mid-thigh).
- Jeans or pants should not have excessive holes in them.
- T-shirts must have appropriate designs, words, and themes on them.
- Clothing that promotes or illustrates violence, offensive language, smoking, drugs or sexual material may not be worn to school.
- Tank tops/spaghetti straps/tube tops are not acceptable. Low cut tops are unacceptable. Midriff clothing is not allowed.
- Oversized pants are not acceptable.
- Acceptable Footwear: see Uniform Code. No flip flops / sandals
- Socks must be worn with all shoes.

If a Dress Down Day falls on a gym day, students should wear casual clothing that works for a gym class and which falls into the above guidelines.

Students wearing inappropriate clothing will call home for a change or change into clothing provided by the school office.

**Any student dressing inappropriately will automatically lose the subsequent Dress Down Day privilege and a call home to bring appropriate clothing will be made.**

### **UNAUTHORIZED USE OF SCHOOL NAME**

No student, or student's parent(s) or guardian, without express written authorization of the principal and pastor may use the school's name or identifying logo for any inappropriate purpose, including but not limited to the use of the school name:

- To open a bank account
- To solicit funds on behalf of the school
- To collect money on behalf of the school
- To sell products on behalf of the school
- To schedule any field trips, vacation or other accommodations
- To post on any website for any purpose including, but not limited to, support of particular social or political agenda.

Any such unauthorized use of the school's name or identifying logo, if committed by a student, may be subject to disciplinary action, up to and including expulsion. Any such unauthorized use of the school's name or identifying logo may result in legal action.

### **ONE FINAL WORD:**

We're all working toward the same goal - the best possible Catholic education for your child. Mutual respect and communication are of the utmost importance in reaching this goal. If you have questions or concerns, please be sure to contact your child's teacher to discuss the issues and then, if necessary, a conference with parents, teacher, and principal may take place. Prompt attention to these matters helps all of us to maintain an effective school environment that is in keeping with our mission and philosophy.

*The principal retains the right to amend the handbook for just cause and parents/students will receive notification if changes are made.*

## MIDDLE SCHOOL ADDENDUM

### **Welcome to The Saints Academy Middle School.**

**A student's middle school years are years of transitions, growth, and changes in his/her academic, social, and spiritual life.**

The Middle School staff focuses on providing the skills necessary to help each student develop the strategies critical to solving problems both in the academic area and in the area of the students' daily routines. The Saints Academy goal is to send its students on to high school with the ability to rely on themselves to solve the many problems that arise during a school day. To achieve this goal, the Middle School staff encourages students to develop and implement their own problem solving strategies within the Middle School setting. The students will sort out those strategies that are successful and will develop into self-reliant middle school students.

Parents are reminded that while their elementary age student was able to succeed in school on a different level from middle school, *students find that doing well at the middle school grades depends more on personal responsibility, organization, strong work ethic/effort, committed study, excellent behavior, and the quality of the written work.*

Parents and teachers are partners, not adversaries, and share the same goal: to provide an environment that offers the best opportunity for the academic success and spiritual growth of each child.

### PROMOTION / TRANSFER

- Adequate attendance record- absences exceeding 20 for the school year may result in non-promotion
- A student must be in good academic standing in order to be promoted to the next grade. A student must have an overall yearly average of passing or higher in all subjects.
- Any student receiving **F (failed) for a final grade** in 50% or more of the major subjects will not be promoted to the next grade at The Saints Academy. *This is considered a transfer. Thus, a transfer to another school will take place.*
- A student must receive no Unsatisfactory grades in conduct for the year in any subject. If so, the student will be placed on probation for the next school year. An Unsatisfactory grade in conduct in 50% or more of major subjects for the year will result in removal from the school.
- All financial obligations must be fulfilled in accordance with the tuition contract in order to receive a diploma upon completion of grade 8.

### BASIC SCHOOL RULES ~ In the School Building, On School Grounds, On Field Trips, On School Buses, and In Extra-Curricular Activities

Children who attend a Catholic School are in an environment where self-discipline/self-control is fostered and encouraged. The aim of the school's policies is to develop a more mature, socially responsible person who is in accord with the basic moral and spiritual values embodied in living with Christ.

Our aim is to have school be a happy place where each individual can learn and thrive. Rules are necessary for the environment to be successful and, therefore, it is expected that all students support and cooperate with basic school rules and regulations. (Refer to the Code of Conduct for Middle School found in this handbook.)

Students are expected to speak and act in a respectful manner to teachers, staff and other students. Disrespect is not Christian behavior and is not tolerated. The goal of living in a Christian environment should always be toward respect for the diverse community of others. Unkind remarks, inappropriate public displays, or base/lewd comments including swearing, moves away from that goal, and has no place in the Christian environment.

Loud talking in the classrooms and hallways is considered disruptive to the learning process and is not permitted.

### **CHEATING/PLAGIARISM**

Cheating and plagiarism are both forms of dishonesty and cannot be tolerated in a Catholic school. Any student who is found cheating in any manner determined by the teacher will receive a failing grade for that assignment. Parents will be notified. Repeat offenders may receive a suspension.

### **FORGERY/LYING**

Forgery, lying and any form of dishonesty have no place in a Catholic school. Anytime a student is found to have forged a parent's signature or to have been dishonest in any way, a parent will be notified.

### **RESPECT FOR OTHERS PROPERTY**

Middle school students, when not in their homeroom, sit at desks belonging to other students during the school day. It is expected that all middle school students respect the property of others by not going into the desk of another student, damaging another's property, and borrowing materials from the desk of another and/or leaving any materials inside the desk of another student. A student may receive a detention for not respecting the property of another student.

### **SPECIFIC TO GRADE 8**

Grade 8 field trips, Washington trip, Dress-Up Dance, Class Night, and the graduation ceremony are privileges not rights and may be revoked at the discretion of the principal.

### **WRITTEN WORK RULE/HOMEWORK/EXTRA CREDIT/EXTRA HELP**

All work will be modeled in class during the first week of school for correct set up and form that students will be expected to follow throughout the year. Only neat, legible written work will be accepted. Unaccepted work must be redone. Written work must conform to correct grammar and spelling rules.

- Proper heading must appear at the top of papers.
- No paper with fringes, no white out.
- Written work will be graded for content and English.

### **Homework**

- **Homework not passed in on the day it is due will not receive full credit.**
- **Assignments passed in after 3 days will be graded as passed in only.**
- **Homework, tests and quizzes missed due to absences must be made up within one week of the student's return to school. Otherwise, the homework, test, quiz will be graded as a failure.**
- **Students who have been absent for a serious or prolonged illness may make arrangements with the teachers for an appropriate time frame for make-up.**

**Extra Credit** is not offered to offset missing homework.

**Makeup** work / test / quizzes times are set by each teacher. Before school (8:00-8:20 AM) time is set aside for quiz/exam make up and extra help for students who have been absent. Each missed exam/quiz will be marked with the date the exam was given by the teacher.

**Extra Help vs. Tutorials** - extra help is offered on a regularly scheduled basis. Extra Help consists of short-term support on isolated concepts usually within a group situation. A tutorial is defined as one-on-one help for 30 minutes or more on specific subject area topics to bring skills up to grade appropriate levels. Several teachers on the staff offer tutorials for a fee.

### **HOMEWORK PARTNER SYSTEM**

**Parents are cautioned that this is a strategy to facilitate acquiring the homework assignments when a student is absent. It is not a guaranteed system.**

Homework is to be done at home. It is not to be copied on the playground before school, nor is it to be done during the early morning extra-help sessions. The teachers will set up the Homework Partner System in each middle school homeroom during the first days of school.

Students are encouraged to choose responsible people as partners. Homework Partner Forms are available in all middle school classrooms and are to be filled out by the partner during the school day. Students are free to change homework partners by notifying the teacher.

#### **Responsibility of the Absentee:**

If possible, the absentee should contact the partner the night before or the morning of the absence. This alerts the partner to get a *Homework Partner Form* at the start of the day, locate any of the absentee's textbooks that the absentee has left in his/her desk and make some kind of arrangement for getting the assignments and materials to the absentee at the end of the day. The absentee is responsible for calling the partner at the end of the day in the event that no arrangements were made in the morning for dropping off the materials.

The absentee is ultimately responsible for the homework. If the homework partner does not respond at the close of the school day, the absentee must take responsibility and contact another student in the class. Absentees are responsible for coming to school prepared after an absence. Homework partners should be chosen carefully. Absentees are held individually responsible for all work missed during an absence. Missing or incorrect assignments blamed on the homework partner will not be tolerated.



## **Textbooks**

Textbooks are provided for all subjects by the school. Texts are handed out in September, numbers inside the cover are recorded, and books are collected in June. Students must return the text they were issued. Middle School students can be very hard on textbooks as most of the texts go home every night in book bags. However, proper covering of texts, careful turning of pages, refraining from writing in texts, and keeping texts free of loose papers and pencils will protect the book. Students will be billed for texts determined by the teacher as unusable for the following year. Students will also be billed for returning a text other than the one they were issued.

## **Materials Needed for Middle School**

Students will have a minimum of four teachers. It is imperative that the student have an organizational system that allows the student to arrive at the correct class with the correct materials. The middle school teachers recommend the following system:

- A three-ring binder is recommended for all students in middle school. Students should label a section for each subject. Each day the student will place handouts and completed homework in the binder's pockets. In the evenings, students should place newly finished homework in the correct pocket of the folder to facilitate easy retrieval during class the next day.
- In addition to this daily organizer, students should keep a large three-ring binder at home where they will organize and save completed homework, class handouts, etc., and other materials needed to review for exams. This kind of organizational strategy is an important skill that will enhance a student's success in high school mid year and final exams.
- A good supply of pencils, erasers and erasable pens, and a set of colored pencils (small set of 8).
- Teachers will post homework to their Google Classroom as a supplement for parents, however, students are ultimately responsible to have their homework accurately recorded in their planners.

## **FOOD AND DRINK**

Food and drink may be eaten only at designated snack/lunch times. Beverages are not permitted on the school grounds before the bell rings, i.e., bringing beverages purchased at a store on the way to school. These should be finished before leaving the car and coming onto the school grounds.

*The principal retains the right to amend the handbook for just cause and parents/students will receive notification if changes are made.*

*The principal and pastor are the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.*

09/15

*The Saints Academy*  
**CODE OF CONDUCT**  
Kindergarten - Grade 8

**Students shall be held responsible for knowing and complying with this code of student behavior. Students understand and agree to:**

Demonstrate acceptable behavior in the classroom, on the school grounds and on the way to and from school and avoid behaviors that can contribute to a disruptive environment.  
Follow all the directions of the classroom teacher and other school staff, obey the rules and regulations of each classroom and avoid disturbing others.  
Comply with the uniform code.  
Complete all class assigned work and pass in on time any make-up missed work due to absences.  
Attend class on time every day unless ill or with a valid excuse.  
Come to school prepared - all required materials and supplies.  
At no time make any threat to commit, attempt to commit, or commit any physical violence.  
At no time deface, damage, destroy, steal, or litter school property or the property of other students or school staff.  
At no time use profane, vulgar or abusive language or make obscene gestures.  
At no time make harassing or threatening statements, intimidate, bully or coerce other students.

**Classroom Conduct**

It is the goal to provide a classroom environment that is conducive to learning and to offer opportunities in which students realize their academic potential. Therefore, it is expected that all students will:

Enter and exit the classroom in a quiet and orderly manner.  
Be in seats and ready to work.  
Be prepared with covered textbooks, assignment notebook and other required school supplies.  
Remain orderly and on task in the classroom and be attentive to the teacher.  
Respond promptly and courteously to a request or to instruction by the teacher.  
Walk **quietly** in hallways and to lunch.  
At no time behave in a disruptive manner that interrupts the learning / teaching environment.  
Respect the rights of others and exercise the highest degree of self-discipline.

Classroom teachers will develop a classroom code of conduct appropriate to their grade and subject area.