



Parent-Student Policy Handbook

www.stbenedictacademy.org

MISSION STATEMENT

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

PHILOSOPHY

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

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

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

GOALS AND OBJECTIVES

Goals

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

Objectives

Spiritual and Moral Development

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

- To witness commitment to Christian values and principles in day-to-day life

Intellectual and Cultural Development

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

Physical Well-being of Each Student

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

The goals and objectives outlined above are important to all of us as participants in the academic and Christian formation of your child. However, we take this opportunity to underline the imperative set forth by Pope Paul VI and the Fathers of Vatican II in the Declaration on Christian Education, paragraph 3, that Christian education of children is primarily the task of the family: *"Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring."* Hence, the parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it.

Parent-Teacher Agreement

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

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

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

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

1. **Minor problems** encountered during daily routines (homework, class assignments, classroom or playground behavior, or student-to-student problems, etc.)
 - a. Parent or guardian should first contact the teacher
 - i. Call the school office to deliver a message to the teacher
 - ii. The teacher will return the call promptly
 - b. Parent or guardians should refrain from discussing a difficult or a serious matter with a teacher while on duty during the regular school day. This violates discretion, distracts the teacher from supervising students and diminishes the teacher’s full attention to your issues.

2. **Serious problems**
 - a. Parent or guardian should inform the principal in writing or with a phone call
 - i. Only signed notes or callers who identify themselves will be taken seriously
 - ii. Due to school responsibilities, the Principal may not always be readily available to respond to your call. However, concern for your child is of utmost importance, you can be assured that the Principal will make every effort to address your concern in a timely manner.

The faculty, staff, and administrators of St. Benedict Academy are committed to extending prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented with a sincere effort to resolve problems in a Christian manner. We will approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child and his/her classmates.

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

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

Violation of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian, or family member may lead to a warning or one of the following actions:

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

POLICIES

ACADEMIC INTEGRITY

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

Cheating is defined as presenting someone else's ideas, words, or information as one's own or giving unauthorized assistance to someone else's work. Unless authorized by a teacher, the following examples are considered cheating: using "crib" notes, looking at someone's paper, having someone else write a paper, copying homework, giving or receiving answers, allowing someone to copy work, test, etc., and presenting information as one's own without giving credit to one's source.

Parents are encouraged to help enforce our policy of academic integrity by ensuring that the work being turned in by the student is truly the work of the student and not the work of the parent or siblings. Whether a student gives or receives information during an examination or on certain assignments, the offense is the same. No credit will be given for the examination or assignment.

ADMINISTRATIVE POLICIES

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

ADMISSION AND REGISTRATION

Registration for kindergarten and students entering grades 1-6 is usually held in January.

To be eligible to enter kindergarten, a child must be 5 years of age by September 30 of that year. First grade students must be 6 years of age by September 30. A copy of the child's birth certificate, a record of completed immunizations, a medically verified plan for completion, or a medical or religious exemption, as well as a record of a physical exam by a medical doctor are mandatory. (Immunization Law 1-1-88)

Required Forms for Registration

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

1. Completed Registration Form along with Registration Fee. *(The Registration Fee is non-refundable)
2. Completed Health Form (Due May 1st)
3. A copy of Birth Certificate (child must be 5 on or before September 30 before entering Kindergarten)

4. A copy of Baptismal Certificate
5. Copies of School Records and Last Report Card (Students Entering Grades K-6)
6. Confirmation of Registration in Catholic Parish – confirmation must be stamped with the PARISH SEAL
7. Parish Sponsorship Form (Due March 15) – form must be stamped with the PARISH SEAL.

****A refund will be issued if your child does not meet the admission requirements for St. Benedict Academy. Refunds will not be given after the child has been accepted into St. Benedict Academy.***

****No student will be accepted at St. Benedict Academy without a copy of immunization records and a physical examination (completed within one year).***

Priorities of Acceptance

Children are accepted in the following order:

First Priority: Children currently in kindergarten class and belonging to the West Deanery (The West Deanery includes the parishes of the West Side of Manchester. Sacred Heart, St. Elizabeth Seton, Ste. Marie, St. Raphael, and Parish of the Transfiguration–formerly St. Edmond, St. John the Baptist and St. Patrick.)

Second Priority: Siblings of students currently enrolled at St. Benedict Academy accepted on a first-come, first-serve basis.

Third Priority: Children of families registered in parishes of the Manchester West Deanery.

Fourth Priority: Children of families belonging to Catholic parishes.

Fifth Priority: Children of families belonging to other denominations.

Immunization Requirements

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

Transfer Students

All transfer students who meet the admission requirements and wish to transfer to St. Benedict Academy may be accepted on a three-(3) month probation status. After 3 months, the student's final admission status will be considered.

ADVISORY BOARD

The advisory board is comprised of representation from each parish of the West Side Deanery. Meetings are held bimonthly and parents are invited to attend. Anyone wishing to present an agenda item may do so by contacting a board member or the Principal by the first Monday of the month.

ASBESTOS MANAGEMENT

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

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

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

ATHLETIC POLICY

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

ATTENDANCE

Regular attendance is important to your child's success in school. **When your child must be absent, please notify the school before 7:45 A.M. by calling 669-3932. Each absence from school requires a note from the child's parent or guardian.** The note should contain the student's name, specific dates of absence, reason for absence, and parent's signature. A physician must explain extended absence for illness in writing.

Prolonged absences: Vacations during school time are discouraged. However, in the event that this does occur, parents are requested to inform the Principal before leaving and to contact each teacher to arrange for make-up work upon return. It is school policy not to give out assignments ahead of time. The student will have three school days to complete all written work after he/she has returned to class. After that time, no credit will be given.

If a student has an extended absence due to illness, parents should contact the teacher to arrange for homebound instruction.

School policy normally allows a student one day to make up work for each day of absence due to illness.

Punctuality is a sign of respect for others. All students are expected to be at school on time. Your cooperation is requested in seeing that your child arrives at school promptly. On the day your child is tardy, a written note signed by the parent explaining the tardiness must be presented to the school secretary when the child enters the building. Repeated tardiness may be cause for dismissal.

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

AFTER / BEFORE SCHOOL PROGRAMS

In response to a need for quality supervision and as an extension of our philosophy, St. Benedict Academy offers an After School and Before School Program available on a daily and/or weekly basis. These sessions generally begin on the first day of school and are operational when school is in session, except for the half-day sessions scheduled before Thanksgiving and Christmas breaks. Please contact the office for more information. Before and After School Programs will be reviewed periodically and changed based on need.

BICYCLES

Bicycles, rollerblades, skateboards, etc., are not allowed on school grounds nor can they be used as a means of transportation to school.

BOOK CARE/SCHOOL PROPERTY

Students are responsible for the proper care of all schoolbooks, supplies, and furniture supplied by the school. Students, who deface property, break windows or do other damage to school property or equipment will be required to pay for the damages or replace the item. This behavior is subject to detention and/or suspension.

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

Please use the following guideline in the care of books:

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

BUS TRANSPORTATION AND REGULATIONS

Students living beyond the established walking limits are eligible for free bus transportation. The transportation officer approves or rejects requests for free bus transportation according to mileage requirements and residency in Manchester.

Kindergarten students do not qualify for bus transportation.

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

These rules of behavior must be obeyed on the bus:

1. Students should be at their assigned bus stops in advance of posted time for the bus arrival.
2. Students are to remain away from the roadway while awaiting the arrival of the bus. The bus will load only at the direction of the driver.
3. Students waiting for the bus shall not go on private property or cause any damage to such property.
4. There will be no standing in the bus. Students shall enter the bus in an orderly fashion, go directly to a seat, and remain seated until their destination is reached and the bus has stopped.
5. Students shall cooperate with and be courteous to the driver and to fellow students.
6. There shall be no littering on the bus or defacing the property of other students.
7. Students shall not disturb or distract the bus driver.

8. There shall be no eating, drinking, shouting, vulgar language, roughhousing, or throwing things on the bus.
9. Students shall keep their hands, arms, and head inside the bus.
10. All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles.
11. Students shall be picked up and dropped off only at their regularly scheduled stops.
12. Note: The Emergency Exit is to be used for an EMERGENCY ONLY! Students must not touch safety equipment on the bus.

CHILD ABUSE

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

COMPUTER/INTERNET USE

Computers and new technology are now a part of your child's education.

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

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

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

Network storage areas may be treated like school lockers. The principal and staff may review files and communications to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that files stored on school servers would always be private.

The school has employed security measures to restrict access to certain computer programs and websites, and to monitor Internet activity by students and employees.

During school hours, teachers of younger students will guide them toward appropriate materials. Outside of school, parents bear responsibility for proper guidance when their children watch television, go to the movies, listen to the radio or any other potentially offensive media.

Acceptable Use of Computers/Internet Access

1. Support of assigned classroom projects, including research and e-mail
2. Purposes that are consistent with the educational objectives of the school

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

1. Students may use a computer only when there is a teacher, aide, or parent volunteer present.
2. No CD-ROMs or DVDs may be brought in from home for use on any computers in the school without prior consent from a classroom teacher.
3. No food, drink, or gum is allowed at the computer station.
4. No disks owned by the school may be taken out of the school building without permission of the teacher.
5. No personal diskettes will be allowed in any of the school's computers without teacher permission, which will be contingent on the availability of appropriate virus scanners.
6. No files may be copied on the school's computers from personal diskette or removable media. Any files edited on a computer must remain on the diskette or removable media.

7. Students may not write or draw anything profane, abusive, obscene, or inappropriate for school.
8. Students may not record, copy, or import sounds or graphics that are profane, abusive, obscene, or inappropriate for school.
9. Students may neither alter any files on the computer except those owned by the user; nor change files or folder names, delete files or folders nor move files or folders.
10. Students may not change any computer system setting including system files, desktop appearances and icons unless instructed to do so by a teacher.
11. Students may not connect or disconnect any cables or peripherals unless approved by a teacher.
12. Students may not access any files that belong to other students or teachers.
13. Students may not plagiarize material procured through electronic means.
14. Students may not download non-educational files to a hard drive.
15. Students may not violate the privacy of other users.
16. Students may not provide the personal information of others or themselves such as name, address, phone number, etc. in their work on the Internet.
17. Students will not interfere with or alter the integrity of the system at large by impersonating other individuals, attempting to capture or break encryption of passwords, or destroying or altering dates of programs belonging to others.
18. Students will be financially responsible for any vandalism associated with their computer use.
19. Students may not intentionally waste limited resources.
20. Students will not spread or create computer viruses.
21. Students will in no way use access to the Internet for the purpose of harassment, bullying or offending other students, staff, or other adults.

CUSTODIAL/GUARDIAN INFORMATION

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

If no such copy is on file, school officials will presume that both parents have custodial rights. School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the appropriate time according to the court-mandated custody agreements. However, parents must accept the primary responsibility for such arrangements and should instruct their children as to which parent should have physical custody of them on any given day.

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

DISCIPLINE CODE

Part I: Student Responsibility

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

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

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

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

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

Minor Offense

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

Serious Offenses

- Any gross misconduct or refusal to conform to the reasonable rules of the school
- Cheating and lying
- Defacing school property
- Failing to attend assigned detention
- Failing to report to a teacher or principal as requested
- Fighting or any form of pushing or shoving

- Leaving school grounds without permission
- Using forged notes or excuses

Offenses Requiring Legal Action/Reporting

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

Part II: Disciplinary Actions

Ordinarily, teachers handle their own minor and some serious disciplinary problems. Many serious offenses and all illegal activities will result in a referral to the Principal. Under most circumstances, the following order of action will be taken when a student violates a school rule:

1. **FIRST OFFENSE:** The teacher will give the student a verbal warning and discuss the problem with the student – an agreement will be made between the student and teacher assuring that the child understands the problem and will do what he/she needs to do to resolve it.
2. **SECOND OFFENSE:** The teacher will contact the parents to discuss the infraction. The teacher may decide on a disciplinary action that could result in the possible loss of privileges (recess, field trip, etc.).
3. **THIRD OFFENSE:** The student will be sent to the Principal's office, and parents will be notified. A meeting will be scheduled with the Principal, teacher, and parents to discuss the appropriate course of action.

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

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

Illegal behaviors will be reported to the appropriate authorities.

*** The Principal has the authority to suspend a student following serious warnings or the clear violation of written rules. The Principal will contact the child's parents to inform them of the suspension. In the event of an out-of-school suspension, the parents will be contacted and asked to remove the child immediately from school. Transportation for the child will be the responsibility of the parents. Parents will be responsible for ensuring that the schoolwork is completed at home during the suspension period. The Principal will determine the suspension period. In most cases, the suspension will not exceed five school days.

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

Bullying and Harassment

Bullying behavior is viewed as being in direct opposition to the mission of St. Benedict Academy and in conflict with the fundamental teachings of the Catholic Church. At St. Benedict Academy, students are expected to treat each other with dignity and respect, and are entitled to freedom from any kind of harassment. It should be clear that no form of harassment will be tolerated.

Bullying and harassment are defined as unwelcome, harmful behavior towards another student. They can take the form of, but are not limited to, verbal and/or written remarks, gestures, innuendos, gossip, symbols, or physical contact. A student who feels he/she is a victim of harassment or bullying should bring the matter to the attention of a teacher or the Principal. Students violating this policy will be subject to appropriate disciplinary measures as described in the Discipline Code.

DRESS CODE

St. Benedict Academy understands and promotes the belief that external order produces internal order.

Consequently, we have developed the following guidelines for creating an orderly environment for all students:

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

PRE-Kindergarten- uniform is optional except on Church Days, students must follow the codes below.

BOYS' UNIFORM CODE

PANTS: Navy blue dress pants

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

NECKTIE: School plaid or navy blue

SHIRTS: Oxford or dress –white – long or short sleeves (must be worn with a necktie at all times)

Polo-type – white – long or short sleeves (**MUST HAVE SCHOOL LOGO EMBROIDERED IN NAVY**)

Turtleneck – white

SWEATERS: Navy blue – crew or v-neck pullover, cardigan, or vest (**MUST HAVE SCHOOL LOGO EMBROIDERED IN WHITE**)

SOCKS: Navy blue or white **must cover ankle**

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

- All boys are expected to maintain their uniforms and personal appearance in a clean, neat, and orderly fashion.
- On days when we have a school liturgy scheduled, the boys are required to wear their dress shirts and ties.
- Hair is to be cut neatly and kept **above the collar line**.
No “mod” haircuts, e.g., shaved heads, tails, shaved symbols on the head, colored hair, etc. Jewelry will be limited to one simple item. No earrings.
- Pierced body parts, or tattoos on any part of the body are not permitted, including temporary tattoos.

GIRLS' UNIFORM CODE

The uniform school plaid is dark navy blue and white plaid with yellow, maroon, and green lines. Girls have an option of wearing a jumper, or kilt purchased through the uniform company (Educational Outfitters, Nashua, NH).

JUMPER/ KILT: School plaid

SLACKS/PANTS: Navy blue dress

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

BLOUSE: Oxford or Peter Pan - white, long or short sleeves

Polo type – white, long or short sleeves (**MUST HAVE SCHOOL LOGO EMBROIDERED IN NAVY**)

Turtleneck – white

SWEATERS: Navy blue – crew or v-neck, pullover, cardigan or vest (**MUST HAVE SCHOOL LOGO EMBROIDERED IN WHITE**)

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

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

- All girls are required to maintain kilt and jumper lengths below the knee. Blouses and sweaters must be clean and neat.
- On days when we have a scheduled liturgy, the girls are required to wear uniform jumper or kilt to Church
- **Hair is to be neat and pulled back out of the face.** (Hair color changing or excessive hairstyles are not permitted.) Jewelry is limited to one pair of stud earrings and a simple necklace.
- Makeup or finger nail polish is not permitted.
- Pierced body parts, or tattoos on any part of the body are not permitted, including temporary tattoos.

GYM UNIFORM

All gym uniforms must be purchased through Educational Outfitters, Nashua, NH. The uniform consists of a combination of the following: blue sweatshirts, t-shirts, sweatpants and sweat shorts. Students who do not wear the proper uniform for gym will not be allowed to participate in the gym class. For safety reasons, jewelry of any form is not permitted during physical education classes. Gym shoes/sneakers must be secure fitting.

ELECTRONIC DEVICES

Students are not allowed to bring any electronic devices, toys, radios, C.D. players, cell phones, or pocket organizers to school.

EMERGENCY FORMS

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

EXTRACURRICULAR ACTIVITIES

To participate in any extracurricular activities (i.e. clubs, dances, sports) students must remain not only in good academic standing, but must also show effort and maintain good conduct. This means a child must maintain a grade average of "C-" and above in each subject area, and an "S" or above for conduct and effort. A student not in good standing is suspended from all extracurricular activities for two weeks. After two weeks, the teacher will reevaluate the student. If there is sufficient improvement, the student may return to all activities. If sufficient improvement has not been achieved, the suspension will continue until the next report card. The Principal will make the final decision for eligibility. In the case of members of a sports team, the student will attend games and practices during the suspension period. He/she will go to all games in uniform, but will not be allowed to play. In the event that a student does not show up at the game during the probation period, he/she will be automatically be suspended from the sports program for the remainder of the school year.

FIELD TRIPS

Field trips, approved by the Principal, can be fun and educational for all involved. In order to ensure the safety of the children, the chaperone/student ratio will be kept as high as possible. Parents are encouraged to volunteer as chaperones for school field trips. Field trips may require an additional fee. Special programs and field trips are privileges that must be earned by the students. These and other privileges are offered to students who demonstrate that they are mature and trustworthy. Inappropriate conduct and/or lack of effort on a student's part may result in the loss of a field trip privilege for the student. When a student is suspended from a field trip or school activity, he/she must report to school on the day of the event. The student will spend the day in school with proper supervision and assignments.

FIRE DRILLS

Fire drills are held without warning at various times throughout the year. Orderly lines, rather than speed are emphasized. Everyone must leave the building silently. Doors and windows should be closed, and lights turned off. The teacher is the last to leave ensuring that all students are out of the building.

FUND RAISING/BUY-OUT

School fund raising is a necessity. It helps to keep tuition costs lower, while providing enrichment opportunities for the students. At the beginning of the year, the school will set the fund raising fee (Buy-Out). Two options are available to meet this obligation:

Option 1 In lieu of participating in fund raising activities, a family may make a one-time payment by July 1.

Option 2 For the convenience of families, a variety of fund raisers will be specifically designated as part of the annual fund raising fee (buy-out). A family may choose one or more of these in order to meet its goal. Parents will be billed in May for the difference between the amount they raised and the fee set in September. Fund raisers not identified, as a major event will not be included in the annual buy-out total.

HEALTH

Please be sure that your child is in good health before sending him/her to school each day. Although perfect attendance is desirable, a sick child should not be sent to school. Any student not well enough to go outside for recess should remain at home unless the school receives a written directive from the child's physician.

1. **Injury/Accident:** Any and all accidents to students that occur on school property will be reported at once to the teacher or Principal. The Principal will notify parents, if the accident is of a serious nature.
2. **Sickness:** If a student becomes ill during school hours to the point where he/she cannot remain in class, the student should report to the teacher. If a student has a fever or communicable illness (cold, flu, measles, and chicken pox etc.), he/she should remain at home until the period of contagion has passed.
3. **Medications:** The office of School Health Services, NH Division of Public Health Services has strict rules and regulations regarding the administration of medication to children during school hours. When possible, a medical regimen should be scheduled at home so that the child will not require medication during school hours.

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

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

Parents must obtain a **Medication Release Form** from the office to be signed by both the doctor prescribing the medication and the parent. The forms must include the name of the drug, dosage, and the time of day the medication is to be given. The medication must be submitted to the school office in the original prescription container. A method for complying with this would be to obtain two labeled bottles from the pharmacy.

The State of New Hampshire (RSA541-A11/74) has mandated this policy. The nurse and staff at St. Benedict Academy abide by the rules set forth by the NH Department of School Health, and therefore **will not administer any medication to a child without a doctor's written permission form and a parent's written consent.** Medication Release Forms are available in the school office.

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

HOMEWORK

Homework is a necessary part of the learning process. It is assigned daily so students can practice the concepts and skills taught in the classroom in order to develop their mastery. Homework fosters positive home/school involvement, and it trains the students to plan their time well. The amount of homework depends on the grade level,

the course, and the individual student. Developing good study habits is the responsibility of the students, teachers, and parents. Consistent failure to complete assignments in a punctual manner or in correct order will have a bearing on the grades earned. Parents are encouraged to consult the assignment book to determine if all the work is being done. A neat and orderly environment conducive to study should be created at home, i.e., a desk or table in a quiet low-traffic area, without music or television in the background. Questions about assignments should be directed to the appropriate teachers.

Guidelines for Homework – Approximate Time***

Grades K-2:	20 – 30 minutes
Grades 3:	45 – 50 minutes
Grades 4-6:	60 – 90 minutes per night, occasional weekends

***Some children may take less time, others more, depending on their ability and concentrated effort.

When homework or make-up work is requested for a student, we ask that you call the office before 8:30 A.M. in order to give the teacher ample time to prepare the work. Work may be picked up at the end of the school day.

INTERVIEWS

Students are not allowed to be interviewed or questioned by unauthorized personnel except in the presence of the principal or a teacher. Parents will receive a form at the beginning of the school year giving them the option of allowing or forbidding interviews and/or photographs of their child for publication in the newspaper, website, or other forms of media.

LIBRARY

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

The Adopt-A-Book Program provides the opportunity for students and parents to donate a book to the library. A bookplate will be placed in the book with the child's name on it!

LOST AND FOUND

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

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

LUNCH

Milk and lunch money is collected monthly. Please send money to school in a sealed envelope with the child's name, grade, and the amount enclosed.

OPEN HOUSE

Open House is an opportunity for parents to meet the Principal and teachers in a relaxed, friendly atmosphere. It is a special time for viewing the educational resources of the school and the accomplishments of the students. Parents will be notified as to the dates of Open House.

PARENT/SCHOOL COMMUNICATION

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

Parent-Teacher conferences may be scheduled during the year. If, at any time, a parent has questions or concerns about the child's education or discipline, he/she should call the office, 669-3932, and arrange for a conference with the teacher.

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

Regular weekly communication between home and school is accomplished by way of the "white envelope" and the homework assignment book.

PHYSICAL EDUCATION

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

PHOTOGRAPHS

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

PROMOTION AND RETENTION POLICY

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

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

RETENTION PROCEDURE

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

RELIGIOUS EDUCATION

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

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

REPORT CARD/GRADING POLICY

Parent's participation in the learning process is reflected in the child's educational outcome. Both classroom and home should be environments where learning is fulfilling and rewarding. Our philosophy is that individuals, not subjects, are being taught. Teachers evaluate students according to their ability and effort. Evaluation reflects the student's progress in attaining desired educational goals. The evaluation process is designed to benefit the student and to promote learning. Progress reports are issued approximately every 4 weeks to all students. Report cards are issued quarterly throughout the year. Each report indicates achievement for the nine-week period. A letter marking system is used for all grades. Parents should read the information on the report card for an understanding of the grading system. All issues pertaining to report card grades should be addressed with the student's teacher, not the

Principal. In the unlikely event that a parent is not satisfied with the teacher's explanation, then a meeting with the parent, teacher, and Principal may be in order.

SCHOOL CANCELLATIONS

In the event that school sessions are cancelled or delayed, an announcement will be made over radio stations WFEA 1370, WGIR 610 AM & 101 FM, WZID 95.7 FM, and WMUR channel 9TV after 6:00 A. M. You may also check cancellations/delays at WMUR's website www.wmur.com or WZID's website www.wzid.com. Please refrain from calling the school. If there is a storm, but school is still in session, parents are asked to use their own discretion in regard to their children's attendance at school on that day. St. Benedict Academy follows the Manchester School system for school cancellations due to the weather.

SEARCH AND SEIZURE

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

SEXUAL HARASSMENT

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

STUDENT RECORDS

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

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

SUPERVISION

School hours are from 7:45 A. M. to 2:30 P. M. Monday through Friday. The schoolyard is open to students five minutes before school begins. Students may not be dropped off in the schoolyard before the teacher reports for supervision duty. The school is not legally responsible for students being dropped off in the schoolyard before the teacher reports for supervision duty.

TELEPHONE

Students should not receive telephone calls during school hours unless they are emergency calls. A parent may call at any time during the day, if there is a problem that needs immediate attention. Due to school responsibilities, the

teacher or principal may not be able to return the call immediately; therefore, patience in setting appointments or in expecting a return call is requested.

TRAFFIC CONTROL

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

TUITION/FEES

A yearly, non-refundable registration fee is due upon registering your child. Promptness is requested for tuition and other fees in order to pay our staff and creditors. To this end, we have established the following policy:

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

If a F. A. C. T. S. account becomes past due after the first month, a first notice will be sent. The payment is due within seven days after receipt of this notice. If payment is not possible, please make an appointment with the principal to discuss the situation. If an account is not reconciled, a second notice will be sent with a late charge. An account remaining past due seven days after the second notice will **result in withdrawal of the student from St. Benedict Academy.**

TUITION REFUND POLICY

The obligation to pay the tuition fee is unconditional. Any family who withdraws a child from the school for any reason is responsible for tuition costs according to the following plan:

1. One-fourth of total tuition cost will be charged to the family for withdrawal between July 1st and the end of first marking period
2. One-half of total tuition cost will be charged to the family for withdrawal between July 1st and the end of second quarter.
3. Three-quarters of total tuition cost will be charged to families for withdrawal between July 1st and the end of third quarter.
4. 100 % of the total tuition will be charged to families who withdraw after the third quarter.

VOLUNTEERS...Must agree to a screening, and file all paperwork before volunteering at SBA. SEE

VOLUNTEER HANDBOOK

VISITORS

Any person who visits the school, for any reason, during the school day must use the Third Street entrance and is expected to report to the school office before going elsewhere in the building.

St. Benedict Academy reserves the right to amend this handbook at any time during the course of the school year.

Parents will be promptly notified in writing if changes are made.