



**2020-2021**  
**School Handbook**

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## **Saint Philomena School 2020-2021 School Handbook**

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

*All members of the Saint Philomena school community are encouraged and expected to practice, uphold, and promote our Christian values of companionship, excellence, dignity, justice, hope and gentleness.*

*To uphold our mission and promote the safety and well-being of all members of the community, a partnership between the school, parent and child is necessary and expected. The school handbook serves as the agreement and contract of expectations and policies for a strong partnership with all members of the community. The guidelines promote values and expectations that support our Gospel vision and serve the common good of the community.*

### **GENERAL GUIDELINES AND EXPECTATIONS**

1. All members of our school community are expected to speak and act in ways that demonstrate respect, uphold our Christian values and protect the dignity of others.
2. Any conduct both in and out of school that is unbecoming of a Saint Philomena student, reflects negatively upon the reputation of the school and/or adversely impacts a member of the school community may be subject to disciplinary action, as determined by administration, up to and including terminating enrollment at Saint Philomena School.
3. All members of the community are expected to be honest in all situations.
4. Students are expected to use appropriate language at all times.
5. The dignity of every person in our school must be celebrated and protected. Bullying another person (directly or indirectly / on or off campus) is not acceptable and may be immediate grounds for terminating enrollment at Saint Philomena School. A clear policy on bullying as defined by Rhode Island Safe Schools Act is found at the end of the handbook.

6. The physical space of every person must always be respected and protected. Inappropriate or unwanted physical contact, fighting or rough play is not allowed at any time or in any place.
7. Adults are all around campus to assist children when a problem may arise. Retaliation towards another whom one feels has wronged them is not acceptable. Appropriate “self-defense” is to use words to stop a situation or to remove oneself from that situation and get help and assistance from an adult.
8. Any student or adult who sees inappropriate behavior or action targeting an individual or group has a responsibility to not be a “bystander,” but rather, speak out to stop it and/or get help from a trusted authority.
9. Students should never travel the campus alone and should always walk with at least one other person.
10. Cigarettes, drugs, alcohol, weapons and all other dangerous or unacceptable materials are strictly forbidden anywhere on campus. Possession of such will result in suspension or expulsion.
11. No person at school may be photographed or recorded (visual or audio) on school grounds or at school events without permission from that individual and/or a minor’s parent/guardian.
12. Students may only use school phones when they have permission from a teacher.
13. Students should be on time for homeroom, classes and lunch, travel safely when moving around campus and respect quiet in the corridors and stairways so as not to disturb others.
14. All students must remain in the areas designated for them and must have permission from a teacher to leave the area.
15. The school is not responsible for the loss of any possessions or money brought to school and/or left in desks, book bags, lockers or on school property.

16. Students are expected to honor the rights and property of others at all times. No student may use or borrow possessions of or go into the desk, locker, or school bag of another without expressed permission from that person.
17. To protect the safety of every students, the throwing of sticks, stones, snow, hard balls, wood chips, etc. is strictly forbidden.
18. Gum chewing is not allowed at any time or in any place on the school grounds or at school sponsored activities off campus.
19. Students should take pride in the school campus and place all litter in the rubbish bins. Any student mistreating school property or grounds, will pay for damages and face disciplinary action.
20. Students are expected to walk on sidewalks and paved paths and cross streets at designated crosswalks when walking around the campus.
21. Emergency drills must always be taken seriously. Students must be silent and follow all directions from teachers and administrators for their own safety and the safety of others.
22. Students are responsible for all books, supplies and materials loaned to them. They should not be written in, defaced or misused. When a text book or workbook is lost, the student should notify the teacher immediately. Families will be charged for damaged or lost books and workbooks.

## **ABSENCE FROM SCHOOL**

1. Parents should notify the school via the main office by 9:00AM if their child will be absent.
2. A written excuse must be handed in or emailed to the homeroom teacher and school nurse following a child's absence.
3. Students who do not attend classes may not attend school events on the day of the absence (*exceptions may only be made by the administration*).

4. For absences of three days or less, a student should obtain assignments from the Plus Portal, a classmate or seek out a teacher. For absences of four or more days, please call the child's teacher or administration to assist in making arrangements.
5. Students should not take vacations during school time, except for significant family events. Students will miss valuable instruction that is often very difficult to make up. Teachers are not expected provide future assignments for students taking vacations while school is in session. Teachers should be informed prior to the vacation and will make suitable arrangements for make-up work with individual students.
6. Excessive absence or tardiness may result in a failing grade for one or more classes on a report card for that trimester.

## **ARRIVAL AND DEPARTURE**

1. Students arrive at school by 8:45 AM.
2. Before 8:45 AM, students may not be dropped off at the auditorium parking lot and allowed to walk down to the meeting area without a parent or adult.
3. Students should not be in the school buildings before 8:45 AM or after 3:15 PM without permission from a member of the staff.
4. Prior to 8:30 AM, drop off K-8 children at the gymnasium entrance of the main building. Pre K and preschool students are escorted by a parent into the Pre-K building.
5. After 8:30 AM, drop off K-8 children at the playground during good weather. If the weather is inclement, K-5 students report to the main building cafeteria and gymnasium and 6-8 students report to the middle school building.
6. At 8:45, all students report to their homerooms.

7. Students arriving late (after 9 AM) need a *late slip* to enter school and account for attendance. K-5 students must be signed-in at the main office and obtain a late slip in order to enter their class. 6-8 students may obtain a late slip from a faculty/staff member in the middle school reception office until 9:15 AM. After 9:15 AM, 6-8 students must obtain a late slip from the main office before going to the middle school building.
8. Students who arrive late to school due to bus transportation are not officially counted as late or tardy, however it may be noted as tardy until corrected on the record.
9. Bus dismissal at the end of the school day is from 3:00 PM to 3:10 PM.
10. Carline dismissal will begin at 3:10 PM. *Carline Numbers* should be prominently displayed on the right side of the windshield. To ensure that faculty and staff can safely account for all children, parents may not walk down from any parking lot to pick up their children.
11. If for any reason a child is not traveling home by his/her usual method on a particular day, a signed, dated note must be given to the teacher that morning.
12. For their safety, students who are walkers, will be dismissed at 3:15PM after bus and car line.
13. Early dismissal is discouraged except for family emergencies or medical appointments that cannot be scheduled at another time. Parents should send to school or email a signed, dated note to the homeroom teacher stating the reason for early dismissal. Parents are expected to meet the child at the main office after signing out with the office staff unless directed by receptionist to a specific pick-up location.
14. Students in grades PS-8 attending after school sporting events must be supervised by an adult. If not supervised by their own parent, a student must bring a note dated and signed by their own parent allowing them to attend after school games and designating the adult responsible for watching him/her. Please be aware that the school cannot and does not provide supervision at any of these activities.

## **ACADEMIC PROGRAM, POLICIES AND EXPECTATIONS**

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

1. All courses require serious and consistent effort on the part of the students.
2. All assignments must meet the specific requirements set by the teacher.
3. Students are expected to approach all studies with honesty and responsibility. Cheating, copying and plagiarism will result in a zero for the assignment or test and disciplinary action.
4. Report cards are issued at the end of each trimester. Mid-term progress reports are emailed to parents about six weeks before the end of each trimester. Parents of students in grades 3-8 are encouraged to consult the Plus Portal for academic progress monitoring every three to four weeks.
5. In grades PK through 2, promotion to the next grade is determined by the classroom teacher and the administration, based upon satisfactory completion of grade level work and the student's intellectual, social and emotional development.
6. In grades 3-8, a passing final average (65% or higher) in each of the six core-curriculum subjects (Religion, Reading/Literature, Mathematics, Language Arts/Grammar for Writing, Science and Social Studies) is required for promotion.
7. In grade 8, failure of two or more core-curriculum subjects will result in the student not being allowed to participate in end-of-the-year grade 8 activities. This can include the class trip, dinner/dance and graduation.



8. If for some significant reason (e.g. sickness), a child cannot complete an assignment, a satisfactory excuse, signed by a parent, must be handed in to the teacher. When a legitimate excuse has been accepted, teachers will grade past-due assignments and arrange for make-up tests/quizzes.

## **ACADEMIC ELIGIBILITY FOR PARTICIPATION IN ATHLETICS & EXTRA- CURRICULAR ACTIVITIES**

*This academic policy applies to members of sports teams, and other activities such as mock trial, chorus, theater, etc. In the following policy, "failure" refers to an "F" on the report card or a mid-term progress report indicating an average below 65. The core-curriculum includes Reading/Literature, Mathematics, Language Arts, Grammar for Writing, Science, Social Studies and Religion.*

1. One failure in a core-curriculum subject will result in a 7 day suspension from the group (including practices, rehearsals, productions, competitions and games, etc.).
2. Two or more failures in core-curriculum subjects will render a student ineligible for the rest of the season so that the student may focus primarily on succeeding academically.
3. A failure in any other subject will result in a 2 day suspension from athletic teams or a 1 week suspension from extra-curricular activities.
4. Daily suspension will be for consecutive calendar days.
5. During the week following the suspension period, the student's progress will be reviewed by the administration to insure that the student is passing before being allowed to return to the group.

## **ADMISSION INFORMATION**

1. Saint Philomena School admits students of any gender, race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, national and

ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic or other administered programs. The school does not discriminate against students with disabilities of any kind, if with reasonable accommodation, they can meet the school's program requirements.

2. All new students will be given a trial period of not more than one trimester. If during this trial period there are concerns, a student may be asked to withdraw his/her attendance at Saint Philomena School. The recommendation and decision of the school is final.
3. Saint Philomena School is limited in its human capital and resources and will make all reasonable accommodations for learning differences when possible. Saint Philomena School cannot accommodate students who have extraordinary learning differences. If after admission, the educational and/or behavioral needs of student exceed what would be considered reasonable, the student may need to be separated from Saint Philomena School. The decision will be made in order for the student's educational and/or behavioral needs to be more fully met in another educational setting. If the decision to separate the student from Saint Philomena School is made by the school, the student's tuition will be prorated.
4. Students who are not Catholic and enrolled at Saint Philomena School are most welcome at the school but are expected to attend all religious observances and participate as a student in the religion curriculum. Our children of other faiths are also encouraged to arrange for sharing their own faith traditions with teachers and classes.

## **ATHLETICS**

1. All student athletes must present the Athletic Director with an up-to-date physical form to be allowed to try out, attend practices, or participate in any sport.
2. All student athletes are expected to represent the school with pride and good sportsmanship at all times. Students are subject to disciplinary action due to poor conduct during practices or games.

## **BUS TRANSPORTATION EXPECTATIONS**

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

## **CAFETERIA GUIDELINES**

1. Students must come to the lunch room at their assigned time. The lunch periods are: 1<sup>st</sup> at 11:25 AM; 2<sup>nd</sup> at 12:05 PM; and 3<sup>rd</sup> at 12:25 PM.
2. Students may eat lunch only in a cafeteria and should be courteous and mindful of others. Students should remain in their seats and raise their hands if they need assistance. Talking should be in a conversational manner. If necessary, the staff will assign seats.
3. All scraps, milk cartons, etc. are to be placed in the barrels or the recycle bin, and each place should be left ready for the next person.
4. Students are expected to bring a lunch every day. Children should not bring drinks in glass bottles.
5. Students are expected to eat the lunches their parents provide and are discouraged from sharing due to medical and allergic conditions.

## **CELL PHONES & SMART/DIGITAL DEVICES**

Cell/Smart phones and personal digital/electronic devices (including but not limited to: iPads, Kindles, smart watches and FitBits) *may not* be used in

school or anywhere on school grounds, *must be turned completely off*, and must be kept in a book bag or locker *unless* permission to use a device from a teacher has been granted for educational or medical purposes and that teacher is directly supervising the student use. This rule applies from the time a student enters school property until the time that a student leaves school property. Faculty/staff will confiscate the device if seen and it will only be released by the vice principal to the parent/guardian of a student. First infraction of this rule is an automatic detention. Second infraction will result in detention and the device being banned from school for the remainder of the school year.

## **CUSTODIAL RIGHTS**

It is the responsibility of the parents to share any official custodial information decided through the courts with the administration. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

## **DISCIPLINE**

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

1. In all situations, a student must be honest from the outset when working with peers, faculty or administration to resolve a situation. Dishonesty destroys an individual's character and endangers the wellbeing of all members in a community.
2. Infringements of any rule or expectations will be met by appropriate consequences as determined by faculty and/or administration. These may include, but are not limited to:
  - A. Loss of morning break, recess, field trips, participation in activities or school privileges.

- B. Bringing individuals together to repair and restore relationships.
  - C. Phone call home or a written note sent home to be signed by parents/guardian.
  - D. Cleaning or repairing of things soiled or damaged.
  - E. *Discipline Notice* sent home to parents to be signed and returned.
  - F. *Detention* documented and scheduled at the discretion of the administration typically held on Wednesdays from 3:15 to 4:15 PM.
  - G. Student meeting with administrator.
  - H. *Suspension*: The administration will determine the length of the suspension and whether it will be served in school or out of school.
  - I. *Probation*: Students may be placed on probation for a period of time determined by the administration where specific stipulations determined by administration are outlined and expected for continued enrollment.
  - J. *Termination*: Termination of Enrollment at Saint Philomena School will automatically be considered after a suspension, or a serious violation, as determined by administration, of any school policy.
3. A disciplinary meeting will be held if a student receives four detentions in a school year. The purpose of this meeting is to determine enrollment status of the student and/or other expectations/stipulations for continued enrollment at the school.
  4. In grades 6-8, after school detention will be automatically assigned to students who accumulate three *Discipline Notices* from any teacher(s) during a trimester. In grades 3-5, after school detention will automatically be assigned to students who accumulate four *Discipline Notices* from any teacher during a trimester.
  5. The school reserves the right to refuse reenrollment to any student whose inappropriate behavior and/or conduct is deemed, by the administration, at any point, as detrimental to the overall learning environment.
  6. All decisions on school discipline are determined by school administration and are both final and confidential.
  7. Discipline documentation and actions are for internal administrative record and not shared with other schools, parents, individuals or parties.

## DRESS CODE EXPECTATIONS & SCHOOL UNIFORM

1. All uniform items, except for pants, shorts, belts, socks and shoes must be purchased from official school approved retailer – Lands’ End Uniforms.
2. The uniform must be clean and neat. Hats may not be worn in school buildings.
3. Make up, nail polish, non-natural color dyed hair, and large or dangling earrings are not permitted. Administration or faculty may ask children to remove any accessories that they deem excessive or distracting.
4. Students with long hair must keep it from covering their face during class time.
5. Uniform skirts and jumpers should be no shorter than 3 inches above the knee.
6. Boots (rain/snow) may be worn outdoors as weather dictates. In grades K-5, students will change into appropriate school shoes when in their academic buildings at transitions built into their day by the teacher. Due to the limited time for transitions and space, 6-8 do not need to change out of boots worn for rain or snow (rain/snow boots worn throughout the day must be conservative black, brown or navy).
7. On *physical education days*, the gym uniform is to be worn to school and throughout the day.
8. Unless otherwise stated, on *dress uniform days* when a child has physical education, that child can wear sneakers with dress uniform.
9. On *home clothes days* when the uniform is not required, all students must come to school dressed modestly, neatly and appropriately befitting a Catholic elementary school. Articles of clothing with offensive statements or images or displaying midriff area are not permitted. The administration reserves the right to determine, at its discretion, if any item of clothing is not appropriate for school and remove/dismiss the child until clothing is appropriate.

10. Spirit wear, athletic team apparel or other items not appearing on the school uniform list **may not** be worn during classes.
11. All personal items, including clothing, must be clearly marked with the child's name to assist in returning if lost. Any lost and unclaimed items will be donated to charity.
12. Students must come to school appropriately dressed for indoor and outdoor activity. Appropriate outerwear should be at school to allow students to navigate the campus through different climates and weather conditions.

## **SCHOOL UNIFORM**

### **GIRLS**

- Uniform plaid jumper (PS-2)
- Plaid jumper or skirt (3-5)
- Plaid skirt (6-8)
- Navy blue pants or shorts (PS-8)
- Maroon or navy knee socks, crew socks, tights or leggings.

### **BOYS**

- Navy blue pants or shorts
- Navy blue, black or grey crew socks

### **ALL STUDENTS**

#### ***SHIRTS***

- Long or short sleeved heather gray polo shirt with school logo
- T-shirts, if worn under polo, must be solid white or gray

### *OUTERWEAR OPTIONS*

- Uniform sweater with school logo
- Uniform sweatshirt with school logo
- Uniform fleece pullover with logo

### *FOOTWEAR FOR SCHOOL UNIFORM*

- (PS-K) Sneakers (Velcro or other non-lace shoe preferred)
- (Grades 1-8) Conservative brown, black or navy shoes  
*Please keep modest with no colored trim, sparkles or decorations. Shoes should be sturdy (open toe/backless not allowed) for the safety of students while on the playground; neither sneakers nor ballet flats are acceptable for school uniform.*

### **PHYSICAL EDUCATION UNIFORM (K-8)**

*The physical education uniform is worn to school and throughout the day once or twice each week as determined by student schedules.*

- Navy shorts with logo or Navy sweatpants with logo
- Gray long or short sleeve t-shirt with logo
- (optional on colder days) uniform sweatshirt or fleece pullover with logo
- Sneakers

### **DRESS UNIFORM (K-8)**

*The Dress Uniform is required of K to 8 students for Holy Masses, special events and fall class photographs.*

- **Boys**—Navy pants, gray polo shirt, navy socks, black or brown shoes
- **Girls**—Plaid skirt/jumper, gray polo shirt, maroon socks, leggings or tights, black or brown shoes

*Girls and boys may wear the sweater during colder dress uniform days*

*If a “Dress Uniform Day” falls on a child’s Physical Education day, the student should wear the Dress Uniform with sneakers in place of black or brown dress shoes. For the protection of students, we do not change clothes at school.*



## **FIELD TRIPS**

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

## **FINANCIAL OBLIGATIONS**

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

St. Philomena School operates on an annual budget with tuition set to cover the expenses. All tuition must be paid on time. The following policies have been adopted to insure the timely and equitable collection of tuition:

1. Tuition payments must be up to date to insure admission and enrollment to St. Philomena School. The School reserves the right to exclude students from extra-curricular activities/programs if payments are delinquent. In addition, at the School's discretion, students may not be re-admitted following the winter break or re-enrolled for the next school year if tuition payments are not current.
2. Payments are subject to agreement with FACTS Management.
3. If a student withdraws during the school year, tuition will be charged on a trimester basis, even if the student is not in attendance for the entire trimester.

4. It is the responsibility of the undersigned to ensure all tuition payments are paid on time and to inform the business manager of the School in the event of any deviation from the defined payment plan.

## **HOMEWORK**

1. The purpose of homework is to provide on-going practice, assist in helping to develop academic stamina/skills and promote learning extension beyond the classroom. *If parents have any questions concerning homework assignments, they should contact the teacher to discuss the situation.* Parents may be helpful guides but must avoid “doing” the homework for the student. Homework assignments are designed to be done by the students.
2. If for some significant reason (e.g. sickness), a child cannot complete an assignment, a satisfactory excuse, signed by a parent, must be handed in to the teacher. When a legitimate excuse has been accepted, teachers will grade past-due assignments and arrange for make-up tests and quizzes.

## **HEALTH SERVICES**

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

## 2. Physical Exam and Immunization Requirements

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

## 3. Medication

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

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

#### 4. Inhaler Policy

Students may be prescribed a metered dose inhaler to be used on an as needed basis for the treatment of asthma, allergies or other respiratory issues. The following guidelines are in place to provide a consistent plan for assisting students who may require use of an inhaler while at school.

- A. It is preferred that prescription metered dose inhalers be kept in the health office and administered under the supervision of the school nurse.
  - a. A “long term medication form” must be completed for all inhalers being stored in health office which includes parental permission and a physician order. This form can be found on the school website.
- B. Inhalers may be carried by a student and self-administered with parental and physician permission.
  - a. A separate permission form must be completed for a student to carry and self-administer a metered dose inhaler. This form can be found on the school website.
  - b. It is school policy that medications are up to date and not expired. This includes self-carried inhalers. It is the responsibility of the parent/guardian to replace any medication that expires during the school year.
- C. Inhalers kept in health office should have original prescription label affixed to outside of inhaler or box.
- D. An Asthma Action Plan should be completed and on file for any severe cases of asthma.

## 5. Epi-Pen Policy

Certain students who have allergies or other health conditions may be prescribed an Epi-Pen to be administered in the case of a severe reaction. The following guidelines help create a consistent and school-wide health care plan for assisting students who may require the use of an Epi-Pen at school.

- A. Parents of students who have been prescribed an Epi-Pen must notify the school nurse and must return the following documents:
  - a. Saint Philomena School Epi-Pen Acknowledgement form
  - b. Emergency Action Plan from Physician with medication order section completed.

### *Storage of Epi-Pens*

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

### *Pre-K to Grade 5 Student Epi-Pen Storage*

Epi-Pens for students in Grades PK to 5 can be stored in any of the following locations:

- a. in the Health Office with the school nurse
- b. in the “Classroom Emergency Bag” with the teacher
- c. on the person of the individual student

- d. It is the responsibility of the parent to provide the school with the correct number of Epi-Pens and acknowledgement of the desired location where the Epi-Pen should be stored.

#### *Grade 6 to 8 Epi-Pen Storage*

While the preferred location for middle school students to store Epi-Pens is on their person, Epi-Pens for students in Grades 6 to 8 can be stored in any of the following locations:

- a. in the Health Office with the school nurse
- b. in the Middle School Emergency Cabinet located in the faculty room of the 6-8 building
- c. on the person of the individual student

### 6. Food Allergy Policy

The following are policies to help protect the safety and health of our students who have food allergies.

- A. Peanuts, tree nuts or any products containing peanuts or tree nuts may not be consumed in any area of the school other than cafeterias and lunch rooms. Peanut/tree nut snacks **may not** be consumed in the classroom during snack time, morning break or celebrations.
- B. There are peanut/tree nut free tables in both cafeterias where students can appropriately and safely eat food.
- C. Parents must sign a written release if a student with a peanut/tree nut allergy will not sit at a peanut/tree nut free table.
- D. Individual Health Plans will be developed for all students with severe allergies and shared with all teachers and staff members who come in contact with the student. These students will also have an Emergency Action Plan from their doctor which should be renewed annually and shared with the school.
- E. If a class/homeroom has a student with a different severe food allergy which produces an anaphylactic reaction, the other students in the homeroom may be asked to refrain from eating products containing this food in the classroom. This will be determined on a case by case basis by the school administration and nurse.

## **LIBRARY AND LEARNING COMMON**

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

## **OFFICE RECORDS**

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

## **PLAYGROUND AND OUTDOOR RECESS**

*(Morning, Recess and After School)*

1. All students share a responsibility to look out for all other students, use appropriate physical contact/speech, and play safely.
2. At outdoor recess before school, students play in specific areas (zones) to help provide age-appropriate groupings for safe play. Those areas are: K-2 students on the playground, 3-5 students on the basketball court and areas aside the 3-5 building, and 6-8 students on the field and tennis courts behind the 3-5 building.
3. Students are expected to use all playground and athletic equipment safely, avoiding any activities that could result in injury to themselves or others.

4. Students should never be excluded if they ask to join a game or activity and intend to appropriately participate in the activity.
5. No student should be in any school building during the recess period without expressed permission from a faculty/staff member. Students who have a library pass or other note from a teacher to meet at an alternative location should first let the recess teacher on duty know.
6. Games are encouraged, however for safety reasons with a large group of students there can be no rough play, use of lacrosse sticks, pegging, wall ball, gymnastics, tackle football, going the wrong direction up the slide, or playing tag on the play structure.
7. Children may get athletic equipment if it goes in the bushes or out of boundaries only with permission from an on-duty teacher.
8. Children may not use electronic devices (including tablets, iPads, cell phones) while outside on the playground or campus fields or courts.
9. Students must always stay visible to those adults on duty.
10. Grade 6-8 students *only* are allowed to use the tennis courts during morning and outdoor recess. Only basketballs, four square balls, and tennis balls are allowed on the courts and all games must be safe and appropriate to the space. Students may not sit on or disturb the tennis nets when they are set up. 3-5 students may not use the tennis courts during morning or outdoor recess.
11. Students are expected to follow all expectations for signing out play equipment and return at the end of each use.
12. The adult supervisors on duty determine if any play is dangerous and/or inappropriate. If they instruct a student or group of students to stop some action or activity, it is expected that the student complies without incident or arguing.
13. No parent should be on the playground during the school day, unless that parent has approval from administration, have signed in with the main office and is wearing an official school visitors' badge.



## *K -2 Outdoor Recess Expectations for Safe and Happy Play*

- A. We use the slide the correct way. Go down, not up.
- B. We never play tag on play structure.
- C. We sit on swings when we use them.
- D. We only use one hand when playing tag.
- E. We ask a teacher if you want to use balls.
- F. Toys are ok if they can fit in lunch box for lunch time. (unless a ball)
- G. When whistle blows, we stop, get down and sit without talking to wait for directions from our teachers.
- H. We walk quietly to line up by class to walk back in to school.
- I. We do not swing lunch boxes or hit another person with them.
- J. We cool down and walk quietly in the building.

## **RESOLVING CONFLICTS AND ADDRESSING CONCERNS**

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

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

## **RIGHT TO AMEND**

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

## **SEARCH**

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

## **TECHNOLOGY AND INTERNET ACCEPTABLE USEAGE**

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

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

1. Cell phones and any personal electronic devices (iPads, Kindle, Smart Watches, etc.) may not be used in school or on school grounds, *must be turned completely off*, and must be kept in a book bag or locker *unless* permission from a teacher has been granted for educational purposes and that teacher is directly supervising the student use. Faculty/Staff will confiscate the device if seen and it will only be released by the vice principal to the parent/guardian of a student. First infraction to this rule is an automatic detention. Second infraction will result in detention and the device being banned from school for the remainder of the school year.
2. The school will not be held responsible for any damage or loss of cell phones or personal electronic/smart devices.
3. No person will send or post information at any time which disparages the reputation of St. Philomena School, its faculty, staff, administration, board members, or any employee, student or volunteer.

4. No person will email, IM, post to websites, social media, blogs, or text message graphics, text, images, pictures, video, etc. of employees of St. Philomena School or students.
5. Users will not use the school equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, illegal or not in accordance with the mission of St. Philomena School.
6. Cyberbullying will not be tolerated. Students will not engage in personal attacks, including prejudicial or discriminatory remarks. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. Students will not knowingly or recklessly text or post false or defamatory information about a person or organization.
7. If a student is present in a chatroom or other platform on or off campus where disparaging/inappropriate or harassing remarks are made about an individual, the student should leave the platform and alert a parent or other trusted adult.
8. If a student inadvertently accesses inappropriate information, they should immediately notify a staff member. This will protect users against an allegation that they have intentionally violated the acceptable use policy.
9. Students are not permitted to transmit, receive, submit or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.
10. Physical or electronic tampering with technology is not permitted.
11. Students must respect all copyright laws that protect software owners, artists and writers.
12. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. The school reserves the right to read, delete and save all student work.
13. Students may not change passwords without direct permission from the Technology Director.

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

## *School iPad/Chromebook use*

Students may be issued iPads/Chromebooks for educational purposes that are property of Saint Philomena School and made available as tool for learning. The following expectations apply to student use of school issued iPads/Chromebooks:

- A. Do not mark the device in any way with markers, stickers, etc.
- B. The device must remain in the school provided case at all times.
- C. Do not lean on the top of the device when it is closed.
- D. Do not place anything near the device that could put pressure on the screen.
- E. Do not eat or drink near the device.
- F. Make sure hands are clean before using the iPad. The glass screen should be regularly wiped with a microfiber cloth or any soft cotton fabric cloth.
- G. When the charging cable is connected, be sure to line it up correctly when inserting and removing.
- H. Students are responsible for damage to the charger port or connector pin resulting from mishandling.
- I. If you have problems with your device, stop using the device and ask your teacher for help.

## **VISITORS AND GUESTS ON CAMPUS**

1. All parents and visitors who enter Saint Philomena School campus during the school day (8 AM – 3 PM) must report to the main office, sign-in the visitors log book and wear an official visitor pass. Parents and guests return at the conclusion of the visit to log out.
2. Parents/guardians picking up or dropping off children during the school day must sign the child in and out from the main office.

## **VOLUNTEERS**

1. Saint Philomena School welcomes volunteers who are parents, grandparents and friends of the school to assist in supporting our mission, teachers and students. In accordance with our best practices for safe schools, all volunteers who interact with children and may not be

supervised directly by an employee of the school, must undergo a criminal background check and safe environment training as stipulated by directive from the Diocese of Providence. This process must be accomplished well in advance of the volunteer service to allow time for processing. Interested individual should coordinate with the Main Office staff. Any volunteer who chaperones on a school field trip must have an up to date criminal background check clearance and safe environment training. Clearance with the Diocese of Providence must be renewed every three years.

**RHODE ISLAND STATEWIDE BULLYING POLICY – SAFE  
SCHOOL ACT  
SAINT PHILOMENA SCHOOL – PORTSMOUTH, RI**

**INTRODUCTION**

Saint Philomena School works to support a culture free of bullying and aligns policies and practices with those expected in the RI Safe School Act. The Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified approach to the prohibition of bullying at school.

**1. DEFINITIONS**

***BULLYING*** means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.

**CYBER-BULLYING** means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include, but are not limited to:

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author or posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

**AT SCHOOL** means:

- a. on school premises,
- b. at any school-sponsored activity or event whether or not it is held on school premises,
- c. on a school-transportation vehicle,
- d. at an official school bus stop,
- e. using property or equipment provided by the school, or
- f. acts which create a material and substantial disruption of the education process or the orderly operation of the school.

## **2. SCHOOL CLIMATE**

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited. School staff will take all reasonable measures to prevent bullying at school. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.



### 3. POLICY OVERSIGHT and RESPONSIBILITY

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

### 4. INFORMATION DISSEMINATION

The school administration shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- a. Distributed annually to students, staff, volunteers, and parents/legal guardians
- b. Included in student codes of conduct, disciplinary policies, and student handbooks

### 5. REPORTING

**Process:** The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

The individual making the report should complete the *Reporting Form* and submit it to the vice principal or principal. If a member chooses to make a claim of alleged bullying but does not wish complete/sign a report, the claim will be considered anonymous. Once a claim of bullying is filed, the vice principal will conduct an investigation. The investigation may consist of the following:

Parents /Legal Guardians of the victim of bullying **and** parents or guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the *Reporting Form*. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/legal guardians of the child will be notified immediately by a school official.

Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

***Anonymous Reporting:*** Reports of bullying or retaliation may be made anonymously, however no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

***Responsibility of Staff:*** School staff, including volunteers, shall report all acts of bullying that come to their attention. School staff who fail to report incidents of bullying shall be subject to disciplinary action.

***Responsibility of Students:*** Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place are obligated to report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying shall, however, not be subject to discipline for failing to report an act of bullying.

***Prohibition against Retaliation:*** Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

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

***Reports in Good Faith:*** A school employee, school volunteer, student, parent/legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

## 6. RESPONSE/INVESTIGATION

The school vice principal shall promptly investigate all allegations of bullying, harassment, or intimidation. This process may involve the school guidance counselor, nurse or others employed by the administration for the purpose of the investigation. If the allegation is found to be credible, appropriate disciplinary actions will be imposed.

Once a claim of bullying is filed, the vice principal will conduct an investigation that may include but not limited to: witness interviews, review of documentation, interviews with teachers/employees, collecting of written witness statements, notification to the parents of the alleged perpetrator, interview with perpetrator, involvement of guidance staff to interview victim and/or perpetrator, involvement of other appropriate investigative support agencies.

The investigation will include an assessment by the school guidance counselor of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in acts of bullying will also be referred to the guidance counselor.

***Police Notification:*** When bullying involves conduct that violates the law, the police shall be notified.

***Protection:*** If a student is the victim of serious or persistent bullying:

- a. The school principal or designee will intervene immediately to provide the student with a safe educational environment.
- b. The interventions will be developed, if possible, with input from the student, their parent/legal guardian and staff.
- c. The parents/legal guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

## 7. DISCIPLINARY ACTION

The disciplinary actions for violations of the bullying policy shall be determined by the school administration. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include one or more of the following, but not limited to:

- a. Admonitions and warnings
- b. Parental/Legal Guardian notification and meetings
- c. Detention
- d. In-school suspension
- e. Loss of school-provided transportation
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in school exercises/activities/experiences
- i. Police contact
- j. Student placed on behavioral probation for enrollment
- j. Termination of enrollment Saint Philomena School

Specific information about discipline imposed on the perpetrator cannot be disclosed to the parents of the victim.

## **8. SOCIAL SERVICES/COUNSELING**

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

## **9. OTHER REDRESS**

This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

**SAINT PHILOMENA SCHOOL**  
**Bullying and/or Cyberbullying Reporting Form**

Name of alleged Victim: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of report: \_\_\_\_\_ Date/time of alleged incident(s): \_\_\_\_\_

List the name of the alleged bully, and/or cyberbully. If name is not known, provide any other identifiable information:

Relationship between alleged victim and the alleged bully, and/or cyberbully:

Describe the incident(s):  
\_\_\_\_\_  
\_\_\_\_\_

When and where did it happen?

Were there any witnesses? [ ] yes [ ] no If yes, who?

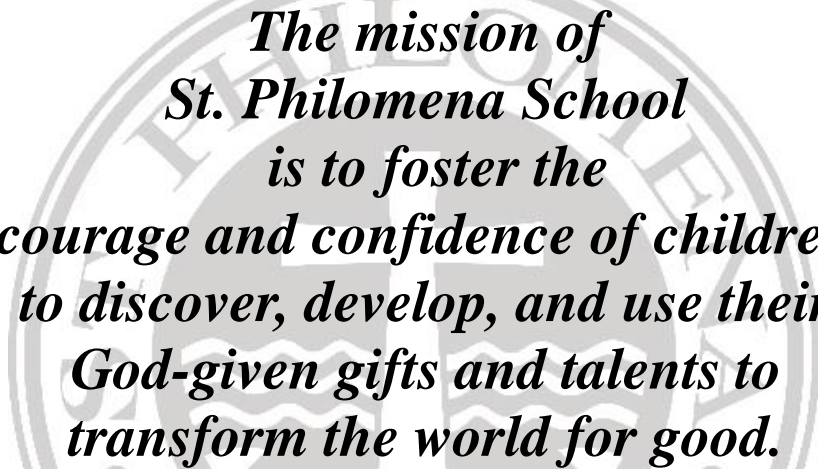
Other information, including previous incidents or threats:  
\_\_\_\_\_  
\_\_\_\_\_

Student or parent declines to complete this form: Initial: \_\_\_\_\_  
Date: \_\_\_\_\_

*I certify that all statements made in the complaint are true and complete. Any intentional false statement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provide as necessary in pursuing the investigation.*

**Signatures:**  
Student/Parent: \_\_\_\_\_ Date: \_\_\_\_\_  
School official: \_\_\_\_\_ Date: \_\_\_\_\_  
School official conducting follow-up: \_\_\_\_\_  
Date: \_\_\_\_\_

*This document shall remain confidential*



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