



SAINT AUGUSTINE SCHOOL

2008 – 2009
Parent/Student
Handbook

26 CENTRAL STREET, ANDOVER, MA 01810
(978) 475-2414 fax: (978) 470-1327

Parents as Partners

As partners in the educational process at St. Augustine School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

Saint Augustine School
Andover

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Vision Statement:

To be a values-based Catholic elementary school dedicated to knowledge, teamwork, justice and service.

Mission Statement:

The mission of St. Augustine School is to celebrate our strong Catholic identity, to promote academic excellence, and to foster respect and advocate for justice for all individuals. We strive to nurture an environment that prepares our students to draw upon their faith in order to conduct their lives with integrity and wisdom.

Philosophy:

We believe that education should be a total process of forming the whole person, developing the full potential of each child by (1) encouraging each child to realize his/her own talents, and (2) allowing each child opportunities to demonstrate and develop these talents by providing an atmosphere conducive to this development.

Therefore, we as educators must be dedicated to helping students become fully Christian and fully human. We feel it of great importance to instill in our children a sense of justice, which fosters an acceptance of individual differences. We must also be receptive to evaluating our goals and methods in meeting the needs of the changing times.

Administrative Team:

The administrative team is made up of the Principal and the Assistant Principal. The team meets regularly for curriculum monitoring and planning, student life issues and discipline. For curriculum purposes, the Assistant Principal will coordinate with Grades N, Pre K and K and the integrated Arts teachers; and the Principal will work closely with Grades 1-8. Questions with respect to school issues may be directed to the administrative

team. All issues should first be addressed at the most local level with the classroom teacher.

Admission:

Students admitted to St. Augustine School must meet the following requirements:

1. Students entering the St. Augustine School Nursery Program must be three (3) years of age before September 1 of the year they are beginning the program. Parents applying for admission are encouraged to meet with the Principal and/or Nursery teacher before the admission process is completed. The Nursery Program aims to provide activities that are developmentally and age appropriate.
2. Students entering the St. Augustine School Pre K Program must be four (4) years of age before September 1 of the year they are beginning the program. Parents of students registering a child in the program are encouraged to meet with the Principal and/or Pre K teachers before the admission process is completed. The Pre K program is designed to provide socially and developmentally appropriate activities. The program, though designed for four-year-old children, is not intended to insure readiness for Kindergarten but rather to provide ongoing learning experiences for young children prior to their formal education.
3. Students entering the St. Augustine School Kindergarten Program must be five (5) years of age before September 1 of the year they are beginning the program. Parents and students registering a child in the program are encouraged to meet with the Principal. Students of Kindergarten age are administered the Early Prevention of School Failure screening instrument before the admission process is completed and acceptance is determined. This instrument helps assess readiness for our Kindergarten program. Final acceptance decisions rest with the administration of the school.
4. Students entering St. Augustine School in Grades 1-8 must show evidence of successful completion of the previous grade and take exit level tests in reading and math. Parents and students are encouraged to meet with the Principal before the admission process is completed.
5. All new students applying for admission to St. Augustine School must present valid and current health and immunization records.
6. Students are accepted into St. Augustine School in the following priority:
 1. siblings of children currently enrolled at St. Augustine School and children of full-time faculty
 2. verified registered and participating members of St. Augustine Parish
 3. registered and participating members of other Catholic parishes

4. non-parishioners

St. Augustine School educates children in the doctrine and traditions of the Catholic faith. We also welcome students of other faiths. It is our policy that all students participate in religion classes. During those classes, opportunities are available for all students to share their religious beliefs with their peers. Attendance and participation at school liturgies and prayer services are required for all students. Differences in our faith prevent us from inviting students from other faiths to receive Eucharist during liturgical services.

Animals/Pets:

Due to concerns regarding health, safety, and liability, pets are not allowed in the school building or on school property, with the exception of the Animal Club that is held in after school hours.

Attendance:

Daily and regular school attendance is a key to success in school. It is the responsibility of the parents or guardians to see that children arrive at school daily and on time.

School hours are from 8:45AM-3:00PM daily. Teachers are on duty at 8:25AM. Students may not be dropped off prior to 8:25 AM. Parents will be contacted if students begin to arrive before the designated time. Students are to go directly to the schoolyard when dropped off.

Parents must call the school (978-475-2414) prior to 8:00 AM if their child is to be absent on that day. Requests for homework must be made at that time. Homework may be picked up at the office at 3:00 PM on the day a child is absent unless the work has been sent home with a sibling or other student.

Absences

Absences should be limited strictly to illness or family emergency. Only a serious reason should necessitate a child staying out of school. Any absence other than those stated is considered an unexcused absence. Students who are absent are expected to make up all work in a timely manner. Unless there are extenuating circumstances, all missed work should be made up within one week of the absence.

St. Augustine School strongly discourages removing children from school for sports or family vacations other than at times designated in the school calendar. Schoolwork will not be provided in advance to those absent from school for vacations taken other than during the regularly scheduled vacations. Parents must seriously consider the impact on the child's academic progress before scheduling extra time away from school and accept the full responsibility for the missed work.

If a student is absent from school, the student may not participate in any after school-sponsored activities, including, but not limited to, games, dances etc. except in the case of extenuating circumstances.

Arrival

Only bus students may be dropped off on Central Street and enter by the path on Central Street. North Andover students are to be dropped off in the Town Lot. All other students must be dropped off on School Street. Parents may not drive down St. Augustine Drive to drop off students.

Children may not enter the school building until the bell rings and Morning Prayer has been shared. Parents are invited to share prayer with the teachers and students but may not enter the building or classroom with the children after prayer unless they have other business in the school.

In inclement weather, students report directly to the classroom.

Early Dismissal

Removing a child from school earlier than the regularly scheduled dismissal time presents the same problems as tardiness. It is disruptive to the class and therefore strongly discouraged. If it is absolutely necessary to remove a student early, a parent must come into the school office and sign the Early Dismissal Book. No student will be released without this signature. Students will only be released to authorized persons. The school reserves the right to verify the identification of those dismissing students. Parents are expected to notify the school office if their child is to be dismissed to someone other than himself or herself. The student will be called to the office. Parents may not go directly to the classroom.

If a parent knows in advance of an early dismissal, a note should be sent to the classroom teacher indicating the time the student will be dismissed. The student will be called to the office when the parent arrives.

Personal activities, practices and lessons or early dismissal for convenience are not considered valid reasons for removing a student from school early. The regular practice of early dismissal can have an impact on class performance and grades.

School Cancellation

“No school” announcements for inclement weather may be heard on WBZ radio and television. Andover residents may also tune into Andover Cable Channel 10. St.

Augustine School follows the town policy on school closings due to weather. If the town of Andover has canceled classes, St. Augustine School will be closed as well. If the town of Andover has a delayed opening, St. Augustine will have the same delayed opening. Generally there is no early dismissal. The School Reach Instant Parent Contact System will be used in situations regarding St. Augustine School only.

Tardiness

The school day starts at 8:45AM. Students shall be in the schoolyard for Morning Prayer and enter the building with their class. Students arriving after this time will be considered tardy. Chronic tardiness is unacceptable. Tardy students disrupt classes and teaching. Chronic tardiness can impact class performance and grades and is reflected on a student's permanent record and transcript.

After three tardies a trimester, the student will receive a warning. If the student continues to be tardy he/she will then report to a member of the school's administrative team and will receive a detention.

Bicycles:

A student who rides his or her bicycle to school must walk the bike into the schoolyard and secure it in the designated bike rack with a bike lock. It is not recommended that students younger than grade 5 ride a bike to school unless that child is accompanied by a parent also on a bike. The school is not responsible for lost or damaged bicycles.

Books:

Students are assigned numbered books at the beginning of the year. It is the responsibility of the student to see that the books are covered and that books and library materials are taken care of properly. Damaged or lost books or library materials must be replaced at the expense of the parents. Books must be carried in bags or backpacks outside of school.

Buses:

Only Andover residents may ride the school buses and only on the bus to which they are assigned. Parents who choose not to have their child ride the bus must notify the Andover Transportation Office at 978-683-8510. Students are reminded that they represent both their families and St. Augustine School when they ride the buses to and from school. Students are expected to follow rules set forth and distributed by the town of Andover. All disturbances either on the bus or while waiting for the bus will be reported to the Principal. The Principal will follow three steps upon receipt of notification from the bus coordinator:

1st offense - The Principal will meet with the student to discuss the situation and a written notice will be sent to the parents.

2nd offense - The student will be suspended from riding the bus for one week and a written notice will be sent to the parents.

3rd offense - The student will be suspended from riding the bus for an extended period of time and a written notice will be sent to the parents.

Cell Phones:

Students who bring cell phones to school must turn them into the office and pick them up at the end of the day. At no time are students to use their cell phones when school is in session. If this rule is broken by any student the privilege of bringing the cell phone to school will be forfeited. If a student who has forfeited this privilege continues to bring their cell phone to school, it will be confiscated.

Classroom Visits:

In order to provide maximum uninterrupted learning time, classroom visits are appropriate only if prior arrangements have been made with the classroom teacher and the office.

Parents are requested to call or write a note to the teacher to set up meeting times.

Parents may not wait outside the classroom to speak with teachers. When a teacher is called to the door to speak to a parent, time is taken from the students.

Co-curricular and School Sponsored Activities:

Co-curricular activities are an important aspect of a child's total development. Participation in these activities, including but not limited to athletics, field trips, Leadership Team, school dances, school play, etc. is a privilege that is earned by a student's conscientious and consistent effort and positive and respectful behavior.

Eligibility for participation for St. Augustine School students is as follows:

1. All participating students must have a passing grade in all subject areas
2. Students must receive 2's or higher in conduct and effort in all areas on progress reports and report cards

When the first progress report is sent home, parents are encouraged to review it carefully with their child. If there are areas for concern, they should be addressed at that time. Students who have not met the eligibility requirement may not participate in any aspect of that activity until the next progress report or report card is received. The administration reserves the right to remove a student from any co-curricular activity with just cause at any time.

School Discipline Codes apply to all co-curricular and school sponsored activities.

Dances

Dances for students in Grades 7-8 are scheduled throughout the school year. They are held in the school cafeteria from 7:00 PM to 9:30 PM and are chaperoned by the Middle Level teachers.

Students are dropped off and picked up in the schoolyard. If a student is leaving the dance with an adult other than his or her parent, a note must be submitted informing the chaperones of the arrangement. Vehicles must enter the yard via School Street and leave via Chestnut Street. The policy with regard to school attendance on the day of the dance will be enforced.

Athletics

The goal of our sports program is to teach principles of good sportsmanship, the understanding and acceptance of the rules of the game, the attainment of skills, a sense of fair play, self-control, and acceptance of defeat with grace.

St. Augustine School sponsors boys' and girls' basketball teams through the Merrimack Valley Catholic Schools' Basketball League for students in Grades 5-8. Teams practice on Monday nights at the Andover High School field house. Registration occurs through the school main office in the fall of each school year.

Volunteer coaches provide instruction and support for our athletes. Coaches are expected to model the goals set for our students. Individuals who are interested in volunteering their coaching services must contact the principal prior to October 1. Final decisions with regard to coaching assignments rest with the administration of the school. All assigned coaches must attend a meeting scheduled by the principal prior to the beginning of the season.

Communication Pathways:

Communication is an important element in sharing information and building a sense of community at our school. Here are a few ways important information is shared:

General Communication

- The SCHOOL REACH INSTANT PARENT CONTACT SYSTEM
- The MONTHLY PARENT NEWSLETTER which contains a calendar of events for the month, school lunch menu, updates and notices, special information, and points of interest about activities at our school

- INFORMATION NIGHTS such as the FALL OPEN HOUSE, during which a brief classroom orientation is given by each teacher
- Up to the minute information regarding school activities, curriculum updates, the school newspaper (s), the school guild and the school board, etc. are included in BACKPACK MAIL which is brought home by students. (Please be sure to check for backpack mail daily.)
- The school website, www.staugustineandover.org contains a school calendar, newsletter, handbook, homework, and other pertinent school information.

Parent/Teacher Communication

Parents will be kept informed of their student's progress through progress reports as deemed necessary, report cards at the end of each trimester and parent-teacher conference opportunities. Informal conferences may be scheduled any time when requested by either the teacher or parent.

If there is a classroom concern, the initial contact must be made with the classroom teacher. Only after that initial contact has been made is it appropriate to contact a member of the Administrative Team. The Principal will coordinate with Grades N, Pre K and K and the Middle Level (5-8). The Assistant Principal will work closely with Grades 1-4 and the Integrated Arts.

Homework is available from teacher websites at www.staugustineandover.org.

Parent/Administration Communication

The Principal is available for conferences with parents upon request.

Voice Mail System

All school personnel are on the voice mail system. You can access this system by following voice prompts. Urgent matters should be directed to the main office for immediate attention. **Please do not leave urgent or time sensitive messages on voice mail; please speak directly to someone in the office.**

Cultural Enrichment Committee:

The Cultural Enrichment Committee researches and provides the St. Augustine School community of teachers and students with cultural experiences that support and enhance the curriculum. Funded through the Guild and grant awards, the programs recommended by the Cultural Enrichment Committee enrich the learning environment.

Discipline:

Building a Christian community and living successfully within that community are primary goals of St. Augustine School. Mutual love and respect guide us in our behavior toward all people.

St. Augustine School has a clearly articulated discipline policy. The aim of discipline should be to help students achieve self-discipline and responsible behavior. Emphasis is placed on student responsibility.

Harassment/Inappropriate Behaviors/Threatening Behaviors

Harassment/Bullying Behavior

Bullying is deliberate, hurtful actions directed at another. In the classroom, lunchroom and on the playground, joking/teasing can quickly turn into bullying. Below are three types of bullying:

- Physical: hitting, kicking, pinching, taking belongs, etc.
- Verbal or written: name-calling, insulting racist remarks, extortion, etc.
- Indirect: spreading nasty stories, excluding from groups, etc.

To help all our children, we seek to:

- Create an environment where children respect each other
- Teach children the role they have in peacemaking and peacekeeping
- Teach children strategies to work with teasing, joking, bullying

A student shall not harass or take bullying actions against any other member of the St. Augustine School. Such conduct is considered a serious infraction and will be dealt with according to the severity of the incident.

Illegal Substances/Weapons

Students may not have illegal substances such as alcohol, drugs, tobacco products or weapons in their possession or on school property at any time. Students found with illegal substances, weapons, or any object that may inflict harm, will be removed from school immediately. Parents will be notified and, in cases where necessary, law enforcement agencies will be contacted. Documentation of offenses will be kept.

Language

Inappropriate, profane or abusive language or gestures will not be permitted. Racial slurs or any degrading comments will not be tolerated and will warrant a discipline notice.

Sexual Harassment

Sexual harassment is defined as sexual advances, request for favors, and other verbal or physical conduct of a sexual nature when such advances, request for favors, or conduct have the purpose or effect of interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive environment. Harassment and hazing are considered serious offenses and will be dealt with severely.

Electronic Devices

Students are not allowed to bring any electronic devices to school or school-sponsored events. If a student brings an electronic device, on the first offense it will be confiscated and brought to the office. The student's parent or guardian will need to pick the device up at the office. Subsequent offenses will result in the device remaining in the school office for the remainder of the term.

Gum Chewing

Gum chewing is not permitted at St. Augustine School. Students may not chew gum in the school building, on the school property or at school sponsored events.

Middle Level Discipline Policy

All school rules and expectations as outlined in the Parent Student Handbook apply to the middle level student. The following detailed procedure is designed to aid the student, teacher and administration in ensuring that appropriate consequences are implemented whenever the discipline code is broken.

It is important to note that there are three categories of offenses:

1. Academic transgressions, including plagiarism. Student may be given detention, and may be given a zero for work that is plagiarized or otherwise not the student's own work. (See handbook definition on detention)
2. Those that warrant immediate suspension. (See handbook definition on suspension)
3. Those behavioral offenses that will follow the procedure outlined here.

First Offense: Warning. The teacher will notify the student's parents in writing via the Student Update Form. The teacher will notify the Principal.

Second Offense: Detention assigned. Written notification by the teacher or staff member via the standard form used for detention that requires an explanation of the offense and the signatures of the student, teacher and parents. Assignment and notification of detention will follow the procedure outlined in the Handbook.

Third and subsequent offenses: The Principal will contact the parents. Detention will be assigned. However, it should be noted that repeated offenses will not be tolerated and will result in suspension. This is a serious step, but will be taken. NOTE: Should suspension take place, the student will receive a grade of "zero" for the day or days served. No make-up work will be allowed. A record of the suspension will be reflected in the student's file.

In House Suspension: In house suspension from any class where a student is constantly disruptive will be implemented. Written assignments will be done in the Principal or Assistant Principal's Office during that particular class time. The Principal will assess re-entry to class on an individual case basis. Parents will be informed in writing of an in-house suspension.

School yard / Playground

Students are expected to line up quietly at the bell. They are to proceed into the building in a quiet and orderly manner.

Students may not use balls of any kind when arriving at school in the morning. Foam balls, kick balls, and basketballs are the only balls that may be used in the schoolyard at other times. Jump ropes are also allowed. Electronic games or equipment, dolls and other toys or fad items may not be brought to school. Students will be reminded once and, on the second time, the item will be taken from the student.

Students must stay in designated areas and, at no time, may they leave the schoolyard during the school day.

The playground equipment is for everyone to use. Appropriate use of the equipment is reviewed with all students. Students who do not follow the guidelines for use may be removed from the equipment. Students are to report any broken or damaged equipment to the teacher on duty.

Playground rules are posted on the playground door. Students are expected to follow these rules in the schoolyard. Fighting, pushing, name calling etc. are unacceptable behaviors. Students engaged in these behaviors will be removed from play on the first offense. If the behavior continues, students will be sent in to the office and lose the

privilege of recess. On the third offense, parents will be notified and a detention will be given.

Trash is to be disposed of in the containers provided. It is the responsibility of each student to help keep the play area clean.

Cafeteria

Students are expected to enter the cafeteria quietly and orderly. Those not purchasing school lunches may proceed directly to their tables. Others will proceed through the lunch line.

Students are expected to remain in their seats, talk quietly and be respectful of those around them. At no time should food be used in inappropriate ways. Throwing of food will result in immediate removal from the cafeteria and a detention.

Students are expected to leave the tables clean for the next group of students. The classroom teachers designate washers. All trash is to be disposed of properly.

Students are expected to empty lunch trays and dispose of trash before leaving the cafeteria.

Students may not leave the cafeteria until the supervising teacher dismisses them.

Building

Students are expected to walk quietly in the building. They may not be out of the classroom at any time without permission of the classroom teacher

Students are expected to take personal pride in their classrooms and the building and to help keep them neat and clean. Defacing or destroying school property is unacceptable. Reports of students damaging property will be taken very seriously. Once it is determined a student has damaged or defaced school property, the student and his or her family will be responsible for any costs associated with repairing or replacing the property.

Students may not stay in classrooms unattended. Parents are asked not to bring students to their classes when they arrive late. Students are capable of doing this on their own.

At events sponsored by school groups outside of the regular school day their parents must supervise students and they may not go to any area of the building other than where the event is being held.

For their safety, **students are instructed to not open doors for anyone**, including people they know. All visitors and parents are expected to follow protocol and ring the

bell for admittance. All visitors must report to the office and sign into the building. Badges will be distributed and worn while volunteers are in the building. All visitors must sign out before leaving the building.

Detention

Detentions of one hour's length are assigned when students either consistently challenge the rules for discipline or for academic reasons. Parents are notified of a detention twenty- four hours in advance. If a student receives a detention, it should take precedence over other after school activities with the exception of previously scheduled medical appointments.

Automatic detentions will be given for use of unacceptable language, fighting, possession of illegal or dangerous items or similar other behaviors which do not reflect the philosophy of the school. Twenty-four hour written notice will be sent home. The notice is to be signed and returned the next day. The detention will be served on the scheduled day. Students who do not return the notice will call the parent from the school office.

The administration reserves the right to use suspension and, in extreme cases, expulsion, for situations which warrant their use. Parents will be notified.

Suspension

Suspension from school is a serious consequence and will be used only for serious infractions or repetitive inappropriate behaviors. Reasons for suspension may include foul or abusive language directed toward adults or students, harassment, possession of drugs or weapons etc. Suspension may be served in house or at home depending on the individual situation or circumstance. Suspensions may also be used for chronic classroom misbehavior as well.

Middle Level In House Suspension: In house suspension from any class where a student is constantly disruptive will be implemented. Written assignments will be done in the Principal or Assistant Principal's Office during that particular class time. Parents will be informed in writing of an in-house suspension.

Expulsion

Expulsion from school is the most serious of consequences and would be used only in extreme cases and only after consultation with the parents, the Pastor, the Principal and with approval of the Catholic Schools' Office in Boston.

Dismissal:

To insure the safe and orderly dismissal of the children, please respect the dismissal procedures by waiting outside the building at the designated areas for your children.

Emergency Dismissal Policy

The School Reach Instant Parent Contact System will be activated when necessary.

North Andover and Tewksbury Pickup in Andover Parking Lot

1. Parents or carpool drivers must park in legal areas, not in reserved parking spaces.
2. Children will be held at the bottom of the stairs until parents or carpool drivers come to the top of the stairs to collect the child or children riding in their car.
3. Please arrive just prior to or at dismissal time at 3:00 PM not 20-30 minutes early.
4. Teachers have been instructed not to release students in the parking lot until a parent or carpool driver comes to meet them.
5. Any student who has not been picked up by 3:15 PM will be brought into the school and will be waiting at the office. No student will be left unattended at a pickup location.
6. Notification must be made to the homeroom teacher and the office if there is any change in the transportation arrangement.
7. If children participate in carpools, a written authorization must be on file in the office indicating the child's name and the names of the carpool drivers to whom the child can be released.

Andover Walkers and Riders

1. Students are escorted to School Street by the teachers at 3:00 PM. Parents are to park on School Street and meet the children there.
2. Parents may not call to the children to cross the street other than at the designated crosswalk area. The crossing guard will give the instruction for children to cross.

3. Parents may not come into the schoolyard or down St. Augustine Drive to meet the children and take them from the lines.
4. Parents may not come into the school or linger outside the classrooms to meet the children at dismissal time.
5. Any student who has not been picked up by 3:15 PM will be brought into the school and will be waiting at the office. No student will be left unattended at a pickup location.
6. Parents are reminded to respect the private property on St. Augustine Drive and School Street. Do not block residents' driveways or allow younger siblings to play on the lawns of the residents of the area.
7. Notification must be made to the homeroom teacher and the office if there is any change in the transportation arrangement.
8. If children participate in carpools, a written authorization must be on file in the office indicating the child's name and the names of the carpool drivers to whom the child can be released.

Modified Kindergarten Schedule

Parents of kindergarten students electing a modified schedule will pick up their children at 12:00 PM Mondays and Fridays. Students will be dismissed at Chestnut Street door. Parents must meet their children there and take them directly to their cars. Students, once released by their teacher, must be supervised at all times by the parents

Early Release Days

When all students are dismissed at 12:00 noon on early dismissal days, they will proceed to their regular pick up locations. Bus students will be dismissed with the Walkers/Riders at School Street. No student will be dismissed to any other location or to another parent without expressed written permission from that student's parent.

Extended Day Programs:

St. Augustine School provides after school care for students in Nursery through Grade 8. The fee is \$7.00 an hour per child. A full hour is charged for any part of the hour. After school care is available the following hours:

Nursery /Pre K	Monday through Thursday	11:30 AM - 2:30 PM
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K-8 Monday through Friday 3:00 PM - 6:00 PM

St. Augustine School provides morning school care for students in K through Grade 8. The fee is \$10.00 a day per child. Morning school care is available the following hours:

K-8 Monday through Friday 7:00 AM - 8:30 AM

The Extended Day programs are available only on those days and times when school is in session. The programs are not available on storm days, holidays, or school vacations. Applications for the Extended Day Programs are available in the school office. Students may not participate in the Extended Day Programs until the application form and health records are on file.

The Extended Day Programs are not drop in programs. Parents/Guardians commit to the care when they sign students up for it. No changes in Extended Day Care schedules should be made after October unless they have been agreed to by the Program Coordinator in consultation with the Principal. Please see the Extended Day Handbook for additional policies and procedures.

Facilities Use:

Parents, teachers, and others, who want to use the school facilities for extracurricular activities, meetings, or any other use, must get permission in advance from the Principal.

Extended day programs and use of the cafeteria

The extended day program has priority for use of the cafeteria during the hours the program operates (generally Monday through Friday, 7:00AM to 8:30 AM and 3:00 PM to 6:00 PM). Anyone wishing to use the cafeteria during this time must get permission in advance from the Principal, and consult with Terri Floyd in advance.

Parent Supervision

Parents are responsible for supervising their own children on school property, including the schoolyard, when school is not in session. The school will provide supervision, and parents are not expected to supervise, St. Augustine students in the schoolyard on school days from 8:25 to 8:45 AM. Children should not be in the schoolyard before 8:25AM.

Parents who bring a child who is not a student at St. Augustine School (such as a younger sibling) onto school property are responsible for supervising the child at all times.

The school is not liable for any adverse event resulting from a parent's failure to supervise children on school property as required.

All students must be enrolled in the extended day program in order to play on the playground after 3:00PM.

Field Trips:

Field trips are a privilege and not a responsibility of the school. Parents will be notified in sufficient time to meet necessary financial requirements if needed. Parental permission is required for each trip. No student will be allowed to accompany the class without a signed permission slip. Students may not call home for forgotten permission slips. Students not attending the field trip will remain at school and appropriate supervision and assignments will be provided. Permission by telephone is unacceptable. An appropriate number of parent chaperones will be asked to participate on each of the trips. All chaperones must complete a CORI form. Due to safety concerns, siblings are not allowed to accompany volunteers when they are volunteering in the classroom or on field trips.

Only bus transportation will be allowed for field trips. Students must leave for the trip on the bus and return to school on the bus. Students will not be released to parents to be transported home.

Students may be prohibited from attending a field trip if inappropriate or irresponsible behavior has been reported. The student will be expected to attend school on the day of a field trip even if he or she is not attending. Appropriate work will be left.

Attendance at liturgies, prayer services and reconciliation are part of the religious curriculum and school life and are not considered field trips. Physical Education, which is held at the Knights of Columbus gym, is also part of the curriculum and trips to the gym are not classified as field trips.

Financial Aid / Scholarships:

Financial aid is available to those in need and who qualify. Genuine need and meeting the faith commitment will determine the amount of financial aid awarded. No deserving family will be denied a Catholic education because of limited financial resources. To qualify for Financial Aid:

1. Financial aid applications may be obtained on a confidential basis at the school office. Applications must be submitted no later than the first Friday in April for consideration for the next school year.
2. Documentation required before consideration is given includes a financial aid application and copies of that year's tax return and W-2 forms. Members of the financial aid committee will verify financial information on the application. Members of the committee are the Pastor, principal and appointed members of the

Finance subcommittee. All financial information furnished will be held in strict confidence.

Fire Drills/Evacuation Procedures:

Fire drills are scheduled throughout the year. The Andover Fire Department runs drills in addition to school practice drills. Students are expected to leave the building quickly and quietly using the designated routes. All students, staff and visitors are expected to evacuate the building when the alarm is sounded.

Directives for the evacuation of the school building are published in the faculty handbook. Evacuation routes are posted in every room. During evacuation, students must maintain silence. Teachers will carry the class roll book with them and attendance will be taken after the students are organized in a safe area. If any student is missing, the principal will be notified immediately.

In the event of a real emergency, evacuation and notification procedures will be followed as outlined in the draft school crisis plan available at the main office.

Handbook Amendments:

The principal retains the right to amend the Handbook for just cause and the teachers/parents/students will be given notification if changes are made.

The Handbook is subject to annual review. Recommendations for review or change of policy can be made to the policy subcommittee of the SAA Parish School Consultative Board. Individuals who wish to suggest a change may complete the form at the back of the Handbook and submit it to the policy subcommittee at any time. The subcommittee will consider the suggestion when it conducts its annual review of the Handbook, usually at the end of the school year.

Health Care:

Our health room is staffed by an RN on a daily basis from 9:00 AM-3:00 PM and is supervised by the Board of Health of the Town of Andover. All students must have on file a physical exam and current immunization report as required by Massachusetts State Law. Updated forms are required for K, 3rd and 7th grades, and all new students. All students must have current emergency information in their health records.

If your child is left in the care of another when you are away, a written authorization of emergency medical attention should be filed with the school nurse and the office.

Students may occasionally be interrupted during the school day for vision or hearing screening, head checks, scoliosis, or other health related activity as deemed beneficial or necessary.

AIDS/ Acquired Immune Deficiency Syndrome Massachusetts School Attendance Policy:

Epidemiological studies show that AIDS is transmitted via sexual contact or blood-to-blood contact. To date, there is no recorded transmission of AIDS to family members who are non-sexual contacts. The fact is also observed with medical personnel who directly care for and are exposed to AIDS cases. Since there is no evidence of casual transmission by sitting near, living in the same household or playing together with an individual with AIDS.

The following guidelines are recommended by the Governor's Task Force on AIDS for implementation in school systems throughout the Commonwealth.

1. All children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTOC-III) and receiving medical attention are able to attend regular classes.
 - a) If a child has coetaneous (skin) eruptions or weeping lesions that cannot be covered, he/she should not be in school.
 - b) If the child exhibits inappropriate behavior that increases the likelihood of transmission (i.e., biting or frequent incontinence), he/she should not be in school.
 - c) Children diagnosed with AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV-III) who are too ill to attend school, should have an appropriate alternative education plan.
 - d) Siblings of children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV-III) are able to attend school without any further restrictions.

2. The child's personal physician is the primary manager of the child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV-III). Management includes acting as the "gate keeper" for the child's attendance at school in accordance with the policy outlined above.
 - a) Notification should be by a process that would maximally assist patient confidentiality. Ideally, this process should be direct person-to-person contact.
 - b) If school authorities believe that a child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV-III) has evidence of conditions described in #1, then the school authorities can dismiss the child from the class and request authorization from the child's personal physician so that class attendance is within compliance with the school policy.

- c) If school authorities and the child's personal physician are in conflict, then an appointed physician who would determine the permissibility of attendance should refer the case to the Department of Public Health for review.
3. Since the child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV-III) has a somewhat greater risk of encountering infections in the school setting, the child should be excluded from school if there is an outbreak of a threatening communicable disease such as chicken pox or measles until he/she is properly treated (possibly with hyper immune gamma globulin) and/or the outbreak has no longer become a threat to the child.
4. Blood or any other body fluids including vomit and fecal or urinary incontinence in any child should be treated cautiously. It is recommended that gloves be worn when cleaning up any body fluids.
 - a) These spills should be disinfected with bleach (one part bleach to ten parts water) or another disinfectant, by pouring the solution around the perimeter of the spill.
 - b) All disposable materials, including gloves, should be discarded in a plastic bag. The mop should also be disinfected with the bleach solution described in 4a.
 - c) Persons involved in the clean up should wash their hands afterward.
5. In-service education of appropriate school personnel should ensure that proper medical and current information about AIDS is available.

Allergies

All children with known allergies must have on file:

1. Allergy action plan.
2. Signed consent by a parent or guardian.
3. Signed medication order from a licensed physician.

The parent or guardian shall provide the School Nurse with information related to the child's history including past reactions, a description of the reaction, triggers and warning signs of the reaction.

Steps to be taken in the event of allergic reaction in a child with known allergies:

1. All children with known allergies will be listed on the Medical Alert Sheet that is distributed to appropriate faculty and staff.
2. The physician order and the parental consent in the event of an allergic reaction are located in the health room.
3. Children's medication is stored in the health room.
4. In the event that a child ingests a known allergen, the School Nurse should be notified immediately to evaluate the child.
5. If the child exhibits non life-threatening symptoms and the child has a physician's order and or parental permission: diphenhydramine (Benadryl) will be given according to the instructions given.

6. The child's parent of guardian will be called and the child will be observed until they arrive.
7. For life-threatening symptoms: epi-pen will be given according to the physician order.
8. Initiation of EMS by calling 911.
9. The child's parent or guardian will be immediately notified.

The complete guidelines for food allergies will be kept and available in the school office and the nurse's office and will be sent home with each child at the beginning of the school year.

Asbestos Management:

St. Augustine School has removed all exposed and friable asbestos in accordance with Diocesan and town recommendations. A management plan for asbestos monitoring is on file in the parish office.

Medication Policies

If it is possible to achieve the medical regimen at home, medications (both prescription and over-the-counter) should not be taken during school hours, for example, medication to be taken three times a day can be given before school, after school and at bedtime.

If medications must be taken during the school day, please contact the school nurse.

A PHYSICIAN'S ORDER IS REQUIRED EVERY SCHOOL YEAR FOR ALL PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS.

To insure your child's safety, all medications are to be delivered to school:

- In a pharmacy/manufacturer's container. If a prescription, ask the pharmacy to provide separate bottles for school/home.
- By the parent/guardian or designated adult, **never with the child**. Please bring to health room.

***Please note no medications will be administered that arrive in plastic bags or envelopes.**

Long Term Medications

Medications which must be taken during school hours, on a long-term basis, require the following form, **Authorization for Utilization of Medication and Release From** to be on file in the school health office before any medication can be administered at school.

Short Term Medications

Medications that must be taken during school hours on a short-term basis require a prescription label and a parent note.

PRN (As Needed) Medications

Tylenol will be administered per protocol. Please sign your General Medical Release Form for permission for your child to receive medications per protocol.

Medication Retrieval

Parents/guardians may retrieve their medications/supplies from the school at any time. Any and all medications/supplies must be picked up by the parent/guardian by the end of the school year. Any medications/supplies not retrieved by this time will be discarded.

Illnesses

In order to provide the healthiest school environment possible, please do not send your child to school when symptoms of illness are present. According to guideline set by the American Academy of Pediatrics no child will be allowed to remain in school if any of the following conditions are present: temperature >100 degrees, persistent cough, head lice, undiagnosed/untreated skin rash or communicable disease, vomiting/diarrhea, neurological changes, severe pain or disabling injury.

Please notify the school nurse within 24 hours if your child contracts any contagious disease, including but not limited to: strep throat, conjunctivitis, head lice impetigo, fifth's disease, chicken pox, measles, whooping cough, mononucleosis, scabies, mumps, tuberculosis, and scarlet fever.

Homework:

Homework is the extension and application of learning initiated by the teacher in school and continued at home. A grade is not awarded on the basis of test results alone. Class work, homework, class participation, and independent projects determine a child's grade.

Homework that is properly designed will be constructive in the learning process and will reinforce and relate to classroom instruction. To accomplish this successfully, full cooperation between parents and teachers is needed. The value of the homework depends on the attitude of the child, the parent and the teacher. Assignments should be appropriate to the ages and abilities of the students. Spelling, vocabulary, studying notes, reading activities, math practice and projects are all part of homework.

Homework must be submitted on the day it is due. When a student is absent from school, work must be made up in a timely manner. Teachers will allow sufficient time for students to complete necessary assignments, but it is the responsibility of the student to get the missing assignments.

Students may not call home for forgotten assignments, and parents may not deliver homework to the classroom. Forgotten homework brought to the school main office during the day will still be considered late.

Homework is available online via teacher websites @ www.staugustineandover.org.

Advanced homework will not be given to students who are missing school for an unexcused absence such as a family vacation or sporting event. The responsibility for makeup of homework remains with the student and parents. Consideration may be given to the amount of homework assigned on nights when there are school-sponsored activities.

The following timetable is suggested as a guideline:

Grades K - at the discretion of the teacher. Reading daily to your child is appropriate.

Grade 1- 10-30 minutes each weeknight

Grades 2-3 - approximately 30-60 minutes each week night

Grades 4-5 - approximately 60-90 minutes each week night

Grades 6-8 - approximately 1-3 hours each week night

Internet

Internet Acceptable Use Policy

It is the policy that educational programs offered by St. Augustine School require only the ethical use of the Internet and related technologies by students as set forth in the terms, conditions and regulations for the use of the Internet. Access privileges may be revoked and school disciplinary action may be taken for a violation that is unethical or contrary to the school's mission. Because pornography, defamatory, or inaccurate information that is offensive in nature may be accessed through the Internet it is necessary that parents or other responsible adults provide informed consent to student access to telecommunications networks. Parents must realize that, while the school has taken precautions to control access to controversial materials via filtering software, it is impossible to guarantee non-access to educationally inappropriate sites and information.

The use of the Internet and related technologies must be in support of the mission, objectives, goals, and research consistent with the educational objectives and mission of St. Augustine School. St. Augustine's faculty integrates thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use.

Use of the Internet will be restricted to times when adult supervision is present. School personnel regularly view Internet site visits.

The use of the Internet and related technologies at St. Augustine School is a privilege, and inappropriate use may result in cancellation of that privilege. Each user who is provided access to the Internet and related technologies will participate in a discussion with assigned staff concerning proper use of the network. Faculty or staff may request that the administration deny, revoke, or suspend a specific user's access to school technology and/or the Internet because of violations to the terms for acceptable use.

The following uses of school-provided computer network and Internet access capabilities are not permitted:

- to access, upload, download, or distribute inappropriate material
- to post personal contact information or to knowingly or recklessly post false information about persons or organizations
- to transmit obscene, abusive, or sexually explicit language
- to violate any local, state, or federal statute
- to vandalize, damage, or disable the property of another individual or organization
- to access another individual's materials, information, or files without permission
- to violate copyright or otherwise use the intellectual property of another individual or organization without permission

*Please note in addition to this agreement students will sign a **Computer Lab Rules & Internet Acceptable Use Contract 2008-2009**. This states in detail all of the rules and proper use of computer equipment, the Internet, lab rules, and consequences of any violations of any of these rules. The last page of the contract must be signed and returned before students may participate in class. This contract will be kept in their Computer Notebooks at all times during the school year.

Invitations/Gifts:

Invitations to parties outside of school may not be distributed at school. Invitations should be mailed directly to the students' homes. Gifts from one student to another should not be exchanged at school unless it is done as a class activity sponsored by the teaching staff. This practice helps alleviate hurt feelings or feelings of exclusion.

Liturgies / Prayer Services / Reconciliation:

Students, faculty and staff attend monthly liturgies on the first Friday of each month at 10:30AM at St. Augustine Church. Students have the opportunity to share prayer on a daily basis with the entire school community as well as in their own classrooms and at level prayer services. Reconciliation opportunities are provided to students twice a year. Students, accompanied by staff, walk to St. Augustine Church for liturgical celebrations.

Participation in these services is part of the school curriculum and walks to the church are not considered to be field trips.

Media and Publicity:

During the school year, photographs of students at St. Augustine School are regularly submitted to the area newspapers, the parish bulletins and the St. Augustine Andover School web site (www.staugustineandover.org). These are used to publicize special or noteworthy events and liturgical celebrations that are held at the school. Additionally, the school is publicized in a variety of ways, including brochures and cable television broadcast of the school play.

Only the following representative of the school or her delegate may submit photos/videos to the newspapers and TV stations: Ann Kendall, Principal, or her designee

Suggestions for photos and articles are welcome; please contact the principal with any ideas.

If you do **not** want your child to be part of these types of school publicity, please send a signed and dated note to the office stating this or fill in and return the Publicity Permission Slip handed out at the beginning of the school year.

Parent-Teacher Conferences for Grades N-8:

Parent-Teacher conferences are a source of much satisfaction and deserve serious attention. A good conference is a two way process, a learning process for both the teacher and parent with a mutual exchange of ideas. Parents are partners. When a conference is appropriate or necessary, a brief note or phone call expressing the desire to meet and discuss the student's progress should be made to the classroom teacher.

Parent-Teacher conferences are scheduled twice a year at the end of the first and second trimester. Parents are encouraged to attend these conferences if there are concerns or questions that cannot be answered through regular communication with the teacher.

Parish Facilities Use and Request Form:

The St. Augustine Center for Religious Education and Ministry, St. Augustine Church, St. Rita Hall & Good Counsel Hall are available for use, pending the approval of the Pastor, for individuals and groups directly associated with St. Augustine Parish. Groups not associated with the parish may also use the facility if available. All requests for usage of St. Augustine Parish Facilities must be submitted using the appropriate Saint Augustine Facilities Use Request form obtainable online at www.staugustineparish.org. Space will be assigned based on availability. Request must be submitted to St. Augustine Parish Center, 35 Essex St. Andover, MA 01810 Attn: Patty Ehlbeck. Although persons may request a specific meeting room or location, space will be assigned based on availability. The first priority for use of the facilities is given to the Sacramental Ministry of the Church and the Religious Education Program.

Promotion and Retention:

Promotion

Teachers are responsible for the recommendation for promotion or retention of their students. To qualify for promotion, students must have mastered an acceptable level of competency in the skills taught at the grade level and be developmentally ready to move to the next level.

Students may not be promoted to the next grade if a subject in a major content area is failed. The parents must agree upon a specific recommendation for summer school and/or tutoring. The student will then be tested at the end of summer to insure that the student is ready to move on to the next level. The formal recommendation becomes a part of the student's file until the work is completed. Successful completion of the course work or tutoring must be verified, documented and on file in the school office before the school year begins.

Each graduating student must be approved by the principal as having fulfilled the requirements of competency for graduation.

Retention

As a result of irregular attendance or other reasons, students may have difficulty mastering academic work at a given grade level. The possibility of non-promotion is communicated to the principal and parents by March 1. Clear and articulated documentation is kept to support the decision for retention.

This procedure allows for dialogue about future planning for the student's academic program and also provides time for the student to advance before a final decision is reached. The final decision rests with the principal of the school in consultation and support of the classroom teachers.

Registration/Applications:

Nursery and Pre-Kindergarten

Jan/Feb 2009 In House Registration (present Nursery students and siblings of students currently enrolled in St. Augustine School)

Feb 2009 Open Registration (new families to St. Augustine School)

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Application materials must be requested from and returned to the main school office. Priority for acceptance is as follows:

1. present Nursery students moving up to Pre K
2. siblings of children currently attending St. Augustine School and children of full-time faculty
3. children from families verified as registered and participating at St. Augustine Parish
4. children from families registered and participating in other Catholic parishes
5. Children from families with no parish affiliation.

Applications will only be accepted at 8:00 on the first day of the registration period and during regular school hours of 9:00AM -3:30PM the rest of the week. There is a \$75.00 non-refundable application fee for students who are planning to enter St. Augustine School Nursery and Pre K Programs.

The final decision for acceptance is reserved for the administration on the recommendations of the professional staff.

Kindergarten

- Feb 2009 In House Registration (present Pre K students and siblings of children presently enrolled at St. Augustine School).
- Feb 2009 Open Kindergarten Applications (families new to St. Augustine School)

There is a \$75.00 non-refundable application fee for all Kindergarten students.

Grades 1-8

- Feb 2009 In House Re registration (present K-7 students and siblings of children presently enrolled at St. Augustine School). There is a \$50.00 non-refundable re-registration fee for Grades 1-8. There is a \$75.00 non-refundable fee for new sibling applications.
- Feb 2009 Open Applications (new families to St. Augustine School). There is a \$75.00 non-refundable application fee for new students in Grades 1-8.

All new application forms will be dated, numbered and prioritized by the following categories:

- Siblings of current students
- Verified, registered and participating members of St. Augustine Parish
- Registered and participating members of other Catholic parishes
- Families with no parish affiliation

Scholarships:

Parish scholarships are available to those families who have true need and meet the criteria for scholarship award. Parish scholarships are awarded to families who are registered, actively participating and contributing financially to their faith communities. Active participation shall be defined as no less than 65% usage of envelopes placed in the offertory on an annual basis from January through December. Mailed offertory envelopes are not counted.

A family must submit a signed parish verification of membership form. Verification forms must be requested from the school office and returned no later than March 31. The amounts of scholarship vary from parish to parish. Students in Nursery and Pre K do not qualify for parish scholarships but may apply for financial aid provided all criteria are met.

School Lunch:

School lunch with milk or orange juice costs \$2.25 a day. Milk alone may be purchased for \$.50. Juices purchased from the machine are \$.75. Students will purchase lunch using student scan cards. Each family will deposit money into their child's/children's account and lunch will be deducted from the balance. Cafeteria staff will scan the card and the appropriate amount will be deducted from the account balance. When the balance gets to \$10, a notice will be sent home, and the parents may add money to the account. Snacks may not be purchased with the scan card.

Money may not be borrowed from the school office. All families must maintain a balance in the account.

Soda may not be brought to school. Glass bottles may not be brought to school.

Once a month students may order pizza from Papa Gino's. Students must order on the day before the pizza is served. Reminder notes are sent home and the monthly calendar also indicates the date of Papa Gino's Day.

St. Augustine Parish School Consultative Board:

St. Augustine Parish School Consultative Board provides recommendations to the Pastor and Principal to support the overall mission of our school. The Board has consultative responsibilities through the following subcommittees which include: Buildings and Grounds which assists in developing and monitoring maintenance and improvement plans for the school; Finance which prepares, presents and oversees the annual budget and allocates financial aid; Institutional Advancement which consults on overall planning and development efforts at our school; Policy which reviews all policies and makes recommendations on proposed and existing policies to the Principal; Strategic Planning which develops a strategic plan, reviews and updates the plan annually and ensures the plan is being utilized; Marketing, Recruiting and Public relations. Meetings are held bimonthly and updates of activities are available through the website and sent home periodically through backpack mail.

St. Augustine Catholic School Guild:

The St. Augustine Catholic School Guild is a parent organization that serves as both a fund raising and community-building vehicle for the families of St. Augustine School. Leadership of the Guild is the Guild Board that consists of four officers and classroom parents for each grade level. The Board members serve as chairpersons for school events and invite all parents to participate and contribute in the life of St. Augustine School. The Guild Board meets on the first Thursday of each month. The Guild Lines will be emailed monthly.

Student Evaluations:

Students' progress is assessed in several ways at St. Augustine School. Report cards are a means of reporting a student's progress. Report cards reflect a student's performance through test and quiz scores, classroom participation, portfolios, homework and projects.

Report cards are distributed three times a year for Grades 1-8. Nursery, Pre K, and Kindergarten parents receive narrative reports.

All students in Grades 1-8 receive Progress Reports half way through each trimester.

Student Recognition:

Honor Roll

Honor students are identified as those students who achieve a certain level of personal success and achievement through conscientious effort, appropriate conduct and seriousness in studies. Gold and Silver Honors recognize honors in both academics and effort. The Effort recognition is awarded to students who continue to achieve potential

through conscientious effort and behavior but may not have the necessary grades for academic honors at this time.

At the Middle Level, an Honor Roll is published after each trimester. Students who are academically successful as well as students who demonstrate whole-hearted effort and responsible conduct may be recognized for honors.

Criteria for recognition are:

Gold Honors A 93 or better in all subjects and 3's in conduct and effort

Silver Honors An 85 or better in all subjects and 3's in conduct and effort

Student Records:

Student records are maintained in the school office. These records contain a student's educational history as well as family information. It is very important that any changes in family information be communicated to the Administrative Assistant as soon as the change occurs.

If a student is transferring to another school, parents must request a transfer of records form from the office, sign it and return it to the office before records can be sent.

Parents and legal guardians have the right to inspect any and all material that is a part of their child's permanent record. Any parent who does not have physical custody of a child shall be eligible to receive student record information related to the child unless the custodial parent provides to the principal documentation of any court order which:

1. Prohibits the non-custodial parent from having any contact with the child;
2. Prohibits the distribution of student record information; or
3. Is a temporary or permanent order issued to provide protection to the custodial parent or to any child in the custodial parent's custody from abuse by the requesting parent *unless* the protective order (or any subsequent order modifying the protective order) specifically allows access to student record information.

The financial records pertaining to a student are the private business of the person who signed the tuition contract. The financial records are not to be included as "records" that are subject to view by opposing parties in a divorce agreement.

Tuition:

Tuition provides the majority of revenue required to offset operating expenses for the St. Augustine School. Tuition rates are reviewed annually by the St. Augustine School Finance Committee; with respect to current and projected operating expenses. Based on

this analysis, The St. Augustine School Finance Committee establishes an early fiscal budget recommendation for review by the St. Augustine Parish School Consultative Board. Once reviewed and/or revised, the St. Augustine Parish School Consultative Board forwards the recommendation to the St. Augustine Parish Finance Committee for final approval.

All families are required to submit a 25% tuition deposit by May 15th; deposits received after May 15th will be subject to a \$100.00 late fee.

There are two payment options available for the remaining 75% of the tuition balance:

1. Payment in full – A payment in full must be received by August 15th. Payments received after August 15th will be subject to a \$100.00 late fee.
2. FACTS Payments – Families can choose to make a series of equal payments through the FACTS payment system. Applications for this program must be received by April 1.

It is the strict objective of the St. Augustine School and Parish Administration to keep tuition rates to a minimum; in order to keep Catholic Education accessible and academically competitive.

Unpaid Bills:

All debts must be settled before receiving report cards each trimester including overdue tuition bills, lunch ticket balance, library books, textbooks, and workbooks.

Uniforms:

Students are required to wear the school uniform. The intent of this policy is to help create an atmosphere that is non-competitive. Students are neatly dressed and present a positive self-image. The uniform policy will be strictly enforced. The following procedure will be used to address dress code violations.

1. Students will receive a verbal reminder when there is a dress code violation.
2. A written notice requiring a signature or a request for a parent conference will accompany the second warning.
3. On the third violation a detention/missed recess will be assigned to the student depending on the grade level.

Uniform Dress Code

The following charts detail the uniform policies as they apply during the school calendar year.

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Boys – Grade K to Grade 8			
<i>Time Frame</i>	<i>Start of school to October 31</i>	<i>November 1 to April vacation</i>	<i>April vacation to end of school</i>
Pants	Navy or Khaki Uniform pants or Khaki Uniform shorts.	Navy or Khaki Uniform pants or Navy Corduroys	Navy or Khaki Uniform pants or Khaki Uniform shorts.
Shirts	White or light blue oxford cloth with button-down collar. St. Augustine Monogrammed navy or white short or long-sleeved Polo shirt. Shirts must be tucked in,	White or light blue oxford cloth with button-down collar. St. Augustine Monogrammed navy or white short or long-sleeved Polo shirt. Shirts must be tucked in,	White or light blue oxford cloth with button-down collar. St. Augustine Monogrammed navy or white short or long-sleeved Polo shirt. Shirts must be tucked in,
Sweaters	Navy, Forest Green, or White V-neck or cardigan uniform sweater	Navy, Forest Green, or White V-neck or cardigan uniform sweater	Navy, Forest Green, or White V-neck or cardigan uniform sweater
Ties	Navy or Forest Green	Navy or Forest Green	Navy or Forest Green
Socks	Navy, Forest Green, or white ankle or crew socks	Navy, Forest Green, or white ankle or crew socks	Navy, Forest Green, or white ankle or crew socks
Shoes	Regular Leather school shoes (no sandals, crocs, or work boots). Sneakers only with shorts.	Regular Leather school shoes (no sneakers, sandals, crocs, or work boots)	Regular Leather school shoes (no sandals, crocs, or work boots). Sneakers only with shorts
Belts	Dark or khaki solid-color or uniform plaid, free of decoration	Dark or khaki solid-color or uniform plaid, free of decoration	Dark or khaki solid-color or uniform plaid, free of decoration
Accessories	One Watch, one simple ring, one bracelet, and one necklace	One Watch, one simple ring, one bracelet, and one necklace	One Watch, one simple ring, one bracelet, and one necklace

Saint Augustine School
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<p>Physical Education Uniform</p> <p>Gym uniforms <u>must</u> be worn to school on scheduled gym days.</p>	<p>St. Augustine Monogrammed Green Sweat suit. St. Augustine Monogrammed Grey T-shirt. St. Augustine Monogrammed Green Gym shorts. Rubber-soled athletic sneakers with support and arch. Socks must be worn, and must be white crew or knee sports socks.</p>	<p>Full sweat suits (T-shirt, Sweat shirt, and Sweat pants) must be worn to and from the gym during this time period. Students should wear alternate footwear (shoes or boots) to school, and be prepared to carry their sneakers to the gym.</p>	<p>St. Augustine Monogrammed Green Sweat suit. St. Augustine Monogrammed Grey T-shirt. St. Augustine Monogrammed Green Gym shorts. Rubber-soled athletic sneakers with support and arch. Socks must be worn, and must be white crew or knee sports socks.</p>
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Girls, Grade K to Grade 4			
Time Frame	Start of school to October 31	November 1 to April vacation	April vacation to end of school
Outfit	Uniform Plaid Jumper or Khaki Uniform shorts	Uniform Plaid Jumper OR Navy or cotton twill or corduroy uniform slacks	Uniform Plaid Jumper or Khaki Uniform Shorts
Shirt	White or Light Blue Blouse with Peter Pan collar or White turtleneck Shirt (both may be worn at the same time) or St. Augustine Monogrammed long- or short-sleeved Polo shirt. Shirts must be tucked in.	White or Light Blue Blouse with Peter Pan collar or White turtleneck Shirt (both may be worn at the same time) or St. Augustine Monogrammed long- or short-sleeved Polo shirt. Shirts must be tucked in.	White or Light Blue Blouse with Peter Pan collar or White turtleneck Shirt (both may be worn at the same time) or St. Augustine Monogrammed long- or short-sleeved Polo shirt. Shirts must be tucked in.
Sweater	Navy, Forest Green, or White Cardigan or V-Neck Uniform Sweater	Navy, Forest Green, or White Cardigan or V-Neck Uniform Sweater	Navy, Forest Green, or White Cardigan or V-Neck Uniform Sweater
Knee Socks or Tights	Navy, Forest Green, or Black knee socks or tights.	Navy, Forest Green, or Black knee socks or tights..	Navy, Forest Green, or Black knee socks or tights..
Shoes	Regular Leather School Shoes, heel height no more than 1 inch (no Sandals, Jellies, Clogs, crocs, etc.). Sneakers only with shorts.	Regular Leather School Shoes, heel height no more than 1 inch (no Sneakers, Sandals, Jellies, Clogs, crocs, etc.).	Regular Leather School Shoes, heel height no more than 1 inch (no Sandals, Jellies, Clogs, crocs, etc.). Sneakers only with shorts.
Belts	Dark solid-color, free of decoration	Dark solid-color, free of decoration	Dark solid-color, free of decoration
Accessories	Solid-color Navy, Forest Green, White or Uniform Plaid headbands, scrunchies or ribbons.	Solid-color Navy, Forest Green, White or Uniform Plaid headbands, scrunchies or ribbons.	Solid-color Navy, Forest Green, White or Uniform Plaid headbands, scrunchies or ribbons.

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	One watch, one simple ring, one bracelet, one pair of earrings (studs or ½ inch hoops, no dangling earrings, one simple necklace.)	One watch, one simple ring, one bracelet, one pair of earrings (studs or ½ inch hoops, no dangling earrings, one simple necklace.)	One watch, one simple ring, one bracelet, one pair of earrings (studs or ½ inch hoops, no dangling earrings, one simple necklace.)
<p>Physical Education</p> <p>Gym uniforms <u>must</u> be worn to school on scheduled gym days.</p>	<p>St. Augustine Monogrammed Green Sweat suit.</p> <p>St. Augustine Monogrammed Grey T-shirt. St. Augustine Monogrammed Green Gym shorts.</p> <p>Rubber-soled athletic sneakers with support and arch. Socks must be worn, and must be white crew or knee sports socks.</p>	<p>Full sweat suits (T-shirt, Sweat shirt, and Sweat pants) must be worn to and from the gym during this time period. Students should wear alternate footwear (shoes or boots) to school, and be prepared to carry their sneakers to the gym.</p>	<p>St. Augustine Monogrammed Green Sweat suit.</p> <p>St. Augustine Monogrammed Grey T-shirt. St. Augustine Monogrammed Green Gym shorts.</p> <p>Rubber-soled athletic sneakers with support and arch. Socks must be worn, and must be white crew or knee sports socks.</p>

Girls, Grade 5 to Grade 8			
Time Frame	Start of school to October 31	Nov.1 to April Vacation	April Vacation to end of school
Outfit	Uniform Plaid Skirt, length at or below knee or Khaki Uniform shorts	Uniform Plaid Skirt, length at or below knee or navy cotton twill or corduroy Uniform pants	Uniform Plaid Skirt, length at or below knee or Khaki Uniform shorts
Shirt	White or Light Blue Oxford Shirt or White Turtleneck shirt (both may be worn at the same time) or St. Augustine navy or white Monogrammed long- or short-sleeved Polo shirt. Shirts must be tucked in. No undershirts should be shown at collar.	White or Light Blue Oxford Shirt or White Turtleneck shirt (both may be worn at the same time) or St. Augustine navy or white Monogrammed long- or short-sleeved Polo shirt. Shirts must be tucked in. No undershirts should be shown at collar.	White or Light Blue Oxford Shirt or White Turtleneck shirt (both may be worn at the same time) or St. Augustine navy or white Monogrammed long- or short-sleeved Polo shirt. Shirts must be tucked in. No undershirts should be shown at collar.
Sweater	Navy, Forest Green, or White Cardigan or V-Neck Uniform Sweater	Navy, Forest Green, or White Cardigan or V-Neck Uniform Sweater	Navy, Forest Green, or White Cardigan or V-Neck Uniform Sweater
Knee Socks or Tights	Navy, Forest Green, or Black knee socks or tights..	Navy, Forest Green, or Black knee socks or tights..	Navy, Forest Green, or Black knee socks or tights..
Shoes	Regular Leather School Shoes, heel height no more than 1 inch (no Sandals, Jellies, Clogs, crocs, etc.). Sneakers only with shorts.	Regular Leather School Shoes, heel height no more than 1 inch (no Sandals, Jellies, Clogs, crocs, etc.). Sneakers only with shorts.	Regular Leather School Shoes, heel height no more than 1 inch (no Sandals, Jellies, Clogs, crocs, etc.). Sneakers only with shorts.
Belts	Dark solid-color, free of decoration	Dark solid-color, free of decoration	Dark solid-color, free of decoration
Accessories	Solid-color Navy, Forest Green, White or Uniform Plaid headbands, scrunchies or ribbons.	Solid-color Navy, Forest Green, White or Uniform Plaid headbands, scrunchies or ribbons.	Solid-color Navy, Forest Green, White or Uniform Plaid headbands, scrunchies or ribbons.

Saint Augustine School
Andover

	One watch, one simple ring, one bracelet, one pair of earrings (studs or ½ inch hoops, no dangling earrings, one simple necklace.	One watch, one simple ring, one bracelet, one pair of earrings (studs or ½ inch hoops, no dangling earrings, one simple necklace.	One watch, one simple ring, one bracelet, one pair of earrings (studs or ½ inch hoops, no dangling earrings, one simple necklace.
Physical Education Gym uniforms <u>must</u> be worn to school on scheduled gym days.	St. Augustine Monogrammed Green Sweat suit. St. Augustine Monogrammed Grey T-shirt. St. Augustine Monogrammed Green Gym shorts. Rubber-soled athletic sneakers with support and arch. Socks must be worn, and must be white crew or knee sports socks.	St. Augustine Monogrammed Green Sweat suit. St. Augustine Monogrammed Grey T-shirt. St. Augustine Monogrammed Green Gym shorts. Rubber-soled athletic sneakers with support and arch. Socks must be worn, and must be white crew or knee sports socks.	St. Augustine Monogrammed Green Sweat suit. St. Augustine Monogrammed Grey T-shirt. St. Augustine Monogrammed Green Gym shorts. Rubber-soled athletic sneakers with support and arch. Socks must be worn, and must be white crew or knee sports socks.

Gym uniforms must be worn to school on scheduled gym days. Only gym sweat suits are allowed to be worn during gym class. Full sweat suits (t-shirt, sweat shirt, sweat pants) must be worn to and from the gym from November 1 until April vacation. Uniform shorts and t-shirts may be worn year round while participating in physical education class.

On announced non-uniform days, students may wear appropriate school clothing other than uniforms. Tattered or torn jeans or pants, tank tops, midriff shirts, shirts advertising or promoting illegal substances or violence may not be worn. The administration reserves the right to send students home if clothing is inappropriate.

- * No sandals or flip-flops.
- * Makeup and colored nail polish are not appropriate for school and may not be worn.
*clear nail polish may be worn
- * Hats may not be worn in school.
- * No faddish hair colors or cuts are allowed. Hair must be neat and clean and off the face. Boys' hair may be no longer than to the top of their shirt collar, the top of their ears, and the top of their eyebrows.
- * Any item not listed above is not part of the school uniform.
- * Students must arrive and leave school in uniform unless otherwise given permission by the Principal.

All regular school uniforms must be purchased at Harvey Uniforms in Lawrence.

Volunteer Opportunities:

Volunteering your time, energy and special talents allows our school to grow. Opportunities to volunteer are many; for example, special projects and events happening at the school; Guild fund raisers and family fun events; and School Advisory Council and its subcommittees' activities and projects.

As mandated by the Archdiocese of Boston, every parent/guardian volunteering in the school, attending field trips, coaching school teams or having any direct contact with a child/children at the school, must complete and submit a CORI form annually. Forms will be sent home in June and again in September. Completion of the forms is voluntary but in order to volunteer at the school, a record of a submitted form must be on file. All volunteers must have completed the Protecting God's Children Training. Please contact the main office for information on where and when this training is available.

All volunteers are expected to be respectful of the privacy of the community.

Due to safety concerns, siblings are not allowed to accompany volunteers when they are volunteering in the classroom or on field trips.