



Saint Philomena School
OF THE SACRED HEART

2023-2024 School Handbook

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2023-2024 School Handbook

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The courage & confidence to work together in mission

All members of the Saint Philomena School of the Sacred Heart community are encouraged and expected to practice, uphold, and promote our school mission, Sacred Heart identity and Christian values of companionship, excellence, dignity, hope and gentleness.

To uphold our mission and promote the safety and well-being of all members of the community, a partnership between the school, parent and child is necessary and expected.

The school handbook serves as the outline of expectations and policies for a strong partnership with all members of the community. These guidelines, amended from time to time, promote values and expectations that support our Catholic identity, Gospel vision and uphold the common good of the community.

Our Mission

The mission of St. Philomena School of the Sacred Heart is to foster the **courage & confidence** of children to discover, develop, and use their God-given gifts and talents to transform the world for good.

Saint Philomena School of the Sacred Heart is a Catholic, independent and Sacred Heart School sponsored as an extension of the global mission of the Religious of the Sacred Heart serving children and families within the Roman Catholic Diocese of Providence.



Our Values & Goals

Saint Philomena School of the Sacred Heart is a faith community of *hope, excellence, dignity, companionship, and gentleness*. These values are rooted in our identity as a Catholic, independent school animated by the charism of our founding Religious Order, The Society Faithful Companions of Jesus. They commit us to the *Goals & Criteria* as a School of the Sacred Heart. Our vision is guided by these values and goals that we strive, with courage and confidence, to live, share and grow.

We are a community of Hope...

Hope commits us to the goal of seeking *a personal and active faith in God*. Hope is a faith-based attitude of mind and heart which enables us to think, speak, and act knowing that we are all made and loved by God. Our hope is that, through our relationship with God, we grow into our best self, with joy for life, and the generosity to use our God-given gifts and talents for good.

We are a community of Excellence...

Excellence commits us to the goal of embracing a *deep respect for intellectual values*. We set the highest possible standards in supporting each other as we strive to achieve our personal best and become what God has called us to be. Our commitment to excellence requires us to care more than others think is wise, risk more than others think is safe, dream more than others think is practical, and expect more than others think is possible.

We are a community of Dignity...

Dignity commits us to the goal of developing a *social awareness that impels to action*. It is essential that the dignity of every person is recognized as a human person made in the image of God. Respect for the dignity of all requires us to examine, teach, and promote healthy relationships and structures within our school, community, and in the world. We are called to challenge opinions and actions that contradict Gospel values and require us to stand shoulder to shoulder with the oppressed.

We are a community of Companionship...

Companionship commits us to the goal of *building community as a Christian value*. The unique giftedness of every person in our faith community is recognized, developed, and celebrated when we work together in an atmosphere of support and respect. Guided by Gospel values, we seek to build a community where we reflect God's love, support each other, and strive for the common good.

We are a community of Gentleness...

Gentleness commits us to the goal of *supporting personal growth in an atmosphere of wise freedom*. Gentle strength is the fruit of authentic self-possession that has been gained through daily growth in self-understanding as we seek to be kind to ourselves, others, and all of God's creation. Our spirit of gentleness guides us towards discerning wise choices that transform the world for good.



ESSENTIAL EXPECTATIONS OF ALL COMMUNITY MEMBERS

1. All members of our school community are expected to speak and act in ways that demonstrate respect and appropriate language, uphold our Christian values and protect the dignity of every person.
2. Any conduct, both in and outside of school, that is unbecoming of a Saint Philomena student or parent, reflects negatively upon the reputation of the school and/or adversely impacts a member of the school community may be subject to action, as determined by school administration, up to and including terminating enrollment.
3. All members of the community are expected to be honest in all situations and take personal responsibility for all actions, words and deeds.
4. The dignity of every person in our school must be celebrated and protected. Bullying another person (directly or indirectly, on or off campus, in person or virtually) is not acceptable and may be immediate grounds for terminating enrollment at Saint Philomena School. A clear policy on bullying as defined by Rhode Island Safe Schools Act is found at the end of the handbook.
5. Any member of the community who sees inappropriate behavior or actions targeting an individual or group has a responsibility to not be a “bystander,” but rather, speak out to stop it and/or get help from an adult.
6. Adults are all-around campus to assist children when a problem may arise. Retaliation towards another whom one feels has wronged them is not acceptable. Appropriate “self-defense” is to use words to stop a situation, to remove oneself from that situation and/or immediately get help and assistance from an adult.
7. Every student has the right to expect a safe, organized and focused environment to learn. Every student has a responsibility to ensure that they are not distracting others from learning with words, actions or behaviors that are inappropriate or dysregulated.
8. The physical personal space of every person must always be respected and protected. Inappropriate or unwanted physical touching, contact, hitting, pushing, fighting or rough play is not allowed at any time or in any place.
9. To protect the safety of every student, the throwing of sticks, stones, snow, hard balls, wood chips, etc. is never acceptable.
10. Cigarettes, drugs, alcohol, weapons of any kind and all other dangerous or unacceptable materials are strictly forbidden anywhere on campus. Possession of such will result in suspension or expulsion.
11. All students must remain in the areas designated for them and must have permission from a teacher to leave the area so that we know where all our students are located.
12. Students must always walk with at least one other person when traveling on campus. For the safety of all, students are expected to walk on sidewalks and paved paths and cross streets at designated crosswalks when walking around the campus.
13. Students may only use school phones when they have permission from a teacher. Students may not use personal devices to make phone calls or text messages during, before or after school unless permission has been granted in advance from a school teacher or staff member. Cell phones should remain off and in the student's locker throughout the school day.



14. The school is not responsible for the loss of any possessions or money brought to school and/or left in desks, book bags, lockers or on school property.
15. Students are expected to honor the property of others at all times. No student may use or borrow possessions of or go into the desk, locker, or school bag of another student or teacher without expressed permission from that person.
16. Students are responsible for all lockers, books, technology, supplies and materials loaned to them. They may not be written in, defaced or misused. When a device, textbook or workbook is lost, the student must notify the teacher immediately. Families will be charged for damaged or lost items.
17. Students should take pride in the school campus and place all litter in the rubbish bins. Any student mistreating school property or grounds will pay for damages and face disciplinary action up to and including immediate termination of enrollment in the school.
18. No person (including faculty/staff) at school may be photographed or recorded (visual or audio) on school grounds or at school events without formal permission from that individual and/or a minor's parent/guardian.
19. Emergency drills (fire, lockdown, evacuation) must always be taken seriously. Students must be silent and follow all directions from teachers and administrators for their own safety and the safety of others.
20. Gum chewing is not allowed at any time or in any place on the school grounds or at school sponsored activities off campus. Food and drink may be eaten in areas designated by school administrators, teachers or staff members.



TYPICAL SCHOOL DAY OVERVIEW

- ★ **7:30-8:30 AM** **Morning Care Program for Early Morning Drop Off**
 - **Monday-Thursdays**
 - PS/PK at the Early Learning Center
 - K-2 at the Learning Common
 - 3-5 at the 3-5 Building Lobby
 - 6-8 at the Middle School (main entrance)
 - **Fridays**
 - PK-8 at the Gym/Lower Cafeteria

- ★ **8:30-8:45 AM** **Regular Drop Off Time**
 - Students in PS-8 are dropped off at their building and report to HR to unpack and settle in for the day.
 - PS/PK walked into the Early Learning Center
 - K-2 dropped off at the K-2 Entrance Door next to health office
 - 3-5 dropped off at the 3-5 Building
 - 6-8 dropped off at the 6-8 Building

- ★ **8:45-9:00 AM** **Homeroom**
 - The first fifteen minutes of the day for K-8 students is “homeroom time” for attendance, morning routines, lockers and transitioning to the day. Students can arrive at homeroom as early as 8:30 AM each day.

- ★ **9:00 AM - 3:00 PM** **School Day**
 - Morning Snack determined by grade schedule
 - Lunch & Recess
 - 11:35-12:25 6-8 Lunch/Recess
 - 11:30-12:30: PS/PK Lunch/Recess
 - 11:35-12:25 3-5 Recess/Lunch
 - 12:00-12:50 K-2 Lunch/Recess
 - Early dismissal from school: parents/guardians arranging for early dismissals from school must pick up prior to 2:45 PM.

- ★ **3:05 PM - 3:30 PM** **Dismissal Bus and Car Line**
 - Bus students are dismissed at 3:05 PM followed by those students dismissed to carline and parent pick up

- ★ **3:30 PM - 5:00 PM** **After Care Program**
 - **Mondays-Fridays**
 - PS/PK at the Early Learning Center
 - K-2 at the Learning Common/Big Back Yard
 - 3-8 at the Lower Cafeteria & Playground

- ★ **5:00 - 5:30 PM**
 - **Mondays-Fridays**
 - PS/PK at the Early Learning Center
 - K-8 at the Lower Cafeteria & Playground



ABSENCE FROM SCHOOL

1. Parents should notify the school via email or phone call by 9:00AM if their child will be absent. When calling, please leave a message with the Office Manager or School Nurse. When emailing, please use: attendance@saintphilomena.org and include your child's homeroom teacher as well.
2. Students who do not attend classes may not attend school events on the day of the absence (*exceptions may only be made by the principal, vice principal or dean*).
3. For absences of three days or less, a student should obtain assignments from the class portal, a classmate or a teacher. For absences of four or more days, please call the child's teacher or the vice principal to assist in making arrangements. Excessive absence or tardiness may result in a failing grade for one or more classes on a report card for that trimester.
4. Families are discouraged from taking vacations during school time, except for significant family events. Students will miss valuable instruction that is often very difficult to make up. Teachers are not expected to provide advance assignments or private instruction for students taking vacations while school is in session. Teachers should be informed prior to the vacation and will make suitable arrangements for make-up work with individual students. Parents must anticipate that any disruption to participation in the regular school schedule may impact a child's learning and/or grades.

ARRIVAL AND DEPARTURE

1. From 7:30 AM - 8:30 AM, Morning Care is offered for a fee.
2. Regular drop off to homeroom is between 8:30-8:45 AM.
3. Students should arrive at school by 8:45 AM for homeroom to settle in for the day.
4. Attendance is taken by 9:00 AM each day. Students who arrive after that time may be marked tardy or absent. Students who arrive after 8:55 AM must have a parent or guardian sign them in at the main office.
5. Students who arrive late to school due to bus transportation are not officially counted as late or tardy, however it may be noted as tardy until corrected on the record.
6. The school day ends at 3:00 PM.
7. Bus and carline dismissal begins at 3:05 PM with bus students dismissed first.
8. If for any reason a child is not traveling home by his/her usual method on a particular day, a signed, dated note must be given/emailed to the teacher and main office that morning.
9. Students who are local neighborhood walkers, will be dismissed at 3:05 PM.
10. Early dismissal is discouraged except for emergencies or medical appointments that cannot be scheduled at another time. Parents should send to school or email a signed, dated note to the homeroom teacher and office manager stating the reason for early dismissal. Parents/guardians arranging for early dismissals from school must pick up prior to 2:45 PM.



ACADEMIC PROGRAM, POLICIES AND EXPECTATIONS

The Saint Philomena School educational academic program is articulated in each subject curriculum and guided by the child's teacher. The program encompasses content knowledge, demonstration of skills, practices and abilities, and measurement of success against rigorous individual and group learner expectations. Students earn grades each trimester as a representation of the child's cumulative achievement in the academic program.

1. All courses require serious and consistent effort on the part of the students.
2. Students are expected to approach all studies with honesty and responsibility. Cheating, copying and plagiarism will result in a zero for the assignment or test and disciplinary action.
3. Incomplete "I" signifies a missing grade that has not been entered by the teacher due to a specific situation at the request of the administration.
4. A missed or incomplete assignment/homework can be recorded to stand toward the cumulative average as a final grade of "0" in the gradebook.
5. Teachers record missing assignments with an "M" and incomplete assignments with an "I" in the gradebook. Both the "M" and the "I" are calculated as a "0" in the cumulative average until changed.
6. The lowest final grade that can be earned on an *Assessment* will be recorded as a 40% on that particular assessment. *Ex.* If a child fails with a 29 on a particular test (barring no opportunity for retest and grade improvement, the final score for that assessment must be recorded as a "40" in the gradebook. Any homework assignment not complete will remain a 0.
7. Report cards are issued and emailed to parents/guardians at the end of each trimester. Mid-term progress reports are emailed to parents about four weeks before the end of each trimester for grades 3-8. Parents of students in grades 3-8 are encouraged to consult the family portal for academic progress monitoring every three to four weeks for academic snapshots.
8. In grades PK through 2, promotion to the next grade is determined by the classroom teacher and the administration, based upon satisfactory completion of grade level work and the student's intellectual, social and emotional development.
9. In grades 3-8, a passing final average (65% or higher) in each of the five core-curriculum subjects (Religion, Literature and Writing, Mathematics, Science and Social Studies) is required for promotion.
10. In grade 8, failure of two or more core-curriculum subjects will result in the student not being allowed to participate in end-of-the-year grade 8 activities. This can include the class trip, dinner/dance and graduation.
11. If for some significant reason (e.g. sickness), a child cannot complete an assignment, a satisfactory excuse, signed by a parent, must be given to the teacher. When a legitimate excuse has been accepted, teachers will grade past-due assignments and arrange for make-up tests/quizzes.
12. Classroom teachers also have additional specific expectations or academic policies.



PS - 8 GRADING KEY

PS/PK

ES - Exceeds Standards
MS - Meets Standards
AS - Approaching Standards
S - Area of Strength
G - Area for Growth
NS - Needs support

GRADES K-2

ES ~ Exceeds Standards ~ 96-100
MS ~ Meeting Standards ~ 84-95.9
AS ~ Approaching Standards ~ 71-83.99
NS ~ Needs Support ~ Below 70.9
S - Area of Strength
G- Area of Growth
N- Needs Support

CO-CURRICULAR CLASSES K-2

5 = 100 = ES 4 = 95 = MS 3 = 86 = AS 2 = 76 1 = 66

GRADES 3-5

S - Area of Strength
G- Area of Growth
N- Needs Support

GRADES 3-8

A+ = 97-100
A = 93-96
A- = 90-92
B+ = 87-89
B = 83-86
B- = 80-82
C+ = 77-79
C = 73-76
C- = 70-72
D = 65-69
F = 40-64 (Failing)
I = Incomplete



GRADE 3-8 GRADING POLICIES

POINT SYSTEM

The point system is a total accumulation of every assignment and assessment throughout the trimester. Students will be assessed by a cumulative point total based on assignments, assessments and homework. The grade in a particular category is calculated by dividing the total number of earned points by the total number of possible points (example $45/50 = 90\%$). Test point values are always higher than quizzes and both vary in point value depending upon the importance of a topic(s) and time spent covering this topic(s) in class. Students should expect homework to be checked and graded daily.

CATEGORIES

The three school categories help show an overview of how students achieve cumulatively (assessments), during school (assignments) and through home learning extensions (homework).

ASSESSMENTS

Assessments could include quizzes, tests, major projects or cumulative evaluations

ASSIGNMENTS

Assignments could include classwork, in-class projects, writing assignments, labs, group assignments

HOMEWORK

Homework could include outside of school assignments

HOMEWORK

1. The purpose of homework is to provide on-going practice, assist in helping to develop academic stamina/skills and promote independent learning beyond the classroom.
2. As all children are unique and different, there is no standardized homework expectation at St. Philomena School. Some children find assignments challenging and take longer, others find things easy and finish assignments quickly. Some children's personalities devote more time and attention to details and efforts, others do not. The homework experience at our school is unique for each child and their experience.
3. *If parents or students have any questions concerning homework assignments, they should contact the teacher directly to discuss the situation and work together to seek a good solution..*
4. Parents may be helpful guides but must not "do" homework for the student.
5. If for some significant reason (e.g. sickness), a child cannot complete an assignment, a satisfactory excuse, signed by a parent, must be handed in or emailed to the teacher. When a legitimate excuse has been accepted, teachers will grade past-due assignments and arrange for make-up tests and quizzes.
6. If a child is struggling with a homework assignment or project that is taking an exceptionally long time to complete, parents can be helpful guides and have the child stop continuing to work on the assignment and plan out the question that the child can bring to the teacher the next day to seek help.



ACADEMIC ELIGIBILITY FOR PARTICIPATION IN ATHLETICS & ACTIVITIES

This academic policy applies to members of sports teams, and other activities such as clubs, theater, student council events, dances, etc. In the following policy, a grade below a “70” on a report card or a mid-term progress report triggers review of eligibility:

1. One grade below a “70” in a core-curriculum subject will result in a two school week suspension from the group(s) (including practices, rehearsals, productions, competitions and games etc.) and the student will be expected to come to school early or stay after school to focus on improving the grade.
2. Two or more grades below a “70” in core-curriculum subjects will render a student ineligible for the rest of trimester (progress report) or the entire next trimester (report card) so that the student may focus primarily on succeeding academically.

ACADEMIC SUPPORT

Saint Philomena School is limited in its human capital and resources. We make all reasonable accommodations for learning differences when possible and seek to support all our students with academic support opportunities as we are able. Saint Philomena School cannot accommodate students who have extraordinary learning differences or significant behavioral considerations that impact their success in our community and program.

Parents must keep the school administration and classroom teachers informed of any information, testing, documentation or process that may have an impact on a child's engagement in the school's academic program.

The school will also work with and guide students/parents through any academic support and Response to Intervention process supported by the school. In cases where children have IEPs or other educational plans administered through public school agencies, Parents are responsible for keeping administration informed of all meetings and processes to ensure best coordination of efforts.



ADMISSION AND ENROLLMENT INFORMATION

1. Saint Philomena School admits students of any gender, race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic or other administered programs. The school does not discriminate against students with disabilities of any kind, if with reasonable accommodation, they can meet the school's program requirements.
2. All new students will be given a trial period of not more than one (1) trimester. If during this trial period there are concerns, a student may be asked to withdraw his/her attendance at Saint Philomena School. The recommendation and decision of the school is final.
3. Saint Philomena School is limited in its human capital and resources and will make all reasonable accommodations for learning differences when possible. Saint Philomena School cannot accommodate students who have extraordinary learning differences. If after admission, the educational and/or behavioral needs of a student exceeds what would be considered reasonable, the student may need to be separated from Saint Philomena School. The decision will be made in order for the student's educational and/or behavioral needs to be more fully met in another educational setting. If the decision to separate the student from Saint Philomena School is made by the school, the student's tuition will be prorated.
4. Students who are not Catholic and enrolled at Saint Philomena School are most welcome at the school but are expected to attend all religious observances and participate as a student in the religion curriculum. Our children of other faiths are also encouraged to arrange for sharing their own faith traditions with teachers and classes while growing in knowledge of the foundational faith of their school.
5. Enrollment/Reenrollment materials, including tuition contracts, are submitted online, via FACTS Family Portal, and due by March 15th. Contracts must be submitted with a non-refundable, non-transferrable reservation deposit of \$500.00 by March 15th. The contract includes a Separation from School Policy that is legal and binding on May 15th. Written notice of withdrawal must be received by the Director of Admissions and Enrollment on or before May 14th. No portion of the deposit will be refunded for any reason whatsoever at any time. On and after May 15th, contracted families are fully responsible to pay the entire tuition amount regardless of reason for withdrawal or dismissal.
6. The School believes that a positive and constructive working relationship among the School, the Student, and the Student's parents/guardians is essential to fulfillment of the School's educational mission and statement of values. The School may suspend, dismiss, or refuse to enroll the Student, or place restrictions on an individual's involvement with School activities or events or presence on School property, if the School concludes that the Student, or a family member or other individual associated with the Student, has engaged in any behavior (whether on or off campus, and whether during the school year or otherwise) that interferes with the School's ability to fulfill its educational purposes or runs contrary to the best interests of the School or members of the School's community. All decisions of the School in this regard shall be made in its sole discretion and shall be considered final and not subject to review.



ATHLETICS

1. All student athletes must present the Dean of Student Life and Ministry with an up-to-date physical form to be allowed to try out, attend practices, or participate in any sport.
2. All student athletes are expected to represent the school with pride and good sportsmanship at all times. Students are subject to disciplinary action due to poor conduct during practices or games, on social media or any public platform, on or off campus..
3. Students in grades PS-8 attending after school sporting events on campus must be supervised by an adult. If not supervised by their own parent, a student must show permission from their own parent allowing them to attend after school games and designating the adult responsible for watching him/her. Please be aware that the school cannot and does not provide supervision at any of our on campus sporting events.

BUS TRANSPORTATION EXPECTATIONS

1. All students are expected to behave in a respectful manner consistent with school policy at all times when traveling to and from school on a bus.
2. Students may only ride their regularly assigned bus. Exceptions can only be granted by the bus company, not the school.
3. The bus driver and aide are to be treated with respect at all times. Students are expected to listen to and follow all directions given by the driver and aide.
4. Students are subject to disciplinary consequences administered by the school for infractions to bus rules, safety expectations or driver/aide directives.

CELL PHONES & SMART/DIGITAL DEVICES

Cell/Smart phones and personal digital/electronic devices not issued by the school (including but not limited to: **iPads, Kindles, smart/Apple watches and FitBits**) may not be used in school or anywhere on school grounds, **must be turned completely off**, and **must be kept in the student's locker** unless permission to use a device from a teacher has been granted for educational or medical purposes and that teacher/staff member is directly supervising the student use. This rule applies from the time a student enters school property until the time that a student leaves school property before, during and after the school day or at a school event.

Faculty/staff will confiscate the device if seen and it will only be released by the Vice Principal to the parent/guardian of a student at a time arranged by administration. The first infraction of this rule is an automatic detention. The second infraction will result in detention and the device being banned from school for the remainder of the school year.

CUSTODIAL RIGHTS

It is the responsibility of the parents to share any official custodial information decided through the courts with the administration. 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.



DISCIPLINE

Built on our Gospel values, all persons are created in God's image and treated with dignity and respect. The discipline policy is established to hold students accountable to being her/his best self, live appropriately in a community, learn from mistakes and grow as a person of character and faith. Consequences are established to reinforce expectations for community membership where all individuals must abide by established communal rules and expectations or seek an alternative educational community.

1. In all situations, a student must be honest from the outset when working with peers, faculty or administration to resolve a situation. Dishonesty destroys an individual's character and endangers the wellbeing of all members in a community.
2. Administrators, faculty and staff are only at liberty to discuss a parent's child(ren) and/or disciplinary actions or consequences related only to that parent's child(ren).
3. In many instances, a progressive disciplinary approach is taken that first starts with classroom teachers, teaching assistants and supervisory staff, then involves the Vice Principal and finally would involve the Principal if necessary.
4. Infringements of any rule or expectations will be met by appropriate consequences as determined by faculty and/or administration. These may include, but are not limited to:
 - A. Loss of morning break, recess, field trips, participation in activities or school privileges.
 - B. Bringing individuals together to repair and restore relationships.
 - C. Phone call home or a written note sent home to be signed by parents/guardians.
 - D. Cleaning or repairing things soiled or damaged.
 - E. *Discipline Notice* sent home to parents to be signed and returned.
 - F. *Detention* documented and scheduled at the discretion of the administration or teacher.
 - G. Student meeting with administrator.
 - H. *Suspension*: The administration will determine the length of the suspension and whether it will be served in school or out of school.
 - I. *Social Suspension*: The administration determines the name and number of social events (dances, student council events, clubs, activities) in which a student may not participate.
 - J. *Probation*: Students may be placed on probation for a period of time determined by the administration where specific stipulations determined by administration are outlined and expected for continued enrollment.
 - K. *Termination*: Termination of Enrollment at Saint Philomena School will automatically be considered after a suspension, or a serious violation, as determined by administration, of any school policy.



5. In grades 6-8, an after school detention will be automatically assigned to students who accumulate three *Discipline Notices* from any teacher(s) during a trimester. In grades 3-5, after school detention will automatically be assigned to students who accumulate four *Discipline Notices* from any teacher during a trimester.
6. A *disciplinary hearing* will be held with student and/or parents, teachers and administration if a student receives four detentions in a school year or after any incident deemed by the administration to be very serious. The purpose of this hearing is to determine enrollment status of the student and/or other expectations, probation and/or stipulations for continued enrollment at the school.
7. The school reserves the right to refuse reenrollment to any student whose inappropriate behavior and/or conduct is deemed, by the administration, at any point, as detrimental to the overall learning environment.
8. Discipline documentation and actions are for internal administrative record/control and are not shared with other schools, parents, individuals or parties unless directed to by an official agent of the law.
9. All decisions on school discipline are determined by school administration and are both final and confidential.



DRESS CODE EXPECTATIONS & SCHOOL UNIFORM

The school uniform and dress code expectations are part of the Saint Philomena School experience and expected of all students. The uniform creates a culture that identifies all students as part of “the same team” as all strive to grow as young people of character, courage and confidence.

1. A neat, clean school uniform as defined by this policy is required of all students each day of the school year unless the administration has declared a home clothes day or other special consideration.
2. All school & physical education uniform items, except for school uniform pants, school uniform shorts, socks and shoes **must** be purchased from our official school approved retailer – **Lands’ End Uniforms** and must have the school logo.
3. Makeup, nail polish, non-natural color dyed hair is not permitted.
4. Large, hoop or dangling earrings are not permitted. Administration or faculty may ask children to remove any accessories that they deem excessive or distracting.
5. Students with long hair must keep it from covering their face during class time.
6. Uniform skirts should be of a modest length and may not be rolled up.
7. Boots (rain/snow) may be worn as weather dictates (no high heel boots).
8. On physical education days, the Physical Education uniform is to be worn to school and throughout the day.
9. All personal items, including clothing, must be clearly marked with the child's name to assist in returning if lost. Any lost and unclaimed items will be donated to charity. The school is not responsible for lost, damaged or misplaced items.
10. Students must come to school appropriately dressed for indoor and outdoor activity. Appropriate outerwear should be at school to allow students to navigate the campus through different climates and weather conditions.
11. During very cold winter months or on days with snow present at school the administration may announce that students have the flexibility to wear the Physical Education uniform.

HOME-CLOTHES EXPECTATIONS

When home-clothes are allowed for special days, middle school dances or school sponsored activities, students must come to school dressed modestly, neatly and appropriately befitting a Catholic elementary school. Articles of clothing with charged, controversial or offensive statements or images are not permitted. Tank Top/sleeveless shirts or tops displaying midriff area are not permitted. The administration reserves the right to determine, at its sole discretion, if any item of clothing is not appropriate for school and offer a uniform item or dismiss the child from classes until clothing is changed to something deemed appropriate by administration.

UNIFORM HARDSHIPS

Families that have any hardship that makes purchasing school uniforms challenging, can avail themselves of the “uniform closet” in the garage of the school where donated used uniforms are available or can reach out directly to the principal for confidential financial support and assistance to purchase new school uniforms.



SCHOOL UNIFORM

The school uniform is worn by students on days when the child does not have physical education class. The following are acceptable school uniform items:

GIRLS	BOYS
<ul style="list-style-type: none"> • Lands' End plaid jumper (PS-2) • Land's End Plaid skirt (3-8) • Navy blue dress pants or shorts (PS-8) • Lands' End long or short sleeved heather gray polo shirt with school logo <ul style="list-style-type: none"> ★ T-shirts, if worn under polo, must be solid white or gray. • Lands' End sweater, sweatshirt, fleece/performance pullover or full zip with school logo <ul style="list-style-type: none"> ★ Non-school sweatshirts or outerwear may not be worn when in classes or school buildings. • Navy blue, maroon, gray, white or black ankle or crew socks. • If knee socks, tights or leggings are worn with a jumper or skirt they must be navy blue or maroon. 	<ul style="list-style-type: none"> • Navy blue dress pants or shorts (PS-8) • Lands' End long or short sleeved heather gray polo shirt with school logo • Lands' End long or short sleeved heather gray polo shirt with school logo <ul style="list-style-type: none"> ★ T-shirts, if worn under polo, must be solid white or gray. • Lands' End sweater, sweatshirt, fleece/performance pullover or full zip with school logo <ul style="list-style-type: none"> ★ Non-school sweatshirts or outerwear may not be worn when in classes or school buildings. • Navy blue, maroon, gray, white or black ankle or crew socks.
GIRLS AND BOYS FOOTWEAR FOR SCHOOL UNIFORM	
<ul style="list-style-type: none"> • (PS-K) Sneakers (Velcro or other non-lace shoe preferred) • (Grades 1-8) Sneakers may be worn daily. ➢ <i>Shoes should be sturdy (open toe/backless not allowed) for the safety of students while on the playground and playing around campus.</i> ➢ <i>Slippers, sandals, flip flops, Crocs, and clogs are not allowed anytime.</i> 	

PHYSICAL EDUCATION UNIFORM (K-8)

The physical education uniform is worn to school and throughout the day once or twice each week as determined by student schedules. (K-2 once a week / 3-8 twice a week)

<ul style="list-style-type: none"> • Lands' End Navy shorts or Lands' End Navy sweatpants with logo • Lands' End Gray long or short sleeve t-shirt with logo • (optional on colder days) Lands' End uniform sweatshirt or fleece/performance pullover or full zip with logo • Sneakers • Navy blue, maroon, gray, white or black ankle or crew socks • FOR 6-8 GIRLS ONLY - in addition to the shorts and sweatpants, a skort is now available.
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ORDER SCHOOL UNIFORMS THROUGH LANDS' END

Order Online	Order by Phone
<ul style="list-style-type: none"> • Visit landsend.com/myschool • Create an account or sign in to existing account • Search for the school name or search using Saint Philomena Preferred School number: 900187279 • Use the TrueFit tool and place your order 	<ul style="list-style-type: none"> • Call a customer service representative 6AM-12AM (CST) at 1-800-489-2222 • Reference Saint Philomena Preferred School number: 900187279 • Reference child's grade, gender and size • Place your order



DRESS CODE VIOLATIONS

PS-2

- First Offense: Teacher emails the parent and cc's the Vice Principal
- Second Offense: Teacher calls the parent, follows up with an email to the parent, and cc's the Vice Principal.
- Third Offense: Teacher informs the Vice Principal. The Vice Principal will call the parent.

3-8

- First Offense: Teacher warns the student and if available, finds the appropriate uniform for the child to change into.
- Second Offense: Teacher calls the parent, follows up with an email to the parent, and cc's the Vice Principal. If available, the teacher finds the appropriate uniform for the child to change into.
- Third Offense: Teacher informs the Vice Principal. The Vice Principal will call the parent.
- Administration reserves the right to send the student home, administer recess detention, and/or charge family for school ordered uniform items for the child at any time.

FIELD TRIPS

1. A completed official *Saint Philomena School Permission Slip* is required in advance for student participation in all field trips. A written note or a phone call is not acceptable unless determined by the administration.
2. Students are expected to abide by all school rules and expectations when representing the school on a field trip.
3. Only teacher approved volunteers who have been selected by faculty and staff and who have approved criminal background checks on file with the school and the Diocese of Providence may attend a field trip as a chaperone.

FINANCIAL OBLIGATIONS

Families who enroll at Saint Philomena School must abide by the financial obligations articulated in the enrollment contract. The school reserves the right to restrict student participation in any aspect of the school experience should a family not be current in meeting financial obligations. Should a situation arise where hardship or other setbacks hinder a family's ability to remain current, a parent must notify and make agreed upon arrangements with the school administration in a timely manner. St. Philomena School operates on an annual budget with tuition set to cover a majority of the expenses. All tuition must be paid on time.

FOOD AT SCHOOL

The school does not allow homemade food items to be shared with students for school sponsored parties, events, activities. All items that will be consumed for such events must be obtained from a store or other approved food service provider that provides appropriate ingredients, labeling, cooking facility information and/or other important health information that allows staff to appropriately respond to the diverse health needs of our student population.



HEALTH SERVICES

1. General Student Health Guidelines

- a. If a child is sick, he or she should be kept home from school to protect the health of other students and teachers.
- b. If a child vomits at school or spikes a fever, he or she will be sent home from school.
- c. An ill child must remain home from school until he or she is fever free without fever reducers for 24 hours. If a child has been vomiting, he or she should be kept home for 24 hours after the last episode of vomiting.
- d. If a child has been diagnosed with strep throat or any other contagious illness requiring antibiotics, he or she should be kept home for at least 24 hours following the first dose of antibiotics. Please notify the nurse if your child has been diagnosed with any contagious illnesses including but not limited to influenza, strep throat, pink eye, etc.

2. Physical Exam and Immunization Requirements

- a. All students entering Pre-School, Pre-Kindergarten, Kindergarten and Grade 7 must have a valid physical examination form on file by the start of the school year. Students who previously attended school out of state must have a new physical examination completed prior to entering Saint Philomena School. Acceptable evidence of Immunization is required for all student's prior to school entry. As your child receives subsequent vaccinations throughout their childhood, updated immunization records should be provided to the school nurse. State immunization requirements can be found on the school website.

3. Medication

- a. All medication is administered by the school nurse and kept in a secured cabinet.
- b. Any medication being given at school must be in the original pharmacy packaging. This includes over the counter medication.
- c. Parents/guardians are responsible for informing the school nurse of all medications that their child is taking in or out of school. This disclosure is for the safety of the student and will be kept confidential.
- d. Medications will not be administered if they are out of date or expired. Medications are not to be carried by students during the school day. All medications are to be kept in the health office. Epi-Pens and inhalers may be self-carried and self-administered when the school nurse receives written authorization from the parent and physician.
- e. Standing physician orders are in place for commonly used over the counter medications stocked in the health office (Tylenol, cough drops, etc). A parent permission form must be completed for any of these medications to be given to a child. These medications **cannot** be administered without parental consent. Forms can be found on the school website.
- f. A long term medication form must be filled out for any medication being given for longer than a two (2) week period. This includes both daily and as needed



medications. All students who require inhalers must have this form completed. Medication **cannot** be administered without this form which includes both parental permission and a physician's order. A separate form should be completed for all medication. Forms can be found on the school website.

- g. A short term medication form must be filled out for any medications being given for less than a two (2) week period. This includes but is not limited to antibiotics or any other over the counter medication that must be given during the school hours. Medication **cannot** be administered without this form which includes both parental permission and a physician's order. A separate form should be completed for all medication. Forms can be found on the school website.

4. Inhaler Policy

- a. Students may be prescribed a metered dose inhaler to be used on an as needed basis for the treatment of asthma, allergies or other respiratory issues. The following guidelines are in place to provide a consistent plan for assisting students who may require use of an inhaler while at school.
- b. It is preferred that prescription metered dose inhalers be kept in the health office and administered under the supervision of the school nurse.
- c. A "long term medication form" must be completed for all inhalers being stored in the health office which includes parental permission and a physician order. This form can be found on the school website.
- d. Inhalers may be carried by a student and self-administered with parental and physician permission.
- e. A separate permission form must be completed for a student to carry and self-administer a metered dose inhaler. This form can be found on the school website.
- f. It is school policy that medications are up to date and not expired. This includes self-carried inhalers.
- g. It is the responsibility of the parent/guardian to replace any medication that expires during the school year.
- h. Inhalers kept in the health office should have the original prescription label affixed to the outside of inhaler or box.
- i. An Asthma Action Plan should be completed and on file for any severe cases of asthma.

5. Epi-Pen Policy

- a. Certain students who have allergies or other health conditions may be prescribed an Epi-Pen to be administered in the case of a severe reaction. The following guidelines help create a consistent and school-wide health care plan for assisting students who may require the use of an Epi-Pen at school.
- b. Parents of students who have been prescribed an Epi-Pen must notify the school nurse and must return the following documents:
 - i. Saint Philomena School Epi-Pen Acknowledgement form
 - ii. Emergency Action Plan from Physician with med order completed



c. *Storage of Epi-Pens*

- i. In the school Health Office, Epi-Pens will be stored individually in student specific bins that clearly identify the intended user. The bins will be kept in a visible location where access can be granted in a timely manner.
- ii. Epi-Pens stored in the Classroom Emergency Bag will be transported around campus as the student moves throughout the day. The Classroom Emergency Bag will be kept in a visible location by the classroom doors.
- iii. Epi-Pens stored in the Middle School Emergency Cabinet will be labeled and kept accessible to any appropriate adult. The Middle School Emergency Cabinet will be kept in the faculty room of the 6 to 8 Building.
- iv. Epi-Pens of students who self-carry should be kept in the same location and that location should be made known to the school nurse who will document the information and inform all faculty and staff.

d. *Pre-K to Grade 5 Student Epi-Pen Storage*

- i. Epi-Pens for students in Grades PK through 5 can be stored in any of the following locations:
 1. in the Health Office with the school nurse
 2. in the "Classroom Emergency Backpack" with the teacher
 3. on the person of the individual student
- ii. It is the responsibility of the parent to provide the school with the correct number of Epi-Pens and acknowledgement of the desired location where the Epi-Pen should be stored.

e. *Grades 6 through 8 Epi-Pen Storage*

- i. While the preferred location for middle school students to store EpiPens is on their person, Epi-Pens for students in Grades 6 through 8 can be stored in any of the following locations:
 1. in the Health Office with the school nurse
 2. in the Middle School Emergency Cabinet located in the faculty room of the 6-8 building
 3. on the person of the individual student

6. Food Allergy Policy

Individual Health Plans (IHPs) will be developed for all students with severe allergies and shared with all teachers and staff members who come in contact with the student. These students will also have an Emergency Action Plan from their doctor which should be renewed annually and shared with the school. The following are policies to help protect the safety and health of our students who have food allergies:

a. *Peanuts/Tree Nuts*

- i. Peanuts, tree nuts or any products containing peanuts or tree nuts may not be consumed in any area of the school other than cafeterias and



lunch rooms. Peanut/tree nut snacks **may not** be consumed in the classroom during snack time, morning break or celebrations.

- ii. There are peanut/tree nut free tables in both cafeterias where students can appropriately and safely eat food. Parents/guardians notify the teacher and nurse if they would like their child to eat at this table.
 - iii. Preschool - Kindergarten classrooms are evaluated on an ongoing basis to determine if any exception is made to the nut-free classroom environment because the students in these grades eat lunch in their classrooms each day.
- b. Other Food Allergies
- i. If a class/homeroom has a student with a different severe food allergy which produces an anaphylactic reaction, the other students in the homeroom may be asked to refrain from eating products containing this food in the classroom. This will be determined on a case by case basis by the school administration and nurse.

LIBRARY AND LEARNING COMMON

1. Books may be checked out from the library for two weeks. They are to be brought back to the librarian for renewal; otherwise, they are overdue. Payment must be made for any damaged or lost books.
2. Students may not be in the library/learning common without the presence of an adult/teacher.
3. Personal electronic devices brought to the library/Learning Common may only be used with permission of the librarian or faculty/staff.

OFFICE RECORDS

Parents/Guardians notify the Main Office via the Office Manager in writing of any change to address, custody, home telephone numbers, cell phone numbers, business phone numbers, email addresses and/or phone numbers of an emergency contact. This will guarantee that office records are accurate, complete and up-to-date.

PLAYGROUND AND OUTDOOR RECESS

The following are standardized expectations for all adults to enforce and assist with consistent supervision of student outdoor play:

1. All adults on duty are expected to ensure the safety and well-being of students by being actively present and engaged in supervision responsibilities at designated times and locations.
2. All students share a responsibility to look out for all other students, use appropriate physical contact/speech, and play safely.
3. Students should never be excluded if they ask to join a game or activity and intend to appropriately participate in the activity.



4. No student should be in any school building during the recess period without expressed permission from a faculty/staff member. Students who have a library pass or other note from a teacher to meet at an alternative location should first let the recess teacher on duty know.
5. Games are encouraged, however for safety reasons with a large group of students there can be no rough play, use of lacrosse sticks, pegging, wall ball, gymnastics, tackle football, going the wrong direction up the slide, or playing tag on the play structure.
6. Children may get athletic equipment if it goes in the bushes or out of boundaries only with permission from an on-duty teacher.
7. Children may not use electronic devices (including tablets, iPads, cell phones) while outside on the playground or campus fields or courts.
8. Students must always stay visible to those adults on duty.
9. Grade 3-8 students *only* are allowed to use the tennis courts during outdoor recess. Only basketballs, four square balls, and tennis balls are allowed on the courts and all games must be safe and appropriate to the space. Students may not sit on or disturb the tennis nets when they are set up.
10. The adult supervisors on duty determine if any play is dangerous and/or inappropriate. If they instruct a student or group of students to stop some action or activity, it is expected that the student complies without incident or arguing.

K -2 PLAYGROUND AND OUTDOOR EXPECTATIONS

1. We use the slide the correct way. Go down, not up.
2. We never play tag on play structure.
3. We sit on swings when we use them.
4. We only use one hand when playing tag.
5. We ask a teacher if you want to use balls.
6. Toys are ok if they can fit in a lunch box and are used during recess. (unless a ball)
7. When the whistle blows, we stop, get down and sit without talking to wait for directions from our teachers.
8. We walk quietly to line up for class and walk back into school.
9. We do not swing lunch boxes or hit another person with them.
10. We cool down and walk quietly in the building after recess.



RESOLVING CONFLICTS AND ADDRESSING CONCERNS

In any community of diverse members, conflicts or concerns might arise. If and when they do, we all seek to work in partnership guided by our Catholic values and the charism of our Sisters to resolve issues and restore right relationships.

1. In every situation, effort should be made to first address the conflict with those individuals who are directly involved and inform them of concerns and expectations to seek resolution.
2. When a situation cannot be resolved or warrants more significant involvement, individuals may seek out a member of the school administration to address concerns or conflicts.
3. In all situations, confidentiality and respect should guide the process.

RIGHT TO AMEND

Saint Philomena School reserves the right to amend this Handbook. Notice of amendments will be posted to the website and/or sent through email communication.

SEARCH

Saint Philomena School reserves the right to search anything brought on school property. This includes backpacks, lockers, cell phones and other electronic devices.



TECHNOLOGY AND INTERNET ACCEPTABLE USAGE

In accordance with the mission of St. Philomena School of the Sacred Heart, students are responsible for good behavior on the school networks, the internet and using any technology device (personal or provided by the school). Any violations may result in a loss of technology use privileges, financial reimbursement and/or other disciplinary or legal action. Students are considered subject to all local, state and federal laws. The student/family will be responsible to pay for the replacement value of any school owned device which has been damaged.

With access to the internet comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. The school uses filtering technology to maximize, to the best of our ability, protection against accessing material that is obscene, illegal and harmful to minors, as defined by the school and the Children's Internet Protection Act (CIPA).

1. The school will not be held responsible for any damage or loss of cell phones or personal electronic/smart devices.
2. No person will send or post information at any time which disparages the reputation of St. Philomena School, its faculty, staff, administration, board members, or any employee, student or volunteer.
3. No person will email, IM, post to websites, social media, blogs, or text message graphics, text, images, pictures, video, etc. of employees of Saint Philomena School or students.
4. Users will not use the school equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, illegal or not in accordance with the mission of Saint Philomena School.
5. Cyberbullying will not be tolerated. No person will engage in personal attacks, including prejudicial or discriminatory remarks. No person will harass another. Harassment is persistently acting in a manner that distresses or annoys another person. Students will not knowingly or recklessly text or post false or defamatory information about a person or organization.
6. If a student is present on a group text, chat or on a social platform or app where texting occurs on or off campus where disparaging/inappropriate or harassing remarks are made about an individual, the student should leave the chat/group text/conversation and alert a parent or other trusted adult.
7. If a student inadvertently accesses inappropriate information, they should immediately notify a staff member. This will protect users against an allegation that they have intentionally violated the acceptable use policy.
8. Students are not permitted to transmit, receive, submit or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.
9. Physical or electronic tampering with school technology is not permitted.
10. Students must respect all copyright laws that protect software owners, artists and writers.



11. Using someone else's password, accessing another's device without permission or trespassing in another's folders, work, or files without written permission is prohibited. The school reserves the right to read, delete and save all student work.
12. Students may not change passwords without direct permission from the Technology Director.
13. Student users will not post or share contact information about themselves or other people. Personal contact information includes the student's name, together with other information that would allow an individual to locate the student, including, but not limited to, parent(s) name(s), home address/ location, work address/location, or phone number.
14. Users will not attempt to access websites blocked by school policy, including the use of proxy services, software, or websites.
15. Users will not use any wired or wireless network (including third party internet service providers) with equipment brought from home. Example: The use of a cell phone or laptop on the school network or accessing the internet or texting from any device not owned by the school.
16. Users will not possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety, using the internet or websites at school to encourage illegal behavior, or threatening school safety.
17. Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the Technology Director.
18. Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware, install peripherals or modify settings to equipment without the consent of the Technology Director.
19. Saint Philomena School makes no warranties of any kind, where expressed or implied, for the service it is providing. We assume no responsibility or liability for any damages a student may suffer, including viruses that may originate on the school's computer system. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Technology Devices Issued to Students: i.e. Chromebooks, Chrome Tablets, iPads etc.

1. Students are loaned a school device for educational purposes. These devices remain the property of Saint Philomena School and are made available as a learning tool for educational purposes only. Our school provides internet filtering for school devices both on and off campus. No filter is infallible. Inappropriate websites may still be accessed by students intentionally or unintentionally.
2. The following expectations apply to student use of school issued devices (i.e iPads/Chromebooks).
 - a. Do not mark the device in any way with markers, stickers, etc.



- b. The device must remain in the school provided case at all times.
- c. Do not lean on the top of the device when it is closed.
- d. Do not place anything near the device that could put pressure on the screen.
- e. Do not eat or drink near the device.
- f. Make sure your hands are clean before using the iPad. The glass screen should be regularly wiped with a microfiber cloth or any soft cotton fabric cloth.
- g. When the charging cable is connected, be sure to line it up correctly when inserting and removing. Make sure the device is brought to campus fully charged and kept in its school issued case.
- h. Students are responsible for intentional/accidental damage to their school issued device on and off campus. Damage needs to be reported to the school as soon as possible. This includes all peripheral items issued to the student such as headset and charger.
- i. Parents and/or Guardians are responsible for the current replacement value of the device as determined by the school. The school will purchase an appropriate substitute device which will remain property of the school. Parents have the option to purchase device insurance from the school each year.
- j. All school issued devices and accessory items are required to immediately be returned to the school upon graduation, termination or withdrawal. Failure to do so within five days will result in a replacement charge for device and accessories.
- k. All devices will be turned into the school prior to the summer break.

VOLUNTEERS

Saint Philomena School welcomes volunteers who are parents, grandparents and friends of the school to assist in supporting our mission, teachers and students. In accordance with our best practices for safe schools, all volunteers who interact with children and may not be supervised directly by an employee of the school, must undergo a criminal background check and safe environment training as stipulated by directive from the Diocese of Providence. This process must be accomplished well in advance of the volunteer service to allow time for processing. Interested individuals should coordinate with the Office Manager. Any volunteer who chaperones on a school field trip must have an up to date criminal background check clearance and safe environment training record. Clearance with the Diocese of Providence must be renewed every three years.



SAINT PHILOMENA SCHOOL OF THE SACRED HEART BULLY POLICY

INTRODUCTION

Saint Philomena School works to support a culture free of bullying and aligns policies and practices with those expected in the Rhode Island Safe School Act. The 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 approach to the prohibition of bullying at school.

1. DEFINITIONS

- a. **BULLYING** means the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:
- i. Causes physical or emotional harm to the student or damage to the student's property;
 - ii. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
 - iii. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
 - iv. Infringes on the rights of the student to participate in school activities; or
 - v. 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.

- b. **CYBER-BULLYING** means bullying through the use of technology or any electronic communication, which shall include, but shall 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:
- i. The creation of a web page or blog in which the creator assumes the identity of another person;
 - ii. The knowing impersonation of another person as the author or posted content or messages; or
 - iii. 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.
- c. **AT SCHOOL** means:
- i. on school premises,
 - ii. at any school-sponsored activity or event whether or not it is held on school premises,
 - iii. on a school-transportation vehicle,
 - iv. at an official school bus stop,
 - v. using property or equipment provided by the school, or
 - vi. acts which create a material and substantial disruption of the education process or the orderly operation of the school.



2. SCHOOL CLIMATE

- a. Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited. School staff will take all reasonable measures to prevent bullying at school. 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, online and at school sponsored events.

3. POLICY OVERSIGHT and RESPONSIBILITY

- a. The school administration shall be responsible for the implementation and oversight of this bullying policy at Saint Philomena School. The school principal or vice principal shall provide the governing board of trustees with a summary report of incidents, responses, and any other bullying related issues annually.

4. INFORMATION DISSEMINATION

- a. The school administration 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:
 - i. Distributed annually to students, staff, volunteers, and parents/legal guardians;
 - ii. Included in the student handbook

5. REPORTING

- a. **Process:** 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.
- b. The individual making the report should complete the *Reporting Form* and submit it to the vice principal. If a member chooses to make a claim of alleged bullying but does not wish to complete/sign a report, the claim will be considered anonymous. Once a claim of bullying is filed, the vice principal will conduct an investigation. The investigation may consist of the following:
 - i. Parents /Legal Guardians of the victim of bullying **and** parents or guardians of the alleged perpetrator of the bullying shall be notified in a timely manner of the *Reporting Form* and allegation. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ legal guardians of the child will be notified by a school official.
 - ii. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to the staff teacher or administrator.
- c. **Anonymous Reporting:** Reports of bullying or retaliation may be made anonymously, however no disciplinary action shall be taken against a student solely on the basis of an anonymous report.
- d. **Responsibility of Staff:** School staff, including volunteers, shall report all acts of bullying that come to their attention. School staff who fail to report incidents of bullying shall be subject to disciplinary action.
- e. **Responsibility of Students:** Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place are obligated to report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying shall, however, not be subject to discipline for failing to report an act of bullying.



- f. **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.
- g. **False Reporting/Accusations:** A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation will result in disciplinary action taken which may include suspension or termination of enrollment.
- h. **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. RESPONSE/INVESTIGATION

- a. The school vice principal shall promptly investigate all allegations of bullying, harassment, or intimidation. This process may involve teachers, the school nurse or others employed by the administration for the purpose of the investigation. If the allegation is found to be credible, appropriate disciplinary actions will be imposed.
- b. Once a claim of bullying is filed, the vice principal will conduct an investigation that may include but not limited to: witness interviews, review of documentation, interviews with teachers/employees, collecting of written witness statements, notification to the parents of the alleged perpetrator, statements from the alleged perpetrator, interviews with perpetrator, involvement of staff to interview victim and/or perpetrator, involvement of other appropriate investigative support agencies.
- c. **Police Notification:** When bullying involves conduct that violates the law, the police shall be notified.
- d. **Protection:** If a student is the victim of serious or persistent bullying:
 - i. The school principal or designee will intervene.
 - ii. The interventions will be developed, if possible, with input from the student, their parent/legal guardian and staff.
 - iii. The parents/legal guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

7. DISCIPLINARY ACTION

- a. The disciplinary actions for violations of the bullying policy shall be determined by the school administration. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include one or more of the following, but not limited to:
 - i. Admonitions and warnings
 - ii. Parental/Legal Guardian notification and meetings
 - iii. Detention
 - iv. In-school suspension
 - v. Loss of school-provided transportation
 - vi. Loss of the opportunity to participate in extracurricular activities
 - vii. Loss of the opportunity to participate in school social activities
 - viii. Loss of the opportunity to participate in school exercises/activities/experiences
 - ix. Police contact
 - x. Student placed on behavioral probation for enrollment
 - xi. Termination of enrollment Saint Philomena School
- b. Specific information about discipline imposed on the perpetrator cannot be disclosed to the parents of the victim.



8. SOCIAL SERVICES/COUNSELING

- a. Referral to appropriate counseling shall be provided for bullying victims, perpetrators and appropriate family members of said students.

9. OTHER REDRESS

- a. 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.



Bullying Reporting Form

Name of Alleged Victim: _____ Grade: _____ Date of Report: _____

Date(s)/Time(s) of Alleged Incident(s): _____

name of the alleged bully. If name is not known, provide any other identifiable information:

Relationship between alleged victim and the alleged bully:

Describe the incident(s):

When and where did it happen?

Were there any witnesses? ☐ yes ☐ no If yes, who?

Other additional 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 as necessary in pursuing the investigation.

Student/Parent: _____ Date: _____

School official conducting follow-up: _____ Date: _____