



# **Padre Pio Academy**



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

**a Catholic  
university-style  
homeschooling  
cooperative**

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### —Important Information at a Glance—

#### Contact Information:

Director, Johanna Naccash: [director@padrepiolearning.org](mailto:director@padrepiolearning.org)  
 Director's phone number during the school day: 540-340-7968  
 Parish office number: 540-635-3780 (in case of emergency only)  
 Volunteer Coordinator: [volunteering@padrepiolearning.org](mailto:volunteering@padrepiolearning.org).

#### Websites:

Main website: [padrepiolearning.org](http://padrepiolearning.org)  
 This website contains valuable information, including the school calendar, dress code guide and book lists.

#### Find us on Facebook!

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

#### Padre Pio Academy

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

##### Physical Location

120 West Main Street  
 Front Royal, VA 22630

##### Mailing Address:

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.*

## **—A New Kind of Homeschooling Cooperative—**

### **What We Are**

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

In addition to the scheduled school days, work is assigned for the home days each week. Parents are essential to overseeing that their child's homework is completed on time, and that their child is understanding the material and developing good study habits. Both the classroom instruction and the school work on home days are equally important for each student's academic success.

### **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, grades K-4 meet in Padre Pio Hall at 131 West Main Street, the brick building across West Main Street from the Church and two doors down from Maddox Funeral Home. Grades 5 through High School meet in Fr. Ruehl Hall, the basement of the Church. All correspondence should be sent to PO Box 1657, Front Royal, VA 22630. Please do not deliver or mail items to the parish office.

### **Whom We Serve**

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

### **Board of Directors**

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

## **Our Instructors**

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

## **What We Teach**

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

## **Addressing Learning Challenges**

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

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

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

## **Audit Track for High School**

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

In the Audit High School Track:

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

## **—About the School Year—**

### **Classwork/Homework**

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

Although the main subjects will be covered, some of the Seton Home Study subjects such as art, health, and music are not taught due to time constraints. In addition, for grades K-8, science and history may not be completely covered in class and may be assigned for homeschooling days.

Seton-enrolled students will use Tuesdays and Thursdays to complete the required Seton tests and assignments.

### **Seton Home Study Enrollment**

PPA uses Seton Home Study materials and, while not required, families are encouraged to enroll with Seton Home Study. Seton enrollment offers many advantages to our students: grading services, standardized testing and scoring, and available counseling services. They issue report cards and certificates for grades completed, maintain student records and send official transcripts and school records at your request.

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

### **Tuition Costs/Payments**

Tuition costs, including registration and other fees, can be found on the registration forms and on our website. Tuition payments will be collected through the online FACTS Tuition Management System. Upon registration, each family will be emailed a link to activate their family account. Through FACTS, families can set up their own payment schedule. 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 Open House and Registration**

PPA's admissions process begins each spring with an early registration period for current families to re-enroll, after which new families are invited to register along with current families until space is filled. The dates of the early registration period will be announced on our



website, FB page and weekly family email. Space is limited, so take advantage of registering as early as possible to secure your child's place in our program. Students will be notified of their acceptance into our program.

An open house is scheduled each spring to provide information, registration forms, handbooks and more, and staff will be available to answer questions. Information and forms can also be found on our website: [padrepiolearning.org](http://padrepiolearning.org). The date of the open house will be announced on our website, FB page and in the St. John's bulletin.

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. Registered parishioners of St. John's receive priority.

### **Orientation Night**

A back-to-school orientation night is typically scheduled for the beginning of August prior to the start of each school year. This is an opportunity for parents to learn important back-to-school information, meet with teachers, ask questions and speak with other parents.

### **Book and Supply Lists**

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

A class supply list of items students need along with a general supply list of items each family is requested to donate will also be posted to the PPA website during summer. The drop-off time and location for the donated supplies will be announced closer to the first day of classes.

### **Classroom Visits**

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

### **Teacher Communication**

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

Although we send quarterly progress reports, we do not hold formal parent/teacher conferences. Our teachers are always willing to discuss your student's progress. Please contact the teacher to make an appointment. All academic concerns should be addressed directly to your child's teacher.

### **Volunteer Positions and Buy-out**

PPA runs on volunteer power! We require each family to volunteer 20 fair share hours per year to help keep costs down and tuition low. A list of available volunteer positions will be published on our website and in the weekly emails from the director. Parents who are absolutely unable to fulfill this obligation may make use of our buy-out option and pay a fee of \$400 for the year at the time of registration. Grandparents, aunts and uncles can also serve for most volunteer positions. In addition, PPA holds special events throughout the year that are fun for our families, but require extra volunteer help to make them happen. Please be generous if asked to help out beyond the fair share hour minimum. For families who have a balance of incomplete fair share hours at the end of the school year, a bill for a prorated buy-out fee will be mailed. If you have questions about volunteering, please email the volunteer coordinator at [volunteering@padrepiollearning.org](mailto:volunteering@padrepiollearning.org).

### **Religious Education at PPA**

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

### **Quarterly Progress Reports**

Grades 1-8 progress reports will be a paper copy sent home after the end of each quarter.

High School progress reports will be provided to parents after the end of each quarter with suggested grades and comments from the teachers. The progress reports 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 the high school grades. PPA can provide a high school transcript template to assist families with their records, or families may use their own transcript form. Parents may also use their own home school transcripts. PPA does NOT at this time award degrees or designate a minimum of classes required for High School students. We highly recommend that all PPA students enroll in Seton Home Study School. The grading, counseling and transcript services that Seton provides are invaluable to home school families, especially 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 will be explained at orientation before the start of the school year. Families may also contact the Director for more information.

### **School Calendar & Cancellations**

Our school calendar is located on our website and shows class days, end-of-quarter dates and days off. Copies of the calendar will be available at our open house and during our orientation night. Please note that we do NOT follow the Warren County Public School schedule. There

are days that the county school children have off, e.g., teacher workdays, when PPA will be holding classes. We do follow Warren County for school closures due to inclement weather.



**Here is the general rule we follow for unplanned closings:**

If public school classes in Warren County are canceled due to inclement weather, there will be no PPA classes that day and homework will be assigned. If Warren County has a late opening, PPA will begin on time. Class cancellations will be announced via email to families. They will also be listed on our FB page. If there is a weather-related problem when Warren County Schools are not in session, the director will have the prerogative to cancel school for the day and will communicate that decision via email.

**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 the Academy after Mass, usually around 9:15 a.m. On occasion, we will attend Mass as a school. Parents will always be informed of school Mass days.

For Grades K-4, a session of Music will be offered until the official start of our day, ending with a brief assembly of all students for opening prayer and the Pledge of Allegiance. For Grades 5-12, classes begin immediately after the morning prayer at 9:15 with a brief assembly at noon. **Due to COVID-19 safety guidelines, the morning routines will begin in each individual classroom in place of a student assembly this year.**

**Arrival**

*Important Note:* The office requests that parents dropping off or picking up students with classes in Father Ruehl Hall use the turnaround along Luray Ave, pulling up to the farthest point to allow multiple cars to enter the turnaround at the same time. Parents may also park along Luray Ave. or nearby streets. Families may use the church parking lot during drop-off or pick-up times only if legal parking spaces are available.

Cars are not allowed to stop in the middle of the church parking lot, not even for a moment, to drop off or pick up students. Cars are not allowed to stop briefly or park in the yellow striped “no parking” zone.

**Arrival for Grades K-4**

A parent must escort their student in Grades K-4 into Father Ruehl Hall. Parents should walk their child directly to the classroom and make sure the teacher is present before leaving.

**Arrival for Grades 5-8**

Students in Grades 5-8 may enter Father Ruehl Hall without being escorted and should report to their classroom upon arrival.

**Arrival for High School**

High School students need to sign in upon arrival at the front desk of Padre Pio Hall, and sign out when leaving for the day.

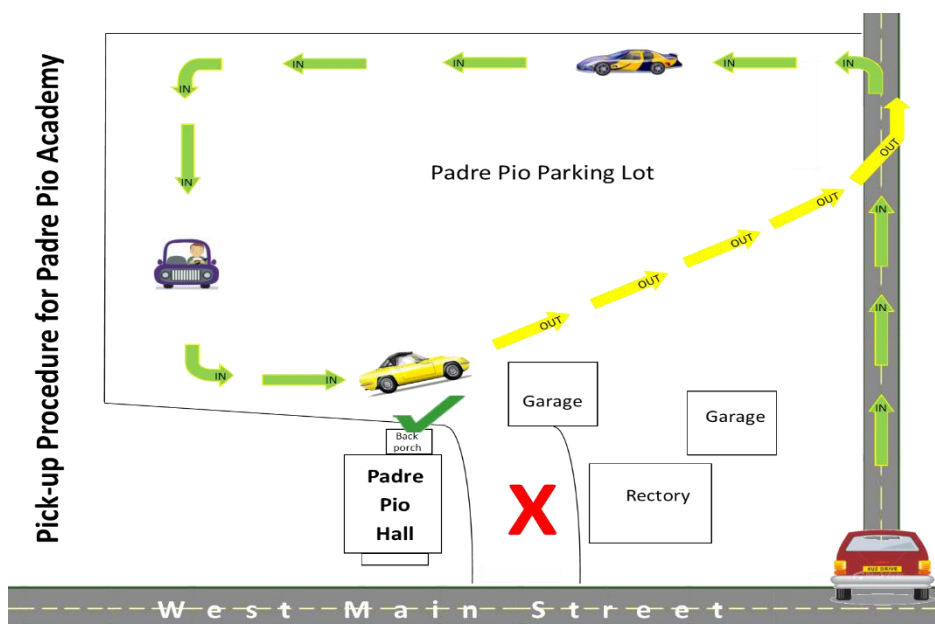
## Dismissal

Please see the "Updated Dismissal Protocol" for school year 2020/21 on page 22 of this handbook which is in effect until further notice. The dismissal information described below is our normal routine which should not be followed this school year due to the temporary classroom and building changes implemented to comply with COVID-19 physical distancing safety guidelines.

### Dismissal for Grades K-4

**(This is our normal dismissal routine - do not follow for 2020-2021...see p.22)**

Grades K-4 will dismiss from Padre Pio Hall at 1:30. Parents, please make sure to arrive on time for dismissal. All children will be dismissed from the back door of Padre Pio Hall. No children may leave from the front door. Cars lining up for pick-up at PPH will enter the parking lot via the alleyway between the rectory and Maddox Funeral Home, not the driveway between PPH and the Rectory. Driving around the parking lot counterclockwise, the first car will wait by the back porch/steps of Padre Pio Hall. Teachers will escort your children down the stairs to the car in the pick-up spot. (see diagram of traffic pattern below). Please be careful leaving the parking lot, as cars entering and cars leaving must cross each other. Remember that cars leaving our parking lot must turn left.



### Dismissal for Grades 5-8

Grades 5-8 students with younger siblings in Padre Pio Hall will be accompanied by a teacher to Padre Pio Hall to be dismissed with their siblings. Grades 5-8 students without younger siblings at Padre Pio Hall, or who do not ride home with a carpool from Padre Pio Hall, will be dismissed outside along the Luray Avenue side of the church by the turnaround.

### Dismissal for High School

High School students are dismissed after their last class. High school students should be picked up no more than 10 minutes after their last class outside of the church on the Luray Avenue side by the turnaround. If pick-up must be delayed, parents need to call our emergency number (540-635-6123) and their student will wait in Study Hall until they arrive. A parent or designated pick-up person will need to come inside to get him/her.

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

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

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

### **Late Pick-up Policy**

If you will be more than 15 minutes late for dismissal, please contact the director, Johanna Naccash **540-340-7968**. For the school year 2020-2021, if grade K-8 students are not picked up by 1:45 and the car pick-up line is gone, those students will wait inside Padre Pio Hall with a teacher for a parent or designated ride to come inside and pick 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 will 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**

Due to COVID-19 safety guidelines, we have expanded our sick policy to include new restrictions. Please familiarize yourself with the "Updated Sick Policy" on page 21 which is in effect until further notice.

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

### **Absence/Tardiness**

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

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

### **Lunch**

Students should come to school each day with a healthy lunch and drink following our **Peanut Free Policy (see under "School-Wide Policies" on p. 13)**. Approximately one half hour is allotted for lunch and recess. Due to COVID-19 safety guidelines, students should be reminded to refrain from sharing food with others. Students will not have use of kitchen facilities (microwave, refrigerator), so please keep this in mind when packing your child's lunch (see the kitchen policy).

For safety reasons, containers and bottles brought to school should not be made of glass. Students are encouraged to bring a non-glass water bottle with them each day to keep at their table to minimize trips to the water fountain during valuable class time. Please note that drinks (other than bottled water) and gum are not permitted in the classrooms.

### **Snack Bar**

Due to COVID-19 safety guidelines, the snack bar will not be offered at this time.

During lunch at Father Ruehl Hall, high school students run a snack bar. Snacks and drinks, including chips, cookies, coffee and sodas can be purchased. All proceeds are donated to PPA. If you do not want your student purchasing or eating these snacks, please tell him/her. We do not monitor who is patronizing the snack bar.

### **Kitchen Use**

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

### **Recess**

Due to COVID-19 safety guidelines, recess times will be staggered to reduce the number of students congregating outside at the same time. Please refer to the “Updated Recess Protocol” at the end of this handbook for more information.

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

Students will recess indoors during inclement weather. Teachers and parent volunteers supervise crossing the streets and recess at all times.

### **Uniform and Dress Code**

Education is a serious obligation, and a dress code contributes to an environment that supports each student’s educational discipline. Alongside academic instruction, students learn how to present themselves professionally and modestly.

#### **Uniform for Grades K-8**

Grades K-8 are required to wear uniforms. If you wish to purchase uniforms online, there is a PPA uniform page on frenchtoast.com. Uniforms do NOT need to be purchased from French Toast with the exception of the uniform/dress code pants for girls in navy blue, gray or black. These must be purchased from French Toast. An additional style guide can be found on our website with photos of uniform pieces.

#### **Dress Code for High School**

High School students are required to follow the high school dress code. All clothing must be neat, clean, in good repair and free from logos, merchandised characters, branding, and printing, with the exception of non-controversial logos permitted on outerwear and hoodies. Parents will be contacted when a student is out of dress code. For all dress code and uniform issues, the Director will be the judge of what is acceptable. Dress Code charts can be found on pages 17-18.

## **Student Belongings**

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

## **Items Not Permitted at PPA**

### **Valuables**

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

### **Cell Phones/Laptops/Tablets/Headphones**

With the exception of 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, including classrooms, study hall, bathrooms, or any other Padre Pio Academy area. If a student must have a cell phone, it should be turned off and kept in the school bag for the entire day. Kindles which are not able to connect to the internet may be allowed for reading books only, at the discretion of the director. We will monitor their use, and if a student is found playing games/texting/taking photos/etc., the device will be confiscated. If seen, a phone or device will be confiscated. The parent, or a designated adult, will need to come inside to take possession of the device at dismissal. Confiscated phones will not be released to students, only to their parent or designated adult. PPA is not responsible for valuables left in bags. ***If you have an emergency and need to contact your student, you can call 540-635-6123.*** This is the number in the Father Ruehl Hall kitchen. An adult will answer and get your child immediately. This number can also be found on our website on the Contact Us and FAQ pages.

### **Toys/Games**

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

### **Skateboards/Rollerblades**

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

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

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

### **Weapons**

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

## **Daily Clean-up**

Students in all grades help with daily clean up, both at lunch and at the end of the day. When everyone pitches in, clean-up goes quickly. The teachers and directors will guide the students with the daily tasks.

## —Special School-Wide Policies—

### **Peanut-Free Policy**

We have an absolute No Peanut Policy at Padre Pio Academy. Frequently, we have students in our care who have serious and sometimes life-threatening allergies to peanuts. These students must not even be in the proximity of students who have peanut products with them. Peanut allergies are one of the most common food allergies in children and reactions even to minute quantities can be severe, life threatening and even fatal. Because of this, students are asked to bring lunches and snacks free of peanuts and products that may contain peanuts, such as donuts, granola bars, etc. We ask you to read food labels, checking for peanut ingredients prior to sending food to school. This is a life saving measure. If you have caregivers who provide your child(ren) with lunches, make sure you share this information with them. We realize this request may require added planning and effort on your part when packaging your child's lunch and snacks, however, we wish to express our sincere appreciation for your support and cooperation.

### **Bullying Policy**

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

1. Hurtful teasing or mocking
2. Pranks against one student
3. Notes poking fun of teachers or students
4. Intentional exclusion of a student
5. Physical harassment including, but not limited to, spitting, pushing,
6. kicking, biting or any inappropriate touching.
7. 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, mild teasing, fun pranks and note passing, these behaviors, though intended for fun, can easily cross the line towards bullying conduct. Teachers and directors are on alert for such situations, but students are encouraged to make their own observations and report any questionable circumstances, whether involved directly or indirectly, to the attention of a teacher or director. No matter how seemingly minor, all matters involving any type of alleged harassment will be taken seriously, investigated, and dealt with accordingly for the safety and well-being of all PPA students.



## **Discipline**

Discipline at PPA is essential to providing an environment conducive to learning and to helping students develop a sense of responsibility and self-control. Teachers and staff are responsible for supervising student behavior by utilizing effective classroom management methods that reinforce PPA policies in a consistent and fair manner.

While most misbehavior is minor and warrants only a verbal warning, continued disruptive behavior and serious misconduct may result in the following disciplinary actions depending on the severity of the situation:

**First offense** – For more serious matters, a discipline form will be issued to the student and sent home for parents to sign and return to school. The signed form will be kept on file with PPA administration.

**Second offense** – Discipline form will be issued and a meeting will be arranged with parents and administration.

**Third offense** – The matter will be submitted to the Disciplinary Panel for review. The panel will discuss and devise a disciplinary action plan that may include counseling, schedule modifications, or possible suspension or expulsion, when appropriate.

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

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

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

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

## **Disciplinary Panel**

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

## **—High School Policies—**

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

Please see the Add/Drop form on our website for the policies about changing a HS schedule after registration. If your student wishes to add a class, first speak to the teacher of that class to confirm that there is space available. Next, fill out the Add/Drop form from the website and submit it to the Director. Tuition changes and the fee will be added to the online payment system as soon as possible.

If your student wishes to drop a class, first speak to the teacher of that class to address any questions or concerns that are leading to the necessity to drop. We are able to make accommodations when warranted, and auditing at the HS level is always an option. Then, if dropping the class is necessary, fill out the Add/Drop form from the website. Tuition changes will be made to the online payment system as soon as possible.

### **Supervision & Closed Campus**

High School students must sign in at the director's desk upon arrival and sign out after their last class. High school students must stay at Padre Pio Hall for their entire day of classes. Students may not leave PPH at lunch, between classes or during study hall periods. Students may leave early only if a parent comes down to PPH to sign their student out with the director. Students are not permitted to "hang out" in areas not directly supervised by teachers, e.g. stairwells or bathrooms, supply closets, or kitchen after Mass or during school hours.

### **Public Displays of Affection**

In order to maintain a professional academic environment, students should refrain from public displays of affection including holding hands, kissing and any type of prolonged contact. If a student is unsure about what constitutes PDA, please ask the Director for guidance.

### **Study Hall**

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

### **Adoration Chapel Visits**

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

### **Student Clubs and Officers**

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

## **—Middle School/High School Code of Conduct—**

Padre Pio Academy's mission is to educate the whole person, mind and heart, assisting students in achieving academic excellence while cultivating virtuous hearts. Each student is expected to show reverence to God, respect to teachers and staff, be charitable and kind to their peers and take care of parish property. The Student Code of Conduct is a summary of positive behaviors expected of the middle and high school students. Parents: read this section with your middle and high school students and ensure that they understand what is expected of them. Also have them read the more detailed explanations of the dress code and other policies written up in this handbook. Your student's attendance at PPA implicitly includes their agreement to the policies outlined in this handbook and to the expected behaviors outlined as following:

### **Be Respectful**

1. Of teachers, staff and guests. Address teachers and staff with respect and listen attentively in class. Cheerfully greet teachers and staff each day.
2. Of church property. Keep classrooms and restrooms clean and orderly. Stay out of outdoor landscaped areas, throw trash away. Leave everything better than you found it.

### **Be On Time**

1. Arrive to school on time.
2. Be seated and ready to work before each class begins.

### **Be Prepared**

1. With all homework assignments completed.
2. With all necessary books, supplies and peanut-free lunch/snack.
3. Dressed in uniform (MS) and dress code (HS).

### **Be Where You Should Be**

1. Stay in class during class time, study hall during free period, supervised lunch, and keep bathroom breaks brief. Stay out of restricted areas such as supply closets, stairwells and kitchen.
2. Always sign in and out (HS) or report to your teacher (MS) upon arrival.
3. Remain on campus until dismissal, unless a parent comes in to pick you up early.

### **Be Charitable**

1. Be encouraging and kind to all students.
2. Get to know new students and invite them into conversations with friends.
3. Peacefully work out differences by using respectful language and listening patiently.

### **Be Helpful**

1. Assist teachers with carrying books or heavy loads.
2. Hold doors open for teachers and other students.
3. Help fellow students in study hall who are struggling with homework.
4. Cheerfully pitch in to help when asked.

### **Be Mindful of the Rules**

1. Keep cell phones and electronic devices turned off and out of sight.
2. Observe the strict peanut-free policy at all times.
3. Never bring in weapons (including toy weapons), alcohol, drugs, cigarettes, or vape devices to school. These are strictly prohibited on campus.
4. Refrain from public displays of affection (PDA). This includes hand holding, hugging, kissing, or any type of prolonged physical contact.
5. Leave valuables at home. PPA is not responsible for valuables brought to school.

## —Dress Code—

Education is a serious obligation, and a dress code contributes to an environment that supports each student's educational discipline. Alongside academic instruction, students learn how to present themselves professionally and modestly.

If you would like to purchase uniform pieces online, we have a selection of approved items at [www.frenchtoast.com](http://www.frenchtoast.com), and you can browse these using the code QS5SWZS or by typing in our school zip code (22630). All clothing is expected to appear neat, clean and in good repair each school day. Parents will be contacted when a student is out of uniform or dress code. The director will be the final judge of what is not proper dress code.

### All Students Kindergarten through Grade 12

<b>Hair</b>	<ul style="list-style-type: none"><li>• Hair must be neat, clean and out of eyes. Extreme hair color (i.e.: purple, green, etc.) and extreme hairstyles are not permitted (i.e.: Mohawks, man-buns).</li><li>• Boys' hair must not touch the shoulders.</li><li>• Hair accessories should not be excessive.</li></ul>
<b>Jewelry/ Make-up</b>	<ul style="list-style-type: none"><li>• Excessive make-up or jewelry is not acceptable.</li><li>• Boys are not permitted to wear earrings.</li></ul>
<b>Footwear</b>	<ul style="list-style-type: none"><li>• Dress shoes, tennis shoes, boots and dress sandals (with backs and straps) are permitted. Shoes are to be clean and in good condition. Laces must be tied and any straps fastened.</li><li>• Beach wear, flip flops, clogs or open toed shoes are not permitted.</li></ul>
<b>Outerwear</b>	<ul style="list-style-type: none"><li>• 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 school work. Dress code requirements still apply under outerwear.</li><li>• Any solid color sweater or fleece is permitted in cardigan, pullover or hoodie styles. Hoods should be worn down when inside. Non-controversial logos will be permitted, such as teams, schools, or religious quotes. Dress code requirements still apply under hoodies and sweaters.</li></ul>

### Boys Kindergarten through Eighth Grade

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

## Girls Kindergarten through Eighth Grade

<b>Skirts/ Jumpers</b>	<ul style="list-style-type: none"> <li>• Color: 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 to the knee</li> <li>• Simple skirts of denim, without numerous pockets and fancy stitching are also permitted.</li> <li>• Jumpers may be worn with uniform shirt.</li> </ul>
<b>Slacks/ Shorts</b>	<ul style="list-style-type: none"> <li>• Color: Navy blue, black, or gray.</li> <li>• All girls' slacks MUST be purchased from the PPA page on <a href="http://www.frenchtoast.com">www.frenchtoast.com</a>.</li> <li>• Shorts may only be worn by K—8 students in Aug, Sept. and May.</li> <li>• Shorts must be Bermuda-style, and loose-fitting</li> </ul>
<b>Tops/ Blouses</b>	<ul style="list-style-type: none"> <li>• Any shade of blue, solid color polo, blouse or oxford.</li> <li>• May be long or short sleeve. May not be sleeveless.</li> </ul>

## High School Boys

<b>Slacks</b>	<ul style="list-style-type: none"> <li>• Pants must be worn at the waist</li> <li>• No tight fitting pants</li> <li>• No cargo pants or blue jeans</li> <li>• No shorts are permitted</li> </ul>
<b>Shirts</b>	<ul style="list-style-type: none"> <li>• All shirts must have sleeves and collars.</li> </ul>

## High School Girls

<b>Skirts/ Dresses</b>	<ul style="list-style-type: none"> <li>• Length: hem at least to mid-knee, If the hem varies in length, the shortest measurement must be mid-knee.</li> <li>• No tight fitting clothes are allowed. If the skirt is tight enough to ride up while sitting, it is too tight.</li> <li>• Dresses must have sleeves, and a neckline no lower than four fingers width below the collarbone.</li> <li>• No see-thru or lace fabric.</li> </ul>
<b>Slacks</b>	<ul style="list-style-type: none"> <li>• All girls' slacks MUST be navy blue, black or gray and MUST be purchased from the PPA page on <a href="http://www.frenchtoast.com">www.frenchtoast.com</a>.</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 are permitted.</li> </ul>
<b>Tops/ Blouses</b>	<ul style="list-style-type: none"> <li>• All tops and blouses must have sleeves and a neckline no lower than four fingers width below the collarbone.</li> <li>• Halter tops, tank tops, midriff shirts, spaghetti straps and open back tops are not permitted unless worn under a top/blouse which meets the above requirements.</li> <li>• No see-thru or lace fabric.</li> </ul>

## **General Policy Changes for 2020/21**

Our plan includes the following changes to bolster the safety of our learning environment in response COVID-19 concerns.

### **Classroom Arrangements**

1. Classroom arrangements will be modified to maximize the space between students in Padre Pio and Father Ruehl Halls.
  - a. Grades 1<sup>st</sup> – 8<sup>th</sup> will now be held in Father Ruehl Hall
  - b. FRH will be divided into eight classrooms using the interior walls with white boards to separate each class but leaving most of the exterior walls open to the ‘hallway’ to increase air circulation. Some panels will be strategically placed on the hallway side to help cut down on noise between classes.
  - c. High School classes and Kindergarten will be held in Padre Pio Hall
  - d. New furniture is being purchased and classrooms will be reset to maintain a minimum of 3 feet between students and a 6-foot perimeter for teachers.
2. In addition to increased spacing in the classrooms, we will be restricting the movement of students between classrooms.

### **Health and Safety Precautions**

1. Children will not be required to wear face masks although they will be available. Masks or shields should be worn if and when a teacher needs to interact closely with a student. Face shields will be provided to every teacher.
2. Restroom usage should be limited
3. There will be no snack bar this year.
4. Extra-curricular activities and celebrations will be postponed until further notice.
5. There will be no shared use of supplies among students. If a student needs a pencil from the teacher during the day, it should not be returned.
6. Students will eat lunches in the classrooms, maintaining physical distancing.
7. Recess periods will be staggered to reduce the number of students outside at a time.
8. It has also been recommended that an additional short walk be taken each day by the students in FRH. These outing should also be staggered.
9. Water fountains will be off limits.

### **Daily Sanitizing Efforts**

1. A hand sanitizer station will be set up for all students entering the building at the start of the school day and returning from recess.
2. Hand sanitizers will be set up in each classroom.
3. Teachers will be equipped with Clorox wipes to use throughout the day to wipe down surfaces as deemed necessary.



4. A cleaner has been hired by PPA, and will follow a strict sanitizing protocol at the end of each school day in addition to our regular cleaning procedures
5. Sanitizing measures will include wiping down tables, chairs, door knobs and bathrooms daily with alcohol-based sanitizer.

### **Daily Symptom Monitoring**

1. PPA's sick policy has been revised to reflect tighter restrictions for students and staff, with regular reminders communicated to parents and staff. (Please see "Updated Sick Policy" on page 21).
2. Staff will be briefed with regular, pertinent updates on COVID-19 issues.
3. Staff will closely monitor students for potential symptoms.
4. Each building will have a no-touch thermometer to detect fever.
5. Students complaining of symptoms or displaying symptoms similar to COVID-19 symptoms will have a parent contacted for immediate pick-up.
6. Parents will fill out a medical form detailing seasonal allergy symptoms their children normally experience.

## Updated Sick Policy - 2020/2021

This year's sick policy includes extra precautions in light of COVID-19 transmission concerns. We always encourage students and teachers to stay home when sick to keep germs from spreading to others, but we are tightening up restrictions and will be conservatively enforcing them in order to help keep everyone safe from COVID-19. We will monitor the situation closely, follow the current CDC guidelines and update this policy as needed. Any changes will be communicated through our weekly family newsletter. For more information about COVID-19 guidelines, please visit the CDC website: [Coronavirus Disease 2019 \(COVID-19\)](https://www.cdc.gov/coronavirus/2019-ncov/)

The CDC website lists the following as potential symptoms of COVID-19. If your child is displaying one or more of these symptoms, please keep your child home. An exception to this guideline is seasonal allergies. Please document your child's seasonal allergy symptoms on the medical form kept on file at PPA. Additionally, if your child regularly experiences headaches, please note that on the form as well.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### **How Long to Stay Home When Sick, and COVID-19 is not Suspected or Confirmed**

A child or teacher with symptoms of illness **not suspected or confirmed** as COVID-19 must stay home until

- Symptoms improve **or** 10 days after initial symptom onset, whichever comes first **and**
- At least 24 hours fever-free without fever-reducing medication **and**
- At least 48 hours without vomiting or diarrhea

If a child comes to PPA with symptoms of illness, or develops symptoms during the day and does not have seasonal allergy documentation on file at PPA, the child will be sent home.

### **How Long to Stay Home When Sick, and COVID-19 is Suspected or Confirmed**

A child or teacher with confirmed or suspected COVID-19 **with symptoms** must stay home until

- Symptoms improve **and** at least 10 days after initial symptom onset **and**
- At least 24 hours with no fever without fever-reducing medication **and**
- At least 48 hours without vomiting or diarrhea

A child or teacher with confirmed COVID-19 **without symptoms** must stay home until:

- 10 days from first positive RT-PCR test (date of test) for SARS-CoV-2 RNA **and**
- No subsequent illness within that time frame

### **Contact With a Confirmed Case of COVID-19**

Students and staff who know they have been in contact (described by the CDC as less than 6 feet and for 15 minutes or longer) with a person who has a confirmed case of COVID-19 should stay home for 14 days after last exposure (which is based on the time it takes to develop illness).

**This entire policy applies to students, staff and parent volunteers.**

## Updated Dismissal Procedure - 2020/21 for Grades K-8

Grades K-8 will dismiss from the Padre Pio Hall (PPH) parking lot at 1:30 p.m. The exception to this is noted below. \*

Each class, supervised by teachers, will wait in the parking lot with a sign displaying their grade level. Cars will pull up alongside the waiting area, one by one, and teachers will direct students to their rides.

Due to physical distancing requirements, students will not be allowed to wait inside the PPH building. Students should bring weather-appropriate outerwear including umbrellas when needed for dismissal outside.

\*Students in grades 5-8 who do not have younger siblings at PPA will be dismissed from the church patio supervised by a teacher. Parents of students being dismissed from the patio may use the turnaround or park along Luray Ave.

### Safety Measures

At 1:30, FRH teachers will walk their students across West Main Street to the PPH parking lot and supervise until their last student is picked up.

A specially-trained student safety patrol \* will assist teachers and students across the street.

Kindergarten students will exit PPH with their teacher and wait with the other classes for dismissal.

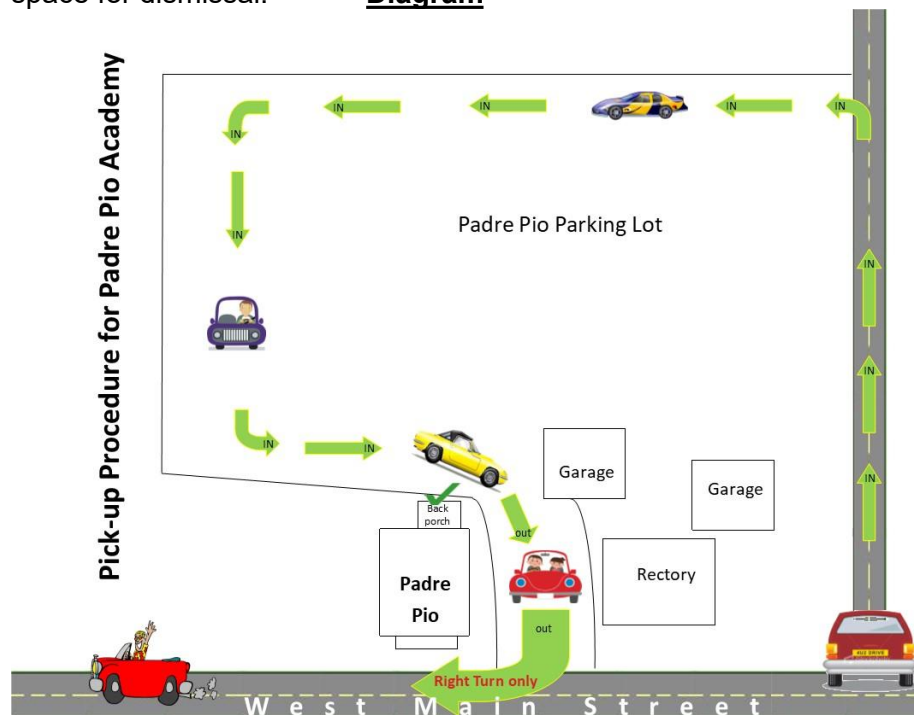
### Padre Pio Hall Parking Lot Driving Instructions

Cars will enter PPH parking lot from Maddox Lane (street that runs along the back of Maddox Funeral Home) and line up along the perimeter of the PPH parking lot.

After picking up students, cars will exit using the main PPH driveway and turn right onto West Main Street. Signs will be posted to direct traffic. Please see the diagram for a visual aid.

Cars will not be allowed to park in the PPH parking lot from 1:15 p.m. to 2:00 p.m. to maintain space for dismissal.

#### Diagram



\*Students in grades 7 and 8 will be eligible to participate in crossing-guard training through PPA pending parental permission.

### **Updated Dismissal Procedure -2020-2021 for High School**

High School students will have classes in Padre Pio Hall this year, and should be picked up in the parking lot or in front of the building. During dismissal for Grades K-8, the Padre Pio Hall parking lot will be occupied, so please avoid that area from 1:20 - 2:00.

At 1:20, some high school students will attend classes in Father Ruehl Hall. These students may be picked up from the turnaround section along Luray Ave.

Please check with your high school student about the location of their last class and decide where to meet them for pick-up.

Students should not be picked up in the church parking lot unless there are legal spaces available in which to park and wait for your student.