



**Inspiring** Hearts  
Engaging **Minds**

# 2025 - 2026 STUDENT HANDBOOK

**Distinctive Catholic Education**

*Academics + Character + Leadership*



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Padre Pio Academy

714.530.6840

[www.padrepio-academy.org](http://www.padrepio-academy.org)



## F O R W A R D

The purpose of this handbook is to inform parents of Padre Pio Academy and their students of the school philosophy, policies, regulations and procedures. Parents and students should be thoroughly familiar with the contents of this booklet. Parents and students above grade six are required to sign the Statement of Faith and Agreement to abide by the school rules as a condition of admission to Padre Pio Academy.

We strongly encourage both parents and students to read this handbook, refer to it often, be thoroughly familiar with its contents and to take responsibility for complying with all guidelines.

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## TEACHING PHILOSOPHY

The teaching philosophy of Padre Pio Academy (PPA) stresses the academic development of the student's mind in accordance with fundamental teaching methods and the spiritual development of their soul in agreement with traditional Catholic teachings. Our objectives are:

1. Nurture the student's love of the Catholic Faith with particular emphasis on the traditional teachings of the Catholic Church, daily recitation of the Rosary and imitation of the saints.
2. Develop a thorough proficiency in academic skills and challenge each student to realize their full potential through individual attention and challenging curriculum.
3. Reinforce an appreciation for the Catholic principles of family loyalty and values, a lively patriotism and allegiance to God and country.

Our philosophy is nurtured through small class sizes and individual attention. PPA stresses the development of the following qualities in each student: good citizenship, productive study habits, manners and social behavior.

PPA rejects the modern errors of relativism, humanism, behaviorism and modernism that have crept into so many secular and religious schools. So called modern methods of values clarification, sensitivity training and the like are detrimental to the soul and have no place in the school classroom. Similarly, we do not allow the teaching of sex education which is properly the role of the parents.

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## GENERAL INFORMATION

### 1 . A D M I S S I O N

***Non-Discrimination Policy:*** PPA does not discriminate with respect to race, color, or ethnic origin in any of its policies.

***Application for Admission:*** PPA accepts applications for admission into grades K – 12. A student entering first grade must be six years old by September 1<sup>st</sup>.

***Admission Standards:*** PPA's core values are to provide a solid academic program along with a deepening of the Catholic Faith. Therefore, every student who wishes to register at PPA must have a sincere desire to obtain a good education, be willing to commit to the daily responsibilities that such an education demands, discipline themselves to ensure good order and Christian charity for every student. Each student must strive to deepen their understanding of the Catholic Faith, have a sincere desire to practice their Catholic Faith and an interest in the daily expression of that Faith.

In order to be accepted for admission a student must meet certain moral and academic standards. Students with a history of poor behavior or attitude will not be admitted.

Ordinarily, students are accepted only at the beginning of the academic school year. Any exceptions are at the discretion of the Teacher and Principal.

### 2 . R E G I S T R A T I O N

***New Students:*** Registration occurs March - April. New families must pay a non-refundable registration fee of \$100.00 per family,



and return **ALL** filled out paperwork within 15 days or their space will be lost.

**Current Students:** Re-enrollment occurs in April. Returning families must pay a non-refundable registration fee of \$100.00 per family and must have a “zero” balance by the new enrollment testing day to retain their space in the school.

### 3 . P R E - E N R O L L M E N T

**First time students:** Principal will interview potential student(s). Report cards from school(s) previously attended must be submitted as part of the enrollment process to determine student(s) grade entry position.

**Probationary period:** All accepted students are on a probationary period. If it is determined by the Teacher and/or Principal that a student is not capable of self-discipline and control, that student will be dismissed. A student may re-apply after a dismissal. No fees or tuition will be refunded for the student(s). The school reserves the right to dismiss student(s) at any time for due cause. Examples of due cause include but are not limited to the following: items detailed in the Student Handbook, blatant disregard of school rules, disrespect to teachers and those in authority, constant disruption of the class.

### 4 . T U I T I O N

Tuition is based on a monthly \$150 base fee per family and the per child rates listed below. Families are given the option to select one extra service hours job (of 3 hours per month) in lieu of the monthly \$150 base fee.

**Payments:** Tuition (base family fee + tuition rate) is paid monthly over a nine-month period beginning in September and ending in May.

**Tuition Rates:** are listed below.

**OLHC Parishioner: Family Maximum is \$1050**

	Kindergarten	Grades 1 – 8	Grades 9 – 12
One Child	\$306.00 per month	\$306.00 per month	\$395.00 per month
2+ Children	\$290.00 per month/per child	\$290.00 per month/per child	\$363.00 per month/per child

*General Information (continued)*

**Roman Catholic: Family Maximum is \$1240**

	Kindergarten	Grades 1 – 8	Grades 9 – 12
One Child	\$335.00 per month	\$335.00 per month	\$420.00 per month
2+ Children	\$310.00 per month/per child	\$310.00 per month/per child	\$390.00 per month/per child

**Other:**

	Kindergarten	Grades 1 – 8	Grades 9 – 12
One Child	\$432.00 per month	\$432.00 per month	\$504.00 per month

**Due Date:** Tuition (base family fee + tuition rate) is due on the first of each month and delinquent after the tenth. PPA reserves the right to withhold a student(s) report card and transcripts until all fees are paid by the last day of school in June.

**Fees:** Payments received after the tenth of the month and returned checks will be assessed a fee of \$25.00.

## 5 . F U N D R A I S I N G   R E Q U I R E M E N T S

**Informational:** Tuition payments alone are not sufficient to meet all of PPA's financial obligations. For this reason, the school has several fundraising activities during the year. Parents and



students are expected to fully support these activities to avoid additional charges.

**Fall Festival:** Typically occurs on a weekend day in October. Each family is required to: (a) sell five \$100 raffle tickets (b) volunteer hours to sell tickets after Mass on one Sunday leading up to the event (c) volunteer 4 hours during the event. Volunteer will be fined \$50 for being late and \$100 for a no show on event day.

**Jog-a-thon:** Typically fundraising / sponsorships are solicited between February and April, with students completing fitness requirements in April. Each family is required to generate \$500 in sponsorships.

**Optional:** One can help further contribute to the school's needs by participating in the following programs: Recycling, and Little Cesar's Pizza Box Tops. For further details please inquire with the school office.

## 6 . S E R V I C E   H O U R S

**Informational:** In order to maintain our school property and provide special activities for the students, all parents are required to assist with volunteer support.

**Minimum Requirements:**

- a. 3 hours per month (30 hours per school year).
- b. Service hour jobs are assigned by school office and are provided at the Back-to-School Mandatory Parent Meeting.
- c. See school office for detailed job descriptions and additional information regarding what each task requires.
- d. If schedule or health conflicts impede ability to complete service hour requirements, \$150 will be billed per month in addition to your tuition.
- e. A \$50 per hour fee is charged for those to do not complete assigned tasks according to direction provided.

*General Information (continued)*



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***Service Hour Job Examples:*** Lunch duty; Fr. Schell Hall sweeping/mopping; classroom sweeping/mopping; window washing; classroom dusting, landscaping; bathroom cleaning; kitchen

cleaning, Mary's Helping Hands (organizing school-wide activities); bulletin boards, coaching teams; teaching art; teaching music; administrative tasks.

***Annual Classroom Cleaning Day:*** All families are required to participate in preparing classrooms for teachers and students for the start of the school year. The date of annual cleaning day is provided at the end of the school year in order to notify families ahead of time to allow them to plan their summer schedules accordingly. Job descriptions and assignments are provided in August. Each family volunteers for 1 hour. A family will be billed \$50 if there is a no-show for cleaning.

## 7 . H E A L T H   R E Q U I R E M E N T S

***State Requirements:*** California State Law requires that all children entering first grade after July 1, 1975 must have had the required immunizations and a health-screening test by a doctor. Student immunization records are kept in the student's cum file.

***Medical Release Form:*** PPA requires that a medical release form be filled out for each student in order to know who should be contacted in case of an emergency. If a student arrives on the first day of school without the required health forms on file the parent will be called to pick up the student.

***Illness:*** Children with severe colds, coughs, fevers or other signs of illness should not be sent to school.

***Miscellaneous:*** It is the responsibility of the parents to inform the school of any special health problems. Please contact the office about personal beliefs regarding immunizations.

*General Information (continued)*



Parent Meeting on Thursday, August 21, 2025. Includes all scheduled school days, holy days of obligation, secular holidays, vacation days, half days, school-wide events and recommended parent involvement days.

**Monthly Service Hour Calendar:** Distributed via email and lists parent service hour work schedule.

***Student Council Calendar:*** Mary's Helping Hands (MHH) will provide a calendar listing student led activities and theme days at the end of September after student council has had an opportunity to meet and plan.

**Changes:** Most current calendars are available via PPA website: [www.padrepio-academy.org](http://www.padrepio-academy.org)

## 9. DAILY SCHEDULE

**Informational:** The daily schedule of classes is designed to provide an orderly arrangement of time for academic classes, prayers, recess, lunch, art, music, and P.E. A copy of the schedule is posted in the office and in the classrooms.

**School hours:** Monday - Thursday 8:15am – 2:45pm  
\*Fridays 8:00 am – 12:00pm

- Students should not be at school before 8:00am as there is no adult supervision in the morning.
- Students not picked up 15 minutes following dismissal will be **billed for after-hours supervision.**

\*The entire student body and teachers attend the Holy Sacrifice of the Mass each Friday, parents are encouraged to attend as well.

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**Classroom:** The teacher begins the day with the Morning Offering, Prayer to St. Padre Pio, Prayer to the Guardian Angel, Acts of Faith, Hope, and Charity and the Flag Salute. The Angelus (Regina Caeli during Easter time) and Grace Before Meal prayer is said just before lunch and Grace After Meals is said after lunch. Other prayers may be said after recess, lunch, or at the end of the day.

**Chapel:** The Rosary (Stations of the Cross during Fridays in Lent) is said in the morning with the entire student body.

## 10. SPECIAL ACTIVITIES

**Informational:** All parents and students are expected to attend special events and school activities. Parents interested in getting involved are encouraged to contact the school for volunteer opportunities.

**Examples:** Parent Meeting (August 21), St. Padre Pio Feast Day (September) All Saints Costume Contest (October), Our Lady of Guadalupe Procession (December), Christmas Program (December), Annual PPA Dinner Dance (January), Michael Soto Day (January), Father-Son Campout (April), Jog-a-thon (April), Mother-Daughter Tea (May), May Crowning (May), First Holy Communions (April), Confirmations (every odd year in Springtime), Open House (May), Graduation & Awards Ceremony (May)

## 11. PARENT – TEACHER RELATIONS

**Expectations:** Parental involvement and support are basic requirements for the successful education of a child. PPA assists parents in their role by ensuring parents are kept informed of the student's progress and of potential problems before they become serious. This is done by periodically sending home student tests and graded papers. Progress reports may be sent home for students in grades 7 – 12 if there is a problem.

*General Information (continued)*



**Communication Methods:** Communication between parents and teachers should be via email to minimize classroom disruptions. Teachers will respond accordingly during recess or lunchtime as their work schedules permit. If a teacher prefers to be contacted via text messaging or phone call, please do not text or call the teacher during school hours or after 5:00pm.

**Appointments:** Teachers and PPA staff welcome and encourage open communication. For discussions that require more time and/or preparation, an appointment should be scheduled with the teacher through the school office.

**Conflict Resolution:** At no time should a parent address issues about their student with the Teacher during school hours, an appointment should be made to respect classroom instruction time for other students. The following process is used to resolve issues that arise between parents and teachers:

1. Parent will call the school office and set up a meeting time with the Teacher. Please note the school Secretary does not work every day, call will be returned as promptly as possible. If no solution is reached with an initial Parent-Teacher meeting, proceed to step 2.
2. Parent will call the school office and set up a meeting time with the Principal. Please note the school Secretary does not work every day, call will be returned as promptly as possible. If no solution is reached with the Parent-Principal meeting, proceed to step 3.
3. Parent will request an appointment to address the Board of Directors with their concerns. This request will be made via the Principal.

## 12 . C L A S S R O O M C L E A N L I N E S S

**Informational:** Students are encouraged to help with classroom cleanup or bulletin boards after school. Class time is not to be

*General Information (continued)*

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used for this task. Student desks will be inspected regularly for neatness.

## ACADEMIC REGULATIONS

### 1 . A C A D E M I C   E X C E L L E N C E

In keeping with the overall philosophy of PPA, students are encouraged to strive for academic excellence in all subject areas. It is our goal that the students not only learn the subject material, but also develop a love and respect for knowledge, truth and accomplishment. In addition to memorizing facts and rules, students will be taught how to think, probe, analyze and differentiate information.

### 2 . G R A D I N G   S T A N D A R D S

Letter Grade	Percentage	GPA
A+	97%+	4.33
A	93%-96%	4.00
A-	90%-92%	3.67
B+	87%-89%	3.33
B	83%-86%	3.00
B-	80%-82%	2.67

Letter Grade	Percentage	GPA
C+	77%-79%	2.33
C	73%-76%	2.00
C-	70%-72%	1.67
D+	67%-69%	1.33
D	63%-66%	1.00
D-	60%-62%	0.67
F	0%-59%	0.00

**Grades 1 – 6:** Points are distributed approximately at the rate of 50% for tests, 25% for classwork and 25% for homework.

**Grades 7 – 12:** Individual teachers determine grades by the weighted average of the work done for each subject. Student papers in ALL subject areas will be graded for spelling and grammar in addition to the subject work. Grades will be reduced for papers turned in late. Grades will not be increased for favors or good behavior. Teachers may offer extra credit work.

*Academic Regulations (continued)*



### 3 . R E P O R T   C A R D S

***Distribution:*** Report cards are distributed to students on the Wednesday following the end of each quarter. The exception to this standard is fourth quarter where report cards are distributed on the last day of school.

***Conferences:*** Scheduled at the discretion of the teacher or request of the parents through the school office.

***Assessment:*** In addition to various academic subjects, students are graded on citizenship and behavior standards. An unsatisfactory grade in any area will be reviewed with the parent and a plan will be worked out and agreed upon to resolve the problem.

### 4 . G R A D E   R E Q U I R E M E N T S

***Minimum standard:*** Students are expected to maintain at least a 2.0 (C) average throughout the school year.

***Probation:*** A student that receives below a 2.0 average or an “F” in any subject will be placed on academic probation and must show improvement in the following grading period to remain in the school.

***Promotion:*** Students that fail individual subjects or have a low grade point average at the end of the school year will not be promoted to the next grade level.

### 5 . H O N O R   R O L L

Padre Pio Academy Honor Roll is announced quarterly when report cards are distributed, standards are listed below:

*Academic Regulations (continued)*

1. “A” Honor Roll: student that maintains a 3.75 GPA or above with no C’s.
2. “B” Honor Roll: student that maintains a 3.0 GPA with no D’s.
3. For either Honor Roll, the student must not have C’s in conduct or effort.

## 6 . H O M E W O R K

Homework is regarded as an essential part of the learning process and is a requirement at PPA. Students who fail to complete homework on time can expect lower grades, additional homework or detention. Daily homework time commitment guidelines are as follows:

Kinder	30 – 35 min	Grades 4	1 – 1.5 hours
Grade 1	30 - 45 min	Grades 5/6	1.5 – 2 hours
Grade 2	45 - 60 min	Grades 7/8	2 – 2.5 hours
Grade 3	60 min.	Grades 9-12	2.5 – 3 hours

## 7 . C U M F I L E S

**Informational:** Cum files are maintained for each student in the office. Parents may request to see the files in writing, but they may not be taken out of the office. Students are not allowed to take or review Cum files.

**New Students:** PPA will request a Cum File from the student’s previous school. The parent must sign the request form.

## 8 . C U R R I C U L U M

**Principle:** The curriculum at PPA is designed to provide students with a thorough understanding of the Catholic Faith, proficiency in the academic fundamentals (math, reading and grammar) and a solid background in history. PPA places heavy emphasis on grammar, spelling, vocabulary and writing. The courses offered



represent an accelerated curriculum as compared with many schools and are geared for college preparatory work.

**Ancillary:** To round out the student PPA also offers courses in science, foreign languages, music, art and physical education.

**Phonics:** PPA dedicates special attention to phonics at the elementary level as the foundation to reading skills and development.

**Literature:** PPA emphasizes reading, analyzing and discussing classical literary works.

**Penmanship:** PPA teaches penmanship through Grade 3. Additional penmanship assignments may be given to older students who need more practice work to acquire legible handwriting.

## 9 . T E S T I N G

**Weekly:** Teachers test students weekly in various subjects both orally and in writing.

**Annually:** The Stanford Achievement Test (SAT) is administered to all students once a year in the spring. It is used as a means of comparing the students' performance with national norms and gauging their progress from year to year. These results are given to the parents and retained in the student's Cum File.

# ATTENDANCE REGULATIONS

## 1 . A T T E N D A N C E   R E C O R D S

**Informational:** Regular and punctual attendance is mandatory. Illness is the only legitimate excuse for non-attendance. Doctor

*Attendance Regulations (continued)*



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and dental visits should be scheduled outside of school hours. Please call the school office or text the teacher when your student is out sick or tardy.

**Recordkeeping:** Teachers take roll before the first period in the morning; students will be marked tardy after 8:15am. Student attendance, absence and tardiness for all grade levels are recorded in the PPA class attendance record book according to California State Law.

## 2 . T A R D I N E S S

**Definition:** Habitual tardiness is defined as 3 or more days late in a consecutive 10 day period.

**Consequences:** Habitual tardiness will not be tolerated and is subject to the following disciplinary action(s):

- 1<sup>st</sup> Offense:*        *student admonished for chronic tardiness*
- 2<sup>nd</sup> Offense:*       *lunch hour sentences that will require signature from parents*
- 3<sup>rd</sup> Offense:*       *phone or in person conference with Parents and Principal or Vice Principal*
- Excessive:*         *grades will be dropped punishments will be administered (such as pulling weeds, cleaning trash cans, etc.)*

## 3 . E X C U S E D   A B S E N C E

**Definition:** Absences are excused for illness or grave personal reasons, such as a death in the family. Special situations where parents are required to be out of town may be considered excused absences if arrangements are made in advance with the PPA office.

**Returning:** If a child is absent for a week or more a doctor's note is required.



**Early departure:** If a student needs to leave school before 2:45pm, the parent must provide a note or email or text to the school office, otherwise the student will not be allowed to leave.

**Vacations:** Absences for vacations are strongly discouraged. When a student is absent for an extended period, it is the responsibility of the parent, not the teacher, to ensure that the books and assignments go home with the student.

#### 4 . U N E X C U S E D   A B S E N C E

**Definition:** An unexcused absence is any absence, which does not meet the above requirements for excused absences.

**Consequences:** If no call or text is received, the student will be presumed truant. No class work, homework, or tests will be made up, and the student will receive a 0% grade for missed work.

## P O L I C I E S   &   R E G U L A T I O N S

#### 1 . P A R K I N G   L O T

The following rules must be observed in the parking lot:

- a. The speed limit while on the parking lot is less than 5 mph.
- b. When dropping off or picking up students drive in the back row of the parking lot.
- c. Students may not play in the parking lot before school hours.
- d. Parents are to pick up students no later than 15 minutes following dismissal.

#### 2 . V I S I T O R S

PPA is a **CLOSED** campus school. For safety reasons, parents and all visitors must have a specific reason to be on campus. All visitors, including parents, must immediately check in with the

*Policies & Regulations (continued)*

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school office when arriving on campus stating the purpose of your visit and check out when leaving.

### 3 . L O I T E R I N G

- a. PPA is a CLOSED campus. Parents and all visitors are not allowed to “loiter” during the school day.
- b. Students are never to be out of the classroom for any reason during regular school hours without teacher permission.
- c. Students are NEVER to visit before and/or after school any neighboring establishments unless accompanied by an adult.

### 4 . D R E S S C O D E

**Vendor:** PPA school uniform vendor contact information is listed below. School uniforms can be purchased online or in person.

*Vicki Marsha Uniforms  
5292 Production Drive  
Huntington Beach, CA 92649*

*714.895.6371      [www.vickimarsha.com](http://www.vickimarsha.com)*

**Enforcement:** Uniforms are to be worn at all times during school hours and on field trips. If a student arrives non-compliant with uniform standards, the parents will be required to pick up the student.

#### ***Male School Uniform Standards:***

Grades K - 12
Navy blue twill pant (no Dockers)
White button down shirt
Navy blue tie- worn at all times
White or black socks
Solid black tennis shoes (black shoe with white sole is acceptable)
Navy cardigan or vest from Vicki Marsha Uniform bearing school logo
Friday: Formal dress shoes (grades 4-12)

*Policies & Regulations (continued)*



### ***Female School Uniform Standards:***

<b>Grades K - 3</b>	<b>Grades 4 - 12</b>
Royal blue plaid jumper, must cover knee when sitting	Royal blue plaid skirt, must cover knee when sitting
White Peter Pan Blouse	White Blouse
Plaid Crossover Tie- worn at all times	
White anklets or knee high socks	
Black Mary Jane or solid black tennis shoe	
Purchased from Vicki Marsha Uniform or a former student	
Navy cardigan or vest from Vicki Marsha Uniform bearing school logo	

### ***All Student P.E. Uniform Standards:***

<b>Grades K – 12</b>
*Jog-a-thon or plain gray t-shirt / school shirt (*School will provide)
Females may wear navy, royal blue or black capri pants
Navy, royal blue or black basketball shorts to the knee (cannot be cutoff nor tight) or long sweats

### ***Free Dress Standards:***

<b>Male</b>
Long pants with waist size appropriate to actual measured waist
Belts (no pants falling below hips)
Button down short sleeve shirts
Plain t-shirts
No jeans
No baseball caps

<b>Female</b>
Skirt or dress must completely cover the knee when sitting
Blouses with sleeves longer than a cap sleeve
No tank tops, spaghetti strap with layered sweater, see through blouses, no bare midriff nor plunging necklines.
Jacket or sweater may not be used to cover up incorrect garments

*Policies & Regulations (continued)*

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## 5. P E R S O N A L G R O O M I N G

**Standards:** Students are expected to look neat and clean at all times. Listed below are standards for PPA students:

Male	Female
Face must be clean shaven at all times	No make-up allowed
No extreme hairstyles are permitted	No fingernail polish allowed
Shirts tucked in and ties worn at all times	Only stud earrings and religious jewelry permitted
Hair must be neat and trim, not touching the collar	Only one earring per ear, no other earrings allowed
Sideburns not extending past the middle of the ear	Neatly combed hair that does not fall in student's face while writing
No hair coloring or dyeing allowed	
Principal has final opinion regarding hairstyles	
No visible tattoos	

**Consequences:** Personal grooming violations are subject to the following disciplinary action(s):

*1<sup>st</sup> Offense: student warned and fixes violation*

*2<sup>nd</sup> Offense: student is sent home*

*3<sup>rd</sup> Offense: student is suspended for 1 week with "zeros" for all missed classwork and tests*

*4<sup>th</sup> Offense: student is expelled from PPA*

**Enforcement:** Compliance with the dress code and grooming standards is the students' responsibility. Conformity to the rules can be verified at the discretion of PPA staff at any time during school hours.



## 6 . C O N D U C T

**Clergy & Religious:** while on the playground before, during and after school, a student is expected to greet a priest or religious with an appropriate greeting such as: “Good morning / good afternoon, Father.”

**Adults:** while on the playground before, during and after school a student is expected to greet an adult with an appropriate greeting such as: “Good morning,” “good afternoon,” “hello, nice to see you.”

**Peers:** a student is expected to be polite, courteous and friendly with their peers showing genuine interest and concern; greeting them in the morning and wishing them a good day in the afternoon. A student is not to inform other students about an immoral or inappropriate topic or site found on the internet. Any student found polluting the minds of others will be suspended for three days. If infraction occurs again they will be expelled.

**Classroom:** the following guidelines are presented for appropriate classroom etiquette:

1. Students are not to enter a classroom before the school bell rings to start the school day, after school, or during recess and/or lunch unless a teacher is present.
2. Students are to remain seated unless given permission or instructed to leave seat.
3. Students are to raise hand and wait to be called upon before asking a question.
4. Students are to follow established hand signals by the teacher for quick exits for personal needs to minimize interruptions while teacher is instructing the class.
5. Students are not to interrupt anyone while they are speaking.
6. Students cannot talk without permission.
7. Students are not to whisper, pass notes or sit on the writing part of the desk or tabletop of lunch benches.
8. Students will address teachers as: Mr., Sir, Mrs., or Miss as appropriate.
9. Students are not allowed food or drinks in the classroom unless a previously approved class party was authorized.

*Policies & Regulations (continued)*

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10. Students must have a rosary every day. Girls must have a chapel veil every day. On Fridays all students must have a missal or missalette.
  11. Students must have shirts tucked in at all times.

*Policies & Regulations (continued)*

12. Boys must wear ties at all times; girls must wear plaid crossover tie at all times.
13. During Mass all students must wear complete uniform which includes regulation cardigan or vest in the Chapel.
14. On Friday's boys grades 4 -12 must wear formal dress shoe with uniform.
15. Students must have paper, pencils, books and supplies at all times. Please check your student's supplies monthly.
16. Students must turn in homework on time.
17. Students must label all work with the following: name, date, subject and J.M.J. (Jesus, Mary, Joseph).
18. Students must cover all hard bound books.
19. Students will participate in organized play at recess and lunch times, this is not a time to sit and gossip.
20. Students must BE KIND TO EVERYONE.

***Drugs & Alcohol:*** Any student found to have or be using alcohol, tobacco, or other drugs either on or off campus at a school function will be expelled.

***Cheating:*** Cheating is always a serious offense, whether on homework or during a test. Students caught cheating will receive a zero on the assignment and may be subject to suspension. Plagiarism is cheating. The assignment will receive a zero.

***Vandalism:*** All vandalism will be punished and parents will be held financially responsible. Vandalism includes, but is not limited to: defacing desks or books, graffiti, destroying bathroom facilities. Students are not to write on any school property or in any book unless it is a workbook.

## 7 . F O R B I D D E N I T E M S

The following items are not allowed on campus: white out, paint, toys from home (without permission), gum, sunflower seeds, radios, all hand-held games (i.e.: Gameboy, Nintendo DS, etc.), I-pods, I-pads, skateboards, knives, weapons of any sort, drugs, alcohol.



Cell phones are to be off and collected by teacher between 8:00 – 3:00 at all times. **Cell phone will be given to the Principal if rules are not followed.**

## 8 . D I S C I P L I N A R Y M E A S U R E S

The disciplinary policies of PPA are designed to encourage principled student behavior through positive reinforcement and Christian example. Behavior and conduct deemed inappropriate will require a consequence to the poor decision made and where necessary the following disciplinary measures will be invoked:

### ***Missed Homework:***

*1<sup>st</sup> Offense:*                      *student earns zero for missed assignment*

*2<sup>nd</sup> Offense:*                      *student earns zero for missed assignment and completes sentences requiring signature by parent*

***Late Work:*** assignments turned in late will have 10 points deducted from the grade earned.

***Lunch Duty:*** a parent volunteer monitors students for the 45 minute lunch break daily. Please see Welcome Packet insert regarding lunch duty expectations for additional details. The following guidelines have been provided to parent volunteers to help ensure proper conduct during lunch break:

Action	Consequence
Student not seated while eating following an initial warning	5 minute wall timeout during play time
Playing in off limit areas	5 minute sweeping
Student did not clean up their area after eating	Sentences
Student left behind items	Sentences
Poor sportsmanship	Require apology to those affected and leave game for 5 minutes
Pushing / touching another student	1 <sup>st</sup> instance: Sentences; 2 <sup>nd</sup> instance: Detention
Inappropriate language	Detention



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Speaking uncharitably of teachers or other students	Detention
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***Repeated disobedience and mischievousness in the classroom:***

when a student has been found to not follow the teacher’s classroom rules, said student will be sent to the Principal’s office where the Principal will discipline the child based on the infraction and parents will be informed of the child’s misbehavior.

***Sentences:*** Writing sentences as a consequence of poor conduct will be completed during recess and/or lunch. Parents will be notified of the student’s behavior by being required to sign the sentences. If student does not bring in signed sentences the following day, student will receive detention.

***Detention:*** The time for detention will be based upon the infraction caused by the student. Parents are notified of detention and are required to pick up any of the student’s siblings and return for student completing detention when the obligation has been fulfilled. Neither parents nor siblings may stay on campus to await completion of detention. If a 2<sup>nd</sup> detention is necessary, the detention may be held on a Saturday and will be a working detention. Depending upon the infraction at the discretion of the principal punishments may include tasks such as cleaning trash cans or raking leaves.

***Suspension or Expulsion:*** Extremely grave, scandalous, or other serious offenses may result in suspension or expulsion. A suspended student will receive an “F” grade for all classwork, homework or tests missed during the suspension. The student should be encouraged to keep up with the work so as not to fall behind.

The decision to expel a student is under the authority of the Board of Directors.



**Bullying:** This is an issue that PPA takes very seriously. If any student is found to be a bully (using superior strength or influence to intimidate someone typically to force them to do what one wants) to another student, the following disciplinary actions will occur:

*1<sup>st</sup> Offense: student warned and completes sentences*

*2<sup>nd</sup> Offense: student is suspended*

*3<sup>rd</sup> Offense: student is expelled*

Concerns should be directed to teachers and/or PPA staff to ensure prompt investigation and resolution.

## 9. H O T L U N C H

Hot lunch is offered Monday – Wednesday. Details of meals provided for purchase are made available via a calendar that is distributed monthly, any changes are provided via email.

**Pricing:** Meal: \$1.50-\$2.00;

Beverages: Punch - \$0.50 Soda & Water - \$1.00

**Snacks:** available for purchase during recess or lunch time only. Prices vary \$1.00 or more depending on type.

## 10. T A B

**Informational:** as a convenience to parents, a student may purchase items on “tab.” Parents prepay monies to school office and student spending is tracked until all pre-paid funds have been used.

**Responsibility:** Please talk to your child(ren) about spending habit expectations for your household. PPA cannot and does not monitor student(s) spending. If parents want child(ren) to purchase a limited amount of items daily or spend a limited amount of money daily, it is the responsibility of the parents to

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instruct your child(ren). Additionally, please consider speaking to your child(ren) about buying/not buying snacks and food for fellow students. PPA cannot monitor this, we do not know your generosity.

**Balances:** Parents can contact the school office via email to request a weekly update of their student(s) balance and/or spending.

## MISCELLANEOUS

### 1 . D I S A S T E R   D R I L L S

Fire, earthquake and disaster drills are routinely held. During such drills students are to do exactly as Teachers & PPA administration instruct. Should an earthquake occur during school hours, Parents will be notified via What's App if classes will be cancelled. Parents can pick up their child if that is their desire.

### 2 . F I E L D   T R I P S

School uniform is worn on field trips. PPA policies and regulations regarding conduct and forbidden items apply while on field trips.

### 3 . E M E R G E N C I E S

Any student who is injured or becomes ill during school hours should report to the office. The school office maintains emergency procedures, telephone numbers of local hospitals or paramedics and other emergency information. In the event of serious injury or illness, the parent or other emergency contact will be notified. If immediate treatment is urgent, the student will be taken to the nearest emergency services.

*Miscellaneous (continued)*



#### 4 . M E D I C A T I O N

First aid treatments (disinfectants, Band-Aids, gauze, cold packs, etc.) are available in the office. Students that require medication during the day may take said medication provided that the parent sends in a note. The medication is kept by the teacher and is taken in the presence of a member of the faculty.

#### 5 . R E S T R O O M S

Restrooms are to be used during recess, lunch or in between classes only. For grades K – 3, exceptions can be made, when necessary, at the discretion of the teacher. The restroom is not to be a place of social gathering. Students are expected to be neat and prompt in the use of the facilities.

#### 6 . G E N E R A L O F F I C E R U L E S

1. Students are permitted to use the office telephone with permission.
2. Students must ask permission to use the copy machine.

## GLOSSARY OF PRAYERS

#### 1 . M O R N I N G O F F E R I N G

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day for all the intentions of Thy Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, in reparation for my sins, for the intentions of all our associates, for the Holy Father, and for our special intention. Amen.

*Glossary of Prayers (continued)*

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## 2 . P R A Y E R   T O   G U A R D I A N   A N G E L

Angel of God, my Guardian dear, to whom His Love commits me here. Ever this day, be at my side, to light and guard, to rule and guide. Amen.

## 3 . P A D R E   P I O   P R A Y E R

O Jesus, font of grace, victim for sinners, so impelled by love for us that you willed to die on the cross, we humbly beseech you to glorify in heaven and on earth the servant of God, Padre Pio of Pietralcina, who generously participated in your sufferings, who loved you so much and labored so faithfully for the glory of Your Heavenly Father, and for the good of souls. With confidence we beseech You to grant us through His intercession, the graces we now ask for (make request here).                      Glory Be (3x)

## 4 .   A C T   O F   F A I T H

O my God, I firmly believe that Thou art one God in three divine Persons, Father, Son, and Holy Ghost. I believe that Thy divine Son became man and died for our sins, and that He will come to judge the living and the dead. I believe these and all the truths which the holy Catholic Church believes and teaches, because you have revealed them, who can neither deceive nor be deceived. Amen.

## 5 .   A C T   O F   H O P E

O my God, relying on Thy infinite mercy and promises, I hope to obtain pardon of my sins, the help of Thy grace, and life everlasting, through the merits of Jesus Christ my Lord and Redeemer. Amen.

## 6.   A C T   O F   C H A R I T Y

O my God, I love Thee above all things with my whole heart and soul, because Thou are all good and worthy of all my love. I love

*Glossary of Prayers (continued)*



my neighbor as myself for the love of Thee. I forgive all who have injured me and I ask pardon of those whom I have injured. Amen.

## 7 . A C T O F C O N T R I T I O N

O my God, I am heartily sorry for having offended Thee, and I detest all my sins because I dread the loss of Heaven and the pains of Hell. But most of all because they offend Thee, my God, Who art all-good and deserving of all my love. I firmly resolve, with the help of Thy grace, to confess my sins, to do penance, and to amend my life. Amen.

## 8 . A N G E L U S

V. The Angel of the Lord declared unto Mary

R. *And She conceived of the Holy Ghost*

*Hail Mary...*

V. Behold the handmaid of the Lord

R. *Be it done to me according to Thy Word*

*Hail Mary...*

V. And the Word was made Flesh (genuflect)

R. *And dwelt amongst us*

*Hail Mary...*

V. Pray for us, O Holy Mother of God

R. *That we may be made worthy of the Promises of Christ*

Let us pray. Pour forth, we beseech Thee, O Lord, Thy Grace into our hearts, that we to whom the Incarnation of Christ, Thy Son, was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection, through the same Christ Our Lord. Amen.

## 9 . R E G I N A C A E L I

V. Queen of Heaven, rejoice, Alleluia

R. *For He whom thou wast made worthy to bear, Alleluia*

V. Has risen and He said, Alleluia

*Glossary of Prayers (continued)*

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R.        *Pray for us to God, Alleluia*  
V.        Rejoice and be glad, O Virgin Mary, Alleluia  
R.        *For the Lord has truly risen, Alleluia*

Let us pray. O God, who by the Resurrection of Thy Son, our Lord Jesus Christ, has vouchsafed to give joy to the whole world; grant, we beseech Thee, that through the intercession of the Virgin Mary, His Mother, we may attain the joys of eternal life. Through the same Christ our Lord. Amen.

## 10 . G R A C E B E F O R E M E A L S

Bless us, O Lord, and these Thy gifts, which we are about to receive from Thy Bounty. Through Christ our Lord. Amen.

## 11 . G R A C E A F T E R M E A L S

We give Thee thanks for all Thy benefits, Almighty God, who livest and reignest forever, and may the souls of the faithful departed through the mercy of God, rest in peace. Amen.