



# SAINT AUGUSTINE SCHOOL



## STUDENT HANDBOOK 2020-2021

26 Central Street, Andover, MA 01810 978-475-2414  
[www.staugustineandover.org](http://www.staugustineandover.org)

**Parents as Partners**

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

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

- gets to bed early on school nights;
- follows all classroom and safety rules as stated by classroom and integrated arts teachers;
- arrives at school on time and is picked up on time at the end of the day;
- is dressed according to the school dress code;
- completes assignments on time; and
- has lunch money or nutritional snack lunch every day.

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

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

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

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

to meet all financial obligations to the school;

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

to complete and return to school any requested information promptly;

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

to support the religious and educational goals of the school;

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

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

The Catholic Church and this Catholic School recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parents to withdraw his or her child. This is a very serious decision that is not made lightly.

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**Vision Statement:**

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

**Mission Statement:**

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

**Philosophy:**

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

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

**Administrative Team:**

The administrative team is made up of the Principal and the Assistant Principal. The team meets regularly for curriculum monitoring and planning, student life issues and discipline. Questions with respect to school issues may be directed to the administrative team. All classroom related issues should first be addressed with the teacher.

**Admission:**

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

1. Students entering the St. Augustine School Nursery Program must be three (3) years of age before September 1 of the year they are beginning the program. Parents of students applying for admission are encouraged to meet with the Administration and/or Nursery teacher before the admission process is completed. The Nursery Program aims to provide activities which are developmentally appropriate.
2. Students entering the St. Augustine School PreK Program must be four (4) years of age before September 1 of the year they are beginning the program. Parents registering a child in the program are encouraged to meet with the Administration and/or PreK teachers before the admission process is completed. The PreK program is designed to provide socially and developmentally appropriate activities. The program, though designed for four-year-old children, is not intended to insure readiness for Kindergarten but rather to provide ongoing learning experiences for young children prior to their formal education.

3. Students entering the St. Augustine School Kindergarten Program must be five (5) years of age before September 1 of the year they are beginning the program. Parents registering a child in the program are encouraged to meet with the Administration. Students of Kindergarten age are administered a kindergarten screening before the admission process is completed and acceptance is determined. This instrument helps assess readiness for our Kindergarten program. Final acceptance decisions rest with the administration of the school.
4. Students entering St. Augustine School in Grades 1-8 must show evidence of successful completion of the previous grade and take entrance level tests in reading and math. Parents and students are encouraged to meet with the Administration before the admission process is completed.
5. All new students applying for admission to St. Augustine School must present valid and current health and immunization records, a birth certificate and a Baptismal certificate.
6. Students are accepted into St. Augustine School in the following priority:
  1. siblings of children currently enrolled at St. Augustine School and children of full-time faculty
  2. verified registered and participating members of St. Augustine Parish
  3. registered and participating members of other Catholic parishes
  4. children from families with no parish affiliation

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

### **Animals/Pets:**

Due to concerns regarding health, safety, and liability, pets are not allowed in the school building or on school property.

### **Attendance:**

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

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

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

### ***Absences***

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

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

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

### ***Arrival***

Students are dropped off on Central Street and enter by the path on Central Street. There is no parent drop off or parking allowed on Chestnut St. All other students must be dropped off on School Street. Parents may not drive down St. Augustine Drive to drop off students.

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

In inclement weather, students report directly to the cafeteria no sooner than 8:25.

### ***Early Dismissal***

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

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

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

### ***School Cancellation***

“No school” announcements for inclement weather will be announced via our Renweb/FACTS system. Andover residents may also tune into Andover Cable Channel 10. St. Augustine School follows the town policy on school closings due to weather, because there are students from 19 different communities other than Andover, the principal reserves the right to call school for St. Augustine School only. If the town of Andover has canceled classes, St. Augustine School will be closed as well. If the town of Andover has a delayed opening, St. Augustine will have the same delayed opening. On days of a delayed opening, there will be no half day Nursery or PreK programs for that day. Only full day Prek will be in session.

### ***Tardiness***

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

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

### **Bicycles:**

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

### **Books:**

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

### **Buses:**

Only Andover residents may ride the school buses and only on the bus to which they are assigned. Parents who choose not to have their child ride the bus must notify the Andover Transportation Office at 978-623-8510. Students are reminded that they represent both their families and St. Augustine School when they ride the buses to and from school. Students are expected to follow rules set forth and distributed by the town of Andover. All disturbances either on the bus or while waiting for the bus will be reported to the Administration. The Administration will follow three steps upon receipt of notification from the bus coordinator:

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

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

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

### **Cell Phones:**

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

### **Classroom Visits:**

In order to provide maximum uninterrupted learning time, classroom visits are appropriate only if prior arrangements have been made with the classroom teacher and the Office. Parents are requested to call or write a note to the teacher to set up meeting times. **Parents may not wait outside the classroom to speak with teachers.** When a teacher is called to the door to speak to a parent, time is taken from the students.

### **Co-curricular and School Sponsored Activities:**

Co-curricular activities are an important aspect of a child's total development. Participation in these activities, including but not limited to **athletics, field trips, Grade 8 Class Trip, Leadership Team, school dances, school play, etc.** is a privilege that is earned by a student's conscientious and consistent effort and positive and respectful behavior.

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

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

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

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

### ***Dances***

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

Students are dropped off and picked up on Central St. 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. The policy with regard to school attendance on the day of the dance will be enforced.

**See dress requirements for non-uniform days.**

### *Athletics*

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

St. Augustine School sponsors boys' and girls' basketball teams through the Merrimack Valley Catholic Schools' Basketball League for students in Grades 4-8. Teams practice at our own James D. Doherty Centennial Gymnasium. Registration occurs through the school main office in the fall of each school year.

Volunteer coaches provide instruction and support for our athletes. Coaches are expected to model the goals set for our students. Individuals who are interested in volunteering their coaching services must contact the Administration prior to October 1. Final decisions with regard to coaching assignments rest with the administration of the school. All assigned coaches must attend a meeting scheduled by the Administration prior to the beginning of the season and complete a CORI form, fingerprinting, and Protecting God's Children course before Oct. 1.

### **Communication Pathways:**

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

#### *General Communication*

- The SCHOOL Renweb/FACTS-Parent Alert system
- The MONTHLY PARENT NEWSLETTER which contains a calendar of events for the month, school lunch menu, updates and notices, special information, and points of interest about activities at our school is emailed the first of the month via parent email list
- Guild weekly Sunday night reminders.
- INFORMATION NIGHTS such as the FALL OPEN HOUSE, during which a brief classroom orientation is given by each teacher
- Up to the minute information regarding school activities, curriculum updates, the school newspaper (s), the school guild and the school board, etc. are included in the weekly Guild newsletter.
- The school website, [www.staugustineandover.org](http://www.staugustineandover.org) contains a school calendar, newsletter, handbook, homework, and other pertinent school information.

#### *Parent/Teacher Communication*

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

If there is a classroom concern, the initial contact must be made with the classroom teacher. Only after that initial contact has been made is it appropriate to contact a member of the Administrative Team.

### ***Parent/Administration Communication***

The Administration is available for conferences with parents upon request.

### ***Voice Mail System***

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

### **Cultural Enrichment Committee:**

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

### **Discipline:**

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

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

### ***Bullying Behavior***

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 include cyber-bullying.”

**St. Augustine School has a Bully Prevention and Intervention Plan that was instituted in 2011 in accordance with regulations of the state of Massachusetts and the Archdiocese of Boston. Please refer to this plan for more information.**

### ***Illegal Substances/Weapons***

Students may not have illegal substances such as alcohol, drugs, tobacco products or weapons in their possession or on school property at any time. Students found with illegal substances, weapons, or any object

that may inflict harm, will be removed from school immediately. Parents will be notified and, in cases where necessary, law enforcement agencies will be contacted. Documentation of offenses will be kept.

### ***Language***

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

### ***Sexual Harassment***

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

## **Augustine School Policy on Student-Owned Tablets**

In order to stay up to date with technology and use the newest technology at St. Augustine School, administration and staff have come up with a policy regarding tablet computers. This policy is based on a sincere desire to use tablet computers for legitimate academic purposes, balancing this with the variety of issues that are created by this personal technology. Tablets can provide a number of benefits, can lighten backpacks, the size of fonts can be adjusted, and they provide access to numerous classic books at no cost. We have decided to require tablets at our middle level, grades six through eight.

Students in grades six through eight must bring privately owned tablets at their own risk. St. Augustine School is not responsible for these devices, but the following protocol will help to keep these devices safe. Tablet computers will be placed in a designated area in the classroom and the teacher will distribute them to students when it is appropriate to use these devices. These devices can be transported from classroom to classroom, and the same rules will apply in each classroom. Games that may be loaded on these devices may **NOT** be played while in school. Tablets may not be taken outdoors.

### ***Gum Chewing***

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

### ***Middle Level Discipline Policy***

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

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

1. *Academic transgressions* including plagiarism
2. *Behavioral transgressions*

**All offenses will follow the procedure outlined here unless deemed otherwise by a teacher or administrator.**

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

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

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

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

### ***School yard / Playground***

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

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

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

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

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

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

### ***Cafeteria***

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

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

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

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

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

### ***Building***

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

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

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

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

For their safety, **students are instructed to not open doors for anyone**, including people they know. All visitors and parents are expected to follow protocol and ring the bell for admittance. All visitors must report to the office and sign into the building. Badges will be distributed and worn while volunteers are in the building. All visitors must sign out before leaving the building.

### ***Detention***

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

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

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

### ***Suspension***

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

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

### ***Expulsion***

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

### **Dismissal:**

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

### ***Emergency Dismissal Policy***

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

### ***Tewksbury, North Andover, and Lawrence Riders***

Students are picked up on Central St. once the buses have departed.

### ***All other Walkers and Riders***

1. Students are escorted to School Street by the teachers at 3:00 PM. Parents are to park on School Street and meet the children there.

2. Parents may not call to the children to cross the street other than at the designated crosswalk area. The crossing guard will give the instruction for children to cross.
3. Parents may not come into the schoolyard or down St. Augustine Drive to meet the children and take them from the lines.
4. Parents may not come into the school or linger outside the classrooms to meet the children at dismissal time.
5. Any student who has not been picked up by 3:15 PM will be brought into the school and will be waiting at the office. No student will be left unattended at a pickup location. After 3:30 students will be sent to Extended Day and parents will be billed according to Extended Day rates.
6. Parents are reminded to respect the private property on St. Augustine Drive and School Street. Do not block residents' driveways or allow younger siblings to play on the lawns of the residents of the area.
7. Notification must be made to the homeroom teacher and the office if there is any change in the transportation arrangement.
8. If children participate in carpools, a written authorization must be on file in the office indicating the child's name and the names of the carpool drivers to whom the child can be released.

### ***Modified Kindergarten Schedule***

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

### ***Early Release Days***

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

### **Extended Day Programs:**

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

Nursery /Pre K	Monday through Friday	<b>12:00 PM – 6:00 PM</b>
K-8	Monday through Friday	3:00 PM - 6:00 PM

St. Augustine School provides morning school care for students in Nursery through Grade 8. There is a flat rate per child. Morning school care is available the following hours:

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

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

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

### **Facilities Use:**

#### *Extended day programs and use of the cafeteria*

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

#### *Parent Supervision*

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

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

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

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

### **Field Trips:**

Field trips are a privilege and not a responsibility of the school. Parents will be notified in sufficient time to meet necessary financial requirements if needed. Parental permission is required for each trip. No student will be allowed to accompany the class without a signed permission slip. Students may not call home for forgotten permission slips. Students not attending the field trip will remain at school and appropriate supervision and assignments will be provided. Permission by telephone is unacceptable. An appropriate number of parent

chaperones will be asked to participate on each of the trips. All chaperones must complete a CORI form, a signed Code of Ministerial Behavior form and attend the Protecting God's Children Workshop in order to volunteer for any school activity. Due to safety concerns, siblings are not allowed to accompany volunteers when they are volunteering in the classroom or on field trips.

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

Attendance at liturgies, prayer services and reconciliation are part of the religious curriculum and school life and are not considered field trips.

### **Financial Aid / Scholarships:**

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

1. Financial aid applications may be obtained online through the school's website. Applications along with all supporting documentation must be submitted no later than the first Friday in **March** for consideration for the next school year.
2. Documentation required before consideration is given includes a financial aid application and copies of the prior two year's tax returns and W-2 forms. Members of the financial aid committee will verify financial information on the application. All financial information furnished will be held in strict confidence.

### **Fire Drills/Evacuation Procedures:**

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

Directives for the evacuation of the school building are published in the faculty handbook. Evacuation routes are posted in every room. During evacuation, students must maintain silence.

In the event of a real emergency, evacuation and notification procedures will be followed as outlined in the St. Augustine School Crisis Plan available at the main office.

### **Handbook Amendments:**

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

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

**Health Care:**

Our health room is staffed by an RN on a daily basis from 9:00 AM-3:00 PM. The nurse is available to all students in Nursery-grade 8 and is supervised by the Board of Health of the Town of Andover. All students must have on file a physical exam and current immunization report as required by Massachusetts State Law. Updated forms are required for K, 3<sup>rd</sup> and 7<sup>th</sup> grades, and all new students. All students must have current emergency information in their health records.

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

***AIDS/ Acquired Immune Deficiency Syndrome Massachusetts School Attendance Policy:***

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

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

1. All children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTOC-III) and receiving medical attention are able to attend regular classes.
  - a) If a child has coetaneous (skin) eruptions or weeping lesions that cannot be covered, he/she should not be in school.
  - b) If the child exhibits inappropriate behavior that increases the likelihood of transmission (i.e., biting or frequent incontinence), he/she should not be in school.
  - c) Children diagnosed with AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV-III) who are too ill to attend school, should have an appropriate alternative education plan.
  - d) Siblings of children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV-III) are able to attend school without any further restrictions.
2. The child's personal physician is the primary manager of the child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV-III). Management includes acting as the "gate keeper" for the child's attendance at school in accordance with the policy outlined above.

- a) Notification should be by a process that would maximally assist patient confidentiality. Ideally, this process should be direct person-to-person contact.
  - b) If school authorities believe that a child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV-III) has evidence of conditions described in #1, then the school authorities can dismiss the child from the class and request authorization from the child's personal physician so that class attendance is within compliance with the school policy. If school authorities and the child's personal physician are in conflict, then an appointed physician who would determine the permissibility of attendance should refer the case to the Department of Public Health for review.
3. Since the child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV-III) has a somewhat greater risk of encountering infections in the school setting, the child should be excluded from school if there is an outbreak of a threatening communicable disease such as chicken pox or measles until he/she is properly treated (possibly with hyper immune gamma globulin) and/or the outbreak has no longer become a threat to the child.
4. Blood or any other body fluids including vomit and fecal or urinary incontinence in any child should be treated cautiously. It is recommended that gloves be worn when cleaning up any body fluids.
- a) These spills should be disinfected with bleach (one part bleach to ten parts water) or another disinfectant, by pouring the solution around the perimeter of the spill.
  - b) All disposable materials, including gloves, should be discarded in a plastic bag. The mop should also be disinfected with the bleach solution described in 4a.
  - c) Persons involved in the clean up should wash their hands afterward.
5. In-service education of appropriate school personnel should ensure that proper medical and current information about AIDS is available.

### ***Allergies***

Due to severe allergic reactions of some children no items that contain natural rubber latex are permitted on school property or at school events.

All children with known allergies must have on file:

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

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

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

1. All children with known allergies will be listed on the Medical Alert Sheet that is distributed to appropriate faculty and staff.
2. The physician order and the parental consent in the event of an allergic reaction are located in the health room.
3. Children's medication is stored in the health room.
4. In the event that a child ingests a known allergen, the School Nurse should be notified immediately to evaluate the child.

5. If the child exhibits non life-threatening symptoms and the child has a physician's order and or parental permission: diphenhydramine (Benadryl) will be given according to the instructions given.
6. The child's parent of guardian will be called and the child will be observed until they arrive.
7. For life-threatening symptoms: epi-pen will be given according to the physician order.
8. Initiation of EMS by calling 911.
9. The child's parent or guardian will be immediately notified.

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

### ***Asbestos Management:***

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

### ***Child Abuse***

St. Augustine School is in compliance with Massachusetts laws requiring child abuse reporting obligations.

### ***Medication Policies***

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

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

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

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

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

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

### ***Long Term Medications***

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

### ***Short Term Medications***

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

***PRN (As Needed) Medications***

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

***Medication Retrieval***

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

***Illnesses***

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

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

**Homework:**

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

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

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

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

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

The following timetable is suggested as a guideline:

**N/PreK- reading daily to your child is recommended**

Grades K - at the discretion of the teacher. Reading daily to your child is appropriate  
Grade 1- 10-30 minutes each weeknight

Grades 2-3 - approximately 30-60 minutes each week night  
Grades 4-5 - approximately 60-90 minutes each week night

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

**Internet**

***Internet Acceptable Use Policy***

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

The use of the Internet and related technologies must be in support of the mission, objectives, goals, and research consistent with the educational objectives and mission of St. Augustine School. St. Augustine's faculty integrates thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. Use of the Internet will be restricted to times when adult supervision is present. School personnel regularly view Internet site visits.

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

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

- to access, upload, download, or distribute inappropriate material
- to post personal contact information or to knowingly or recklessly post false information about persons or organizations

- to transmit obscene, abusive, or sexually explicit language
  - to violate any local, state, or federal statute
  - to vandalize, damage, or disable the property of another individual or organization
  - to access another individual's materials, information, or files without permission
  - to violate copyright or otherwise use the intellectual property of another individual or organization without permission
- 
- I will only use the computer as directed by my teacher;
  - I understand that I must adhere to the mandates of the School Policy
  - I will only access the Internet for school related work with permission of my teacher.
  - I will not access any Internet sites that have any violent or inappropriate language or material.
  - I will not access any social networking sites while using school computer.
  - I will not access my email during school unless it is part of school work.
  - This pertains to all computers, laptops, iPads, and any devices used at St. Augustine School.
  - Using devices are for schoolwork not games or applications Handle all with care
  - Handle all equipment with great care and make sure your device has a protective case
  - We do suggest that you have insurance for any devices that you own and bring to school.
  - *St. Augustine School is not responsible for any damages to your devices or property.*

### **Invitations/Gifts:**

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

### **Liturgies / Prayer Services / Reconciliation:**

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

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

### **Media and Publicity:**

During the school year, photographs of students at St. Augustine School are regularly submitted to the area newspapers, the parish bulletins and the St. Augustine Andover School web site ([www.staugustineandover.org](http://www.staugustineandover.org)). These are used to publicize special or noteworthy events and liturgical celebrations that are held at the school.

Additionally, the school is publicized in a variety of ways, including brochures and cable television broadcast of the school play.

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

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

If you do **not** want your child to be part of these types of school publicity, please return the Publicity Permission Slip handed out at the beginning of the school year.

### **Parent-Teacher Conferences for Grades N-8:**

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

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

### **Promotion and Retention:**

#### ***Promotion***

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

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

Each graduating student must be approved by the Administration as having fulfilled the requirements of competency for graduation. In addition, each graduating student must have accumulated at least ten hours of service during grades 7 and 8.

#### ***Retention***

As a result of irregular attendance or other reasons, students may have difficulty mastering academic work at a given grade level. Clear and articulated documentation is kept to support the decision for retention.

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

## **Registration/Applications:**

### ***Nursery and Pre-Kindergarten***

1. In- house Registration (present Nursery students and siblings of students currently enrolled in St. Augustine School)
2. Open Registration (new families to St. Augustine School)

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

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

Applications may be submitted starting in November of the previous year. There is a non-refundable application fee for students who are planning to enter St. Augustine School Nursery and Pre K Programs.

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

### ***Kindergarten***

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

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

### ***Grades K-8***

1. In-House Re registration (present PRE-K-7 students and siblings of children presently enrolled at St. Augustine School).

There is a non-refundable re-registration fee for Grades 1-8. There is a non-refundable fee for new sibling applications. **The school has absolute discretion on whether to offer re-enrollment to current students.**

2. Open Applications (new families to St. Augustine School). There is a non-refundable application fee for new students in Grades 1-8.

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

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

### **Scholarships : (Family Sunday Attendance Awards)**

These awards are available to St. Augustine Parish families who have true need and meet the necessary criteria . They are awarded to families who are registered St. Augustine parishioners, actively participating and contributing financially to their faith community. Active participation shall be defined as no less than 65% usage of envelopes placed in the offertory on an annual basis from January through December. Mailed or dropped off offertory envelopes are not counted.

A family must submit a signed parish verification of membership form. Verification forms may be obtained online from the school's website or from the school office and returned no later than March 6th. Students in Nursery and Pre K do not qualify for the Sunday Family Attendance Award or financial aid.

### **School Lunch:**

See the website for information on our JUST LIKE HOME lunch program.

### **St. Augustine Parish School Advisory Board:**

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

### **St. Augustine Catholic School Guild:**

The St. Augustine Catholic School Guild is a parent organization that serves as both a fund raising and community-building vehicle for the families of St. Augustine School. Leadership of the Guild 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 life of St. Augustine School. The Guild Board meets on the first Thursday of each month. The Guild Lines will be emailed monthly.

### **Student Evaluations:**

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

Report cards are distributed three times a year for Grades K-8. Nursery and Pre K students are evaluated in December and again in June.

All students in Grades 1-4 receive Progress Reports half way through each trimester via Edline. Students in grades 5-8 will receive progress reports every two weeks via Edline.

### **Student Recognition:**

#### ***Honor Roll***

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

Criteria for recognition are:

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

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

### **Student Records:**

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

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

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

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

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

### **Tuition:**

Tuition provides the majority of revenue required to offset operating expenses for the St. Augustine School. Tuition rates are reviewed annually by the St. Augustine School Finance Committee; with respect to current and projected operating expenses. Based on this analysis, The St. Augustine School Finance Committee establishes an early fiscal budget recommendation for review by the St. Augustine Parish School Consultative Board. Once reviewed and/or revised, the St. Augustine Parish School Consultative Board forwards the recommendation to the St. Augustine Parish Finance Committee for final approval.

All families are required to submit a tuition deposit by April 15. Deposits received after that will be subject to a late fee.

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

1. Payment in full – A payment in full must be received by July 15th. Payments received after that date will be subject to a late fee.
2. FACTS Payments – Families can choose to make a series of equal payments through the FACTS automatic withdrawal system. Applications for this program must be received by April 30 and can be obtained through the school's website. There are eight monthly FACTS withdrawals running from July through February.

Families leaving before the end of the year will be subject to a tuition finance charge.

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

### **Unpaid Bills:**

All debts must be settled before receiving year end report cards including overdue tuition bills, library books, textbooks, and workbooks.

**Students will be considered “inactive” if there are any outstanding unpaid bills. These students will not have full privileges as active students until all balances are met.**

**Uniforms:**

**Students are required** to wear the school uniform. The intent of this policy is to help create a respectful atmosphere that is non-competitive. Students are neatly dressed and present a positive self-image. The uniform policy will be strictly enforced. Students, whether in uniform or not, should always represent the school’s mission. The following procedure will be used to address dress code violations, depending on the grade level.

1. Students will receive a verbal reminder when there is a dress code violation.
2. An update slip will accompany the second warning.
3. On the third violation a detention/missed recess will be assigned to the student.

***Uniform Dress Code***

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

**\*\*Nursery and PreK students must wear the PE uniform as their daily uniform.**

<b>Boys – Grade K to Grade 8</b>		
<b><i>Time Frame</i></b>	<b><i>Start of school to October 31 April vacation to end of school</i></b>	<b><i>November 1 to April vacation</i></b>
<b>Pants</b>	Navy or Khaki Uniform pants or Khaki or Navy Uniform shorts	Navy or Khaki Uniform pants or Navy Corduroys
<b>Shirts</b>	St. Augustine Monogrammed navy or white short or long-sleeved Polo shirt. Shirts must be tucked in. Solid white undershirts may be worn but should not be visible.	St. Augustine Monogrammed navy or white short or long-sleeved Polo shirt. Shirts must be tucked in. No undershirts should be visible.
<b>Sweaters</b>	Navy, Forest Green, V-neck or cardigan uniform sweater	Navy, Forest Green, V-neck or cardigan uniform sweater
<b>Socks</b>	Navy, Forest Green, Black or White ankle or crew socks	Navy, Forest Green, Black or White ankle or crew socks
<b>Shoes</b>	Regular School Shoes, heel height no more than 1 inch, tan, black, navy. or brown (no Sandals, Jellies, Clogs, slippers, boots, or crocs, etc.)	Regular School Shoes, heel height no more than 1 inch, tan, black, navy. or brown (no Sandals, Jellies, Clogs, slippers, boots, work boots

	<b>Sneakers</b> only with school shorts.	or crocs, etc.)	
<b>Belts</b>	Dark or khaki solid-color free of decoration	Dark or khaki solid-color free of decoration	
<b>Accessories</b>	One watch, one simple ring, one bracelet, and one necklace	One watch, one simple ring, one bracelet, and one necklace	
<b>Physical Education Uniform</b>  P.E. uniforms <u>must</u> be worn to school on scheduled P.E. days.	St. Augustine monogrammed green crew or hooded sweat suit, or <b>St. Augustine nylon zip-up sweatsuit</b> , St. Augustine monogrammed grey short or long T-shirt, St. Augustine monogrammed green gym shorts, rubber-soled athletic sneakers and socks. Socks must be worn, and must be white/black crew or knee sports socks.	Full sweat suits (T-shirt, sweat shirt, wind pants, or sweatpants, or <b>St. Augustine nylon zip-up sweatsuit</b> ) must be worn to and from the gym during this time period. Students should wear alternate footwear (shoes or boots) to school and be prepared to carry their sneakers to the gym. Socks must be worn, and must be white/black crew or knee sports socks.	

<b>Girls, Grade K to Grade 4</b>		
<i>Time Frame</i>	<i>Start of school to October 31 April vacation to end of school</i>	<i>November 1 to April vacation</i>
<b>Outfit</b>	Knee length uniform plaid jumper or khaki <b>or navy</b> uniform shorts, <b>pants or skorts.</b>	Knee length uniform plaid jumper, navy or khaki uniform slacks. <b>No skorts in the winter.</b>
<b>Shirt</b>	White or Light Blue Blouse with Peter Pan collar or St. Augustine Monogrammed long- or short-sleeved Polo shirt. Shirts must be tucked in.	White or Light Blue Blouse with Peter Pan collar or White turtleneck Shirt (both may be worn at the same time) or St. Augustine Monogrammed long- or short-sleeved Polo shirt. Shirts must be tucked in.
<b>Sweater</b>	Navy, Forest Green, or White Cardigan or V-Neck Uniform Sweater. Gym sweatshirts can not be worn in place of sweaters.	Navy, Forest Green, or White Cardigan or V-Neck Uniform Sweater. Gym sweatshirts can not be worn in place of sweaters.

<b>Knee Socks or Tights</b>	Navy, Forest Green, Black or White knee socks or tights. Ankle or crew socks with sneakers or pants	Navy, Forest Green,Black or White knee socks or tights. Ankle or crew socks with pants.
<b>Shoes</b>	Regular School Shoes(brown,black,navy or tan), heel height no more than 1 inch (no Sandals, Jellies, Clogs, crocs, slippers or boots). Sneakers may be worn only with shorts.	Regular School Shoes, heel height no more than 1 inch (no Sneakers, Sandals, Jelli(brown,black, navy, or tan) no jellies, Clogs, crocs, etc.).
<b>Belts</b>	Dark solid-color or khaki, free of decoration	Dark solid-color or khaki, free of decoration
<b>Accessories</b>	Solid-color Navy, Forest Green, White, Black or Uniform Plaid headbands, scrunchies or ribbons.	Solid-color Navy, Forest Green, White,Black or Uniform Plaid headbands, scrunchies or ribbons.
	One watch, one simple ring, one bracelet, one pair of earrings (studs or ½ inch hoops, no dangling earrings), one simple necklace	One watch, one simple ring, one bracelet, one pair of earrings (studs or ½ inch hoops, no dangling earrings), one simple necklace)
<b>Physical Education</b>  P.E. uniforms <u>must</u> be worn to school on scheduled P.E. days.	St. Augustine monogrammed green sweat suit, <b>St. Augustine nylon zip-up sweatsuit</b> St. Augustine monogrammed grey T-shirt, St. Augustine monogrammed green gym shorts, rubber-soled athletic sneakers, and socks. Socks must be worn, and must be white/black crew or knee sports socks.	Full sweat suits (T-shirt, sweat shirt, and sweatpants), or <b>St. Augustine nylon zip-up sweatsuit</b> must be worn to and from he gym during this time period. Students should wear alternate footwear (shoes or boots) to school and be prepared to carry their sneakers to the gym. Socks must be worn, and must be white/black crew or knee sports socks.

**Girls, Grade 5 to Grade 8**

<b>Girls, Grade 5 to Grade 8</b>		
<b>Time Frame</b>	<b>Start of school to October 31 April vacation to end of school</b>	<b>Nov.1 to April Vacation</b>
<b>Outfit</b>	<b>Knee length</b> Uniform Plaid Skirt, <b>Skort</b> or Khaki or <b>Navy</b> Uniform shorts, khaki pants, no shorts in the winter.	<b>Knee length</b> Uniform Plaid Skirt, or navy or khaki Uniform pants, <b>no skorts or shorts in the winter.</b>

<b>Shirt</b>	St. Augustine navy or white Monogrammed long- or short-sleeved Polo shirt; shirts must be tucked in. No undershirts should be visible.	St. Augustine navy or white Monogrammed long- or short-sleeved Polo shirt; shirts must be tucked in. No undershirts should be visible..
<b>Sweater</b>	Navy, Forest Green, or White Cardigan or V-Neck Uniform Sweater. Gym sweatshirts can not be worn in place of sweaters.	Navy, Forest Green, or White Cardigan or V-Neck Uniform Sweater.
<b>Knee Socks or Tights</b>	Navy, Forest Green, White or Black knee socks or tights. Ankle or crew sock with sneakers.	Navy, Forest Green, White or Black knee socks or tights. Ankle or crew sock with sneakers.
<b>Shoes</b>	Regular School Shoes, heel height no more than 1 inch black,brown, tan, or navy (no Sandals, Jellies, Clogs, slippers, boots,crocs, etc.); <b>Sneakers</b> only with shorts	Regular School Shoes, heel height no more than 1 inch, tan,black, navy. or brown (no Sandals, Jellies, Clogs, slippers,boots, or crocs, etc.)
<b>Belts</b>	Dark solid-color or khaki free of decoration	Dark solid-color or khaki free of decoration
<b>Accessories</b>	Solid-color Navy, Forest Green, White or Uniform Plaid headbands, scrunchies or ribbons	Solid-color Navy, Forest Green, White or Uniform Plaid headbands, scrunchies or ribbons
	One watch, one simple ring, one bracelet, one pair of earrings (studs or ½ inch hoops, no dangling earrings), one simple necklace.	One watch, one simple ring, one bracelet, one pair of earrings (studs or ½ inch hoops, no dangling earrings), one simple necklace.
<b>Physical Education</b>  P.E. uniforms <u>must</u> be worn to school on scheduled P.E. days.	St. Augustine Monogrammed green sweat suit <b>St. Augustine nylon zip-up sweatsuit</b> . St. Augustine monogrammed grey T-shirt. St. Augustine monogrammed green gym shorts, rubber-soled athletic sneakers; Socks must be worn, and must be white/black crew or knee sports socks.	St. Augustine monogrammed green sweat suit or <b>St. Augustine nylon zip-up sweatsuit</b> . St. Augustine monogrammed grey T-shirt. St. Augustine monogrammed green gym shorts, rubber-soled athletic sneakers Socks must be worn, and must be white/black crew or knee sports socks.

## **Non-Uniform Days**

On announced **non-uniform days, field trips, school dances, and all school functions**, students may wear appropriate school clothing other than uniforms. Tattered or torn jeans or pants, tank tops, spaghetti strap tops, tube tops, midriff shirts, hats, short-shorts, shirts advertising or promoting illegal substances or violence may not be worn. If these dress down clothes are violated the Administration reserves the right to call parents to deliver appropriate clothing to the child at school. If this can not be done, the child will lose the privilege of the next dress down day. **On non-uniform days, students who have gym must wear or bring supportive athletic sneakers as well as clothing that will not restrict their full potential in Physical Education class.**

### ***Other***

- \* No sandals or flip flops.
- \* Makeup and colored nail polish are not appropriate for school and may not be worn.  
Clear nail polish may be worn
- \* Hats may not be worn in school.
- \* No faddish hair colors/dyed streaks/cuts/hairpieces are allowed. Hair must be neat and clean and off the face. Boys' hair length in back should not exceed the top of their shirt collar. Sideburns or side length of hair should not exceed the earlobe. Boys should be clean shaven at all times.
- \* Any item not listed is not part of the school uniform.
- \* Students must arrive and leave school in uniform unless given permission by the Administration.

All regular school uniforms must be purchased at JB Pride Uniforms.

## **Volunteer Opportunities:**

There are many opportunities to volunteer at our school. Volunteering your time, energy and special talents allows our school to grow.

As mandated by the Archdiocese of Boston, every parent/guardian volunteering in the school, attending field trips, coaching school teams or having any direct contact with a child/children at the school, must complete the following:

- a CORI form(annually)
- Protecting God's Children Training
- a signed code of Ministerial Behavior

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

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