PATRICIAN ACADEMY

Butler, Alabama

STUDENT / PARENT

2026-2027 Academic Year

56 years of Excellence through Education

Established 1970

ADMINISTRATIVE MESSAGE

We, the board, administration, faculty, and staff, hope you have had an enjoyable summer. We are looking forward to a very exciting and productive school year. Patrician Academy is committed to providing a quality academic program and related school experiences which will enable each student to successfully meet the challenges of a complex society.

Please read and discuss this handbook carefully. It contains basic information about school policies including attendance policies, the student code of conduct, the dress code, and many general policies. The school standards will be consistently enforced in order that each student may have an equal opportunity for full personal achievement in a safe, orderly, and productive environment.

There exists a confidence in the programs at our school, especially in the academic program. For this confidence to continue and even be enhanced, a positive environment built on high attendance expectations and the codes of conduct related to dress, appearance and behavior must be adhered to by each student in a self-directed manner.

A major portion of success at school is at home. Too often in today's society, some students are basically rearing themselves and exhibiting anti-social behavior and/or an anti-learning attitude. Thankfully, our school only experiences a small number of students in this state of dysfunction.

Please embrace the standards of our school with compliance.

This document will be maintained on the school's website. Printed copies will be available upon request. Limit one per family.

Thank you,
Patrician Academy Board of Directors

Table of Contents

I Forward 1

II **PATRICIAN ACADEMY OBJECTIVES**
School Philosophy 1
Mission 1
Beliefs 1

III CALENDARS AND SCHEDULES
AISA Calendar of Events for 2025-2026 http://www.aisaonline.org/events.html
School Calendar 2
Nine-Weeks/Semester Schedule 2
Bell Schedule 2
Honor Assemblies & Chapel Schedules 2
Pep Rallies 2

IV ATTENDANCE
Excused/Unexcused Absences 3-4
Family Vacations/Parental Planned Absences 4
Check Out/Leaving the Campus 4
Tardiness 4
College Visits 4
Make-Up Work 4-5
Assignments/Test 5
Assignments 5
Student Athletes and/or School- Sponsored Events 5-6

V GENERAL POLICIES
Gender Determination 6
Admission Policy 6-7
Admission Under Accepted Circumstances 7
Infectious Disease Policy and Alabama Notifiable Disease/Condition Policy 7
Internet Policy 7
Nit Infestation Policy 7
Sexual Harassment Policy 7
Student Driver Policy 8
Visitor Policy 8
Weapons and Dangerous Instruments Policy 8
Field Trip Policy 8
Fire/Tornado Policy 8
Daily Bulletin Policy 8
Lost and Found Policy 9
Medication Policy 9
Textbook Policy 9
Supply Policy 9
Telephone/Cell Phone/Electronic Device Policy 9-10
Social Media Policy 10
Classroom Instruction Recording Policy 10-11
Fund Raising Policy 11-12
Grievance Policy 12

VI CODES OF CONDUCT
Student Dress and Appearance 12-13
Mandatory Daily & Dress Uniforms 12-13
Friday Dress Code/General Appearance 13-14
Disciplinary Measures for Dress Code Violations 14
School/Student Cooperation 14
School/Parent Cooperation 14-15
Disciplinary
Student Behavior 15
Corrective Measures 15-17

PA HONOR CODE 16

Conduct Check System
Category I Offenses 17
Category II Offenses 17
Category III Offenses 17
Category IV Offenses 18
Conduct Grade 18
Detention 18
Corrective/Administrative Measures 18
Corporal Punishment 18-19
Drug Testing 19

VII GUIDANCE 19

VIII EVALUATION POLICIES
Exemption Policy 19
Grading Scale 20-21
Student Classification 21
Graduation Requirements 21
Community Service 22
Valedictorian/Salutatorian 22
Graduation Marshalls 22
Schedule of Classes 22
Progress Reports 22
Report Cards 22
Athletic Eligibility Requirements
Academic Requirements 22-23
Age Restrictions 23
AISA Athletic Poor Sportsmanship Penalties/Fines 23

IX CLUBS
National Honor Society 23-24
National Beta Club (Junior and Senior) 24
Discipline and Dismissal of Members 24
Student Government Association 24

X SCHOOL PRODUCTIONS 25

XI FINANCIAL POLICIES 25-27

XII VERIFICATION OF PARENTAL/STUDENT HANDBOOK 28

FORWARD

In an attempt to ensure the best educational environment for all its students, Patrician Academy operates under general guidelines and rules which enable its faculty, staff, and students to function at optimum efficiency. So that the observation and compliance of these rules and guidelines will be consistently and duly followed, it is the responsibility of every student and parent to read the entire handbook.

Patrician's objective is to provide a positive environment which promotes the development of the total child. Recognizing that intellectual excellence, not mediocrity, sets the pace presently and in the future; Patrician strives to stimulate its students to achieve the highest standards in thought and deed. Inherent in this philosophy is the belief that school life should not be limited to academic pursuits but should include opportunities for physical, social, emotional, aesthetic, and spiritual development through extra-curricular activities, including athletics, band, clubs, and fine arts.

With a goal of college preparation for all students, Patrician's primary objective is individual academic excellence. A number of resources must interact to achieve this program: a positive environment, a dedicated and well-qualified faculty, motivated students and supportive parents.

PATRICIAN ACADEMY OBJECTIVES

School Philosophy

Patrician Academy is an independent, co-educational, college-preparatory school with grades K/4-12. Its curriculum reflects a balanced program of appropriate school experiences which facilitate the maximum mental, social, physical, aesthetic, and emotional development of each pupil.

Patrician Academy has knowledge and understanding of the particular pupils it serves and a sensitivity to their needs and to the community they represent. Furthermore, the school supports a strong school-community interaction.

Because change is inevitable, Patrician Academy faculty maintains a continuous and cooperative training utilizing reliable research findings in order to provide students with learning experiences which will enable them successfully to meet the challenge of change in a complex society.

Patrician Academy affirms high moral and ethical standards. Profanity, immorality and the illegal use of drugs and alcohol are unacceptable modes of behavior.

Patrician Academy respects the rights of all individuals and admits students of any race or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to all students.

As students respond to the educational experience at Patrician Academy, it is the expectation of the school that they will recognize that education is a challenge, a privilege, a responsibility and an ongoing process.

Mission

The mission of Patrician Academy's faculty, staff, and Board of Directors is to provide all students with an education that allows them opportunities to grow in knowledge, responsibility, independence and positive self concept.

Beliefs

- Students will be able to acquire creative and academic excellence in a safe environment with a college-preparatory curriculum.
- Students will be provided a variety of instructional techniques necessary for success.
- Students, faculty, staff, administrators, Board of Directors, parents, and the community will work together to advance Patrician Academy's mission.
- Students, faculty, staff, administrators, and Board of Directors are committed to continuous improvement to enable students to become confident, self-directed, life-long learners.

CALENDARS AND SCHEDULES

2026-27 School Calendar of Events

Faculty Institute. . . . . August 4,5
First Day of School. . . . . August 6
Labor Day. . . . . .September 7
Fall Break. . . . . .October 9, 12
Thanksgiving Holidays. . . . . .November 23-27
Exams. . . . . .December 15, 16, 17
Christmas Holidays. . . . . December 18-January 4
Faculty Institute. . . . . ..January 4
Students Return to School. . . . . January 5
Martin Luther King, Jr Day (unless we need for make up day) . . . . . .January 18
Presidents' Day **(School Out).** . . . . . .February 15
Spring Break. . . . . .March 15-19
Good Friday . . . . . .April 26, 29
Baccalaureate/Graduation. . . . . .May 10
Exams. . . . . .May 17, 18, 19, 20
Last Day of School. . . . . .May 20
Faculty Workday. . . . . May 21

Nine Weeks/Semester Schedules

First Nine Weeks. . . . . .August 6-October 09
Second Nine Weeks. . . . . October 12-December 17
Exams. . . . . December 15, 16, 17
End First Semester. . . . . .December 17
Third Nine Weeks. . . . . .January 5-March 12
Fourth Nine Weeks. . . . . March 22-May 20
Exams. . . . . May 17, 18, 19, 20
End Second Semester. . . . . .May 20

High School Bell Schedule

8:00-8:55	First Period
8:55-9:15	Break
9:20-10:10	Second Period
10:15-11:05	Third Period
11:10-12:00	Fourth Period
12:00-12:20	Lunch
12:25-1:15	Fifth Period
1:20-2:10	Sixth Period
2:10-3:00	Seventh Period

Middle School Bell Schedule

8:00- 9:00	First Period
9:00-9:15	Break
9:20-10:10	Second Period
10:15-11:05	Third Period
11:10-12:05	Fourth Period
12:05-12:25	Lunch
12:25-1:15	Fifth Period
1:20-2:10	Sixth Period
2:10-3:00	Seventh Period

Honors Assemblies & Chapel

Chapel Only (6th-12th Grade)	September 15th
1st Nine Weeks and Chapel	October 15th
Chapel Only (6th-12th Grade)	November 17th
2nd Nine Weeks and Chapel	January 7th
Chapel Only (6th-12th Grade)	February 16th
3rd Nine Weeks and Beta Club/Honor Society Inductions	March 25th
Chapel Only (6th-12th Grade)	April 13th
Awards Day	Date TBA in May

Pep Rally Schedule

- Varsity football pep rallies will be the last 30 minutes of seventh period on the day of the game.
- Junior varsity football pep rallies will be held the last 15 minutes of seventh period on the day of home games only.

ATTENDANCE

Regular school attendance is the responsibility of the student and his/her parents as well as the school. Students are expected to be in school except in cases of emergencies.

- Students may not exceed 10 absences per semester. This includes both excused and unexcused absences.
- The following does not count toward your 10 days: driver's license test, family funerals, and sibling of athletes who attend the games.
- When absent, send a note or doctor's excuse to school. Telephone calls are not accepted as excuses.
- Students must make up their missed work when they return to school.
- Absences will be recorded on the school Ren Web/Facts website for parents to review at any time.
- If a student reports to school during the school day, he/she must check in at the office.
- If a student checks out during the school day, he/she must come through the office.
- If a note is not turned into the office or emailed to pasaints@pasaints.com, it will be unexcused (this includes check in/outs).
- State law requires that all absences must be explained in a written note from a parent or legal guardian. A written excuse from the parent must be on file in the office no later than the second day after a student returns to school. Otherwise, the absence will be unexcused. Phone calls will be accepted, but to be excused parents need to send a note or email within the 2 day period.
- Under Alabama law, parents must provide a written explanation for each absence, or the absence is considered unexcused. After 7 unexcused absences, a student is in violation of the State of Alabama's compulsory attendance law (Alabama Code Section 16-28-1, et.seq.)

Excessive Absences:

- After 10 days absences, additional absences will be unexcused, as well as requiring a meeting with the board regarding excessive absences. Extenuating circumstances will be reviewed by the board. (Ex: hospitalization)

Grades K/4-5th

- If a student checks in before 11:30, the absence will not count toward the 10-day limit but will count as a tardy. If a student checks out after 11:30, they will be considered present for the day with a check out.
- Students in grades K/4-5th are on a day attendance policy.
- After four unexcused tardies (check ins), the fourth unexcused tardy will equal one day of unexcused absence, which is included in the 10-day limit per semester.
- After seven absences, excused or unexcused, students and parents will be called to the office to meet with the headmaster.
- After 10 days, the student and parents will meet with the board, and any days missed after the tenth day must have a doctor's excuse; otherwise, the absence will be unexcused, and the student will receive a zero on any work or test missed that day.

Grades 6th-12th

- Attendance is taken per class period. Students are present for classes they attend and absent from classes they miss.
- After four unexcused tardies (check ins), the fourth unexcused tardy will equal one day of unexcused absence, which will be included in the 10-day limit per semester.
- After seven absences excused or unexcused students and parents will be called to the office to meet with the headmaster.
- After 10 days the student and parents will meet the board and any days missed after the tenth day must have a doctor's excuse unwise the absence will be unexcused and student will receive zero on any work or test missed that day.
- State law requires that all absences must be explained in a written note from a parent or legal guardian, a written excuse from the parent must be on file in the office no later than the second day after a student returns to school. Otherwise, the absence will be unexcused. Phone calls will be accepted, but to be excused, parents need to send a note or email within the 2-day period.
- Under Alabama law, parents must provide a written explanation for each absence, or the absence

is considered unexcused. After 7 unexcused absences, a student is in violation of the State of Alabama's compulsory attendance law (Alabama Code Section 16-28-1, et.seq.)
- Upon return to campus after an absence or check in/out, a note must be turned into the office or emailed to pasaints@pasaints.com or it will be unexcused (this includes check in/outs).
- If proper checkout procedures are not followed, the student will be deemed as leaving campus without permission and considered a disciplinary issue.

Family Vacations/Parental Planned Absences

- Since the school calendar allows ample time for vacations in and around holiday seasons, parents should make every effort to arrange their vacations to coincide with school vacations. School administration highly discourages taking additional days just prior to and immediately following a school holiday.

Checking Out / Leaving the Campus

- Students are not allowed to leave campus without checking out through the office. An office staff member must make personal contact with the parent before a student will be allowed to check out or leave campus without one of the following: parent present at time of checkout, signed parental note, or phone call from parent.
- The procedure for checking out is a note, a phone call or a parent must sign the checkout sheet in the office.
- In order for a student to participate in any school-sponsored event, practice, or competition the student must attend school that day, unless approved in advance by the Headmaster.

Tardiness

- Students who are tardy for homeroom must sign in the office before entering class.
- Tardies will be counted by class period in grades 6-12. Elementary is counted by day.
- Excessive tardies:
    - The 4th unexcused tardy, it will equal one day of unexcused absence.

College Visits

- Juniors are allowed two excused absences to visit colleges.
- Seniors will be allowed two excused absences to visit colleges.
- Documentation must be brought from the college visited to be excused.

Make-Up Work – Class Lecture and Notes

- When a student is absent for a portion of a class, an entire class period, or multiple days of a class (regardless of the reason for the absence(s)) it is the student's responsibility to check Facts/Goggle Classroom or the teacher for material covered in class and for assignments and homework missed
    - Communicate with teachers concerning due dates and requirements for makeup work
    - Adhere to the deadlines set forth by policy and/or their teacher
- ***After reviewing the material missed due to an absence, the student should make an appointment to see his/her teacher during 7th period (or at a time designated by the teacher) if questions remain about the material or assignments. Students should understand that it is not the teacher's responsibility to reteach the entire missed lesson(s).***
- "0" will be assigned in the Facts grade book for all missed assignments until the work is satisfactorily completed and submitted to the teacher for grading and recording.
- If a student fails to make up an assignment or test in the allowed time frame, a "0" will be entered as the final grade. (see page 5 examples)

Makeup Work for Missing Class Period(s) Due to Checking Out and Checking In

- *Students who are present at school, check out for a period when a test is scheduled, or major project or assignment is due, and then check back into school after said period will be required to take the missed test and/or turn in the major assignment or project at 7th period on the same day.* ***A grade of zero will be given for the missed test and/or major project or assignment if the student does not adhere to this policy.***
- *Students who are present at school, check out and do not return, any assignment or project must be turned in before leaving campus.*
- **Makeup Work After 1 or More Days Absence**
- Students will be allowed the same number of school days he/she was absent to makeup/complete any test, quiz, homework, project, or classwork beginning with the day of return to school.
- Examples:
    - One day absence – student has one day to complete work, and assignment(s) is due on the second school day after return
    - Two-day absence – student has two days to complete work, and assignment(s) is due on the third school day after return.
    - Three-day absence – student has three days to complete work, and assignment(s) is due on the fourth school day after return

Assignments/Tests Announced or Posted Prior to an Absence

- For assignments and test dates announced in class and/or posted in Facts/Goggle Classroom prior to a student absence, the student is expected to turn in assignment or take test upon day of return to school with an excused admit.

Students, in grades 6th-12th, are encouraged to keep a planner for homework assignments and any other important announcements and assignments.

Assignments/Tests Made on the Day of an Absence

- For assignments and test dates announced in class or posted in Facts on the day of a student absence, students have the number of school days equivalent to the number of school days missed to complete assignments or tests.

Guidelines for Student Athletes and/or School-Sponsored Events

- If an athlete has an excuse from a doctor, he/she can participate in practice or play sports that day/night.
- An athlete must check-in by 10 am to practice or participate in a sport that day/night.

For assignments or tests missed due to:

- Full day or early departure due to school sponsored events: Students should make arrangements to turn in an assignment or take a test prior to the day of the event or time of departure unless other arrangements have been made with the teacher.
    - If an assignment cannot be turned in or a test taken prior to the day of the event or the time of departure, the student is required to take the test on the next day following the athletic event
    - Any multiple-day assignment or project due on the day of an event should be turned in prior to the day of the event or time of departure unless arrangements have been pre-approved by the teacher of the class.
    - For assignments made or tests announced on the day of an absence due to a school sponsored event, the student has the same number of days as the absence to complete assignments or take missed tests beginning with the date of return to school from the event.

Students and parents may view missed assignments utilizing Facts. It is the student's responsibility to coordinate all missed assignments with the teacher. Participation in school or extracurricular activities is not a valid excuse for incomplete homework assignments. ***All policies are in effect for each semester.**

GENERAL POLICIES

Gender Determination

The school will make all determinations as to gender identity on the basis of the student's gender at birth. This means the gender God intended for the child at birth. Our school is open to all students who are eligible without regard to race, color, or national and ethnic origin. Our school is governed with Christian principles that include kindness, forgiveness, and empathy. We expect our students to hold on to God's word even when our faith is questioned.

Admissions Policy

No child shall be enrolled in the first grade unless the student has reached the sixth birthday on or before September 1 of that school year. Consequently, no child shall be enrolled in the four-year-old kindergarten unless the student has reached the fourth birthday on or before September 1 of that school year; nor shall a child be enrolled in five-year-old kindergarten unless the student has reached the fifth birthday on or before September 1 of that school year. The school requires a copy of the student's birth certificate (certified) and social security card.

All students are required to submit a certificate of compliance (immprint) from the Alabama Health Department. No child will be required such vaccinations when a certificate by a reputable physician is filed with the school stating such immunizations would be dangerous to the health of the child. Religious exemptions must be issued by the county health department. K/4 and K/5 students are required to submit a Child's Medical Report (available in the office) from a physician.
No student will be admitted to the school during any school year if he/she has attained the age of twenty (20) years before September 1 of that school year.

No student will be admitted to this school if he/she is married; nor shall any student be permitted to remain in school after he/she is married or pregnant without special consideration by the Board and the school administrator.

No student will be admitted to this school that has been expelled from another school without special consideration by the Board and the school administrator. Any student who has been expelled or asked to withdraw from Patrician Academy is ineligible for readmission without special consideration by the Board and the school administrator.

Patrician Academy will accept new students contingent upon satisfactory test results and an interview with the school administrator and/or the admissions committee. The school reserves the right to conduct a background check on any student who applies for admission.

In compliance with the revised Alabama Independent School Association Accreditation Manual, elementary students transferring from a non-traditional school or home schooling are placed temporarily at the grade level to which they are promoted (if at the beginning of the year) or the level of current placement (if during the year) for one grading period. At the end of the grading period, the school will determine if the student can function at this level or if he/she should be moved to a lower level.

Secondary students transferring from a non-traditional school or home schooling are placed temporarily in the subjects/classes/levels to which they are promoted (beginning of the year) or currently placed (if during the year) for one grading period. At the end of one grading period, the school will determine if the student can function in courses to which he/she has been assigned. Necessary changes will be made at this time.

- Complete the admission application and return it to the school.
- Present a copy of the last report card from the previous school.
- Meet all requirements of Patrician Academy, AISA and the State of Alabama to attend school.
- Complete a STAR Reading and math Assessment.
- If entering grades K/5-5th take an end of year Math and Reading test from the grade the student is

leaving.
- If entering grades K/5-5th read aloud a sample of a book text to a school administrator, counselor, or teacher.
- The parents of the prospective student will discuss any existing learning disabilities with the headmaster or the counselor.
- A transcript from the previous school will be required for official entrance to Patrician Academy. New students are admitted as conditional until the official transcript is in the school office.
- Failure to complete the enrollment process truthful and with transparency could cause the student to lose the opportunity to attend Patrician Academy
- A Choose Act qualification does not guarantee a student entrance to Patrician Academy.

Admission Under Accepted Circumstances

It is the desire of the Board of Directors of Patrician Academy to make available the best possible services for the identification, evaluation and educational placement for students having learning difficulties. To ascertain whether these students can be successful in Patrician's program, the procedure outlined below should be followed:

- The student must be identified by professionals with standardized test and/or psychological evaluations to diagnose learning disabilities. The school will determine if Patrician Academy is the best placement for the child to be best served. This decision is guided by the students learning level, and availability of staff, funds, and resources. Additionally, a student must be successful in mastering the normal procedures, movement on campus, and scope of a normal day.
- Parents must assume the cost of identification with a professional testing center.
- Students with mild learning disabilities will be expected to complete regular classroom assignments and will be accorded all the rights and privileges of any Patrician student.
- If the student's behavior is not disruptive to the regular school program, the child will be entitled to participate in extracurricular activities and will be eligible to participate in the athletic competition with a physical from a medical doctor stating that he/she is physically able to do so.
- The school will determine if Patrician Academy is the proper placement for the child to be served best. This decision is guided by the student's learning level, and availability of staff, funds, and resources. Additionally, a child must be successful in mastering the normal procedures, movement on campus, and scope of a normal day.

Students who meet the criteria stated above may be granted a standard diploma. It is in the student's best interest to be identified before he starts earning Carnegie units.

New students will have conditional status until requirements for admission are met.

Infectious Disease Policy and Alabama Notifiable Disease/Condition Policy

Patrician Academy's Infectious Disease Policy and Alabama Notifiable Disease/Condition Policy follow the AISA Policy and State of Alabama Policy located in the AISA Accreditation Standards Manual Appendix I and II, respectively. http://www.aisaonline.org/handbooks-manuals.html

No student with a diagnosed communicable disease shall be granted admittance until the student is found to be in compliance with the communicable disease policy of the school on file in the school office.

Internet Policy

Internet access and use through the resources of Patrician Academy is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and/or disciplinary action. Internet access is regulated by a user agreement, which is signed by the student and parents. Social Media sites are not permitted for use on the schools internet access.

**User is defined as any teacher, student, or administrator accessing Internet resources from Patrician Academy.*

Nit Infestation Policy

Patrician Academy's Nit Infestation Policy is on file in the school office and available upon request.

Sexual Harassment Policy
Patrician Academy's Sexual Harassment Policy is on file in the school office and available upon request.

Student Driver Policy
Driving to school is a privilege. Only those students who have properly registered their cars with the office and conform to the following rules will be allowed to park on school property:

- Students will be required to show provide the office with copy of license.
- Students will not be allowed to drive without driver licenses.
- Students will not be allowed to return to their cars during school hours without teacher permission.
- All drivers are to remain in the car line when leaving campus.
- The speed limit behind the school building (football side) is 5 mph. Violations will result in a traffic violation.
- Drivers who violate traffic regulation will have their driving privileges revoked for one day. The second offense will result in loss of driving privileges for one week. The third offense will result in having their driving privileges revoked for six weeks. Any additional offenses will result in permanent loss of driving privileges.
- Sitting in the car during school hours will result in one traffic violation. If someone is in the car with the student driver, it will result in a double traffic violation. It is considered a discipline issue.

Please drive carefully. Driving cautiously on campus is a MUST.

Visitor Policy
All persons who visit the school for either personal or business reasons must sign in and make their presence known in the school office. Students may not bring visitors to school unless approved by the headmaster.

Weapons and Dangerous Instruments Policy
Patrician Academy promotes a weapon-free, non-violent environment. Therefore, a student shall not possess, handle, or transmit any object that can be considered a weapon. For the purposes of this policy, the term dangerous weapon shall mean pistol, revolver, any instrument, or knife with a blade more than two inches long, sharpened metal file more than two and one-half inches long, metal comb of any length with handle pointed and sharpened, billy club, loaded cane or club, metal knuckles, razor, hand chain, or other offensive weapon. Each incident involving a weapon or facsimile weapon will be subject to the appropriate state statutes. Students who possess or use any firearms or dangerous weapons during school time, on school premises, on school buses, or during school-sponsored activities will be subject to possible expulsion.

Field Trip Policy
Transportation to and from field trip destinations will vary. Some will require the school bus, some a chartered bus and some will require personal vehicles and parental assistance. Homeroom or classroom teachers will decide which transportation is necessary and will notify parents of the cost or assistance needed. Younger siblings are not allowed to participate in field trips.

Fire and Tornado Policy
Fire and tornado drills are held at irregular intervals throughout the school year. Basic rules are:

- Check the instructions posted in each classroom indicating how to leave the building in case of fire.
- Walk. Do not talk. Move quickly and quietly to the designated area.
- A series of three (3) short bells will be sounded to signal "Fire". "All Clear" will be signaled by one (1) long ring of the bell.
- One (1) long ring of 30 seconds will signal a tornado. The signal for "All Clear" is one (1) long bell.

Daily Bulletin Policy
A daily bulletin will be read at the beginning of homeroom and a copy will be emailed daily to faculty by 10:00 a.m. Announcements for the day must be written and given to the secretary no later than 7:45 a.m. each day.

Lost and Found Policy
Articles found on school property should be turned in to the office where the owner may claim his/her property by identifying it. Students are encouraged not to bring large sums of money to school. The school will not be responsible for money that is lost or stolen. If articles of clothing are not claimed in one month they will be disposed of.

Medication Policy
If it becomes necessary for a student in grades 6-12 to take medication at school, the parent must bring the medicine to the office in the container in which it was dispensed from the pharmacy and sign a permission form for the office to dispense the medicine. No medicine can be dispensed unless these directions are followed. Elementary teachers will dispense medication for grades K/4-5 according to the same directions.

Textbook Policy
A fee will be charged for slightly damaged textbooks; full price will be charged for textbooks which have to be replaced. Books must be cared for by the students of Patrician Academy. If for any reason a book is lost, abused, or misused, the student will be assessed the following fines:

Book Lost - Full Price	Bent Cover - 1/3 Price
Water Damage - Full Price	Damaged Cover – 1/2 Price
Broken Spine - Full Price	Written In - Assessed Accordingly

(These charges can be amended to full price if the damage is determined beyond repair by the teacher.)

Supply Policy
A supply list will be provided for students in K/4-8. Students in grades 9-12 are required to have basic school supplies.

Telephone/Cell Phone Policy/Electronic Device Policy
Office Telephone
Students may use the office telephone for emergencies and school-related schedule changes. Students will be called out of class only in cases of emergencies. Delivery of a message received by the office during the last hour of the school day is not guaranteed.
Student Cell Phones
The Patrician Academy policy on cellular telephones is designed to ensure that the use of cell phones does not interfere with teaching and learning during the school day. Possession of a cell phone by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their cell phones. Patrician Academy shall not assume any responsibility for theft, loss, or damage of a cell phone, or for any unauthorized calls made on a cell phone.

1) Cell phones and smart watches (and other electronic devices) must be turned off and turned in to the homeroom teacher at the beginning of homeroom and picked up at 2:10.
2) Students participating in field trips, extracurricular trips, and athletic events must contact their coach or sponsor for his/her rules involving cell phone use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and establish consequences involving the use and/or misuse of these devices. They will do so for all activities associated with their sponsorship.
3) **The use of camera phones is strictly forbidden in private areas, such as, locker rooms, bathrooms, dressing rooms, classrooms, and office at any time. Camera phone violations may be treated as a Category I Offense when necessary. Such use may also be in violation of the Criminal Code of the State of Alabama.**

Other Electronic Devices
Possession of electronic devices by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their electronic device. Patrician Academy shall not assume any responsibility for theft, loss, or damage of electronic devices.

Other electronic devices such as, but not limited to, i-pads, i-pods, digital cameras, camcorders, MP3 players, and headphones, ect. may be used as part of the instructional process, with prior administrative and/or teacher authorization. Otherwise, these devices may not be visible during the instructional day.

Violations of Cell Phone and Electronic Device Policies
If a student's phone goes off or they are caught with their phone:

First Violation: $25.00 or 10 days of confiscation
The device will be housed in the office until payment is received or confiscation days are completed. Discipline referral – three conduct reduction points.

Second Violation: $50.00 or 20 days of confiscation
The device will be housed in the office until payment is received or confiscation days are completed. A parent/administrator conference may be required before phone is returned to the student. Cell phone privileges revoked for remainder of year. Discipline referral – six conduct reduction points.

Third Violation: In-school suspension and U for the nine weeks conduct grade.

Subsequent Violation: Out of school suspension and U for the nine weeks conduct grade.

Students will be allowed to have their cell phones back during a school holiday, but not on weekends. The student will turn the cell phone back in after returning from the school holiday.

Social Media Policy
Patrician Academy supports the use of online social media to facilitate Patrician Academy programs, departments, athletics, and school related organizations in building a more successful parent, community, student, and employee network. However certain types of communications on social media by their subject-matter connection to campus can have ramifications for the author or person subject of the communication.

Inappropriate posts containing obscene, profane, lewd, vulgar, or threatening language, illegal activities, obscene photographs or sexual innuendos or posts created with malice are prohibited at school or school related activities and functions. This includes any inappropriate post/s made on campus at any time and any post/s made wearing a Patrician Academy school, sports, or band uniform. Furthermore, off campus posts that may relate enough to school that it causes interference or problems for students, teachers or faculty during the normal day are included.

Classroom Instruction Recording Policy
Students are prohibited from audio/video recording classroom instruction without prior written permission from the Headmaster. In the event a parent or student has a legitimate reason for recording the classroom lessons, a request should be provided to the Headmaster. Thereafter, the Headmaster shall discuss the request with the student's teacher(s) to determine if the request is warranted. In the event the request is approved, the teacher(s) shall determine and control the manner in which his/her class is recorded.

In no event shall an audio/video recording of classroom instruction be posted on social media.

A failure to comply with this policy will result in a Class II or Class III offense based upon the severity of the offense.

This policy does not prohibit the recording of athletic events or other school related functions on or off campus.

Any such social media posts which fall in the above categories shall be considered under the appropriate discipline offense category and subject to the following disciplinary measures based upon severity: warning, detention, in-school suspension, out-of-school suspension, or expulsion.

For Patrician Academy to maintain both a safe and orderly environment in which students can attend school and extracurricular activities without fear of harassment or bullying, cyber bullying will not be tolerated.

Cyber bullying can take many forms. However, there are six forms that are most common.

- Harassment: Repeatedly sending offensive, rude and insulting messages
- Denigration: Distributing information about another that is derogatory and untrue through posting it on a Web page, sending it to others through email or instant messaging or posting or sending digitally altered photos of someone.
- Flaming: Online "fighting" using electronic messages with angry/vulgar language
- Impersonation: Breaking into an email or social networking account and using that person's online identity to send or post vicious or embarrassing material to/about others.
- Outing and Trickery: Sharing someone's secrets or embarrassing information or tricking someone in to revealing secrets or embarrassing information and forwarding it to others.
- Cyber Stalking: Repeatedly sending messages that include threats of harm or are highly intimidating or engaging in other online activities that make a person afraid for his or her safety. (Such behavior may be illegal depending on the content of the message.)

Students who engage in any of the activities listed above through any type of social media (Facebook, Twitter, Instagram, etc.) towards a fellow student, teacher or staff member of Patrician Academy will be subject to the following disciplinary measures based on severity: warning, detention, in-school suspension, out-of-school suspension, or expulsion.

Parents or guardians of students at Patrician Academy will refrain from posting threatening, derogatory, or inflammatory comments through any type of social media (Facebook, Twitter, Instagram, etc.) towards a student, teacher, or staff member of Patrician Academy or about the institution of Patrician Academy itself. Parents who disregard this policy may be asked to leave the school.

Any issue not listed above will be managed at the discretion of the Headmaster and/or the Board of Directors. Our desire at Patrician Academy is to maintain the most positive environment possible for our

students during their time at school. We hope you and your student(s) will cooperate with us in making that desire a reality for the upcoming school year. Thank you in advance for your help and support in this matter.

Fund Raising Policy - Auxiliary Organizations

1. The auxiliary organizations of Patrician Academy (PTA, student activities, Sports Club, Band Boosters, and grandparents) do raise money to further support the school. All monies generated by these organizations are used to further the education mission of the school, as well as help maintain the physical plant. The Sports Club raises money to support the entire athletic program, both boys and girls.

2. All fund raisers must be approved by each organization's ways and means committee and then be presented to the Executive Board for approval. This is done by August of each year, and the approval is duly noted in board minutes and in the minutes of the individual organization.

3. Any fund-raising project at Patrician Academy auxiliary organizations is strictly monitored. The families are involved in many of the fund raisers, but no child is asked to go door-to-door selling items. Participation among the families is voluntary for the auxiliary organization fundraiser.

4. This doesn't include the school annual fundraiser. By registering your student(s), you agreed to participate in the Patrician Academy annual fundraiser in which each family is required to

participate and to sell a minimum or $200.00 worth of tickets. The failure to sell the minimum amount will result in having up to $200.00 added to the family's tuition bill.

Grievance Policy

The purpose of this policy is to provide students and parents a process through which they might appeal a decision by a faculty member or the headmaster. The following steps should be followed:

- The first step in any grievance is to talk the matter over with the teacher who is involved.
- If the matter remains unresolved, the parent/guardian should schedule a meeting with the teacher and the headmaster.
- If the parent/guardian remains unsatisfied after talking with the headmaster, he/she may appeal to the Patrician Academy Executive Board by writing a letter which contains the issue or complaint. The letter should be sent to the Executive Board through the school office. The Executive Board will determine whether to hear the matter and oversee its resolution. All grievances that do not follow these procedures will not be considered a forum for Board action.

CODES OF CONDUCT

Student Dress and Appearance

Students are to understand that their behavior and dress reflect upon themselves, their parents, and Patrician Academy. All students will use good taste in the selection of their wearing apparel both on and off campus. Uniforms will be either casual or dress depending on the type field trip or event. Teachers will notify students whether to wear dress or casual uniforms. No boots are allowed. Shorts, Skirts and dresses are to be longer than your fingertips when you put your arms straight down by your sides for grades K/4-12. ***All students must have the dress uniform to wear when it is required***

Mandatory Daily Uniform (Monday-Thursday)

Grades 5th-12th

Boys

- Khaki or navy pants/shorts
- Navy or white button-front shirt with collar
- Navy or white polo style shirt with collar. (dry fit fabric allowed)

Girls

- Khaki or navy pants/shorts/skirts/skorts/capris
- Patrician plaid skirt **(Skirt must be purchased from Zoghby's Uniforms.)**
- Navy or white button-front shirt with collar
- Navy or white polo style shirt with collar (dry fit fabric allowed)

Mandatory Dress Uniform

Grades 6th-12th

Boys

- Navy blazer with Patrician Academy **crest (Crest must be purchased from Zoghby's Uniforms.)** A clip is available to attach crest to blazer. **If** you desire to purchase a blazer from Zoghby's Uniforms, the crest can be heat pressed onto the blazer.
- Patrician plaid tie **(Tie must be purchased from Zoghby's Uniforms.)**
- Khaki pants
- White oxford cloth dress shirt with button down collar
- Khaki socks
- Brown belt
- Brown dress shoes, no boots

Girls

- Patrician plaid skirt **(Skirt must be purchased from Zoghby's Uniforms.)**
- White oxford cloth shirt with button down collar
- Navy tights
- Navy or black dress shoes (heels must be one inch or less)
- Navy letterman style cardigan with Patrician Academy crest **(Crest must be purchased from Zoghby's Uniforms.)**

Mandatory Daily Uniform (Monday-Thursday)
Grades K4-4th
Boys

- Khaki or navy pants/shorts
- Navy or white polo style shirt with collar (no t-shirts even under sweatshirts). (dry fit fabric allowed)

Girls

- Khaki or navy pants/shorts/skirts/skorts/capris
- Patrician plaid skirt **(Skirt must be purchased from Zoghby's Uniforms.)**
- Solid Khaki or Navy Polo style dress or jumper
- Navy or white polo style shirt with collar (no t-shirts even under sweatshirts). (dry fit fabric allowed)

*Boys and girls, in K4-4th grades, may wear matched navy jogging suits as part of the daily uniform during cold weather.

Mandatory Dress Uniform
Grades K4-5th
Boys

- Khaki pants
- Navy polo shirt with Patrician Academy crest **(Crest must be purchased from Zoghby's Uniforms.)**
- Khaki socks
- Brown belt
- Brown dress shoes, no boots

Girls

- Patrician plaid skirt **(Skirt must be purchased from Zoghby's Uniforms.)**
- White oxford cloth shirt with button down collar
- Navy tights
- Navy or black dress shoes (heels must be one inch or less)
- Navy letterman style cardigan with Patrician Academy **crest (Crest must be purchased from Zoghby's Uniforms.)**
- If bows are worn, they should be navy or white.
  (The required items from Zoghby's Uniforms are needed to acquire uniformity in the plaid pattern and the dress uniform. Unless specified, all other uniform items may be purchased at the location of choice. Zoghby's Uniforms is located in Mobile, Alabama (251-342-0039).

(Fridays)

- Regular clothes are allowed for all students in grades K4-12th but must follow the alternate dress code rules found below.

Other regulations include:

- Uniform attire including skirts, slits in skirts, jumpers, shorts or skorts for students grades K/4-12 are to be longer than your fingertips when you put your arms straight down by your sides.
- No jean-style or wind suit type material pants will be allowed. Acceptable materials include twill, poplin, chino, and corduroy.
- Logos on shirts may be no larger than one-inch square except for the Patrician Academy logo.
- Footwear should be safe and appropriate for indoor and outdoor activity.
  Tennis shoes may be required for some events.
- Outerwear must be solid navy or gray with no logo larger than one inch other than the Patrician Academy logo. This includes coats, anoraks, jackets, sweaters, vests, sweatshirts, and any similar garments. *No trench-style or long coats are allowed.*
- All clothes must be appropriately fitted, not too tight or too baggy.
- Boys cannot tuck pant legs in boots.

Alternate Dress Code and General Appearance (at the Headmaster's discretion)

- Halters, crop tops, mini skirts, backless dresses, t-strap dresses, tank tops, spandex or lycra of any percentage, sleeveless tops/dresses and mesh/see-through fabrics will not be worn.
- Shirts worn over leggings must cover your bottom.
- Skirts, dresses, slacks, or jeans are to be modestly fitted. No un-hemmed, frayed, torn, dirty or unkempt jeans are to be worn.
- Clothing with objectionable slogans, advertising and pictures will not be worn.
- Camouflaged clothing is not permitted.
- Athletic team and school club apparel is permitted when required by the coach or sponsor.
- Abdomen, back and shoulders must be covered at all times.
- Hair must be cut so that it does not extend below the eye or ear lobe. Hair must be cut so that it does not extend more than one inch (1") below the collar. Sideburns must be trimmed so that they do not extend more than two inches (2") below eye level. **No facial hair is allowed that falls outside of the sideburn guidelines**. Unnatural and/or non-traditional coloration of the hair will not be permitted.
- For grades K/4-12, dressy shorts, skorts, and dresses are to be longer than your fingertips when you put your arms straight down by your sides. No biking or boxer shorts, athletic shorts or un-hemmed, cut-off jeans or jeggins will be permitted.
- No hats, caps, visors, bandannas and/or hair wraps are allowed on campus except for softball/baseball practice or games.
- Boys will not wear earrings while on campus or while attending any Patrician Academy event on or off campus.
- Body piercing and/or tattoos are not appropriate and should not be visible at any time.
- No pants with holes.

Disciplinary Measures for Dress Code Violations for 5-12

Each violation will be reported to the office. The following will apply to all reported dress code violations:

- **1st violation and subsequent violation = Discipline referral**

Violations of the dress code will carry forward each grading period. Students will not be allowed to attend activity or class out of dress code. If a student wishes to change from dress uniform it must be done at next scheduled break, not after assembly.

School/Student Cooperation

In the tradition and philosophy of Patrician Academy, the school and its staff are dedicated to helping students to develop in the area of academics, in activities outside the classroom, in personal growth, integrity, and a sense of responsibility. Students must behave in a manner consistent with being part of the Patrician Academy family. Student conduct, therefore, must contribute to the personal and academic needs of the student and the school, must advance the educational process in general, and must support the good name and reputation of Patrician Academy. Inappropriate conduct or behavior by students detrimental to the reputation of the school is subject to disciplinary action. The school reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside of school hours if these actions have a negative effect on maintaining school order, protecting the safety and welfare of others, or causing damage that is severe to the reputation and good name of the school. In these severe or ongoing instances, the school reserves the right to suspend or expel the student. The student would have the right to appeal the decision to the Executive Board.

Patrician Academy reserves the right to administer a form of alcohol or controlled substance detection methodology to all or individual students attending school, or school activities such as, but not limited to, athletic events and dances.

School/Parent Cooperation

Patrician Academy believes that a positive and constructive working relationship between the school, students and parents is essential to the fulfillment of the school's educational purpose and responsibilities to its students. The school and parents are partners in the education of their children. It is vital that partnership is workable so that it benefits the student. The school understands parents can

have questions and the staff can provide assistance. We ask that parents use their teacher(s) as a first point of contact with questions about the classroom. Students and parents respectfully express their concerns about school operations. However, they may not do so in a manner that is discourteous, disruptive, threatening, hostile, or in any way to that would jeopardize the safety or welfare of the students, staff, or others. As per the social media policy on page #10 in the Student/Parent Handbook it is not acceptable to post comments about the school, school operations, or employees on social media. If, in the opinion of the school administration, parents are disruptive to campus life, the educational process, or safety and welfare of students, staff, and others, parents can be banned from school activities. If the partnership is no longer viable, the school also reserves the right to require the parent to withdraw the student from school. The parent would have the right to appeal the decision to the Executive Board.

Disciplinary - Student Behavior

Most disciplinary situations are handled in the classroom although parents may be consulted for help in developing positive student behavior. All teachers at Patrician are charged with the responsibility to enforce compliance with rules and procedures during the school day and at any time students are engaged in a school-sponsored event, whether on or off campus.

Unacceptable conduct in an assembly would include whistling, uncalled-for clapping, boisterousness and talking during a program. Students are to remain in their places until they have been dismissed by the person in charge. At pep-rally assemblies, all students are encouraged to help with school spirit by participation in school cheers, etc.

Student behavior in the cafeteria should be based on courtesy and cleanliness. Students should plan to eat in the cafeteria or bring their lunch when they come to the school. Food will not be ordered from town.

The gym, locker rooms and coaches offices are off limits during the school day unless the student is with a coach.

Corrective/Administrative Measures

K/4- Grade 4

Acceptable and corrective measures may include, but are not limited to the following:

- Teacher/student conference
- Deprivation of privileges or preferred activities/time-out
- Communication with parent via note or conference
- Grade penalties (as in cheating)
- Assessment for damages
- Corporal punishment with a witness
- Referral to the headmaster which can include corporal punishment, detention, suspension or expulsion.

Teachers will attempt to follow the order of corrective measures unless they deem it necessary to skip steps and proceed to a higher level of discipline**.**

Behavior and effort grades will be given for students in grades 1-4. Parents will be given a copy of this contract at the beginning of each year. It will be signed by the teacher and student and kept in the student's binder for referral. Students who break a rule will be required to write the rule that was broken, have the sentences signed by his/her parents and return them to the homeroom teacher. Failure to follow this procedure will result in additional sentences.

Grades 5-12

The actions a teacher may take to enforce desired behaviors may range from counseling to grade penalties to other sanctions such as classroom clean-up, detention, and referral of students to the headmaster. Teachers may administer corporal punishment with a witness.

Students can be referred to the headmaster for disciplinary problems at any time. Depending on the severity of the incident, disciplinary action on the first offense will range from conferences with parents, carrying a daily behavioral report, corrective measures listed in the grades 5-12 section (p 17), in-school suspension or expulsion. Second or additional referrals will result in the administering of more progressive measures as outlined in the grades 5-12 measures table.

Any further disciplinary problems can result in being placed on out-of-school suspension and/or on a behavior contract which will state specifically what is required of the student to avoid being referred to the Board of Directors for possible expulsion. Students on suspension may not participate in or attend extracurricular activities on the day/days in which they are in in-school or out-of-school suspension. Violations of this rule will result in additional penalties.

Students are to be advised of the following:

- **PA Honor Code: "I will not Lie, Cheat, Steal or Tolerate those who do." Any student aware of any of these acts has a responsibility to report the incident to a teacher or the headmaster.**
- Fighting on school property or at a school-sponsored activity will not be tolerated.
- Stealing is prohibited.
- In order for Patrician Academy to maintain both a safe and orderly environment in which students can attend school and extracurricular activities without fear of harassment or bullying, cyber bullying will not be tolerated.
- Cheating will not be tolerated. Students caught cheating will be given a zero on the test. Students caught using AI, ChatGPT, or using any type of electronics will be given a zero on any work. Their parents, the headmaster and other teachers will be notified by the teacher involved. An "U" conduct grade will be assigned for the nine weeks.
- School buildings and equipment are expensive to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students intentionally destroy school property, suspension and subsequent expulsion may be necessary. Students who happen to damage something accidentally should report it to a teacher or the office immediately and expect to pay for the damages. Students who destroy or vandalize school property or property belonging to school campuses on which they are visitors will be required to pay for losses or damages. Student will be assigned the appropriate fine and/or discipline category
- Truancy (leaving campus without office permission, skipping school or class) is prohibited.

More severe offenses/punishment is outlined below:

- Patrician promotes an alcohol-free environment. The possession and/or use or sale of alcoholic beverages poses a serious threat to the health, safety and well-being of students and staff. Therefore, alcoholic beverages are prohibited on school property and at school-related activities. Any student who consumes alcoholic beverages and attends a school-related activity or appears on school property is in violation of this policy. It will be considered a category IV offense. A second offense will be referred to the Board for possible expulsion.
- Patrician promotes a drug-free environment. The possession, use or sale of illegal drugs or paraphernalia poses a serious threat to the health, safety and well-being of students and staff. Therefore, illegal drugs are prohibited on school property and at school-related activities. First violations of this policy will result in referral to the Board of Directors and can result in expulsion. It will be considered a category IV offense. Possession, abuse, or sale of prescription drugs will be considered a violation.
- Patrician promotes a smoke-free environment. Smoking and the use of tobacco products shall be prohibited on school property and at all school-sponsored activities. Possession of tobacco products by students is prohibited. It will be considered a category III offense. Possession or use of electronic cigarettes is prohibited and will be considered as a tobacco product.
- Patrician promotes a weapon-free, non-violent environment. Therefore, students are prohibited from bringing weapons on school property and to school-sponsored activities. No student shall possess, handle or transmit any object that can be considered a weapon. It

will be considered a category IV offense. Violation of this policy will result in referral to the Board and can result in expulsion.

- Should a situation constitute harm or grave threat among Patrician students, teachers have the right of search and seizure when there is probable cause or reasonableness. This right of the faculty to search and seize extends to students themselves, their purses, backpacks, lockers, vehicles and/or other personal belongings on campus.

Conduct System

The checks a student may receive vary by the offense as indicated by the four (4) categories of misbehavior. The headmaster may determine other violations that may fall within any of the four categories of offenses. The headmaster has the final authority in determining the consequences and may require a parent conference at any time. Teachers will report all Category II, III, and IV offenses to the headmaster.

Category I Offenses

(Grades 5-12 - Three Conduct Points)

- Chewing gum on campus during a school day or eating in class
- Unexcused tardiness to class
- Not bringing proper materials to class
- Poor housekeeping (throwing trash on the floor or failure to clean up the cafeteria)
- Students sleeping in class, putting head down or doing work for another class
- Excessive talking in class
- Writing and passing personal notes during class
- Out of seat without permission
- Other

Category II Offenses

(Grades 5-12 - Five Conduct Points)

- Inappropriate public display of affection (petting, hand-holding, kissing, etc.)
- Behavior disruptive to the instructional process
- Argumentative or disrespectful behavior to a member of the faculty or staff
- Skipping part or all of a class or not being in the designated area during school hours
- Forging notes and signatures, deception, or misrepresentation regarding any school matters
- Using profanity or obscene gestures
- Inappropriate physical contact, i.e., horseplay, pushing, shoving, etc.
- Abusing damaging school property
- Copying someone else's homework
- Harassing or bullying others
- Continued violations of Category I offenses
- Other

Category III Offenses

(Grades 5-12 - Automatically result in a U in conduct)

- Plagiarism (failure to identify or credit sources, even for paraphrased material)
- Cheating on tests, major assignments, or projects (Communication between students during a test will be construed as cheating. In addition to the conduct checks assigned for cheating, these students will also receive a zero on the work in progress.)
- Conflicts which lead to physical or verbal confrontations
- Insubordinate to a member of the faculty, staff, or substitute.
- Continued violations of Category II offenses.
- Vandalism
- Students found to be using a cell phone or electronic device for cheating purposes will be classified as a Category III offense.

Any student who receives a Category III referral above will automatically receive a U conduct grade for that nine weeks.

Category IV Offenses
(Grades 5-12)

- 1st: Alcohol, drugs, vaping, vaping devices, smoking and weapon incidents will result in the following:
    - An "U" conduct grade for that nine weeks.
    - One day of out of school suspension which results in zeros in all graded course materials and no practice or participation in any sport for that day.
- 2nd: Alcohol, drugs, vaping, vaping devices, smoking and weapon incidents will result in the following:
    - An "U" conduct grade for that nine weeks.
    - One day out of school suspension which results in zeros in all graded course materials and no practice or participation in any sport for that day.
- 3rd: Meet with the Board

The conduct system is made up of four categories and are progressive for repeated violations of the discipline code. The headmaster will determine other violations that may fall within the four categories. The headmaster has the final authority in determining the consequences.

Conduct Grade

Conduct points will be accumulated on a grading period basis. Each teacher must report conduct point violations in writing to the headmaster. The headmaster will decide matters pertaining to any misbehavior not covered by this policy and punishments will be administered fairly and equitably. The homeroom teacher will issue a conduct grade that reflects conduct in all classes.

Detention (Grades 6-12)

Detention may be carried out during the school day or will be assigned at 7:15 a.m. Monday through Friday. Students will be assigned to serve their detention at the first available time. Special consideration will be given for school functions only. Parents will receive notification of their child's detention. Failure to meet at the assigned time will result in a doubling of the number of required detention hours. Failure to show up for doubled detention hours will result in more serious consequences.

Corrective/Administrative Measures

Acceptable and corrective measures may include, but are not limited to the following:

- Warning(s)
- Deprivation of privileges or preferred activities
- Teacher/student conference
- Communication with parent via note or conference
- Grade penalties (as in cheating)
- Program attendance denied
- Assessment for damages
- Detention
- Saturday workday with $20.00 assessment
- In-school suspension
- Corporal punishment with a witness
- Out-of-school suspension
- Expulsion

Corporal Punishment

Corporal punishment may be employed by the administrator or his/her representative. Corporal punishment may be used for violations of Category III and Category IV offenses and for repeated/habitual misbehavior when other corrective measures have failed.

The following guidelines are to be used with the use of corporal punishment for students:

1. Written notices on file from parent(s)/guardian restricting use of corporal punishment will be honored with other corrective measures being applied.

2. This punishment will only be administered by the administrator or his/her representative.
3. A faculty member or office staff member will witness the punishment.
4. Elementary faculty in grades kindergarten through fourth grade are permitted to apply corporal punishment with the use of a ruler applied to the palm of the hand

Drug Testing

Random drug testing is in effect at Patrician Academy for all students in grades 7-12. The drug policy is on file in the office and available upon request. Each student will be charged a drug testing fee of $30.00 per year. A refusal to take the test or circumvent the test process will result in a positive test and be considered a discipline matter.

Patrician Academy reserves the right to administer a form of alcohol or controlled substance detection methodology to all or individual students attending school, or school activities such as, but not limited to, athletic events and dances.

GUIDANCE

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. Patrician strives to accomplish this development in several ways such as helping the new student feel at home in school with new teachers and friends in a different setting, conferencing whenever a student, a teacher or the counselor deems it necessary, testing designed to help the student learn as much as possible about his capabilities and talking with any student, parent or teacher concerning career and college preparation and academic progress.

EVALUATION POLICIES

Oral and written tests are administered at all grade levels. Tests will be announced, and ample preparation time will be given to students.

Grades K/4-5

Each Monday, students will receive a signed-paper folder. In this folder are all papers and grades completed the previous week and a weekly note outlining all tests and events for the week. All completed work should be signed and returned to the homeroom teacher by Tuesday morning. Failure to return signed papers by Tuesday morning will result in a two-point deduction in the effort grade. All other notes included in the folder are to be kept at home for reference. **No semester exams given.**

Grades 6-12

Oral and written tests may be given when teachers determine that tests will assist in the evaluation and learning process. Tests at the end of the grading periods will be administered by the individual teachers. Semester tests will be administered in all academic subjects.

Exemption Policy

First semester exams:

- Grades K4-5th: No exams administered.
- Grades 6th-8th: No exemptions.
- Grades 9-12th: No exemptions, except seniors. Seniors that have an **A average** for the first semester and no conduct grade below an E- on any nine weeks grading period are eligible for exemption. No exemptions with any unexcused absences or 3 or more unexcused tardies/check ins/outs.

Second semester exams:

- Grades K4-5th: No exams administered.
- Grades 6th-12th: Students that have an **A average** for the second semester and no conduct grade below an E- on any nine weeks grading period are eligible for exemption. No exemptions with any unexcused absences or 3 or more unexcused tardies/check ins/outs.

Grading Scale

K/4-K/5

K/4 and K/5 students will receive report cards every nine weeks reflecting academic progress based on the following scale:

E.....Excellent
S.....Satisfactory
P.....Poor
U.....Unsatisfactory
+.....Commendable Attitude
N.....Need for Improvement

Grades 1-5

First through fifth grade students will receive report cards every nine weeks reflecting academic progress based on the following scale:

A.....90-100
B.....80-89
C.....70-79
D.....60-69
Unsatisfactory.....Below 70
Failure.....Below 60

This will be provided at the beginning of the school year. Behavior and effort grades will be given for students in grades 1-5.

Students in grades 1-5 are expected to maintain an average of 80 or above. Those students ranging from 60%-80% mastery shall be evaluated on an individual basis by the teacher. The criteria for evaluation will be as follows:

- Aptitude
- Achievement test scores
- Maturity
- Work habits
- Motivation
- Attendance
- Other factors based on the teacher's professional judgment with regard to each individual case. Those students below 60% mastery will be retained.

Grades 6-12

All recorded grades in grades 6-12, including honors/advanced courses in grades 9-12, will be by number not by letter. The grading scale at Patrician is as follows:

A…..90-100
B…..80-89
C…..70-79
D…..60-69
F…..Below 60

To qualify for the A honor roll, a student in grades 6-12 must have a 90-100 and all E's in conduct in every subject. To qualify for the B honor roll, a student must have an 80 or above and all E's or in conduct in every subject.

GPA CALCULATION

Regular classes are calculated as follows:

A= 4.0 B = 3.0 C = 2.0 D = 1.0

Advanced classes are weighted and calculated as follows:

A = 4.5 B = 3.5 C = 2.5 D = 1.5

DUAL ENROLLMENT GPA CALCULATION

Our current advanced honors classes (required for honors diploma) are Senior Physics, Senior Calculus, Senior Advanced English, Junior Advanced Algebra II, and Junior Trigonometry/Pre-Calculus.

If one of our advanced classes is taken via dual enrollment, it will be weighted as follows:

A = 4.5 B = 3.5 C = 2.5 D = 1.5

Dual enrollment courses taken, that are not considered advanced by our school, will be calculated on our regular GPA scale of A= 4.0 B = 3.0 C = 2.0 D = 1.0

Dual enrollment courses will count as one (1) credit as of 2026-2027 school year.

To qualify for the twelfth grade Advanced Honors courses, a student must have a minimum of an 85 numeric GPA and/or a teacher recommendation.

The grading scale for conduct is as follows:

E+ = 100	G+ = 89	N+ = 79
E = 95	G = 85	N = 75
E- = 90	G- = 80	N- = 70
		U = 69 and below

Students must receive a passing grade in all classes to advance to the next grade level. Students can make up three (3) semesters of classes in summer school. Students who fail four (4) semesters or more will be retained.

Grades 9th-12th Student Classification

Classification of students depends on the number of credits a student has earned, not the number of years spent in high school. The minimum number of credits required for school classification is as follows:

Sophomore - 6 credits Junior-12 credits Senior-18 credits

All summer school courses must be completed by the first day of the new school year before students can be promoted to the next grade level.

Graduation Requirements

Patrician Academy offers two diplomas:

Academic Diploma	**24 credits**
English	04 credits
Mathematics	04 credits (Include: Algebra II with Trigonometry)
Science	04 credits (Include: Biology I, Earth Science, Physical Science, additional Life and/or Physical Science)
Social Studies	04 credits
Foreign Language	01 credit
Physical Education	01 credit
Leisure P.E. (Lifetime Sports)	½ credit
Health	½ credit
Fine Arts	½ credit
Creative Writing	01 credit
Computer Applications	01 credit
Community Service	01 credit (75 hours)
Electives	01 credit (Include: fine arts, & additional physical education)

Honors Diploma	**24 credits**
English	04 credits (Include Senior Adv. English)
Mathematics	04 credits (Include: Adv. Algebra II, Trig./Pre Calculus, Calculus)
Science	04 credits (Include: two Life Sci and two Physical Sci, Physics, Biology)
Social Studies	04 credits
Foreign Language	01 credit
Physical Education	01 credit
Leisure P.E. (Lifetime Sports)	½ credit
Health	½ credit
Fine Arts	½ credit
Computer Science	01 credit
Creative Writing	01 credit
Community Service	01 credit (75 hours)
Electives	01 credit (Include: fine arts, & additional physical education)

Twenty-four units will be required for graduation.

Community Service
Hours worked to qualify as service hours toward the Community Service credit of 75 hours should be associated with Patrician Academy, a government entity, a nonprofit group, churches, or religious organization. If there is a question about work qualifying as service hours see the Counselor or Headmaster. It is highly recommended that a student has completed at least 50 hours of credit by their junior year.

Valedictorian/Salutatorian
To ensure that grade point averages and courses taken are equitable, the valedictorian and salutatorian must attend Patrician Academy for the entirety of their ninth through twelfth grade years. Candidates must not have received a substantiated and documented case of cheating on their records from ninth through twelfth grade. The cut off for highest academic average is at the completion of the third nine weeks. The candidates for valedictorian and salutatorian of each year's graduating class must have completed all senior honor or advanced classes offered. The rank will be computed using the weighted GPA. In case of a tie, numerical averages will be used to determine the valedictorian and salutatorian.

Graduation Marshals
To ensure grade point averages and courses taken are equitable, the graduation marshals must be in attendance at Patrician Academy for the entirety of their ninth through eleventh grade years. Candidates must not have received a substantiated or documented case of cheating on their records from ninth through eleventh grade. The cut off for the highest academic average will be the completion of the third nine weeks. The candidates for graduation marshals will be taken from each year's junior class and must have taken the most advanced level classes offered. The rank will be computed using the GPA. In case of a tie, numerical averages will be used to determine graduation marshals.

Highest Academic Average Awards
To ensure grade point averages and courses taken are equitable, any student who receives the highest academic average award in grades 6th-12th must be in attendance the entire semester/year the class meets in order to be eligible for this award. The cut off for the highest academic average award will be the completion of the fifth week of the 4th nine weeks grading period.

Schedule of High School Classes
The master schedule for the students is set up according to student need and demand as indicated by spring registration. The students will be given a schedule when they return to school in the fall. Changes in schedules for legitimate reasons, with parental permission, must be made by the drop/add deadline stated on the school calendar.

Students in grades 9-11 must take six academic classes and either physical education or band unless psychometric testing indicates otherwise. Seniors must take one of each of the four core, English, mathematics, history, science, and speech/computer. Only seniors can be a teacher's aide and only one period per day.

Progress Reports
A progress report will be emailed to students and parents during the fifth week of the nine-week grading period. Faculty will keep a file of each students' work. Final report grades will be emailed.

Report Cards
All parents will receive report cards via email following the end of each nine-week grading period for examination.

Athletic Eligibility Requirements

Academic Requirements
A student's athletic eligibility is based on the following semester, rather than yearly, requirements.

- Seventh graders must have passed the sixth grade.
- Eighth graders must have passed the seventh grade.
- Ninth graders must have passed the eighth grade.
- Upon entering the ninth grade, a student athlete has eight consecutive semesters of

eligibility.

- Tenth through twelfth graders must pass six new Carnegie units during the previous academic year to be eligible for the first semester.
  NOTE: A minimum of four core curriculum credits must be included in this requirement. Core curricular subjects include English, history, math, and science.

Ninth through twelfth grade students may earn and/or retain second semester eligibility by passing 3 new Carnegie units during the first semester of the year, of which 1.5 units must be core curriculum. NOTE: A new unit or subject is one that has not been previously passed and is approved as a graduation unit by the school. A minimum of one core curricular credit must be included in this requirement.

A student-athlete repeating any grade will be ineligible regardless of the reason for repeating the grade.

Girls must be enrolled in Patrician Academy before competing for cheerleader.

Age Restrictions
Junior high participants who reach the age of 16 prior to September 1 are ineligible for junior high sports the entire year. Senior high participants who reach the age of 19 prior to September are ineligible for senior high sports the entire year.

AISA Athletic Poor Sportsmanship Penalties/Fines
As our governing body the AISA has the authority to administer penalties/fines for poor sportsmanship of coaches, players, and fans. If a game official or game administrator asks you to leave the premises of an athletic event you are required to do so.

The following are the consequences for a coach or player being ejected from an athletic event:

- First Offense: Reprimand and a 250 dollar fine payable to the AISA before participating in another athletic event.
- Second Offense: A two game suspension and a 500 dollar fine payable to the AISA before participating in another athletic event.
- Third Offense: Suspended from athletic participation for the remainder of the year in all sports and a thousand dollar fine payable to the AISA before participating in an athletic event the following year.
- The parents are responsible to pay for this fee ejected out of a game.

The above does include targeting in football (head to head) as unsportsmanlike conduct. Targeting ejections can be appealed to the AISA state office.

Coaches, Players, and parents are required to pay fines levied against them by the AISA or any other governing authority. Patrician Academy does not pay these fines.

CLUBS
National Honor Society (Grades 9th-12th)/National Junior High Honor Society (Grades 6th-8th)
Patrician Academy will align the PA chapter of the National Honor Society (NHS) and the National Junior Honor Society with the national guidelines set forth by the NHS. It is an honor bestowed upon students based on academic achievement, leadership, service, and character.

At the end of January, students' academic transcripts are reviewed to determine eligibility for membership. Those students with a 90 academic cumulative average and a conduct grade no lower than an E- will be eligible for membership. NHS eligibility is offered to all 10th graders and any 11th and 12th graders not already inducted into the NHS. In addition, students in grades 7th grade and any 8th and 9th graders not already inducted into the National Junior Honor Society will meet these same requirements. New students must have completed one full academic semester at PA to qualify for

membership. A student who is not enrolled in the advanced honors curriculum will not be allowed induction into the Honor Society. If a student is already a member of the NHS and not taking advanced honors courses, then he/she will remain in NHS as long as he/she meets the eligibility requirements. Any inductee who does not meet the requirements listed above will be placed on probation for one semester. At the end of that semester, if he/she has not met the academic requirements, that student will be removed from this organization.

Inductions are held annually in the month of February and dues must be paid by an assigned date.

National Beta Club (Grades 9th-12th)/National Junior Beta Club (Grades 6th-8th)

Patrician Academy will align the PA chapter of the National Beta Club (NBC) and the National Junior Beta Club with the national guidelines set forth by the NBC. The objectives of the NBC are to encourage effort, promote character, and stimulate achievement.

At the end of January, students' academic transcripts are reviewed to determine eligibility for membership. Those students with an 85 academic cumulative average and a conduct grade no lower than an E- will be eligible for membership. The NBC eligibility is offered to all 10th graders and any 11th and 12th graders not already inducted into the NBC. In addition, students in grades 7th grade and any 8th and 9th graders not already inducted into the National Junior Beta Club will meet these same requirements. New students must have completed one full academic semester at PA to qualify for membership. Any inductee who does not meet the requirements listed above will be placed on probation for one semester. At the end of that semester, if he/she has not met the academic requirements, that student will be removed from this organization. Inductions are held annually in the month of February and dues must be paid by an assigned date.

Discipline and Dismissal of Members of the Honor Society and Beta Club

If a student is caught cheating or plagiarizing, he/she will be placed on probation. It is the responsibility of the chapter advisor to periodically review the standing of members for compliance with Honor Society and Beta standards. When a member falls below the standards, the advisor should inform the errant member in writing of the nature of the violation, the time period given for improvement and the warning of the possible consequences of non-improvement. A member does not have to be warned for flagrant violation of school rules or civil laws.

Students who participate in other conduct which will result in any conduct grade below an E- will result in a warning status for a nine week period, and if the conduct grade is not raised back to E- or above the student will be placed on probation. A conduct grade of a F will result in immediate probation. During these probationary periods the student will be allowed to remain active and participate in activities and benefits of the society. If the student receives another F as a conduct grade they would be dismissed with no possibility of returning. The Junior High and the High Social Honor Society and Beta Club are considered two different associations.

Student Government Association

The Student Government Association serves as an advisory agent in identifying student needs and problems. All plans and projects are subject to the approval of the headmaster, faculty and school board.

The members of the Student Government Association shall consist of Student Body President (senior class); Student Body Vice-President (junior class); Student Body 2nd Vice-President (grades 9-10); Class Presidents (grades 6-12); Representatives (grades 6-12); and Student Body Officers, Secretary (grades 9-10), Treasurer (grades 9-10), Reporter (grades 9-12), Chaplain (grades 9-12), and Parliamentarian (grades 9-12).

Officers and members must attend workdays and regularly scheduled and called meetings. The sponsor must excuse absences. An unexcused absence from an assigned workday or three unexcused absences from regularly-scheduled and called meetings could result in removal. Bylaws are filed in the office and are available upon request.

SCHOOL PRODUCTIONS

School productions are designed to be an extension of the classroom. They also give students experience in music and the arts. Students are given a grade for participation and for knowledge gained from the productions. Students must request special permission to be excused from performances and will be required to complete a report pertaining to material covered in the performance. Requests must be made one month prior to production date so that students are not given a leading role. The productions are also performed for PTA programs. Dates for performances will be announced well in advance. (Grades 1-3 required Christmas musical and grades 4-5 Grandparents Day program.)

FINANCIAL POLICIES FOR THE FISCAL YEAR OF AUGUST 1- JULY 31

The Executive Board of Directors only is empowered to approve registration applications and enter into a financial agreement with a parent/guardian/family. Registration forms serve as a contractual agreement between the enrolling parent/guardian/family and Patrician Academy; therefore, all school policies, financial or otherwise, are binding. Circumstances such as financial hardship or withdrawal from enrollment due to an employment transfer or other extraordinary situation should be addressed to the Headmaster and then added to the agenda of the next Executive Board meeting in order for the subject parent/guardian/family to present any such circumstance to the Executive Board for their determination. The term parent or guardian or family is referring to the natural parent(s), legal guardian(s), or other such person(s), whether the singular or plural, who is legally responsible and financially obligated for the child(ren) being enrolled.

Registration

Registration begins in March of each year for the upcoming school year. The following fee is due and payable upon submission of registration forms: $170.00 Non-refundable registration fee per family. **NOTE: A $100.00 late registration fee will be assessed to a family who is currently enrolled at Patrician and submits registration after APRIL 15.**

No registration will be accepted unless properly executed by a parent or legal guardian as being financially responsible for the entire school year tuition and fees. No registration will be considered accepted and authorized until approved by the Executive Board. Families currently enrolled at Patrician Academy will be given first consideration for enrollment acceptance for the upcoming school year. Enrollment applications will be accepted for so long as student vacancies are available. Early enrollment is encouraged to aid in planning the best possible program for the upcoming school year. No student in grades K/4-12 will be allowed to try out for any auxiliary group, practice for any sport or participate in the band unless he/she has been registered for school.

Tuition

Tuition is one sum and is spread out over 12 months starting August 1st and ending July 31st of each year. Tuition is for the school year that students attend school. You may pay all tuition up front or spread it out over 12 months. You are responsible for the whole 12 months (ex: if you leave in May you still owe the 2 summer months). Grades K/4-12th are included in the regular school tuition schedule. Tuition payment is due and payable in advance with the following payment options being offered:

Annual Payment - The total annual tuition rate must be paid in full on or before August 1 of the upcoming school year.

Monthly Payment - The monthly tuition rate will be charged to applicable family accounts on the 25th of each month in advance and will be due and payable on or before the first day of each month and considered delinquent on the third day of each month. (Example - July 25 billing for August 1 tuition - payment due August 1 and delinquent August 3). Post-dated checks (dated June 1 and July 1) must be provided to the bookkeeper on or before the last school day of each year for the summer months of June and July for tuition. A **late fee of**

$30.00 will be assessed and strictly enforced for any tuition that becomes delinquent.

Fees not included in the monthly tuition payments and due and payable with the first tuition (August 1) payment are as follows:

$ 30.00	Drug testing fee for grades 7-12
$ 30.00	Science lab fee per child grades 6-12
$150.00	Band fee/uniform fee per child
	Sports activity fee (per sport) Pee wee $25 - JV/V$50 **Maximum $100 per family**
$30.00	Annual Locker Fee or $80.00 for all years ($5^{th}$-$12^{th}$)

Other fees that may be assessed: $30.00 Returned item fee per item.

Returned Item Policy

A Returned Item Fee of $30.00 will be charged for each item that is submitted for payment and returned by a bank or other like institution (with the exception of a bank/institution error.) Returned items that are re-deposited into the school account will incur a returned item fee being charged to the family account. Returned items that are not available for redeposit and are not satisfied by the parent/guardian/family within ten days from the date received by the school will be charged to the family account including the returned item fee, and the family account will be considered delinquent. An account that has had three (3) returned items within a school calendar year will be cause for the account to be handled on a cash-equivalent basis for the remainder of the school calendar year and will be subject to the Executive Board's review.

Graduation Requirements

No student will be allowed to take part in any graduation exercises (including receipt of a diploma and/or transcript release) until all tuition and fees are current.

Senior students (12^{th} grade) are required to pay all tuition and all applicable fees in full for the complete school year (including June and July) on or before May 1 of the current school year. When a family account is paid monthly and has two or more students, the senior tuition for the months of June and July will be assessed at the one child family rate. In this event, the family has the option to pay the remaining annual obligation by May 1 or pay the adjusted monthly tuition difference between the monthly family tuition rate and the one child monthly tuition (senior's tuition) for June and July accordingly. No senior student will be allowed to take part in any graduation exercises (including receipt of a diploma and/or transcript release) until all tuition and fees have been paid in full.

Delinquent Account Restrictions

If a family account is determined to be delinquent, the student(s) for that account will not be issued a report card, be allowed to begin a new school year or, in the case of transfer, have a transcript released until such time that the account is satisfied in full. Tuition that is not paid within **30 days** after the delinquent date will result in the student being ineligible from participating in any sports or other extra-curricular activities.

All accounts must be paid in full before your child/children can return at the start of the new school year (August 1) and/or the second semester (January 1). When a family becomes two months behind in tuition payments, a termination notice will be issued at the end of the second month and your child/children will not be allowed to attend Patrician until tuition is paid. You have the right to appeal to the board for extraordinary circumstances. (When you enroll your child, you are obligated to pay the full school year tuition.) After going through this process three times, your child/children will not be allowed to return to Patrician Academy and any unpaid balance will be taken to court for collection.

Accounts and Extra-Curricular Activities

All accounts must be paid in full before students can participate or try out for an upcoming extra-curricular activity.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS—Patrician 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 the school. It does not discriminate based on race, color national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

VERIFICATION OF PARENTAL UNDERSTANDING OF PATRICIAN ACADEMY STUDENT HANDBOOK RULES AND REGULATIONS

I verify that I have read the 2026-27 Patrician Academy Student Handbook. I understand and agree to abide by each of the rules and regulations which govern my child at school and school-related activities.

Parent / Guardian Signature_____

Parent / Guardian Signature_____

VERIFICATION OF STUDENT UNDERSTANDING OF PATRICIAN ACADEMY STUDENT HANDBOOK RULES AND REGULATIONS

I verify that I have read the 2026-27 Patrician Academy Student Handbook. I understand and agree to abide by each of the rules and regulations which govern me at school and school-related activities.

Student #1 Signature_____

Student #2 Signature_____

Student #3 Signature_____

Student #4 Signature_____

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE ON AUGUST 21, 2026.

Headmaster Message

The student/parent handbook cannot address all situations or circumstances which may affect students, families, or the school as a whole. The handbook contains board approved policies and procedures used in the normal course of operation of the school. The Patrician Executive Board grants the headmaster the authority to address and take action on any school matters not specifically covered in the handbook.