

## --Padre Pio Academy Family Handbook Contents --

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## **-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 them 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 that combines the structure, guidance and community of a Catholic school environment with the individualized 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 academic tracking. Our goal is to support families in providing a faithful and high-quality Catholic education.

On home days (Tuesdays and Thursdays), students are assigned additional work that complements classroom instruction. Parents or guardians play a vital role in ensuring that this homework is completed on time, that the content is understood, and that strong study habits are developed. Success in our hybrid model depends equally on both classroom learning and consistent engagement with home assignments.

### **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 is not equipped with the specialized resources or expertise necessary to fully support students with significant learning challenges. Children facing such challenges may be better served in an educational program specifically designed to meet their unique needs. We encourage parents to consult with a counselor at Seton Home Study School to explore appropriate educational options for their child.

Within our capabilities, we strive to make reasonable accommodations to support students with learning difficulties. This may include adjustments to the curriculum or homework to help the student participate and engage in class to the best of their ability. If your child has a diagnosed learning challenge—or if you suspect one—please speak with the teacher at the beginning of the school year so we can work together to create a supportive plan aimed at helping your child succeed.

### **Academic Probation**

A student who is consistently receiving failing grades, particularly in core subjects such as math and language arts, may be placed on academic probation. This process includes scheduled quarterly meetings involving the parents, teacher, and director to review the student's progress and identify strategies to support academic improvement throughout the remainder of the school year.

At the end of the year, a final meeting will be held to evaluate the student's progress and determine the most appropriate next steps. Based on the outcome, conditions may be set for re-enrollment, or it may be recommended that the family explore alternative educational options better suited to the student's needs. Decisions are made on a case-by-case basis, with careful consideration of each individual situation.

## **-About the School Year-**

### **Classwork/Homework**

PPA follows the Seton Home Study curriculum, which is designed as a five-day-per-week program over a 36-week academic year. Our school calendar aligns with this schedule.

Teachers provide in-class instruction on Mondays, Wednesdays, and Fridays, covering the essential concepts and material. Students are expected to complete assigned homework on Tuesdays and Thursdays, based on what they have learned in class. While students should be able to work independently, some—particularly younger students and those in their freshman year—may require additional support at home.

Parents play a vital role in overseeing homework to ensure it is completed on time and that students grasp the subject matter. In some cases, parents may be asked to review and sign their child's work.

While core academic subjects are prioritized, certain subjects such as art, health, and music are not included in the regular class schedule due to time limitations. Additionally, for students in grades K-8, subjects like science and history may not be fully covered during in-class instruction and may be assigned for completion on homeschooling days.

Students enrolled with Seton are responsible for completing at home any Seton assignments or coursework not covered during class time at PPA. Parents are encouraged to support their child in staying on track with these requirements to ensure continued progress within the Seton program.

### **Seton Home Study Enrollment**

PPA follows the Seton Home Study School curriculum as the foundation for all classes. Seton is recognized for its authentically Catholic values and strong academic standards. Students are not required to be enrolled in Seton Home Study to attend PPA, and families should be aware that Seton enrollment may add additional academic demands. In grades K-8, this extra workload may be challenging for some students. However, Seton enrollment is encouraged for high school students seeking to earn a Seton diploma while attending PPA. For more details on pursuing a Seton diploma through PPA, please visit the "Students" section of 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).

### **Student Expectations**

All students are expected to demonstrate responsibility, active participation, and a strong commitment to their learning. Completion of all assigned homework is required unless specific accommodations have been made with the teacher to address individual learning needs. While overall expectations remain high for all students, there are slight differences in requirements for PPA-only students versus those enrolled in Seton Home Study.

PPA-only students are expected to

- complete all homework and assignments by the due dates.
- participate in class activities and discussions.
- take tests in class or complete at home at the discretion of the teacher.

PPA students enrolled concurrently in Seton are expected to

- complete all PPA-assigned homework.
- participate in class activities and discussions.
- be encouraged to turn in papers to the teacher for feedback prior to submitting to Seton.
- take their Seton tests (paper copy) in class on test days or take the PPA tests as practice.

### **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 reenroll, after which new families are invited to register 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 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 name 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 at 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 quarterly progress reports provided. 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 midyear 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@padrepiolearning.org](mailto:kristenjerome@padrepiolearning.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 for checking 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 2025-26, Grades K-4 will have classes in Padre Pio Hall. Grades 5-8 and High School will have classes in Father Ruehl Hall.

### **Arrival**

#### **Father Ruehl Hall – Grades 5-8 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.

#### **Padre Pio Hall – Grades K-4**

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

Students in grades K-4 must be accompanied by a parent or guardian into Padre Pio Hall and proceed to the downstairs assembly area. Parents or guardians are required to remain with their student(s) until at least two staff members, either two teachers or one teacher and a Director, are present in the assembly area.

### **Dismissal**

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

Grades K-8 will be dismissed 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 anticipate being 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 authorized 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**

For the health and well-being of all students and staff, please do not send your child to class if they are sick. Children with a fever must remain at home and should be fever-free for at least 24 hours before returning to class. If your child has experienced vomiting or diarrhea due to illness within the past 48 hours, they should also remain at home until fully recovered.

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 bring a healthy lunch and drink to school each day. Lunch and recess are scheduled for approximately 30 minutes. Please note that kitchen facilities, including microwaves and refrigerators, are not available so plan accordingly when packing your child's meal.

To minimize disruptions during class, students are encouraged to bring a non-glass water bottle to keep at their table throughout the day. Only bottled water is permitted in the classrooms. Other beverages and gum are not allowed.

### **Kitchen Use**

Kitchen facilities in both buildings are for teacher use only. Students should bring lunches that do not require refrigeration or heating. Lower School and Middle School students will store their lunches in their classrooms. High School students will have access to a designated lunch drop-off area; however, please note that this area is not refrigerated.

### **Recess**

Students will have outdoor recess whenever the weather permits and should dress appropriately for the conditions, including warm jackets, hats, and gloves during colder months. For safety reasons, footwear must be suitable for playing on paved surfaces; open-toed shoes and flip-flops are not allowed. Recess is always supervised by teachers and volunteers. In case of inclement weather, recess will be held indoors.

### **Daily Clean-up**

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

## **Student Belongings**

Due to limited space, students should bring only what is necessary for their classes, lunch, and outerwear for outdoor lunch and recess. All personal belongings must remain with the student throughout the school day. Items such as changes of clothes, makeup, or other personal belongings may not be stored in the bathrooms during school or study hall hours.

## **Items Not Permitted at PPA**

Valuables -PPA is not responsible for lost or stolen valuables. Please leave valuables 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 that are unable 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 are not permitted on parish property. These items should not be brought to school.

Drugs, Alcohol, Cigarettes, Vape Pens/Box Mods

The use or possession of drugs, alcohol, and tobacco products including vaping devices is strictly prohibited on campus and anywhere on parish property, both indoors and outdoors. Any such items will be confiscated if seen, and a parent or guardian will be required to retrieve them at the end of the school day. Appropriate disciplinary action will be taken in accordance with school policy.

Weapons

Weapons of any kind including firearms, knives, pocketknives, razor blades, and toy weapons such as squirt guns or rubber band shooters are strictly prohibited on campus. If such items are found, they will be confiscated, and a parent or guardian will be required 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 Journal of Allergy and Clinical Immunology](#) recommend against implementing food bans in schools. Currently, PPA does not have any students enrolled with a life-threatening peanut allergy; therefore, peanuts and peanut products will be permitted until further notice. If your child has a life-threatening food allergy, it is essential to inform the Director and teachers so that appropriate accommodations can be made to ensure their safety.

### **Bullying Policy**

All students have the right to learn in an environment free from physical or verbal harassment. Bullying is defined as “unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance” (stopbullying.gov). Examples of such mistreatment include, but are 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 remain vigilant, but students should also report any concerns directly to staff. All reports of alleged harassment will be addressed through investigation and appropriate action to ensure the safety and well-being of students.

### **Discipline Policy**

PPA enforces a strict discipline protocol to maintain respect and safety for all students, teachers, and staff. Disciplinary measures are applied on a case-by-case basis, considering the severity of the offense and any repeated occurrences. Open communication between teachers, parents, and the Director is essential, and every effort will be made to ensure transparency throughout the process. Our goal is to uphold a firm, fair, and consistent discipline approach that fosters a positive and productive 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 should be brought directly to the attention of PPA staff. To maintain confidentiality and avoid unintentional gossip, we ask that these matters be discussed only among the parties involved and PPA staff, rather than seeking input from uninvolved individuals. Whenever possible, please follow the designated chain of command outlined below:

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, comprised of three board-appointed adults, addresses matters that require thorough deliberation outside of the immediate administration. This allows for adequate time and investigative processes to ensure the best possible outcome for all parties involved.

## **-High School Policies-**

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

If your student wishes to add a class, please first consult with the teacher to confirm space availability. If your student wishes to drop a class, speak with the teacher to discuss any questions or concerns before making a final decision. Once a final decision has been made, please notify the Director via email so that student records can be updated and, if applicable, any necessary tuition adjustments can be processed through the online payment system.

### **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. August 29, 2025, is the last day to drop a class and receive a refund for the first semester. January 23, 2026, is the last day to drop a class and receive a refund for the second semester.

### **Supervision & Closed Campus**

High School students are required to sign in at the Director's desk upon arrival and sign out after their final class each day. Students must remain in Father Ruehl Hall throughout their school day, including between classes and during study halls. Lunch should be eaten only in designated, supervised areas. Students are not allowed to congregate in unsupervised locations such as stairwells, bathrooms, supply closets, or the kitchen after Mass or during school hours. Leaving campus before the end of the last class without prior permission from both a parent and the Director will result in a \$100 fine.

### **Public Displays of Affection**

To maintain a professional and focused academic environment, students are expected to refrain from public displays of affection, including holding hands, kissing, and any prolonged physical contact. This policy also applies to any contact between friends that exceeds a brief hug or handshake. If a student is unsure about what behavior is appropriate, they should consult the Director for clarification.

### **Study Hall**

Study halls are available for high school students with gaps in their class schedules. During any period in which a student is not enrolled in a class, they are required to remain in a supervised study hall. Students may not attend study hall after their final class of the day. Because study hall spaces are often shared

with ongoing classes, students must bring homework or other quiet, independent work and are expected to remain respectful and focused. Disruptions to nearby classes will not be tolerated.

### **Adoration Chapel Visits**

We are blessed to have the Eucharistic presence of Our Lord Jesus Christ nearby in the St. John the Baptist Adoration Chapel. High school students may visit the chapel during study hall for up to 15 minutes with prior permission from the Director. Students must be accompanied by a fellow student of the same sex, and both students are required to sign in and out, indicating "Adoration Chapel" as the reason for their absence. This privilege is granted at the discretion of the Director and may be revoked at any time. Students are expected to treat this time and space with reverence and are not permitted to socialize or linger in the area behind the closed chapel doors.

### **Student Clubs and Officers**

PPA encourages students to form clubs, especially those with an academic or spiritual focus. All clubs must have a faculty moderator and receive approval from the Board before being established. Club meetings are held on the PPA campus during the last period of the school day.

Any club activity taking place after school must be approved in advance. To request approval, students must submit a written paragraph describing the activity, along with the names of the faculty moderator and any required chaperones. This information should also be suitable for sharing with parents.

Parental permission is required for student participation in any after-school club activity, and appropriate chaperoning must be in place

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

As a Catholic school, Padre Pio Academy is committed to fostering an academic environment rooted in the virtues of respect, responsibility, and safety for all students, teachers, and staff. Maintaining this environment requires the full cooperation of both students and parents in upholding the rules and policies outlined in this Family Handbook. Below are several key rules that require particular attention. Agreement to these rules is a required 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-

Our dress code supports a learning environment centered on discipline, respect, and professionalism. Grades K-8 students are required to wear a uniform. If you wish to purchase uniform items online, a selection of approved pieces is available at [www.frenchtoast.com](http://www.frenchtoast.com). Use school code QS5SWZS or search by our school zip code (22630) to browse the options. High School students are not required to wear uniforms but must adhere to business casual attire. Specific guidelines for acceptable business casual clothing at PPA are provided below.

If a student is found to be out of uniform or in violation of the dress code, parents will be contacted and may be asked to bring a change of clothes. The Director will serve as the final authority on dress code matters.

### All Students K-12

Hair	<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. o mohawks) are not permitted</li><li>○ Hair accessories should not be excessive</li></ul>
Jewelry/Makeup	<ul style="list-style-type: none"><li>○ Excessive makeup or jewelry is not acceptable</li><li>○ Boys are not permitted to wear earrings or nail polish</li></ul>
Tattoos	<ul style="list-style-type: none"><li>○ Tattoos must be always covered while in school</li></ul>
Footwear	<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 straps fastened</li><li>○ Beachwear, flip flops, clogs, or open-toed shoes are not permitted</li></ul>
Outerwear	<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>○ Hoodies are not permitted</li><li>○ Dress code requirements still apply under sweaters or jackets</li><li>○ Hats should not be worn inside</li></ul>

## Grades K-8 Uniform

### K-8 Boys

Slacks/Shorts	<ul style="list-style-type: none"> <li>○ Colors: Navy Blue, Black or Gray</li> <li>○ No tight-fitting pants allowed</li> <li>○ No jeans of any color</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>
Shirts	<ul style="list-style-type: none"> <li>○ Any shade of blue solid color polo, blouse or oxford</li> <li>○ Shirts may have long or short sleeves. May not be sleeveless</li> <li>○ Button down shirts must be kept buttoned. Only the top two buttons may be left undone</li> </ul>

### K-8 Girls

Skirts/Jumpers	<ul style="list-style-type: none"> <li>○ Colors: Navy Blue, Black or Gray</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 underneath</li> </ul>
Slacks/Shorts	<ul style="list-style-type: none"> <li>○ Colors: Navy Blue, Black or Gray</li> <li>○ No tight-fitting pants allowed</li> <li>○ No jeans of any color</li> <li>○ Leggings may not be worn as pants. See above.</li> <li>○ Shorts may only be worn by K-8 in Aug., Sept., and May</li> <li>○ Shorts must be Bermuda-style (to the knee), and loose-fitting</li> </ul>
Tops/Blouses	<ul style="list-style-type: none"> <li>○ Any shade of blue, solid color polo, blouse or oxford</li> <li>○ Shirts may have long or short sleeves. May not be sleeveless</li> </ul>

## High School Dress Code

### High School Boys

Slacks	<ul style="list-style-type: none"> <li>○ Slacks, dress pants, khakis or chinos</li> <li>○ No jeans</li> <li>○ No athletic pants</li> <li>○ No shorts</li> <li>○ No tight-fitting pants</li> <li>○ Pants must be worn at the waist</li> </ul>
Shirts	<ul style="list-style-type: none"> <li>○ Button down or polo shirts</li> <li>○ All shirts must have sleeves and collars</li> <li>○ No T-shirts</li> <li>○ Shirts must be kept buttoned and tucked in</li> <li>○ Only the top two buttons may be left undone</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>○ Ties are encouraged, but not required</li> <li>○ Optional cardigans, pullover sweaters, blazers or sport coats (especially during the colder months)</li> <li>○ Hoodies are not permitted</li> </ul>

### High School Girls

Skirts/Dresses	<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>○ No tight-fitting skirts or dresses. If they are tight enough to ride up while sitting, they are too tight</li> <li>○ Dresses must have sleeves and a neckline no lower than four fingers width below the collarbone</li> <li>○ No see-thru or lace fabric</li> <li>○ Denim skirts or dresses are permitted</li> </ul>
Slacks	<ul style="list-style-type: none"> <li>○ No 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>○ No shorts</li> </ul>



	<ul style="list-style-type: none"> <li>○ No jeans of any color</li> <li>○ No athletic pants</li> </ul>
Tops/Blouses	<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>○ No see-thru or lace fabric.</li> <li>○ No leotard-type tops.</li> <li>○ Graphic t-shirts are not permitted</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>○ Optional cardigans or pullover sweaters (especially during the colder months)</li> <li>○ Hoodies are not permitted</li> </ul>