



Forming Saints and Scholars

Parent-Student Handbook

2026-2027

St. Augustine School
26 Central Street
Andover, MA 01810
978-475-2414

PURPOSE

This Parent-Student Handbook sets forth policies and procedures in the areas of academics, attendance, behavior, and other general policies.

Students and parents are required to read this handbook carefully and utilize it throughout the year for reference. Students and parents are expected to fully abide by these policies and procedures, and will be held accountable to these policies.

Updated August 2026

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Preamble: Parents as Partners

The Catechism of the Catholic Church affirms that “Parents have the first responsibility for the education of their children” (CCC 2223). In recognition of the instrumental role that parents play in the education of their children, St. Augustine School earnestly seeks to build lasting partnerships with all school families.

Ultimately, the success of this partnership depends on: (1) the shared mission between the school and parent, (2) mutual trust, and (3) respectful communication. In light of this, we ask all school parents to:

- Support the mission of St. Augustine School to form the next generation of saints and scholars;
- Exhibit respect for the Catholic Church and all of its teachings and to model this respect for their child(ren);
- Support and fully cooperate with the discipline policies of the school;
- Respect the thoughtful decisions made by administrators and teachers in their efforts to provide their child(ren) with the best educational experience at St. Augustine School;
- Communicate respectfully when addressing school-related matters with all members of the school community;
- Communicate with the school in a timely manner regarding matters such as a student’s academic performance, attendance, health, or safety;
- Remain up-to-date on important school information shared with the parent community;
- Meet all financial obligations to the school;
- Set rules, times, and limits so that their child(ren):
 - Goes to bed early on school nights;
 - Follows all classroom and safety rules as provided by teachers;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Dresses in accordance with the school uniform policy;
 - Completes assignments on time; and
 - Buys or brings a snack and lunch each day.

The Catholic Church and St. Augustine School recognize parents as the primary educators and catechists of their children. By enrolling a child at St. Augustine School, parents and guardians agree to act in accordance with the above and with all that follows in the Parent-Student Handbook. The education of students at St. Augustine School depends upon the fruitful partnership between the school and parents. If, in the opinion of the school administration, a partnership between the school and parents is irretrievably broken, the school reserves the right to require the parents to withdraw their child(ren) from St. Augustine School.

Section 1: School Mission

1.1 Mission

The mission of St. Augustine School is to form the next generation of saints and scholars in the Catholic tradition. Inspired by our patron, Saint Augustine, we are committed to the core values of truth (*veritas*), unity (*unitas*), and love (*caritas*) in our pursuit of academic and moral excellence.

1.2 Philosophy

At St. Augustine School, we aim to provide a categorically different kind of education - one that encompasses the formation of the whole child. We offer a robust academic program that continuously prepares students for higher-level learning, challenging them to think critically, read insightfully, write articulately, and draw empirical and philosophical conclusions about the complex world around them. At the same time, we affirm that true education seeks to form students not only in the intellectual virtues but also in the moral virtues. For this reason, we embrace the view that education without formation is education without a soul. Just as the soul gives life to the body, the formation of our students through daily religious instruction, the practice of virtue, and weekly worship gives life to our school.

In all that we do, we receive inspiration from the three core values of the Augustinian Order: Truth, Unity, and Love:

Truth (Veritas) - We affirm that cultivating academic excellence in the lifelong pursuit of Truth enables students to fulfill their God-given vocations. We provide students a rigorous and well-rounded academic experience, while recognizing that Truth is not merely a set of learning standards or a system of ideas but the person of Jesus Christ.

Unity (Unitas) - We are the Body of Christ, committed to sharing life in a community with others. We aim to cultivate a faith-filled and joy-filled community of friends in order to facilitate a collaborative and cooperative learning environment.

Love (Caritas) - We teach by word and example the greatest of Christ's commandments: to love God and one another. We form both the minds and the hearts of our students, recognizing that Love in action is the greatest expression of Truth and Unity.

1.3 Catholic Identity

St. Augustine School fully embraces its unique mission as a Catholic school which seeks to form the next generation of saints and scholars. As a Catholic school, we exist to:

- Joyfully teach our students about the moral and theological truths of the Catholic faith, as found in Scripture, the Catechism, and tradition.

- Lovingly evangelize students, providing them with opportunities to personally encounter Jesus Christ.
- Proudly offer an education that seeks to form the whole person – body, mind, and soul.

In addition, the word “catholic” means *universal*, so to be a Catholic school means to be a *universal* school – a school for all. Thus, following the example of Christ himself, St. Augustine School does not merely welcome students from all religious backgrounds but invites them to join our school community. All students are required to attend Religion classes, act respectfully during times of prayer, and be present at school liturgies, however, students of other faiths are never required to engage in acts of worship. St. Augustine School recognizes the value of developing a community of students from diverse backgrounds, which facilitates invaluable opportunities for learning, dialogue, and mutual respect.

As a school, we strive to live our Catholic faith in practice through a commitment to prayer, worship, study, and service.

Prayer

We pray as a school community three times per day: (1) all students gather outside for Morning Prayer prior to the start of the school day, (2) we pause our day at noon to pray the Angelus over the loudspeaker, and (3) we conclude our school day at 2:50pm by reciting a decade of the Divine Mercy Chaplet over the loudspeaker. By committing to the practice of prayer, we aim to teach our students to seamlessly integrate prayer into their lives, always heeding St. Paul’s call to “pray unceasingly” (1 Thess 5:17).

Worship

Our school community gathers every Wednesday at 1:45pm to celebrate Mass. The Catholic Church teaches us that the Mass is the highest form of prayer and that the celebration of the Eucharist is the “source and summit of the Christian life” (*Lumen gentium*). Thus, we seek to reveal to our students the beauty, meaning, and power of the Mass and to instill in them a profound love for our Lord present in the Eucharist.

Study

St. Augustine School fully embraces the Catholic intellectual tradition and weaves the Faith into all subject areas, providing our students the opportunity to encounter God as “the source of all things.” All students have a designated Religion class daily, during which students receive instruction in all aspects of the Faith including the Creed, Scripture, sacraments, prayer, and morality.

Service

We teach our students to serve in all that we do and teach. We conduct monthly donation drives for organizations such as Lazarus House and the Pregnancy Care Center and facilitate opportunities for students to discover their ability to make a difference. Students are encouraged to approach teachers

and administration with ideas about how our school can support others in our community and throughout our world.

1.4 History of St. Augustine School

Prior to 1852, Catholics in Andover traveled to St. Mary's in Lawrence to worship. As the number of parishioners grew, so did the dream of having their own mission church in Andover. Their dream came true in 1852 when Andover's first Catholic chapel was built on Central Street. In 1866, the Archdiocese of Boston assigned this independent parish to the Augustinian Order, led by Michael F. Gallagher, O.S.A.

In the 1870's, the Catholic population of Andover flourished and the chapel on Central Street soon became too small. Pastor Ambrose Mullen, O.S.A. acquired the property on which the church and friary now stand. Sadly, a fire engulfed the church only ten years after its construction was completed. On August 18, 1895, the cornerstone was laid for a new brick church, and on May 6, 1900, the present day St. Augustine Church was opened and dedicated.

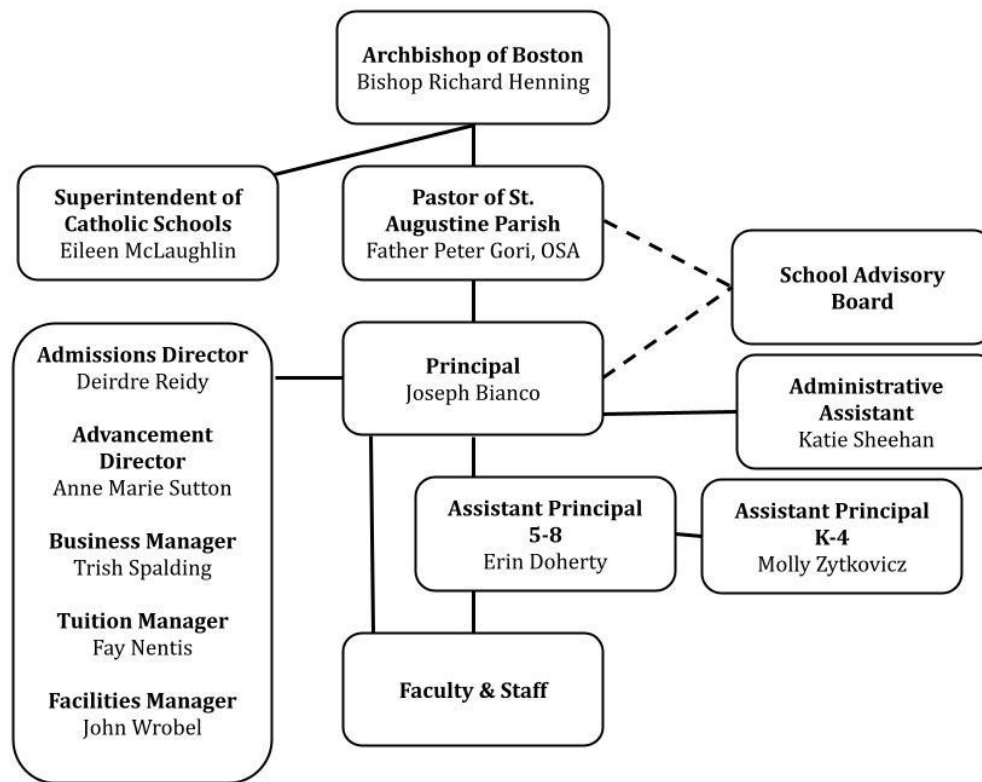
Years later, in 1914, St. Augustine Parish opened its grammar school under the direction of the Sisters of Notre Dame de Namur. In its first four years, classes were conducted in the convent. In 1918, our current school building opened its doors to the excitement of children and their grateful parents, and in 1961, under the pastorate of Fr. Henry Smith, O.S.A., the school built an addition along Chestnut Street which doubled its capacity.

1.5 Accreditation

In 2026, St. Augustine School received a 10-year re-accreditation by the New England Association of Schools and Colleges (NEASC).

Section 2: School Personnel

2.1 Organizational Chart



2.2 Administrative Team and Staff

The School's administrative team is made up of the Pastor, Principal, and Assistant Principals. The team meets regularly to monitor and make improvements to all areas of school administration including Catholic identity, instruction, curriculum, student life, discipline, enrollment, and finance. In addition to the Administrative Team, Administrative Staff support all school operations.

Pastor: Father Peter Gori, OSA

Principal: Mr. Joseph Bianco

Assistant Principal 5-8: Mrs. Erin Doherty

Assistant Principal K-4: Mrs. Molly Zytkevich

Office Administrator: Mrs. Katie Sheehan

Director of Admissions: Mrs. Deirdre Reidy

Director of Advancement: Mrs. Anne Marie Sutton

Business Manager: Mrs. Trish Spalding

Tuition and Extended Day Manager: Mrs. Fay Nentis

Facilities Manager: Mr. John Wrobel

Nurses: Nurse Jen Abou-Ezzi and Nurse Kim Timpe

2.3 Faculty and Staff

The St. Augustine School faculty and staff consist of its dedicated teachers, teaching assistants, administrative personnel, school nurses, and facilities team. All members of our dedicated faculty and staff are carefully vetted to ensure they have the requisite qualifications to fulfill their professional responsibilities.

2.4 St. Augustine School Advisory Board

The St. Augustine School Advisory Board provides recommendations to the Pastor and administration to support the overall mission of our school. The Board has consultative responsibilities in the following areas: mission and faith, academics and instruction, advancement, enrollment, finance, buildings and grounds, and planning and policy. The Board meets with the Pastor and administration on a monthly schedule, and Board members participate in other standing and ad hoc committees within the school.

2.5 St. Augustine School Guild

The St. Augustine Catholic School Guild is a parent organization that serves as both a fundraising and community-building vehicle for the families of St. Augustine School. Leadership of the Guild consists of four officers and classroom parents for each grade level. The Guild members serve as chairpersons for school events and invite all parents to participate and contribute to the vibrant life of St. Augustine School. The Guild meets regularly, and all parents are invited to attend. The Guild newsletter is shared with all school families on a regular basis.

Section 3: Communication Pathways

3.1 General Guidelines

All students, parents, faculty, staff, and community members at St. Augustine School are asked to abide by the following communication guidelines:

- To contribute to the Christian culture of St. Augustine School, thereby acting with due sensitivity, compassion, and understanding of the views of others.
- To direct communications regarding student or parent concerns to the source of the concern.
- To communicate with respect, verbally and nonverbally, at all times.
- To trust one another, to assume best intentions, and to give others the benefit of the doubt.

3.2 School-wide Communications

Communication is essential for cultivating fruitful partnerships between the school and parent and for building a sense of community at our school. The school routinely shares information with the entire school community in the following ways:

- School-wide emails from administration

- Renweb/FACTS parent alert system
- Weekly Newsletter from the Principal
- School Website: staugustineandover.org
- SAS Parent Guild communications and newsletters
- St. Augustine School Social Media

3.3 Student-Teacher Communication

The faculty of St. Augustine School highly encourages students to advocate for themselves and others by sharing any classroom concerns with their teacher. Students should feel comfortable speaking to their teachers directly about questions related to academic content, grades, behavior, or classroom culture. If an incident of concern occurs in the classroom, students should inform their teacher immediately. Outside of the classroom (during recess or lunch), the student should inform the supervising staff member on duty immediately.

3.4 Parent-Teacher Communication

St. Augustine School faculty members seek to keep parents as informed as possible about their children's education through teacher email updates, Renweb grade updates, report cards, and parent-teacher conferences. Informal conferences may be scheduled any time when requested in advance by either the teacher or parent.

If parents have classroom concerns, the initial contact should be made with the classroom teacher. Most academic or behavioral concerns can be resolved with faculty members before administrative referral. If the situation necessitates further discussion, it may become appropriate to contact a member of the administration.

Teachers will respond to emails within two school days and are not expected to respond to emails on weekends, evenings, or school vacations. Due to their teaching schedule, teachers are often not available to communicate directly or meet with parents during teaching hours. Any message of a time-sensitive nature should be relayed to the main office.

Parent-Teacher Conferences

Parent-teacher conferences are an important source of communication. A constructive conference is a learning process for both the teacher and parent with a mutual exchange of ideas. Parent-teacher conferences are scheduled twice a year in the first and second trimesters. Parents are strongly encouraged to attend these conferences, especially if parents have concerns or questions that cannot be answered through regular communication with the teacher.

Teachers are also available to schedule conferences on an as needed basis. Parents are encouraged to contact teachers directly to schedule a time to meet.

Section 4: Attendance

4.1 Absences

Daily school attendance is critical to a student's academic success. It is the responsibility of the parents or guardians to see that children arrive at school daily and on time. Absences should be limited strictly to illness or family emergencies. Students who are absent are expected to make up their missed work in a timely manner, according to the timeline provided by the teacher.

Procedure for Notifying School of an Absence

Parents must email ***attendance@staugustineandover.org*** and the classroom teacher prior to 8:30am if their child is to be absent on a particular school day.

A doctor's note on letterhead with a diagnosis and return to school date is required after three days of consecutive absence at the nurse/administration's discretion.

Vacations

St. Augustine School strongly discourages parents from removing children from school for vacations other than at times designated in the school calendar. Schoolwork will not be provided in advance to those absent from school for vacations. Parents should seriously consider the impact on the child's academic progress before scheduling extra time away from school, and students must assume full responsibility for making up missed work according to the timeline determined by their teacher.

Excessive Absences in a School Year

If a student accrues more than 5 undocumented absences during a school year, the school administration may request a family meeting. Students who accrue more than 15 absences for any reason may be subject to retention due to the amount of learning time that the child has missed. When determining whether or not a student has attended enough school in order to matriculate to the next grade level, three undocumented tardies and/or early dismissals will equate to one absence.

Leaves of Absence

In certain circumstances, it may be necessary for a student to take a leave of absence indefinitely due to serious health emergencies or family situations. In the case of a leave of absence due to health, parents must provide a physician's note which verifies the need for the student's extended absence. At this time, the school will work closely with the parents to determine an appropriate academic plan for the student. Understanding that each situation is different, our team is able to review and navigate leaves of absences on an ongoing, case-by-case basis.

If a student remains out of school for an extended period of time without a physician's note and that student exceeds the allowable number of absences (15), the school may require retention.

Extracurricular Activities

If a student is absent from school, the student may not participate in any after school activities on the day of the absence, including, but not limited to extracurriculars, athletics, and dances.

Documenting Absences in RenWeb

St. Augustine School does not differentiate between excused and unexcused absences when documenting in RenWeb. This will be noted on Report Cards and Transcripts.

4.2 Arrival

Arrival Time

The school day begins promptly at **8:45am** with Morning Prayer.

Teachers are on duty starting at 8:30am. Students and parents are to proceed directly to the schoolyard no earlier than 8:30am. If a student arrives prior to 8:30am, parents must wait in the schoolyard with their child(ren) until the teacher on duty is present.

Drop-Off Location

Students may be dropped off on Central Street and enter by the path on Central Street. The lane in front of the school on Central Street is a rolling drop off -- parents should remain in their vehicle and avoid blocking driveways and the bus lane. For safety reasons, there is no parent drop off allowed on Chestnut Street or School Street or the town municipal lot. Parents may not drive down St. Augustine Drive or park in the staff parking lot at any time.

Morning Prayer

Our school day begins with our entire community gathering together in the courtyard to give thanks to God and to reflect on the Saint of the Day. Morning Prayer is a long-standing tradition at St. Augustine School, and all parents and school community members are invited to participate! Parents are welcome to respectfully stand to the side of the courtyard near the American Flag, but they may not enter the school building with their child after Morning Prayer concludes. In the case of inclement weather, students report directly to the cafeteria no sooner than 8:30am. Parents are encouraged to be active participants in prayer and pledge with the rest of the school community. We ask parents to refrain from talking on the phone or socializing at this time.

Tardiness

Students who arrive after 8:45am are considered tardy for school. Late arrival disrupts learning. It is the responsibility of parents to ensure that their child arrives on time for school each day. Consistent

timely arrival is essential for a student's success in school. Teachers will take attendance immediately before Morning Prayer at 8:45am, and students who are not present at that time will be marked as tardy.

Students who arrive after morning prayer ends must be accompanied by an adult and enter through the front entrance. The adult and child must report to the school office where the adult will sign the child into the tardy log.

Tardies may be excused for reasons such as medical appointments, illness, documented ongoing academic support services, or family emergencies, provided that parents communicate the reason with the school office. Unexcused tardies are those not supported by such circumstances.

School Cancellation or Delays

Announcements of school cancellation or delays for inclement weather will be shared via a text message and/or email. Current contact information should be updated in Renweb to ensure receipt of these communications. St. Augustine School follows at a minimum the decision of the Town of Andover with respect to school closings and delays, but only the principal has the authority to cancel school for St. Augustine School.

4.3 Dismissal

Parents are asked to pick up their child at the designated location at the designated time each school day. All students who do not participate in After School Care and who do not otherwise have a reason for remaining after school, are dismissed at either 2:50pm or 3:00pm.

Pick-Up Procedure

All Pre-K students will leave school at 2:50pm directly from St. Julie's House.

All K-8 students using Andover Bus Transportation will leave school at 2:50pm.

All remaining K-8 students will be dismissed at 3:00pm to either Central Street or School Street. Students who live in Andover or Tewksbury will be dismissed to Central Street, and all other students will be dismissed to School Street. Central Street dismissal is intended to be a rolling pick-up; parents should remain in their vehicle at all times.

Students in Grade 5 and above may walk to nearby off-campus locations with written parental permission on file. Students in Grades Pre-K–4 are not permitted to walk off campus unaccompanied under any circumstances.

If a child is going home with another school parent (carpooling) or if there is any change in dismissal procedure, including any change in the attendance of extracurricular activities, the school will require

written notification to the main office and the classroom teacher. Notes should be submitted for ongoing dismissal changes (carpools).

Parents are asked not to use the school playground after school. This space is used by the after school care program.

Parents are asked to notify the school office in advance of any dismissal changes, including the decision not to take the bus or any variation in pick-up arrangements resulting from clubs, activities, or other after-school commitments.

Early Dismissal

Removing a child from school earlier than the regularly scheduled dismissal time presents the same concerns as tardiness, and it should only be done in cases of illness, medical appointments, or family emergencies. If it is necessary to remove a student early, the parent or other authorized individual must come into the school office and sign the Early Dismissal Book. The school reserves the right to verify the identification of those individuals dismissing students. Parents are required to notify the main office if their child is to be dismissed to someone other than the parent or legal guardian.

Due to the arrival of the buses and the nature of the daily school dismissal, students who are being dismissed early must be dismissed by 2:30pm.

If a parent knows in advance of an early dismissal, an email should be sent to ***attendance@staugustineandover.org*** as well as to the classroom teacher as soon as possible indicating the time the student will be dismissed. The student will be called to the office when the parent arrives.

Emergency Dismissal Policy

In the event that it is necessary for the school to conduct an emergency dismissal, the school administration will issue a parent alert text via Renweb and provide instructions for pick-up.

Early Release Days

All students are dismissed at 12:00pm on early dismissal days, and they will proceed to their regular pick-up locations. No student will be dismissed to any other location or to another parent without written permission from that student's parent. There is no after care program on early release days.

4.4 Weekly School Masses and Services

Weekly School Masses and all other liturgical services contribute to the culture and life of our school community, teach students about our faith, and provide students with opportunities to encounter Christ. School liturgies are thus an indispensable part of our curriculum.

All students are required to attend Weekly School Masses, and students should only miss School Masses due to illness, unavoidable medical appointments, or family emergencies. Early dismissals on Mass days must go through the school office. Students will not be released directly from church and will remain at the office to be signed out by a parent or authorized adult.

Section 5: Academics

St. Augustine School educates students in the Catholic intellectual tradition. Academic policies at St. Augustine are instruments of formation. The policies in this section apply to all students unless otherwise specified. Families are expected to be familiar with these policies and to support the school's expectations at home.

Below is a summary of our school-wide academic policies.

5.1 Grading

Classwork, homework, class participation, assessments, and independent projects collectively determine a child's grade. Assessment at St. Augustine School is an act of accompaniment. Students in Grades 3–8 are assessed on a standard percentage-based letter scale. Students in Grades 1–2 are assessed on a standards-based developmental scale.

Pre-K 3, Pre-K 4 and K

The youngest students at St. Augustine School develop the early stages of their cognitive, emotional, and social skills. The classroom provides a holistic and faith-filled environment centered around a child-centric and highly-developmental curriculum.

Students are assessed twice per year in Pre-K and three times a year in Kindergarten. The following grading key is used to assess essential areas of learning and skill development:

M - Meeting the grade-level standard or expectation consistently and independently.

The student demonstrates a complete and consistent understanding and application of the grade-level standard or expectation.

D - Developing towards meeting the grade-level standard or expectation.

The student demonstrates some understanding or inconsistent understanding of the grade-level standard or expectation. The student is starting to demonstrate understanding but may need help or an example.

B - Beginning to progress towards meeting the grade-level standard or expectation.

The student demonstrates a beginning understanding of the grade-level standard or expectation but cannot yet do it independently and requires consistent support.

N - Not yet demonstrating progress towards meeting the grade-level standard or expectation.

Grades 1-2: Standards-Based Scale

Students in Grades 1-2 are introduced to the structure of a classroom environment and routine. While the focus is still on the early stages of cognitive, emotional, and social development, students are supported and guided through the active learning process. Grading at this level focuses on the expected learning outcomes of a comprehensive and integrated curriculum. Students are regularly assessed on their development of age-appropriate skills. Grade 1 and 2 are graded on a standard based scale and do not have weighted categories.

Score	Percentage Range	Descriptor
4	93-100	Exceeds Standard — Student demonstrates mastery beyond grade-level expectations
3	76-92	Meets Standard — Student demonstrates consistent grade-level mastery
2	60-75	Approaching Standard — Student is developing toward grade-level mastery
1	0-59	Below Standard — Student requires significant support to reach grade-level expectations

Grades 3-8: Standard Percentage-Based Letter Scale

The grading scale for Grades 3-8 is as follows:

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
100-97	96-93	92-90	89-87	86-83	82-80	79-77	76-73	72-70	69-67	66-63	62-60	59-0

All graded subjects in Grades 3–8 are organized into three categories: Large, Medium, and Small. Each category carries a different weight in the final grade, reflecting the degree to which it represents primary evidence of student learning. Teachers will inform students which assignments fall into which category at the beginning of the trimester, and this will be applied consistently across grade levels. Teachers will communicate these to families and students at the beginning of the school year.

Additional School-Wide Grading Policies

Extra Credit: Extra credit is not offered school-wide.

Retakes: Retakes are not offered as a general school policy. Test corrections may be offered at teacher discretion. All policies on corrections will be clearly communicated to students and families at the start of the year and applied consistently.

Gradebook and Report Cards: Teachers maintain current gradebooks in RenWeb in accordance with the academic calendar published at the start of the year.

Middle School Foreign Language

At St. Augustine School, middle school students build a foundation in world languages that prepares them for future study in high school and beyond.

6th Grade – Exploratory

All sixth-grade students participate in an exploratory foreign language program. Students are introduced to both Spanish and Latin, gaining exposure to the basics of each language as well as the cultures that shaped them. The emphasis is on discovery, participation, and curiosity rather than mastery. Sixth-grade foreign language is graded on a Pass/Fail basis to encourage engagement without the pressure of traditional letter grades.

7th & 8th Grades – Continued Study

Beginning in 7th grade, students select either Spanish or Latin for continued study. Instruction focuses on vocabulary development, grammar, reading comprehension, and cultural understanding. These courses are graded traditionally, with assessments designed to track progress and support readiness for high school foreign language requirements.

Integrated Arts

Students at St. Augustine School spend time each day in Integrated Arts classes: Music, Technology, Gym, Art, and STREAM. These classes encourage imagination and are designed to allow students time to explore their creative and innovative skills. Grading is based on participation, effort, and growth.

These classes are graded using the following scale:

- 4** - Exceeds Expectations - *The student demonstrates a complete and consistent understanding and application above the grade-level standard or expectation.*
- 3** - Meets Expectations - *The student demonstrates a complete and consistent understanding and application of the grade-level standard or expectation.*
- 2** - Partially Meets Expectations - *The student demonstrates some understanding or inconsistent understanding of the grade-level standard or expectation. The student is starting to demonstrate understanding but may need help or an example.*
- 1** - Does Not Meet Expectations - *Not yet demonstrating progress towards meeting the grade-level standard or expectation.*

5.2 Homework Policy

Homework at St. Augustine School is purposeful and limited in scope, assigned to reinforce learning that has taken place in the classroom. Students are expected to complete work on time and with full effort. Students track their assignments using their school issued agenda book and assignments are posted daily by the teacher for student reference.

Late and Missing Work

Homework must be submitted on the day it is due. When a student is absent, classwork and homework must be made up in a timely manner as determined by the classroom teacher. It is the student's responsibility to obtain missed assignments on the day of their return and to complete them according to the agreed-upon timeline.

Students may not call home for forgotten assignments, and parents may not deliver homework to the classroom during the school day. Homework brought to the main office will still be considered late. Homework will not be provided in advance for unexcused absences such as family vacations.

Teachers communicate their late work policies to families at the start of each year and apply them consistently.

Summer Enrichment

Summer Reading and Summer Math assignments may be provided at the end of each school year. Expectations will be communicated clearly to students and families before the last day of school. Assignments focus on retention and enrichment of skills already learned — not the introduction of new content.

5.3 Academic Integrity

Students are held responsible for cheating, plagiarism, fabrication, and falsification of information, intentional or not, as these are all considered to be serious offenses and directly conflict with our school community code of ethics and morals. Examples of cheating/plagiarism may include but are not limited to:

- Copying information/answers from a website
- Utilizing Artificial Intelligence (AI) in any form to complete any part or all of an assignment
- Submitting AI generated content (in part or in whole) as your own work
- Copying information/answers from a friend
- Looking at another student's answers during an assessment
- Using an unauthorized reference sheet during an assessment
- Failing to cite sources when completing a research report
- Turning in a paper that was not written in full by the student

Note that AI digital content is any content such as text, images, videos, or audio, that is created by artificial intelligence systems. Any work that is not created by the student, including but not limited to: programs that perform math computations, ChatGPT, Grammarly, and other such chatbots and artificial writing tools and algorithms without permission of a teacher or administrator are strictly prohibited. The use of AI for academic purposes constitutes cheating or plagiarism and is not tolerated at St. Augustine School. In order

to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Cheating or plagiarism will result in a grade of zero on the assignment. In cases where students shared answers electronically or willingly shared answers in person, both the sender (or giver) and receiver will receive zeros on the assignment. Further disciplinary action, such as serving a detention and re-doing the assignment, may also be taken.

Teachers should report serious incidents of cheating or plagiarism to the administration. Cheating or plagiarism will result in a grade of zero on the assignment. In cases where students shared answers electronically or willingly shared answers in person, both the sender (or giver) and receiver will receive zeros on the assignment. Further disciplinary action, such as serving a detention and re-doing the assignment, may also be taken.

Integrity Beyond Assessments

Academic integrity extends beyond graded work. Students are expected to be truthful with teachers and with one another — to admit mistakes honestly, to acknowledge their role in situations, and to demonstrate the courage to tell the truth even when it is difficult. These are not peripheral virtues; they are central to the formation we seek. Teachers and administrators cultivate this virtue through consistent expectations, classroom culture, and direct, charitable conversation with students when integrity is at issue.

5.4 Student Evaluation

St. Augustine School is committed to honest, timely, and constructive communication about student progress. Evaluation is not an endpoint; it is part of an ongoing conversation between school and family about each child's formation.

Progress Conferences

Parent-teacher conferences are held in the first and second trimesters. Teachers may request additional conferences at any time; families may also request meetings with the classroom teacher.

Progress Monitoring

Teachers assess student progress both formally and informally throughout the academic year. Teachers conduct continuous progress monitoring for each of their students, and K-8 teachers prepare formal report cards three times per year at the conclusion of each trimester.

Nursery and Pre K

Students receive a mid-year assessment in February and an end-of-year assessment in June. Teachers will share these results with parents.

Kindergarten

Student work and progress is shared regularly with parents. Teachers address academic concerns with parents when appropriate.

Grades 1-8

Teachers update Renweb regularly. Assignments that are missing from the student at that time will be noted as an "M". Assignments that are not yet graded at that time may be left blank or not entered. It is the responsibility of parents and students to monitor missing assignments and make these up in a timely manner.

Teachers provide their classes with extra credit assignments at their discretion. No individual extra credit assignments will be allowed.

Report Cards

Report cards are formally distributed three times per year for Grades K-8. *See grading scales above for grade-level specifics.* At this reporting time, homeroom teachers will provide comments. Report cards are a means of reporting a student's progress toward grade level standards. Report cards reflect a student's performance of formative assessments such as test and quiz scores, writing assignments, projects, participation, classwork and homework.

In addition to providing academic grades, report cards also note student conduct and effort grades on a scale of 1-4:

- 4 - Exceeds Expectations
- 3 - Meets Expectations
- 2 - Partially Meets Expectations
- 1 - Does Not Meet Expectations

The following lists criteria for evaluation of conduct and effort expectations:

Conduct:

1. Respects others
2. Follows classroom rules and expectations
3. Upholds the values of truth, unity, and love
4. No issues with behavior
5. Acts responsibly

Effort:

1. Demonstrates his/her best effort and goes above and beyond expectations
2. Actively participates
3. Positively responds to feedback and focuses on growth and progress

4. Turns assignments in on time
5. Is prepared for class

Students with Special Concerns

St. Augustine School works in partnership with families and local school districts to provide reasonable accommodations for students on IEPs with identified learning needs. As a private school, accommodations are determined based on what can be reasonably provided within our program and are outlined in a Success Plan shared with the family. Accommodations support a student's access to the curriculum without lowering academic expectations. Families with questions are encouraged to contact the Special Education Teacher assigned to their child.

Students receiving Title I support are served according to a schedule coordinated with their classroom teacher, with eligibility determined by assessment data and teacher recommendation. If you have any questions about your child's Title I support services, please contact the classroom teacher.

5.5 Student Recognition

St. Augustine School recognizes academic excellence as one dimension of the good student — alongside virtue, service, and character. Recognition is meaningful when it reflects genuine achievement, honestly measured. Honor roll and other forms of academic recognition exist to affirm students who have put in the sustained effort that mastery requires.

Honor Roll: Grades 6-8

Honor Roll is determined at the end of each trimester based on academic performance across all graded subjects.

Recognition	Minimum Average	Requirements
High Honor Roll	93+ in all subjects	No subject grade below 85; satisfactory marks in all conduct areas
Honor Roll	85+ in all subjects	No subject grade below 75; satisfactory marks in all conduct areas

5.6 Academic Probation

Academic probation is a structured, supportive intervention — not a punishment. Its purpose is to identify students in grades 6-8 who are falling significantly behind and to create a clear plan, with defined expectations and a realistic timeline, for getting back on track.

A student may be placed on academic probation when any of the following conditions exists:

- A trimester average below 70% in any core subject (ELA, Math, Science, Social Studies, Foreign Language, or Religion) or average below a 2 in any Integrated Arts class.
- A pattern of academic dishonesty as described in Section 5.3
- A significant and sustained decline in work completion and performance across multiple subjects (see Work Incompletion Policy below)

Work Incompletion Policy

St. Augustine School expects all students to complete and submit assigned work on time. Incomplete or missing work is taken seriously as an academic concern and will be addressed by the classroom teacher in partnership with the family. Specific deadlines, late work expectations, and consequences will be communicated by each teacher at the start of the year.

Participation in extracurricular and co-curricular activities is a privilege that depends on a student's commitment to academic success and personal responsibility. We expect students to maintain satisfactory progress in all subject areas and to demonstrate consistent effort and conduct in accordance with our mission. The administration reserves the right to remove a student from any co-curricular activity at any time due to academic concerns.

5.7 Promotion and Retention

St. Augustine School promotes students who have demonstrated adequate mastery of academic standards for their current grade level and who are prepared to meet the expectations of the next. Promotion is not automatic. It is a professional judgment made by educators who know the student and are accountable for their formation. Final retention decisions are made by the administration in consultation with the teacher and are communicated to the family in writing.

Section 6: Student Responsibilities and Behavior

This handbook serves as a guide to expected behaviors and consequences; the administration and faculty reserve the right to exercise discretion in addressing individual situations as circumstances warrant.

Building a community founded on the teachings of Christ and the Church and living cooperatively and successfully within that community are primary goals of St. Augustine School. We as a school and faith community embrace our core values of Truth, Unity, and Love as we act in accordance with policies and responsibilities set forth by the school.

6.1 Representing St. Augustine School

St. Augustine School has clear core values and a clearly articulated discipline policy. The aim of such policies is to help students grow in virtue and holiness and to achieve self-discipline. Emphasis is placed on the student's personal and communal responsibility. All students are a reflection and representation of our school and are expected to behave in respectful and responsible ways both inside and outside of school. St. Augustine School reserves the right to issue disciplinary consequences for actions that take place outside of

school which reflect poorly on our community and may bring discredit or harm to the name of the school or the reputation of the student body.

6.2 General School-Wide Policies

St. Augustine School is committed to cultivating a learning environment in which all students have the potential to become the saints and scholars that God is calling them to be. In order to foster this learning environment, it is necessary for the school to enforce certain behavioral policies. It is our hope that in continuing to teach and enforce right from wrong we will be able to stand alongside parents in helping to form their children. Perhaps most importantly, our goal is to build our students up in virtue so fully that students are obeying rules not out of fear of potential consequences but out of a love of God, love of their neighbor, and a genuine desire to do what is right.

As it is our school's responsibility to maintain a safe and structured learning environment at all times, we have implemented the behavioral expectations below with potential actions and consequences. We are hopeful that these expectations will ensure the safety of all students, foster an enhanced learning environment, and teach our students how to lead a virtuous and holy life.

Below is a summary of our school-wide behavior expectations. Students and parents should also see individual teacher and grade-level policies available on teacher websites. These policies will be clearly communicated to students and parents at the beginning of the school year and provide a basis for curriculum and instruction.

Examples of Expected Behaviors	Natural Consequences
1. Be responsible, respectful, reverent, caring, and honest. 2. Be problem-solvers, resourceful, and idea-contributors. 3. Promote the school and lead by good example 4. Actively participate in class and come prepared to learn each day. 5. Maintain positive attitudes. 6. Uphold principles of morality. 7. Demonstrate high standards of honesty. 8. Value civic involvement and duties as young people. 9. Voluntarily contribute to the school or community without seeking compensation. 10. Show the necessary dedication and effort to achieve high academic achievement. 11. Walk through the corridors and enter classrooms in a quiet and respectful manner only when a teacher is present. 12. Respect the school building and take pride in it	- A feeling of self worth and pride in oneself. - Positive attention and praise including: verbal compliments to reinforce good behavior, recognition through awards, incentives or recognition programs. - Opportunities for participation in school activities that supplement the curriculum. - Confidence in oneself and one's abilities. - Feeling relaxed and fulfilled. - Acquisition of positive skills such as time management, organization, problem solving, etc. - Greater communion with God and one another.

13. Follow all expectations in the cafeteria and during recess, listening to the directives of those on duty. 14. Act reverently during times of prayer and school liturgies.	
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In order to promote a caring community conducive to learning, students are made aware of expectations to behave appropriately. As part of our school's discipline prevention efforts, different grade levels may implement or promote specific strategies and/or programs such as: sharing grade-level discipline policies, implementing classroom management procedures, and building relationships of trust and respect.

Despite all efforts at prevention, however, behavioral concerns do occur – and such concerns are often normal in a child's development. Should an issue arise, the goal is to address the situation quickly and appropriately and to use the situation as a learning opportunity for the student. At the same time, it is of utmost importance to have students accept responsibility for their actions and understand that they will be held accountable for their actions.

Consequences at St. Augustine School are assigned consistently and fairly, taking into account both the nature of the infraction and the individual circumstances of each case. Faculty and the administration are committed to responding to student behavior in a manner that is just, proportionate, and supportive of each student's growth and formation. The policies outlined in this handbook serve as a guide; faculty and the administration reserve the right to exercise professional discretion in addressing individual situations as circumstances warrant.

Disruptive Behaviors

DEFINITION: Inappropriate behavior that is not frequent or serious enough to significantly interrupt the learning climate or endanger the well-being of others. Most behaviors of this type can be dealt with adequately by the classroom teacher.

EXAMPLES may include but are not limited to:

- **Classroom or hallway disruption.** Talking out of turn, horseplay, roughhousing, or other distractions; running in the hallways or engaging in other unsafe behavior; roaming the building without permission.
- **Preparedness and effort.** Repeatedly failing to complete homework, come prepared for class, or meet classroom expectations.
- **Punctuality and attendance.** Arriving late to school or to class, or accumulating excessive unexcused absences.
- **Dress code.** Violations of the school uniform policy or of the dress code on dress-down days.
- **Technology and unauthorized items.** Using cell phones, smart watches, headphones, laptops, or other electronic devices without permission; bringing or using fidget or sensory gadgets, toys or novelty items, personal entertainment items, trading cards, or other items unrelated to the learning environment.
- **Respect and language.** Using disrespectful, sarcastic, inappropriate, or obscene language; taunting, teasing, mocking, or humiliating others; showing disrespect toward teachers, staff, classmates, or other members of the school community; inappropriate displays of affection.
- **Reverence.** Failing to be respectful during Mass, prayer, school assemblies, or other school events.
- **Property and belongings.** Misusing school property, including writing on desks, walls, books, or other school materials; taking or moving another person's belongings.
- **Following directions.** Refusing to follow reasonable directions from faculty or staff; chewing gum or engaging in other behaviors prohibited by school rules.

CONSEQUENCES may include but are not limited to:

- Verbal reminders and directions from staff.
- Student-teacher, administration-student, or administration-parent conferences.
- Uniform or discipline report to parents.
- Reflection.
- Lunch or after school detention.
- Confiscation of an electronic device or unauthorized item.
- Repair or restitution of damaged property.
- Verbal or written apology.
- Loss of dress-downs.
- Suspension from sports, dances, extra-curricular activities, NJHS, or Leadership Programs.
- In all cases the incident will be reflected in the student's conduct and effort marks on the report card.

ESCALATION: A disruptive behavior that continues after intervention, or that is severe in a single instance, will be addressed as a severe behavior.

Severe Behaviors

DEFINITION: Behavior that significantly interrupts the learning climate, endangers the well-being of others, or violates the values of the school community. Behaviors of this type are referred to the administration.

EXAMPLES may include but are not limited to:

- **Physical aggression.** Fighting, instigating a fight, physical assault, pushing or shoving, or any other attack on another person.
- **Threats and intimidation.** Threatening, intimidating, or attempting to harm another person.
- **Bullying and harassment.** Bullying, harassment, hazing, or cyberbullying of any kind (see Bullying Policy).
- **Discriminatory conduct.** Derogatory remarks, slurs, gestures, or images that target another person's race, ethnicity, religion, sex, disability, appearance, family, or other personal characteristics.
- **Sexual misconduct.** Sexual harassment or misconduct, including online; possession or sharing of provocative or sexually explicit material; obscene or sexually inappropriate language, gestures, images, or actions.
- **Defiance and dishonesty.** Repeated or serious acts of disrespect, defiance, or insubordination toward faculty, staff, substitute teachers, or other school authorities; directly disobeying a reasonable directive; intentionally misrepresenting the truth to a faculty or staff member; forging a parent signature; failing to attend a detention; refusing to accept responsibility or comply with corrective action after previous disciplinary intervention.
- **Academic dishonesty.** Cheating on an assessment, plagiarism, copying homework or allowing homework to be copied, or the unauthorized use of artificial intelligence when prohibited by the teacher or school policy (see 5.3 Academic Integrity).
- **Safety and location.** Leaving school property without permission; intentionally disrupting the operation of the classroom, the school, or a school-sponsored activity.
- **Conduct in church.** Inappropriate or irreverent behavior during Mass or in church.
- **Substances.** Possessing, using, distributing, or being under the influence of alcohol, tobacco, nicotine products, vaping devices, illegal drugs, or drug paraphernalia.
- **Weapons.** Possessing or using a weapon, or any object used in a threatening or dangerous manner, as outlined in the school's Weapons Policy.
- **Theft and vandalism.** Stealing school property or another student's property; vandalizing, damaging, or intentionally destroying school or personal property.

CONSEQUENCES may include but are not limited to:

- Discipline report to parents.
- Student-teacher, administration-student, or administration-parent conferences.
- School-based counseling services.
- Verbal or written apology.
- Repair or restitution of damaged property.
- In-school time out; in-school or out-of-school suspension.
- Suspension from sports, dances, extra-curricular activities, NJHS, or Student Council.
- Behavioral contract as a condition of return to school.
- Notification of law enforcement or other outside authorities where required by law.
- Expulsion.

ADMINISTRATION OF CONSEQUENCES: Consequences are not sequential. The administration determines the appropriate response based on the severity of the incident, the student's disciplinary history, and the safety of the school community.

6.3 Additional Behavioral Expectations

In addition to the above behavioral expectations, students must abide by the following:

Church Behavior

The school celebrates Mass weekly. This is a prayerful event and the expectation is that students will conduct themselves with the utmost reverence and respect at all times. Students should follow the directives of their teachers when walking to/from Church and attending Mass. All students are encouraged to participate in the Mass.

Cafeteria Behavior

During lunchtime, students should enter the cafeteria in a quiet and orderly manner. Students should follow all of the expectations and posted rules while in the cafeteria. Students should never throw nor share their food. Any food spilled or dropped should be picked up immediately. Students should remain seated unless they have permission from the lunch monitor to get up. All wrappers and trash should be thrown away at the end of lunch only. Students must clean their tables and sweep the floors before leaving their seats. Students should only line up once they have received permission from the lunch monitor and should do so quietly.

Recess Behavior

At recess, everyone is welcome to join the fun and participate in any game being played. Basketball hoops and the field are shared by both grades present at recess. Playground equipment is used by Grades K-4 and shared fairly. No physical contact is allowed.

Hallway and Stairwell Etiquette

St. Augustine School students recognize the importance of learning and showing respect for fellow schoolmates by walking the halls and stairways in a quiet and reserved manner so as not to disturb valuable teaching time. Students are expected to exit the building at the end of the day in the same quiet and reserved manner. Students should silently wait in the hallway until a teacher is present in the classroom. No students should enter the classroom without a teacher present. Students should not be in the hallways without permission from their teacher and a hall pass.

Restroom Etiquette

Students are expected to use the restroom facility properly and it should be left clean at all times.

Lockers/Desks/Backpacks

Students are responsible for any items found in their lockers, desks, backpacks, or other personal belongings. School officials may conduct searches of a student's locker or possessions at any time.

6.4 Technology Policies

St. Augustine School is committed to using technology strictly to enhance and not to hinder the student learning experience. Certain technologies, such as cell phones and smartwatches, are never permissible to use in school. Other technologies, such as laptops and tablets, may be used for specific learning purposes in school, but students are always required to follow the directives of their teachers and to use the technology responsibly.

See the school policy regarding AI on page 17 and 18 of this handbook.

Cell Phones and Smartwatches

Parents/guardians who wish to have their child/children bring a cell phone or smartwatch to school need to notify the classroom teacher with permission. At the beginning of each day, students are required to give the cell phone or smartwatch to the classroom teacher for safe keeping. The cell phone or smartwatch will be returned to the student at dismissal time. Cell phone or smartwatch use is not permitted anywhere on campus, including in the school yard or cafeteria before school or in the school yard walking out to dismissal.

If a student is found to be using their cell phone or smartwatch during school hours, or if the student fails to turn in their cell phone or smartwatch, the device will be confiscated. If repeated instances of cell phone or smartwatch use occur, the school may require further disciplinary consequences.

Device Policy

Grades 4-8 will receive the "Bring Your Own Device" Acceptable Use Guidelines from the Technology Teacher.

Internet Acceptable Use Policy

Educational programs offered by St. Augustine School require only the ethical use of the internet and related technologies by students. 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 inappropriate, 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. Parents must realize that, while the school has taken precautions to control access to controversial materials via filtering and firewall 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 monitor sites visited by students.

The use of the internet and related technologies at St. Augustine School is a privilege, and inappropriate use may result in revocation 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 repeated violations to the terms for acceptable use.

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

- to access, upload, download, or distribute inappropriate material
- to post their own 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

By signing the Parent-Student Handbook, students agree to:

- Only use the computer as directed by my teacher
- Adhere to the mandates of the school technology policies
- Only access the internet for school related work with permission of my teacher
- Refrain from accessing sites that have any violent or inappropriate language or material
- Refrain from accessing social networking sites while using the school computer
- Refrain from accessing email or messengers during school unless it is part of school work
- Refrain from accessing games or applications that are unrelated to my schoolwork
- Handle all equipment with great care (St. Augustine School is not responsible for any damages to a student's devices or property)

6.5 Bullying and Harassment

St. Augustine School is committed to cultivating a safe learning environment for all students. All forms of bullying and harassment are directly contrary to our school mission of empowering our students to become the saints and scholars that God is calling them to be. Our school's Bullying Prevention and Intervention

Plan (accessible on our school website) carefully outlines the steps that our school takes to prevent and respond to bullying or harassment situations.

Bullying

According to Chapter 92 of the Massachusetts Acts of 2010, “Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.” For the purposes of this section, bullying shall also include cyber-bullying through all forms of digital and social media methods both inside and outside of school.

St. Augustine School has a zero-tolerance policy for bullying, and the administration carefully reviews and investigates all cases of potential bullying activity. If the administration determines that bullying activity has occurred, a range of consequences will be enforced depending on the age of the students involved and severity of the incidents.

St. Augustine School has a Bullying Prevention and Intervention Plan that was updated in accordance with regulations of the state of Massachusetts and the Archdiocese of Boston. Please refer to this plan, accessible on our school website, for more information.

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, up to and including suspension, withdrawal or expulsion.

6.6 Disciplinary Measures

As indicated above, three of the more serious disciplinary measures that the school may impose include detention, suspension, and expulsion. As indicated above, St. Augustine School all teachers and staff have the authority to issue detentions, while only the administration can issue suspensions or expulsion.

Detention

Detentions of one hour's length are assigned following the infraction to be served on the next Tuesday or Thursday afternoon for students in grades 3-8. Parents are notified of a detention twenty-four hours in advance. If a student receives a detention, it takes precedence over any other after school activities with the exception of previously scheduled medical appointments.

Suspension

Administration may impose an in-house (within school) or out-of-house (outside of school) suspension when a student, despite repeated warnings, remains disobedient or disruptive, or when a student commits a high-level infraction that warrants a suspension. Should a suspension take place, the student will receive a grade of “zero” on any in-school work, quizzes, or tests administered on the day or days served. No make-up work for credit will be allowed. A record of the suspension will be reflected in the student’s file.

Expulsion

Expulsion from St. Augustine School is the most serious of consequences and is used only in extreme cases. If the administration, in consultation with the Pastor, determines that a child should no longer attend St. Augustine School due to significant concerns, the administration reserves the right to ask the family to withdraw or formally expel the child. St. Augustine School follows the procedures set forth by the Archdiocese of Boston in these cases.

Section 7: Uniform

All students are required to wear the school uniform, and the uniform policy will be strictly enforced. The intent of the policy is to foster a school environment in which students recognize the seriousness of the discipline of academic study and the respect with which they should treat their classmates and teachers. At St. Augustine School, we firmly believe that ensuring adherence to the uniform policy teaches students the importance of abiding by all school rules.

Students are required to purchase uniforms through our supplier, Tommy Hilfiger. See the uniform pages on globalschoolwear.com for the guide on our Tommy Hilfiger uniform policy.

7.1 Uniform Dress Code

The uniform policy is as follows during the school calendar year:

Nursery and Pre-K

Students must wear the Physical Education uniform and sneakers as their daily uniform (see below).

Boys – Grade K to Grade 8

Pants - Khaki uniform pants.

- Khaki uniform shorts may be worn September to October 31 and after April vacation.

Shirts - St. Augustine monogrammed green or white short or long sleeved polo shirt. Shirts must be tucked in.

Socks - Black, white, or brown ankle or crew socks.

Shoes - Tan, brown, or black regular school shoes (no sneaker soles). See Appendix A.

- Sneakers may be worn with the uniform shorts September to October 31 and after April vacation.

Belts - Black or brown solid colored belts.

Sweaters (Optional) - Green $\frac{1}{4}$ zip or v-neck uniform sweater.

Accessories (Optional) - Must be simple and inconspicuous (ie. a small chain, simple watch, etc. Smart watches are not allowed.).

Girls – Grade K to Grade 8

Uniform - Knee-length uniform: plaid jumper (K-4) / plaid skirt (5-8); khaki uniform pants.

- Uniform skorts (K-4) or shorts may be worn September to October 31 and after April vacation.

Shirt - White Oxford Blouse (K-4) / St. Augustine monogrammed long- or short-sleeved polo shirt (K-8). Shirts must be tucked in.

Socks - Forest green or white knee socks or tights with jumper/skort/skirts. Black or white ankle or crew socks with sneakers.

Shoes - Tan, brown, or black regular school shoes (no sneaker soles). See Appendix A.

- Sneakers may be worn with the uniform shorts September to October 31 and after April vacation.

Belts - Black or brown solid colored belts.

Sweaters (Optional) - V-neck or cardigan uniform sweater.

Accessories (Optional) - Solid-color forest green, white or uniform plaid headbands, scrunchies or ribbons/bows. Jewelry must be simple and inconspicuous (ie. a small chain, simple watch, stud/small dangle earrings, Smartwatches are not allowed.).

Physical Education

Pants - St. Augustine monogrammed green sweatpants; St. Augustine monogrammed green gym shorts can be worn alone September to October 31 and after April vacation or under sweatpants any time of the year.

Shirts - St. Augustine monogrammed gray short sleeved T-shirt. Students may wear a plain gray or white long sleeve shirt under the T-shirt in colder weather.

Sweatshirts - St. Augustine monogrammed green crew or hooded sweatshirt.

Socks - White or black ankle or crew sports socks.

Shoes - Athletic sneakers; Students must wear alternate footwear (shoes or boots) to school and be prepared to carry their sneakers to the gym in inclement weather (i.e. rain, winter -- salt and snow).

7.2 Uniform Violations

It is never permissible, even on Dress Down days, for students to wear the following in the school building:

- Crocs, slides, Ugg boots, slippers, sandals, or flip flops
- Conspicuous makeup (ie. bold eyeliner, heavy foundation, bright colored lip color).
- Tattoos, markings, and writing on the skin
- Distracting nail polish (neutral colors allowed)
- Fake acrylic/press-on nails
- Hats
- Sunglasses
- Distracting hair colors/streaks/cuts/hairpieces
- Facial hair
- Smartwatches
- Non-uniform sweatshirts
- Skirts/Shorts of inappropriate length
- Leggings unless worn as tights
- Any item not listed as part of the school uniform

7.3 Consequences

The consequences for students who violate the Uniform Policy will vary depending on the student's grade level.

7.4 School Events and Non-Uniform Days

All students are a reflection and representation of our school and are expected to dress in a manner that highlights the mission and values of St. Augustine School. At any school event, including dances, fundraisers, field trips, extracurricular activities, etc, and on announced non-uniform days, students may wear appropriate school clothing other than uniforms. It is not permissible for students to wear:

- Shorts, jeans or pants that are ripped or torn
- Leggings/spandex pants, unless worn as an accessory with skirts, shorts, or dresses
- Tank tops, spaghetti-strap tops, or tube tops
- Shirts exposing midriff
- Skirts/Shorts that do not extend beyond the length of a student's fingertips
- Clothing advertising or promoting illegal substances, violence, or crude language

If any clothing violates these guidelines, the student will either change into a uniform provided by the School Nurse, or remain in the School Nurse's Office until parents are able to deliver appropriate clothing. Students who repeatedly violate these guidelines will lose the privilege of participating in Dress Down Days.

Section 8: Miscellaneous

The following are miscellaneous school policies, listed in alphabetical order:

8.1 Never Permitted

To ensure student safety, animals and pets are not permitted on school grounds at any time.

Students may not bring toys, collectibles, or tradable items to school, including but not limited to squishies, keychain characters, and trading cards. The buying, selling, or trading of any items on school property is strictly prohibited.

8.2 Bicycles

Any student who rides a bicycle or scooter to school must walk the device to the Central Street entrance and secure it in the designated device rack with a lock. It is not recommended that students younger than Grade 5 ride to school unless accompanied by a parent at drop-off and dismissal times. The school is not responsible for lost or damaged equipment.

8.3 Books

Students are assigned numbered textbooks at the beginning of the year. Each student records his/her name in the student section of each textbook. For protection, it is the responsibility of the student to cover textbooks with paper or stretchable fabric book covers throughout the year. Textbooks should be handled properly and with care. Damaged or lost books need to be replaced at the expense of the parents.

8.4 Buses

The Andover Transportation Coordinator contacts all Andover residents attending St. Augustine School in grades K-8 to inquire whether or not families will utilize the bus service. Only Andover residents that are registered in the town may sign up to take the bus. Please accept or decline the service upon the request. Payments are made directly to the Town of Andover. The coordinator will send each family a letter with the bus number/route, safety and conduct rules, and time of approximate pick-up and drop-off. The student may only use the assigned bus number. Only students that have registered to take the bus are allowed to ride; no friends of students will be allowed to take the bus.

Students always represent St. Augustine School when riding the buses to and from school. Students are expected to follow rules set forth by the Town of Andover. All disturbances either on the bus or while waiting for the bus will be reported to the administration. The administration reserves the right to suspend a student from riding the bus for an extended period of time which could be as long as the remainder of the school year.

8.5 Classroom Visits

Instructional/learning time is our faculty's top priority each day. If a parent/guardian needs to speak with a classroom/Integrated Arts teacher, please set up a conference day and time via email or written note. Once

a meeting has been confirmed, parents/guardians must enter the School at the Chestnut Street entrance, sign in at the main office and receive a Visitor's badge from the Administrative Assistant. Parents/guardians may only proceed to the appropriate classroom once the Administrative Assistant has contacted the classroom teacher and authorization has been given. Once the meeting has ended, please return to the Administrative Office to sign out of the school.

8.6 Co-Curricular and School Sponsored Activities

Co-curricular activities are an important aspect of a student's spiritual and academic development. Participation in these activities, including but not limited to field trips, school plays, school dances, Campus Ministry, Leadership Team, and athletics, is a privilege that is earned by a student's faithful and respectful behavior. The administration reserves the right to remove a student from any co-curricular activity with just cause at any time.

Dances

Dances for students in Grades 7 and 8 are scheduled throughout the school year. They are held in the school cafeteria in the evening and are chaperoned by the Middle School teachers.

Students are dropped off and picked up on Central Street. 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 which includes the identity of the adult. The receiving adult must provide positive identification that matches the identity in the note. Students will not be permitted to leave the dance early unless picked up by his/her parent or guardian. The policy with regard to school attendance on the day of the dance will be enforced. Students need to be dressed appropriately to attend the dance. Please review and abide by the dress code requirements for non-uniform days.

Extracurricular Activities and Enrichment

At St. Augustine School, we believe that learning extends beyond the classroom. Our extracurricular and enrichment activities are designed to enhance the student experience by nurturing a wide range of interests, talents, and skills. These programs provide students with opportunities for leadership, creativity, teamwork, service, and personal growth in a supportive and faith-filled environment.

Offerings vary by grade level and may include academic clubs, performing arts, athletics, student leadership groups, service initiatives, and more. Whether students are exploring a new interest or deepening a passion, our goal is to foster well-rounded learners who are engaged in the life of the school and community.

A full and updated list of extracurricular and enrichment offerings will be made available and communicated to families each trimester.

8.7 Extended Day

In an effort to support the needs of working families, St. Augustine School offers both Before-School and After-School Care for students in Nursery through Grade 8. These programs are available only on days when school is in session and are not offered on storm days, holidays, or during school vacations.

Applications for the Extended Day Programs are available online. To participate in either or both programs, families must have a completed application and all required health records on file prior to their child's attendance.

The Extended Day Programs are **not drop-in programs**. Families commit to their selected schedule when registering. Changes to a student's Extended Day schedule should not be made after October unless approved by the Program Coordinator in consultation with the Administration. Please refer to the **Extended Day Handbook** for additional policies and procedures.

Before-School Care - 7:00-8:30am

St. Augustine School provides morning school care for students in Nursery through Grade 8. There is a flat rate per child.

After-School Care - 3:00-5:00pm

St. Augustine School provides after school-care for students in Nursery through Grade 8 for an hourly fee per child. A full hour is charged for any part of the hour attended.

8.8 Field Trips

To enhance the educational experience of students, St. Augustine School teachers may organize one or more field trips throughout the school year. Students in good standing are invited to participate in a scheduled field trip. The supervising teacher will forward a permission slip to each parent/guardian with all of the pertinent information for a parent/guardian signature. If there is a cost associated with the trip, parents/guardians will be notified in sufficient time to meet necessary financial requirements and payment will be collected through the FACTS system. Written permission from a parent/guardian is required for each trip prior to the scheduled date of the trip. Verbal permission is not valid. Students not attending the field trip due to inappropriate behavior are expected to remain at the school under the appropriate supervision, and assignments will be provided by the classroom teacher.

An appropriate number of parent chaperones will be asked to participate for each of the field trips. In order to volunteer and accompany a field trip, all chaperones must complete a CORI form, a signed Code of Ministerial Behavior form and attend the Protecting God's Children Workshop. Due to safety concerns, siblings are not allowed to accompany volunteers.

Field Trips are considered educational activities and a part of the curriculum. School liturgies, prayer services and reconciliation are not considered field trips. These celebrations are part of the religious curriculum of St. Augustine School and all students are expected to attend and participate.

8.9 Food Policy: Snack, Lunch, and the Campus Cuisine Program

To support a healthy, focused, and respectful learning environment, we ask all families and students to adhere to the following guidelines regarding snacks, lunches, and beverages during the school day:

1. No Fast Food Deliveries
 - Students may not receive fast food deliveries during the school day.
 - Food deliveries from outside vendors (e.g., DoorDash, UberEats, etc.) are not permitted and will be turned away at the front office.
2. Snack and Lunch Expectations
 - Students must never bring glass bottles in their lunch-packs, and parents should include any utensils necessary for consuming the meal (plastic spoons or forks). All lunch items sent with students to school must not require refrigeration or warming.
 - Coffee, soda, or energy drinks are not allowed in school.
3. Beverage Guidelines
 - Water is the only drink permitted in the classroom. Students should bring a reusable water bottle each day.
 - Soda and caffeinated beverages (including energy drinks and coffee) are not allowed at school.
 - During lunch and snack times, healthy drink options such as milk or 100% juice may be consumed in the cafeteria or designated eating areas only.

St. Augustine School offers the *Campus Cuisine* Lunch Program for families who wish to order lunch for their children. All orders will be placed online and should be placed prior to 12pm the day prior.

Parents will make payments directly to *Campus Cuisine*. For details and ordering directions, please visit <https://www.staugustineandover.org/parents/campus-cuisine.cfm>.

Students who do not order a lunch or bring a lunch to school will be provided a simple lunch for a \$5 fee, which will be charged to the student's FACTS account.

8.10 Invitations and Gifts

Invitations to parties outside of school are not allowed to be distributed on the school grounds. Invitations are to be forwarded to guests via email or mailed directly to the students' homes. Email addresses are available via the Family Directory in the Parent Portal. Gifts from one student to another are not exchanged at school unless it is done as a class activity sponsored by the supervising teacher. This includes invitations and gifts for occasions such as: birthdays, first communions, summer parties, secret santa, and valentines.

8.11 Liturgical Participation

Students are invited to participate in our weekly liturgies in a variety of ways, including as members of our school choir and as altar servers.

Choir

Students in Grades 4-8 are welcome to join the choir under the supervision of the music teacher. Practice is held once a week after school. Pickup from practice is no later than 4:00pm.

Students in the choir should wear the full dress uniform when singing in church. The P.E. uniform should not be worn on the altar. In addition, if a member of the choir is not in full uniform that day, he or she will not be able to join in the singing on the altar on that day.

Altar Servers

Students completing Grade 2 through Grade 8 are welcome to assist in the celebration of Mass as an Altar Server during school and parish masses. Older altar servers will be paired and assist young/new altar servers. Formal uniform socks and shoes are to be worn during each school liturgy and prayer service. If a child is interested in joining, please contact Jim Hauer for training information at: jim.hauer4@gmail.com.

8.12 Media and Publicity

During the school year, photographs of students at St. Augustine School are regularly submitted to the area newspapers, the parish bulletin, the Principal's weekly newsletter, the St. Augustine School website (www.staugustineandover.org), the school's social media platforms, and flyers. Only the following representatives of the school are authorized to submit photos/videos to the newspapers, post to the school's website or the school's social media platforms and TV stations: Principal, Assistant Principal, Admissions Director, or their designee.

If parents choose not to have their child's photograph included in any publicities of the school, they should indicate this request on the "Do Not Publish Photograph" sign-off.

8.13 Student Records

Student records are maintained in locked cabinets in the school office to ensure the confidentiality of student information. These records contain a student's educational history as well as family information. Any changes in family information should be communicated to the Administrative Assistant as soon as the change occurs.

With 24 hours advance notice, parents 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 the following documentation of any court order to the Administration which:

- Prohibits the non-custodial parent from having any contact with the child;
- Prohibits the distribution of student record information; or
- 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 and sole 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.

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

8.14 Volunteer Opportunities

Volunteering at St. Augustine School inspires and strengthens our sense of community. Volunteers are expected to be respectful of the privacy of all members of the school community. Siblings of students are not permitted to accompany volunteers due to safety concerns.

Prior to assisting in the classroom, helping in the cafeteria during lunch hours, attending field trips, coaching school teams, or having any direct contact with a student/students at the school, volunteers must contact our Administrative Assistant to complete the following, per the Archdiocese of Boston:

- CORI form completed annually
- Protecting God's Children Training
- Signed Code of Ministerial Behavior

Section 9: Admissions and Tuition

St. Augustine School warmly invites all families who are interested in becoming part of our community to inquire and apply to our school! Families can inquire about our school community on our website or by calling the school.

9.1 Acceptance Policy

Current St. Augustine School students receive priority in admission for the coming school year. Families who do not re-enroll according to the designated timeline risk being placed on a waitlist. The school has discretion in determining whether or not to offer re-enrollment to current students.

Families that are new to St. Augustine School can apply on the school website, and students are accepted on a rolling basis. Acceptance is determined according to the following levels of priority:

1. Siblings of children currently enrolled at St. Augustine School and children of faculty/staff
2. Registered and participating members of St. Augustine Parish
3. Commitment to the St. Augustine School mission statement
4. Registered and participating members of a Catholic parish

5. Children from families with no parish affiliation

Parents of students applying for admission are encouraged to meet with the Administration and/or Admissions Director before the admission process is completed.

9.2 Grade-Level Requirements

Pre-K 3 & Pre-K 4

Students entering Pre-K 3 must be three (3) years of age before September 1 of the year they are beginning the program, and students entering Pre-K 4 must be four (4) years of age before September 1 of the year they are beginning the program. Students must be completely potty trained for school.

Kindergarten

Students entering Kindergarten must be five (5) years of age before September 1 of the year they are beginning the program.

Kindergarten and Grade 1 Screenings

Students entering Kindergarten or Grade 1 are required to complete a screening as part of our admissions process. This assessment helps evaluate readiness for our Kindergarten or Grade 1 programs. In the event that the school determines a child is not developmentally ready for the grade they are applying to, the school may require placement in a lower grade.

Grades 1-8

Students entering St. Augustine School in Grades 1-8 must show evidence of successful completion of the previous grade level.

Shadow Days

Shadow days give prospective students the opportunity to experience our school community and academics firsthand. Shadow Days are available for students entering Kindergarten through Grade 8. All students entering Grades 2-8 are required to complete a Shadow Day as part of the admissions process. Families interested in scheduling a Shadow Day should contact the Admissions Office.

9.3 Financial Aid

In an effort to provide a Catholic education to as many students as possible, Saint Augustine School works with qualifying families to try to assist with the cost of tuition. Financial aid is available to those who qualify in Grades K-8. Families wishing to apply for financial aid must submit an application via FACTS Management by no later than March 1st. Required documentation includes copies of the tax returns and

W-2s from the prior two years. The application must reflect the full financial information of both surviving parents of the child(ren). In situations where the parents are separated, divorced, or single, two FACTS applications must be filed. All applications and supporting tax documents are verified by FACTS Management, as well as by the school's Financial Aid Committee. Financial information furnished will be held in strict confidence by both FACTS Management and Saint Augustine School.

9.4 Tuition and Bills

Tuition provides the majority of revenue required for the operating expenses of St. Augustine School. Tuition rates are reviewed annually by the St. Augustine School Finance Committee and considered in light of current and projected operating expenses. The St. Augustine School Finance Committee establishes an early fiscal budget recommendation for review by the administration in consultation with the St. Augustine Parish School Advisory Board. At this time, the tuition rates for the coming school year are announced.

Tuition Deposit

All current families are required to submit a non-refundable tuition deposit via FACTS by April 15. Deposits received after that will be subject to a late fee. The deposit not only secures a child's seat in their class, but it also enables the school to make informed staffing and financial decisions for the upcoming school year. As costs are immediately incurred by the school for the coming school year based on the projected enrollment of students, it is necessary that all deposits remain fully non-refundable. Deposits may not be transferred to a sibling or any other student in the school.

Payment Plans

At the time of re-enrollment, parents may select one of three payment options:

1. Full tuition payment by April 15th - A payment for the full tuition is paid on April 15th.
2. Balance Payment in full by July 15th – A payment for the remaining balance after the deposit is paid in full on July 15th. Payments received after that date will be subject to a late fee.
3. Monthly Payment Plan – Families can elect to make a series of equal payments for the remaining balance after the deposit through the FACTS automatic withdrawal system. There are eight monthly FACTS withdrawals running from July through February.

Withdrawals

The school's expenses are incurred on an annual basis and are not diminished when a student withdraws. Refunds of tuition payments, not including the non-refundable deposit paid to hold a child's seat, will be made for voluntary withdrawals submitted in writing according to the schedule below:

- **Withdrawal prior to the start of the school year:** Students who withdraw *prior to the start of the school year* will receive a refund for any monies paid beyond the initial deposit.
- **Withdrawal before December 1st:** The family is responsible for 75% of the annual tuition and will receive a refund of 25% of the annual tuition paid.
- **Withdrawal after December 1st:** The family is responsible for 100% of the annual tuition, and no tuition refund will be issued.

If a student is suspended or removed from the school at any time during the school year, the parent/guardian remains responsible for the student's full annual tuition obligation.

In the event that the school and the parent/guardian mutually determine that a transfer to another school is in the best interest of the student, the family will be responsible for the tuition obligation according to the refund schedule above, based on the date of the student's withdrawal.

Unpaid Bills

All debts must be settled before receiving end-of-year report cards. Students will be considered "inactive" if there are any outstanding unpaid bills. These students will not have full privileges as active students until all overdue balances are met.

Section 10: Health and Safety

10.1 Safety and Security

The safety of our students, faculty, and staff is of the utmost importance. All visitors to St. Augustine School must enter through the main entrance on Chestnut Street. This is the only visitor entrance to the school. Visitors are required to identify themselves and specify their reason for being present at the school before entering the building. After approaching the main office, visitors must sign in and receive a visitor badge.

All exterior doors of the school remain locked at all times, and they remain under video surveillance at all times. Students are instructed to never open the door for a stranger.

St. Augustine School also has a Crisis Plan on file in the Main Office and in each classroom that addresses potential emergency situations including but not limited to situations involving an intruder, fire, medical emergency, and natural disaster.

10.2 Emergency Drills

During the course of the school year, our school conducts two different kinds of emergency drills: fire drills and ALICE drills.

Fire Drills

In accordance with Massachusetts state law, the Andover Fire Department conducts four fire drills at St. Augustine School each school year. Students are expected to evacuate the school quickly and quietly using the designated routes. Evacuation routes are posted in every room. During evacuation, students must maintain silence.

ALICE Drills

St. Augustine School also invites the Andover Police Department to conduct an ALICE Drill at St. Augustine School at least once per school year. This drill simulates a situation in which there is an intruder in the school building. Prior to the drill occurring, teachers prepare students for what to expect and how they are to respond when the drill occurs.

10.3 Health and Safety

The St. Augustine School Nurse oversees the health safety of our student body. We strive to ensure that our school environment promotes the overall health and safety of all students.

School Nurse

A Registered Nurse staffs our Health Office every school day from 8:00am-3:30pm. The nurse is available to all students in Pre-K 3-Grade 8.

All students must have on file with the school a recent physical exam (within the previous 13 months) and current immunization report as required by Massachusetts State Law. Updated forms are required for all new and returning students on an annual basis, and prior to a student's participation in athletics. All students must have current emergency medical and contact information in their health records.

School Counselor

St. Augustine School has a part-time School Counselor on staff. Our School Counselor provides general social and emotional school-based support to students in an effort to improve their overall school experience. The School Counselor assists students with managing emotions, interpersonal relationships, and academic goal setting in both classroom and small group settings.

The School Counselor is not able to provide long-term support to students in need of psychological or psychiatric services.

Controlled Substances

The possession, use, or distribution of any controlled substances, including drugs, alcohol, tobacco, vaping products, or any related paraphernalia, is strictly prohibited on school grounds, at school-sponsored events, and during any activity representing St. Augustine School. Violations of

this policy will result in serious disciplinary consequences up to and including suspension or expulsion, and may be reported to the appropriate authorities.

Allergies

All children with known allergies should have the following on file in the Health Office:

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

The parent or guardian should 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.

Medications

If medications must be taken during the school day, the School Nurse is able to administer the medication. It is required that parents submit a physician's order and the Authorization for Utilization of Medication and Release Form in order for our School Nurses to administer prescription medications.

To ensure child 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 and never with the child.

Certain over-the-counter medications may be administered at school provided that parents sign and deliver a General Medical Release Form.

If it is possible to achieve the prescribed medical regimen at home, medications (both prescription and over-the-counter) should ideally 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.

Illnesses

In order to provide the healthiest school environment possible, St. Augustine School requests that parents not send children to school when symptoms of illness are present. According to guidelines set forth by the American Academy of Pediatrics, no child should attend school if any of the following conditions are present: temperature over 99.6 degrees, persistent cough, untreated head lice, undiagnosed/untreated skin rash or communicable disease, vomiting/diarrhea, neurological changes, severe pain, or disabling injury.

For the health of all students, St. Augustine School also requests that parents notify the school nurse within 24 hours if their child contracts any contagious disease, including but not limited to: covid, strep throat, conjunctivitis, head lice impetigo, fifth's disease, chicken pox, measles, whooping cough, mononucleosis, scabies, mumps, tuberculosis, and scarlet fever.

Section 11: Handbook Amendments

While the Handbook is subject to annual review, the administration reserves the right to amend the Student-Parent Handbook at any time. Recommendations for review or change of policy can be made to the school administration.

Appendix A: School Shoes

We expect students to wear tan, brown, black, or navy formal/dress shoes with their formal uniform. These should be leather or similar material that can be polished and look formal.

The following examples of shoe styles are all formal and so appropriate and permitted footwear for school. These are *examples*, other styles are fine, including those without laces. If you have any questions please ask.



Not permitted

As a visual aid, the following styles are *examples* of those that are not permitted for any student on formal uniform days:



Air Force

Air Max



High top canvas boots



Air Max



Vans



Huaraches



Swift



Stan Smith



Classics



It is important that parents and carers know that canvas shoes, boots, trainers and logos (e.g. Nike, Adidas, etc) are not permitted in school unless wearing sneakers on gym day or with the permitted seasonal uniform. Pumps, heels, boots/ankle boots, work boots, snow boots, sneaker sole shoes, and any similar non-uniform shoes are not permitted.