



# **Padre Pio Academy**



meeting at  
St. John the Baptist  
Catholic Church,  
Front Royal , Virginia

**a Catholic  
university-style  
homeschooling  
cooperative**

## -- Handbook Contents --

<u>Important Information at a Glance</u>	
Contact Information.....	3
Website.....	3
Facebook.....	3
Physical and Mailing Address.....	3
<u>Hybrid School: A New Kind of Cooperative</u>	
What We Are.....	4
Our Mission.....	4
Where We Are Located.....	4
Whom We Serve.....	4
Board of Directors.....	4
Our Instructors.....	4
What We Teach.....	5
Addressing Learning Challenges.....	5
High School Audit Track.....	5
Academic Probation.....	5
<u>About the School Year</u>	
Classwork/Homework.....	6
Seton Home Study Enrollment.....	6
Tuition Costs/Payments.....	6
Tuition Payments for Late Enrollments.....	6
Spring Registration.....	6
Orientation Night.....	7
Book and Supply Lists.....	7
Classroom Visits.....	7
Teacher Communication.....	7
Volunteer Positions and Buy-Out.....	7
Religious Education at PPA.....	8
Report Cards.....	8
Transcripts.....	8
Seton Diploma.....	8
School Calendar and Cancellations.....	8
Photos and Press Releases.....	8
<u>About the School Day</u>	
Arrival.....	9
Dismissal.....	9
Special Pick Up and Walking Home.....	9
Late Pick Up Policy.....	10
Sickness.....	10
Absence/Tardiness.....	10
Lunch Time.....	10
Snack Bar.....	10
Kitchen Use.....	10
Recess.....	10
Daily Clean-Up.....	10
Student Belongings.....	11
Items Not Permitted at PPA.....	11
<u>Special School-Wide Policies</u>	
Food Allergies.....	12
Bullying Policy.....	12
Discipline at PPA.....	12
Resolving Non-Academic Concerns.....	13
Disciplinary Panel.....	13
<u>High School Policies</u>	
Add/Drop/Transfer Classes.....	13
Supervision and Closed Campus.....	13
Public Displays of Affection.....	13
Study Hall.....	13
Adoration Chapel Visits.....	14
Student Clubs and Officers.....	14
Middle/High School Code of Conduct.....	14
<u>Dress Code</u> .....	15

## —Important Information at a Glance—

### **Contact Information:**

Director, Johanna Naccash: [director@padrepiolearning.org](mailto:director@padrepiolearning.org)

Phone Number: 540-340-7968. This number is ONLY to be used during school hours on M/W/F.

Assistant Director, Kristen Jerome: [kristenjerome@padrepiolearning.org](mailto:kristenjerome@padrepiolearning.org)

Phone Number: 518-956-0117. This number is ONLY to be used during school hours on M/W/F. Parish office number: 540-635-3780 (in case of emergency only)

### **Websites:**

Main website: [padrepiolearning.org](http://padrepiolearning.org)

This website contains information including the school calendar, dress code guide and book lists.

### **Find us on Facebook!**

PPA also has a Facebook page. It is a closed group primarily for parents. You are encouraged to join. You can find the group on FB at Padre Pio Academy in Front Royal, VA. The group facilitates communication between parents and provides an opportunity to just share and chat about things of interest to our families. If you have a specific concern, please contact the director or a Board member, rather than posting to the FB page.

### **Padre Pio Academy**

Located at the parish of St. John the Baptist Catholic Church

### **Physical Location**

120 West Main Street, Front Royal, VA

### **Mailing Address:**

Padre Pio Academy

PO Box 1657

Front Royal, VA 22630

*Padre Pio Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our homeschooling cooperative. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other programs administered by our cooperative.*

# —Hybrid School: A New Kind of Cooperative—

## **What We Are**

Padre Pio Academy (PPA) is a hybrid school, combining the structure, guidance and community of a part-time, Catholic school environment with the personal attention of homeschooling. Our teachers work in partnership with parents to provide a quality Catholic education using Seton Home Study materials. Teachers present lessons in the main academic subjects for grades K-8 and offer a comprehensive high school curriculum for grades 9-12. Meeting Monday, Wednesday, and Friday of each week throughout the school year, PPA offers class instruction, guided discussions, graded assignments and tests, and progress reports for student records.

In addition to the scheduled school days, work is assigned for the home days. Parents or guardians are essential to ensure that homework is completed on time, and that the material is understood, and good study habits are developed. Both the classroom instruction and the schoolwork on home days are equally important for each student's academic success in a hybrid school environment.

## **Our Mission**

As we minister to the families of St. John the Baptist Catholic Church, it is the mission of Padre Pio Academy to support and assist homeschooling parents in the Catholic education of their children under the patronage of St. Pio of Pietrelcina. We will supplement, in a classroom setting, the education that parents are providing at home, thus making a high quality, low-cost Catholic education available to all. PPA focuses on academic excellence and character development for each student, while empowering parents as primary educators to maintain an active role in their child's education.

In accord with the mission statement of the St. John's Religious Education Department, we strive to instill in each child an abiding love of God and neighbor, using our Blessed Mother Mary as our model and guide. We strive to impart to each child the doctrines of our faith in its fullness, as both knowledge to be learned and a life to be lived.

## **Where We Are Located**

With grateful appreciation for the support from St. John the Baptist Catholic Church, Front Royal, VA, students meet in Padre Pio Hall at 131 West Main Street, the brick building across the street from the Church, and in Fr. Ruehl Hall, the basement of the Church. All correspondence should be sent to PO Box 1657, Front Royal, VA 22630. Please do not deliver or mail items to the parish office.

## **Whom We Serve**

Padre Pio Academy welcomes all homeschooling students from St. John the Baptist Catholic Church and surrounding communities in Front Royal, VA. Registered parishioners of St. John's are given priority.

## **Board of Directors**

Padre Pio Academy is organized as a non-profit, charitable organization with a volunteer Board of Directors. For the current Board Members, please see our website, [padrepiolearning.org](http://padrepiolearning.org). Donations are gratefully appreciated and are tax deductible.

## **Our instructors**

Padre Pio Academy carefully selects teachers based on their qualifications and specialized knowledge of the subject matter they will be teaching. Many of the teachers at PPA hold advanced degrees and all teachers pursue the goal of a high standard of academic excellence and moral development for each student. In addition, student teachers from Christendom College offer their expertise under the direction of Dr. Eleanor Kelly.

## **What We Teach**

All subjects are taught from a Catholic perspective using the Seton Home Study Curriculum. We cover Language Arts and Math every day in grades K-8 with a rotating schedule of History, Religion and Science. We offer a full high school curriculum for grades 9-12, including science labs, with the option of earning a Seton high school diploma while taking classes at PPA.

## **Addressing Learning Challenges**

PPA does not have the resources or expertise to specifically address a student's learning challenges. Children with these challenges should be in a program which can properly serve their educational needs. Parents may wish to speak to a counselor at Seton Home Study to help identify the best program for their child.

With this understanding, we do offer a couple of options for parents of K-8 students who still believe that PPA may be the best situation for their child. Choosing one of the following will be noted as either an "audit" or "modified curriculum" on the child's progress report. Teachers reserve the right to discontinue any option that ends up creating a distraction to the rest of the class.

1. Students may audit any class. Students who audit are required to attend and listen attentively in class but are not required to complete the work assigned. This option must be communicated in writing to the teacher and director.
2. Students may bring in alternative work for subjects in which they have specific learning challenges. Parents need to obtain approval by the teacher prior to sending in alternative work. Please understand that teachers will not have time to help with these extra assignments.

## **Audit Track for High School**

High School students who would like to join in our group learning environment, but whose families have alternate plans for completing the actual grades for a homeschool high school transcript, we offer the option to audit any of our regular high school courses. This can provide flexibility for students with learning challenges or simply provide relief from necessary deadlines. This track is best suited to students whose families plan to take full responsibility for grading and for the creation of their homeschool high school transcript. Please note that science labs are not available to audit students.

In the Audit High School Track:

1. Students will be required to attend and participate in class on a regular basis. If they are on campus at Padre Pio Academy, they must be either in a registered class or quietly working on independent schoolwork in the study hall.
2. Students are opted out of daily work assignments as desired.
3. While not required, students may submit daily work to their PPA teachers for personal feedback and suggestions only. No grade will be given for audited courses.

## **Academic Probation**

A student with mostly failing grades, particularly in math and the language arts, may be placed on academic probation. This entails a protocol of quarterly meetings among the parents, teacher and director to discuss strategies that may help a student improve their grades during the remaining school year. A final meeting will take place at the end of the school year to determine if adequate improvements were made and to discuss the best way to proceed. Stipulations may be given for re-enrollment the following year, or a family may need to find a different educational solution altogether. Each student's situation will be decided on a case-by-case basis.

## —About the School Year—

### **Classwork/Homework**

The Seton Home Study curriculum that PPA follows is a five day/week program for 36 weeks. Our school calendar is based on this schedule. Our teachers are committed to teaching the required concepts and material on Mondays, Wednesdays and Fridays each week with the expectation that students will complete assigned homework on Tuesdays and Thursdays. Based on the lessons learned during the school days, students should be able to complete their homework independently. However, just as in a full-day, five-day-a-week school program, some students may need additional help from parents, especially in the younger grades and freshman year of high school. Parents are expected to oversee their child's homework to make sure assignments are completed on time and that the subject matter and concepts are understood. Parents may be asked to check and sign their child's work.

Although the main subjects will be covered, some subjects such as art, health, and music are not taught due to time constraints. In addition, for grades K-8, science and history may not be completely covered in class and may be assigned for homeschooling days. Seton-enrolled students will use Tuesdays and Thursdays to complete the required Seton tests and assignments.

### **Seton Home Study Enrollment**

PPA uses the Seton Home Study Curriculum as the framework for all classes. Seton is widely known for being an authentically Catholic and academically rigorous education. Students are not required to enroll in Seton Home Study while attending PPA. In grades K-8, the extra work that comes with being enrolled in Seton concurrently with PPA may prove to be difficult for some students. However, Seton enrollment is encouraged for high school students who would like to pursue the Seton diploma while taking classes at PPA. More information about earning a Seton diploma while attending PPA can be found under the "Students" tab on our website.

Seton Home Study School is recognized by the Bishop of Arlington as a Catholic school in the Diocese of Arlington, Virginia, and is accredited by the Southern Association of Colleges and Schools (SACS) and by AdvancED. In addition, Seton holds a certificate to operate as a private school by the State of Virginia. Seton registration is separate from PPA registration. To learn more about Seton Home Study, please go to their website at: [www.setonhome.org](http://www.setonhome.org).

### **Tuition Costs/Payments**

Tuition costs, including registration and other fees, can be found on our website under the "Admissions" tab. Tuition payments will be collected through the online FACTS Tuition Management System. An email with sign-up information for FACTS will be sent to you once your registration has been processed. Payment plans of 1, 2 or 10 payments are available. Books and supplies are not included in our tuition. Please see the section: Book and Supply Lists.

### **Tuition Payments for Late Enrollments**

For new students joining after Oct 1st or March 1st ONLY: Tuition will be prorated for the quarter in which the student joins PPA.

### **Spring Registration**

PPA's admissions process begins each spring with an early registration period for current families to re-enroll, after which new families are invited to register along with current families until space is filled. The dates of the early registration period will be announced on our website, FB page and weekly family email. Space is limited, so take advantage of registering as early as possible to secure your child's place in our program. Students will be notified of their acceptance into our program.

Padre Pio Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our homeschooling cooperative. It does not discriminate based on race, color, national and ethnic origin in

administration of its educational policies, admissions policies, and other programs administered by our cooperative. Registered parishioners of St. John's receive priority.

### **Orientation Night**

A back-to-school orientation night is typically scheduled in August prior to the start of each school year. This is an opportunity for parents to learn important back-to-school information, meet with teachers, ask questions and speak with other parents. The date will be announced in the PPA weekly newsletter.

### **Book and Supply Lists**

Book lists for each grade and high school class are posted to the PPA website during summer. We encourage parents to donate or sell their used books to other PPA parents on the PPA Facebook page. Most books are available for purchase at [setonhome.org](http://setonhome.org).

Supply lists will be posted on the PPA website. The lists include class supplies each student needs to have for classes, and general school supplies to be donated by each family. The general supply donations will be requested alphabetically by last names throughout the year and will be announced in the PPA newsletter.

### **Classroom Visits**

Parents are welcome to visit their child's classroom at any time and are encouraged to get to know their child's teacher. For the safety and protection of the students, doors will be kept locked during class sessions, but parents are always welcome to knock and drop by for a brief visit. While parents are welcome to visit, longer or frequent visits require prior permission from the director and classroom teacher. PPA has limited space, and classes should not be unnecessarily disrupted. Parents who have concerns about their child's performance in class or their child's adjustment to the classroom setting, should arrange a meeting with their child's teacher to discuss this in detail.

### **Teacher Communication**

Teachers will share contact information at the start of the school year. Teachers may communicate through phone, text, email or Google classroom. Any questions or concerns involving classwork should be directed to the classroom teacher. **Please respect the teachers' time, especially on non-school days.**

We do not hold formal parent/teacher conferences, but teachers are always willing to discuss your student's progress if there are questions beyond the provided quarterly progress reports. Please contact the teacher directly to make an appointment.

### **Volunteer Requirement and Buy-Out Option**

Every family is required to volunteer 20 fair share hours per year to help keep costs down and tuition low. \* Grandparents, aunts and uncles can serve for most volunteer jobs, too. Families who are unable to volunteer may choose the buy-out option and pay the \$300 fee at the time of registration up until the first day of school. After the first day of school, the buy-out fee increases to \$400 and may be paid at any time during the year if a family decides later to opt out of the volunteer requirement.

At least half of the required fair share hours must be completed by the end of the first semester. A mid-year billing will be sent to families who do not meet the first-half requirement. Additionally, families who do not meet the second-half requirement will be billed at the end of the school year. The incomplete hours will be billed at \$20/hour.

Volunteer opportunities will be published in the weekly emails and on our Facebook page. If you have volunteer questions, please email [kristenjerome@padrepiollearning.org](mailto:kristenjerome@padrepiollearning.org).

\*Families who only have high school students enrolled (no siblings enrolled in grades K-8) are required to volunteer 5 hours for 1 class, 10 hours for 2 classes and 20 hours for 3 or more classes.

### **Religious Education at PPA**

In addition to the Catholic teachings that are integrated into every subject, PPA provides a weekly religion class for all kindergarten through eighth grade students. This should qualify your child for the reception of First Penance, First Holy Communion and Confirmation. However, parents are responsible to check with the Director of Religious Education at their parish to make sure this will meet the requirements of the parish within whose boundaries you reside.

### **Reports Cards**

Report cards will be issued at the end of each quarter online through the Gradelink system. These report cards may be used as proof of educational progress when filing homeschool paperwork with Warren County.

### **Transcripts**

Each family is responsible for keeping a transcript of completed classes and assigned grades. This is especially important for high school grades. We can provide a transcript template, or families may use their own transcript form. PPA does NOT at this time award degrees or designate a minimum of classes required for High School students. We recommend that PPA high school students enroll in Seton Home Study School while attending PPA. The grading, counseling and transcript services that Seton provides are invaluable during the high school years when students may be preparing for college.

### **Seton Diploma**

High school students are highly encouraged to pursue a Seton Home Study Diploma while taking classes at PPA. Details about earning a Seton Diploma at PPA can be found on our website under the “Students” tab. Families may also contact the Director for more information.

### **School Calendar & Cancellations**

Our school calendar is located on our website and copies will be available during orientation night. Please note that we do NOT follow the Warren County Public School calendar. There are days that the county school children have off, e.g., teacher workdays, when PPA will be holding classes.

Cancellations due to inclement weather will generally follow the Warren County Public School closings. The Director will announce a final decision about canceling by 7 a.m. of the school day via email to families and on Facebook. Please check for these announcements before heading to school when there is a forecasted weather event. Snow days are considered at-home school days, and teachers will email homework requirements.

In addition to weather closures, PPA may, on occasion, temporarily close for unforeseen and unplanned reasons which will be announced via email and on Facebook. During such closures, teachers may conduct Zoom classes in addition to emailing homework requirements. Zoom classes are not mandatory to attend.

### **Photos and Press Releases**

From time to time, photos or videos may be taken of special events which may include your child. They may be used on our website or our closed-group Facebook page, on flyers, the yearbook, or to accompany possible newspaper articles. Please notify us at the beginning of each school year if this is not acceptable to you and we will comply with your request.



## —About the School Day—

Our day will begin with 8:30 Mass (optional) and students may arrive at Padre Pio Academy after Mass no earlier than 9:10 a.m. Students will assemble in their respective buildings for morning prayer and the Pledge of Allegiance. Classes begin at 9:15 a.m.

**Important Note:** For the school year 2024/2025, Grades K-3 and 8 will have classes in Padre Pio Hall. Grades 4-7 and High School will have classes in Father Ruehl Hall.

### Arrival

#### **Father Ruehl Hall – Grades 4-7 and High School**

Families may use the parking area between the church office and church to drop off students attending classes in Father Ruehl Hall. Cars should pull up to the steps leading to the door, stopping briefly to allow students to exit as other cars will be pulling into this small lot at the same time. A traffic monitor will be stationed at this location at the beginning of the year to facilitate the drop-off process.

**Students in grade 4** must be escorted by a parent or guardian to their classrooms in Father Ruehl Hall. Parents or guardians must remain with their student(s) until the teacher is present. Please park in a designated parking space in the church parking lot or along Oak St. or Luray Ave. to walk your student(s) inside.

#### **Padre Pio Hall – Grades K-3 and 8**

Families may use the parking lot at Padre Pio Hall to drop off students attending classes in this building.

**Students in grades K-3** must be escorted by a parent or guardian into Padre Pio Hall to gather in the downstairs assembly area. Parents or guardians must remain with their student(s) until at least two teachers, or a teacher and Director, are present in the downstairs area.

### Dismissal

#### **Padre Pio Hall - Grades K-8 - 2:15 p.m.**

Grades K-8 will dismiss at 2:15 from the Padre Pio Hall parking lot. Teachers will supervise students in a designated area. Cars should enter the parking lot via Maddox Lane entrance, NOT the driveway between PPH and the Rectory. Driving around the parking lot counterclockwise, one line of cars will form, and teachers will assist students to their cars. Cars will exit via the driveway between PPH and the Rectory.

#### **High School**

High School students are dismissed throughout the day depending on each student's schedule. High School students must be picked up no more than 10 minutes after their last class. Please decide on a pickup location with your student. Some options include the new church park area along Luray Ave., the church parking lot, or Bowman Park. High School students are not supervised once they leave the building for the day.

#### **Permission for Special Pick-Up and Walking Home (Grades K-8)**

If another adult or older child has your permission to pick up your child, please note that on the registration form in the space provided. Special requests for pick-up may also be made in writing to your child's teacher.

If you live close to PPA, you may give your child permission to walk home by noting this on your registration form or in a written note to a director. Make sure your student understands dismissal procedures and always uses the crosswalk when crossing the street.

**Late Pick-up Policy**

If you will be more than 15 minutes late for dismissal, please contact the Director in Fr. Ruehl Hall at 540-340-7968. Students at Padre Pio Hall who are not picked up by 2:30 pm will be accompanied by a teacher back to Father Ruehl Hall to wait for a parent or designated adult to come inside and pick them up.

A rare, unexpected late arrival for dismissal is understandable if you are completely unable to find a backup adult to pick up your children. If late pickups become a frequent occurrence, a \$10 fee may be assessed for arriving more than 15 minutes after dismissal, with an additional \$10 for every 15 minutes thereafter. Fees incurred will be mailed as a bill to your home address and will be due upon receipt. Thank you for your understanding.

**Sickness**

Please do not send a sick child to class. A child with a fever should be kept at home and should be fever free for 24 hours prior to returning to class. If your child has had vomiting or diarrhea due to illness in the last 48 hours, please do not send them to class.

Please follow the CDC Covid guidelines found on their website.

**Absence/Tardiness**

Please report absences to the Director and/or teacher. Email is preferred. Apart from illnesses, students are expected to attend classes each school day and to arrive on time. Excessive absences may cause a student to fall behind and are not fair to our dedicated teachers who put so much time and love into preparing for and teaching each class. Following an absence, it is the responsibility of the student, with help from their parent(s), to make up the lessons and assignments at home for each missed day. Please try to keep absences to a minimum.

Additionally, excessive tardiness is disruptive to the entire class and teacher and should be avoided except in emergency cases. If a student is regularly late to school/class, this will be noted on the quarterly progress report.

**Lunch**

Students should come to school each day with a healthy lunch and drink. Approximately one-half hour is allotted for lunch and recess. Students will not have use of kitchen facilities (microwave, refrigerator), so please keep this in mind when packing your child's lunch.

Students are encouraged to bring a non-glass water bottle with them each day to keep at their table to minimize trips to the water fountain during valuable class time. Please note that drinks (other than bottled water) and gum are not permitted in the classrooms.

**Kitchen Use**

The kitchens in both buildings are for teacher use only. Pack lunches that do not need refrigeration or heating. Lower School and Middle School students will keep their lunches in the classrooms. High School students will have a lunch drop off area, but the lunches will not be refrigerated.

**Recess**

Students recess outside whenever possible and should dress according to the weather including warm jackets, gloves, and hats during the winter months. For safety reasons, shoes should be worn that are appropriate for play on a paved surface, and open-toed shoes and flip flops are not permitted. Teachers and parent volunteers always supervise students at recess. Students will recess indoors during inclement weather.

**Daily Clean-up**

Students in all grades help with daily clean up prior to dismissal under the guidance of teachers.

## **Student Belongings**

Space is limited, and students should only bring what is necessary for their classes, lunch and outerwear for outdoor lunch/recess. All belongings need to stay with students during the entire school day. Student belongings (changes of clothes, makeup, etc.) are not allowed to be stored in the bathroom during school or study hall hours.

## **Items Not Permitted at PPA**

### **Valuables**

PPA is not responsible for lost or stolen valuables. Please leave all valuables at home.

### **Cell Phones and Other Electronic Devices**

#### **(Laptops, Tablets, Smart Watches, Earbuds, Etc.)**

Except for students who have been given permission by the Director to use their cell phones for medical reasons, **we do not allow students to have/use cell phones and other electronic devices at PPA at any time including at lunch and recess.** If a student brings a cell phone or electronic device to school, it must be given to the director upon arrival and picked up at dismissal time. It is not enough to keep it hidden in a backpack, pocket, or purse. If a student is found using a cell phone or other electronic device during the school day, the phone or device will be confiscated and returned only when the fine of \$25 is paid for the first offense, \$50 for the second offense and \$75 for the third offense. After the third offense, the consequences may be more serious.

Kindles which are not able to connect to the internet may be allowed for reading books only, at the discretion of the director. We will monitor their use and if a student is found playing games/texting/taking photos/etc., the device will be confiscated.

**If you have an emergency and need to contact your student, you can call 540-340-7968. An adult will answer and get your child immediately. Similarly, if a student needs to reach you, the director can make the call home.**

### **Toys/Games**

Students may not bring toys or games, including cards, to PPA unless they are for a specific activity designated by the teacher (i.e., show and tell, rainy day recess). If a toy is taken away from a student, the parent may retrieve it at the end of the day from the teacher.

### **Skateboards/Rollerblades**

Skateboarding and rollerblading on parish property is not allowed, and these items should not be brought to school.

### **Drugs, Alcohol, Cigarettes, Vape Pens/Box Mods**

Drugs, alcohol, and smoking (including vaping) are strictly prohibited on campus and outdoors on the parish property. If seen, these items will be confiscated, and a parent will need to retrieve them at the end of the school day. Appropriate disciplinary action will follow.

### **Weapons**

Weapons of any kind (guns, knives, pocketknives, razor blades), including toy weapons such as squirt guns or rubber band shooters are strictly prohibited. If seen, these items will be confiscated, and a parent will need to retrieve them at the end of the school day. Appropriate disciplinary action will follow.

## —Special School-Wide Policies—

### **Food Allergies**

Recent guidelines from the [The Journal of Allergy and Clinical Immunology](#) recommend against food bans in schools. We currently do not have any students enrolled at PPA with a life-threatening peanut allergy; therefore, peanuts and peanut products will be allowed until further notice. If your child has a life-threatening food allergy, it is imperative that you discuss this with the director and teachers so that we can accommodate their needs.

### **Bullying Policy**

All students have the right to an educational environment free from physical or verbal harassment. The definition of bullying is the “unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance.” (stopbullying.gov) Physical or verbal mistreatment of a person can be categorized as but not limited to:

1. Hurtful teasing or mocking
2. Pranks against one student
3. Notes poking fun at teachers or students.
4. Intentional exclusion of a student
5. Physical harassment including, but not limited to spitting, pushing, kicking, scratching, biting or any inappropriate touching.
6. Threats or harassment (whether intended as fun or harm) during school or on social media during after-school hours.

Although playful interactions among friends often include joking, teasing, pranks and note passing, these behaviors can easily cross the line towards bullying conduct. Teachers and directors are on alert for such situations, but students are encouraged to make their own observations and report any questionable circumstances to the attention of a teacher or director. All matters involving any type of alleged harassment will be taken seriously, investigated, and dealt with accordingly for the safety and well-being of all students.

### **Discipline Policy**

PPA follows a strict discipline protocol to ensure respect and safety for students, teachers and staff. This protocol is implemented on a case-by-case basis depending on the severity of an offense and the number of times it has been repeated. Communication between the teacher, parent, and director is vital, and every effort will be made to keep that communication open. It is always our goal that a firm, fair and consistent discipline protocol will support a positive learning environment.

#### **Here are the steps that may be taken when discipline issues arise:**

1. The teacher will ask the student to stop any inappropriate actions.
2. If the actions continue, the teacher is authorized to send the student to the director for disciplinary intervention and parents will be notified.
3. The student may be prevented from returning to class until the student, teacher(s), director, and parents discuss the situation and reach an agreement.

#### **Depending on the severity of the offense, further disciplinary action may include:**

1. Suspension for up to a week from one or more classes.
2. Probation for up to one month to show improvement.
3. Expulsion from the school permanently with no chance to re-enroll in the future

*Padre Pio Academy reserves the right to terminate a student's enrollment for any behavior that is deemed by the administration to be detrimental to the school environment.*

### **Resolving Non-Academic Concerns (Chain of Command)**

Non-academic concerns that require assistance or intervention to achieve resolution should be brought to the attention of PPA staff. We ask that all matters only be discussed among parties involved and with PPA staff to avoid unintentional gossip that can result from soliciting advice and input from uninvolved parties. The following chain of command should be followed whenever possible:

1. Parents should first bring the concern to their child's teacher. If the problem remains unresolved after speaking with the teacher:
2. The director should be contacted and informed of the issue. If the problem is still unable to be resolved, the director will refer the concern to:
3. The Disciplinary Panel. This board-appointed panel of adults will be given all necessary documentation for discussion and will make recommendations and take appropriate measures to satisfactorily address the concern.

### **Disciplinary Panel**

The Disciplinary Panel, consisting of three board-appointed adults, handles issues that are best deliberated apart from the immediate administration to devote the proper time and investigative methods to reach the best possible outcome for everyone involved.

## **—High School Policies—**

### **Add/Drop/Transfer Classes**

If your student wishes to **add a class**, first speak to the teacher of that class to confirm that there is space available. If your student wishes to **drop a class**, first speak to the teacher of that class to address any questions or concerns that are leading to the necessity to drop. Please email the director with the decision so that records can be updated, and tuition adjusted on the online payment system when applicable.

### **Tuition Refund for Dropped Classes**

At the beginning of each semester, there is a two-week period during which refunds will be issued for dropped classes. After the last day of the second week, refunds will not be issued. September 2, 2024 is the last day to drop a class and receive a refund for the first semester. January 24, 2025 is the last day to drop a class and receive a refund for the second semester.

### **Supervision & Closed Campus**

High School students must sign in at the Director's desk upon arrival and sign out after their last class. High school students must stay at Father Ruehl Hall for their entire day of classes including in between classes and during study halls. Lunch must be taken in the designated, supervised areas. Students are not permitted to "hang out" in areas not directly supervised by teachers, e.g., stairwells or bathrooms, supply closets, or kitchen after Mass or during school hours.

If a student leaves the campus before the end of their last class of the day without parental and director permission, there will be a \$100 fine.

### **Public Displays of Affection**

To maintain a professional academic environment, students must refrain from public displays of affection including holding hands, kissing and any type of prolonged contact. This policy includes any contact between friends which goes beyond the typical quick hug or handshake greetings. If a student is unsure about what constitutes PDA, please ask the Director for guidance.

### **Study Hall**

High School students must stay in a supervised study hall for any period when they are not enrolled in a class. Students should bring homework or other quiet work. The study hall is often used for classes. Students may not disrupt these classes.

### **Adoration Chapel Visits**

We have the privilege of having the Eucharistic presence of Our Lord Jesus Christ close by in the St. John the Baptist Adoration Chapel. High school students are permitted to visit the adoration chapel during study hall hours for 15 minutes at a time with permission from the Director, and when accompanied by a fellow student of the same sex. Both students must sign in and out and mark their reason as “Adoration Chapel.” This privilege is subject to the discretion of the director and can be revoked at the judgment of the director. Students visiting the Adoration Chapel are not allowed to hang out in the area behind the closed doors.

### **Student Clubs and Officers**

PPA encourages students to form clubs, particularly ones with an academic or spiritual purpose. All clubs need a faculty moderator and permission from the Board to form. PPA clubs meet on the PPA campus during the last period of school. Any after-school club activity needs to be cleared for approval by submitting a written paragraph describing the activity and naming moderators (and chaperons if needed) which can<sup>14</sup> be forwarded to parents. Students involved in after-school club activities need parental permission in order to participate, and activities need chaperons.

## **—Middle and High School Student Contract—**

As a Catholic school, Padre Pio Academy promotes the best possible academic environment based on the virtues of proper respect and safety for all students, teachers, and staff. Full cooperation from students and parents is needed to adhere and maintain the discipline of the rules and policies detailed in the family handbook. The following are some of the more important rules that require special attention. Agreeing to these rules is part of the Gradelink registration process.

### **As a Padre Pio Academy student, I agree to obey the following rules:**

1. I will leave my cell phone at home or give it to the director upon my arrival at PPA. I will not keep it in my bags or carry it with me. I understand that if I am found with my cell phone, it will be confiscated and returned only when I pay the fine of \$25 for the first offense, \$50 for the second offense and \$75 for the third offense and more serious consequences after that.
2. I will remain on campus, either in class, study hall or supervised lunch until my dismissal time. If I leave campus unauthorized before my last class of the day, I will have to pay a fine of \$100.
3. I will adhere to the dress code. I understand that failure to follow dress code will result in a warning for my first offense and for offenses after that, I will need to be picked up or have a change of clothes delivered by a parent/guardian. If I drive myself to school, I may be sent home to change after a phone call is made to my parent/guardian.
4. I will show respect to Padre Pio Academy staff and volunteers by remaining silent when someone is speaking and using proper language and tone when speaking to others.
5. I will refrain from physical and verbal harassment in the form of roughhousing, bullying, physical fighting and arguing while at school.
6. I will not bring weapons of any kind to school, including pocketknives.
7. I will refrain from public displays of affection even in jest between friends while at school.
8. I will submit my best and honest work and complete assignments on time.

## —Dress Code—

Education is a serious obligation, and a dress code contributes to an environment that supports each student's educational discipline. Alongside academic instruction, students learn how to present themselves professionally and modestly. If you would like to purchase uniform pieces online, we have a selection of approved items at [www.frenchtoast.com](http://www.frenchtoast.com), and you can browse these using the code QS5SWZS or by typing in our school zip code (22630).

High School students are not required to wear uniforms but are expected to dress in business casual attire. Details of what that means at PPA is listed below. All clothing is expected to appear neat, clean and in good repair each school day.

Parents will be contacted when a student is out of uniform or dress code and may be asked to bring a change of clothing to school if a student is not properly dressed. **The director will be the final judge of what is not a proper dress code.**

### All Students Kindergarten through Grade 12

<b>Hair</b>	<ul style="list-style-type: none"> <li>● Hair must be neat, clean, and out of eyes.</li> <li>● Extreme hair color (i.e.: purple, green, etc.) and extreme hairstyles (i.e.: Mohawks) are <b>not</b> permitted.</li> <li>● Hair accessories should <b>not</b> be excessive.</li> </ul>
<b>Jewelry/Make-Up</b>	<ul style="list-style-type: none"> <li>● Excessive make-up or jewelry is <b>not</b> acceptable.</li> <li>● Boys are <b>not</b> permitted to wear earrings or nail polish.</li> </ul>
<b>Footwear</b>	<ul style="list-style-type: none"> <li>● Dress shoes, tennis shoes, boots and dress sandals (with backs and straps) are permitted.</li> <li>● Shoes are to be clean and in good condition.</li> <li>● Laces must be tied, and any straps fastened.</li> <li>● <b>Beach wear, flip flops, clogs, or open toed shoes are not permitted.</b></li> </ul>
<b>Outerwear</b>	<p>While we prefer outerwear to be hung up when students enter the buildings, building temperatures can fluctuate, and we want students to feel comfortable while focusing on their schoolwork. Dress code requirements still apply underneath outerwear.</p> <ul style="list-style-type: none"> <li>● Any solid color sweater or fleece is permitted in cardigan or pullover styles. Blazers are also acceptable.</li> <li>● <b>Hoodies are not permitted.</b></li> <li>● Dress code requirements still apply under sweaters or jackets.</li> <li>● Hats should not be worn inside.</li> </ul>

### Boys Kindergarten through Eighth Grade

<b>Slacks/Shorts</b>	<ul style="list-style-type: none"> <li>● Color: <b>Navy blue, black or gray.</b></li> <li>● <b>No</b> tight-fitting pants allowed.</li> <li>● <b>No</b> jeans.</li> <li>● Shorts may only be worn by K—8 students in Aug., Sept., and May.</li> <li>● Shorts must be Bermuda-style (to the knee), and loose-fitting.</li> </ul>
<b>Shirts</b>	<ul style="list-style-type: none"> <li>● Any shade of <b>blue</b>, solid color polo, blouse, or oxford.</li> <li>● Shirts may have long or short sleeves. May <b>not</b> be sleeveless.</li> <li>● Button down shirts must be kept buttoned.</li> </ul>

### Girls Kindergarten through Eighth Grade

<b>Skirts/ Jumpers</b>	<ul style="list-style-type: none"> <li>● Color: <b>Navy blue, black, or gray</b></li> <li>● Length: hem at least to mid-knee.</li> <li>● Leggings are permitted only under a skirt or dress which adheres to the required hem length.</li> <li>● Simple skirts of denim, without numerous pockets and fancy stitching are permitted.</li> <li>● Jumpers may be worn with a uniform shirt.</li> </ul>
<b>Slacks/ Shorts</b>	<ul style="list-style-type: none"> <li>● Color: <b>Navy blue, black, or gray.</b></li> <li>● <b>No</b> tight-fitting pants are allowed.</li> <li>● No jeans</li> <li>● Leggings may <b>not</b> be worn as pants. See above.</li> <li>● Shorts may only be worn by K—8 students in Aug., Sept. and May</li> <li>● Shorts must be Bermuda-style (to the knee), and loose-fitting.</li> </ul>
<b>Tops/Blouses</b>	<ul style="list-style-type: none"> <li>● Any shade of <b>blue</b>, solid color polo, blouse or oxford.</li> <li>● Shirts may have long or short sleeves. May <b>not</b> be sleeveless.</li> </ul>



### High School Boys - Dress for Success!

<b>Slacks</b>	<ul style="list-style-type: none"> <li>● Slacks, dress pants, khakis, or chinos</li> <li>● <b>No</b> jeans</li> <li>● <b>No</b> athletic pants</li> <li>● <b>No</b> shorts</li> <li>● <b>No</b> tight-fitting pants</li> <li>● Pants must be worn at the waist</li> </ul>
<b>Shirts</b>	<ul style="list-style-type: none"> <li>● Button down or polo shirts</li> <li>● All shirts must have sleeves and collars.</li> <li>● <b>No</b> t-shirts</li> <li>● Shirts must be kept buttoned and tucked in</li> </ul>
<b>Misc.</b>	<ul style="list-style-type: none"> <li>● Ties are encouraged but not required</li> <li>● Optional cardigans, pullover sweaters, blazers or sport coats (especially for the colder months)</li> <li>● Hoodies are <b>not</b> permitted</li> </ul>

### High School Girls - Dress for Success!

<b>Skirts/ Dresses</b>	<ul style="list-style-type: none"> <li>● Length: hem at least to mid-knee, If the hem varies in length, the shortest measurement must be mid-knee.</li> <li>● <b>No</b> tight-fitting clothes are allowed. If the skirt is tight enough to ride up while sitting, it is too tight.</li> <li>● Dresses must have sleeves, and a neckline no lower than four fingers width below the collarbone.</li> <li>● <b>No</b> see-thru or lace fabric.</li> <li>● Denim skirts or dresses are permitted.</li> </ul>
<b>Slacks</b>	<ul style="list-style-type: none"> <li>● <b>No</b> tight-fitting pants allowed. Pants should be loose fitting.</li> <li>● Leggings are permitted only under a skirt or dress which adheres to the required hem length to the knee</li> <li>● <b>No</b> shorts</li> <li>● <b>No</b> jeans</li> <li>● <b>No</b> athletic pants</li> </ul>

<b>Tops/ Blouses</b>	<ul style="list-style-type: none"><li>● All tops and blouses must have sleeves and a neckline no lower than four fingers width below the collarbone.</li><li>● Halter tops, tank tops, midriff shirts, spaghetti straps and open back tops are not permitted unless worn under a top/blouse which meets the above requirements.</li><li>● <b>No</b> see-thru or lace fabric.</li><li>● Graphic t-shirts are <b>not</b> acceptable</li></ul>
<b>Misc.</b>	<ul style="list-style-type: none"><li>● Optional cardigans or pullover sweaters (especially for the colder months)</li><li>● <b>Hoodies are not permitted</b></li></ul>