

Parent - Student Handbook

St. Augustine School
635 Mount Pleasant Avenue
Providence, Rhode Island 02908

2019-2020

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Mission Statement

The Mission of Saint Augustine School is to follow the Way, the Truth, and the Life of Christ while nurturing prayerful, responsible, and compassionate members of society. By challenging our students to strive for excellence, they will become well-rounded individuals with strong character, knowledge, and faith.

Saint Augustine School Philosophy

The philosophy of Saint Augustine School is founded on the belief that the Catholic School has an important function in the community, providing for the education of the whole person - spiritual, moral, intellectual, social, physical, and psychological. As a Christian Community, Saint Augustine School provides an environment for the spiritual growth and development of each child. Participation in the Mass and the Sacraments enriches his/her spiritual life. The student comes to know Jesus Christ, and His Mother, the Blessed Virgin Mary, through developing habits of prayer and by preparing to witness and to serve others. In knowing Jesus, we know that purpose of life and of all things. Our life is an ongoing journey towards Him.

Recognizing that parents have the primary responsibility to educate their children, Saint Augustine provides a formal education which nurtures, supports, and complements their training. An enriched academic program is offered within this Christian community to help students to develop their own individual gifts and talents, and to recognize their own personal self-worth. The faculty, in cooperation with the parents, endeavors to develop the potential of the students so that they may become productive, thoughtful, and compassionate members of society.

The faculty recognizes its mission to deepen the students' awareness of their personal worth by creating a learning environment which combines discipline with love, encouraging the development of sound moral character and intellectual discovery. We believe the role of Saint Augustine School is to prepare our students to become responsible Christian citizens. In order to fulfill this mission, the faculty recognizes the need to be fully aware of current educational instruction and practices, and the need to revise curriculum when necessary. Finally, we as an educational Christian Community believe that continuous prayer, study, and reflection are absolutely essential as we strive to realize and live this philosophy.

Saint Augustine School Philosophy

St. Augustine School Parent-Student Handbook

Goals

To create a Christian environment where students treat each other with respect, courtesy and kindness, irrespective of another's race, culture or nation.

To foster a sense of community between faculty and students through cooperation, sharing, and mutual respect within the school and the community.

To provide opportunities for the students to develop leadership qualities in school and in the community.

To promote a positive and enthusiastic learning environment, fostering an overall enjoyment of learning for faculty and students on a daily basis.

To develop within students a sense of personal responsibility for academic work and the completion of tasks.

To instill in students good organizational skills and study habits to maximize attainable goals and accomplishments.

To aim for a level of achievement at which students can integrate skills to seek new solutions to problems and responsibilities.

To develop within students the ability to accept appropriate consequences for their negative behaviors.

Objectives

The students will grow in the knowledge of God and the teachings of the Catholic religion through the Eucharist, education, and the sacramental life of the Church.

The students will develop a spirit of communal and personal prayer, thereby deepening their relationship with God and the Blessed Virgin Mary.

The students will develop an awareness of Christian responsibility towards our community.

The students will acquire the skills and attitudes needed to take a responsible place in society, meeting its challenges with beliefs based on Catholic morals, values, and insights.

The students will grow to know, understand, accept, and appreciate themselves as worthwhile and responsible persons.

The students will learn to respect the gifts, talents, and worth of others.

The students will develop a Christian understanding and reverence towards human sexuality.

The students will develop good communication skills, learning to express themselves clearly in oral and written language.

The students will learn to process and evaluate information, make judgments, and solve problems.

The students will develop the physical health and fitness necessary to function in their environment.

School Address

St. Augustine School is fully accredited by the New England Association of Schools and Colleges.

St. Augustine School
635 Mt. Pleasant Avenue
Providence, RI 02908

School: 401- 831-1213
Rectory: 401-831-3503
Fax: 401-831-4256
Website: www.staugustinesri.com
Email: office@staugustinesri.com

Doors Open 7:45 am
Opening Prayer 8:15 am

General Dismissal -Pre –K 2:30 pm
General Dismissal - 1 – 5 2:40 pm
General Dismissal - 6 – 8 2:45 pm

Telephone Numbers

School Hours

Starting at 7:45 a.m. children are supervised outside in the schoolyard on good days (in bad weather and when it gets cold, the children will be supervised in the School Gym). The back door of the school will be closed and locked at 8:15 - any student arriving after 8:15 must enter through the front door.

Children should not be dropped off at school before 7:45 a.m. as they are not supervised. The school cannot be held liable for any accident that occurs before 7:45 a.m.

Starting at 8:10am children join in the gymnasium for morning prayer.

School begins at 8:15 a.m. Any student arriving after that time will be considered tardy.

Tardiness becomes part of the child's permanent record.

Students in grades 1-8 are dismissed into the schoolyard. Students in K and Pre- K are dismissed at the front door of the school.

A fully licensed facility is opened Monday - Friday from 2:30 pm - 5:30 pm. This program was implemented as a support for our school families and as a way to foster positive development of our students.

Dismissal

Extended Day

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Enrollment Policy

Due to the overwhelming numbers trying to enroll in our school, an entrance policy had to be established:

Admittance to St. Augustine School can only be guaranteed by enrolling in our Pre-K Program. All other openings will be announced prior to registration. These openings will be filled on a first come basis.

First priority for acceptance of any new child goes to siblings of our school families and members of St. Augustine Parish.

There will not be a formal waiting list. There will, however, be a mailing list inviting people who have expressed an interest in our school to come to our open house and registration.

Students are admitted at the discretion of the administration. Children must be five years of age by September 1st to be eligible for admission to Kindergarten and four years of age by September 1st for admission to Pre-Kindergarten. For all new students the following documents are required:

1. Official certificates of Baptism and Birth.
2. Current records of Immunization and Health.
3. Letter of transfer from the school last attended.
4. Signed Commitment Form by a priest of the parish.

Parents must register each year to re-admit their children. The following information is required for re-admission:

1. Health records must be updated.
2. Emergency cards my be updated.
3. Commitment form must be signed by a priest of the parish.

Admission

Re-admission

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Nondiscriminatory Policy

St. Augustine School admits students of any race, color or ethnic origin to all the rights, privileges, programs and activities accorded or made available to students at the school. The school does not discriminate on the basis of race, color, or ethnic origin in the administration of education policies, admission policies, scholarships, or any other school-administered programs.

Registration for Pre-Kindergarten and Kindergarten is announced each year in the Church bulletin. This begins the last week in January. . Information concerning re-registration will be sent home on the monthly calendar.

Each school will require official certification of the student's grade level. Parents must sign a release form before transcripts are released. Records are sent directly to the receiving school upon request from the school.

Registration Procedures**Transferring**

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Policy Statement

ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES TO SCHOOLS IN THE DIOCESE OF PROVIDENCE

1.The Diocese of Providence firmly believes that no qualified individual seeking a Catholic education should be discriminated against because of a disability. To meet this goal, five (5) elementary schools and (3) secondary schools have been made accessible for participation in Federally Funded Programs to students and others with disabilities in accordance with the Uniform Federal Accessibility Standard (UFAS).

These schools, the cities or towns in which they are located and the grades accommodated are as follows:

City/Town	School	Grade	Address
Warwick	Bishop Hendricken High School	9-12	2615 Warwick Ave., 02889
Woonsocket	Mt. St. Charles Academy	7-12	800 Logee Street, 02895
S. Kingstown	The Prout School	7-12	4640 Tower Hill Rd., 02879
Barrington	St. Luke School	K-8	Waldron Avenue, 02806
Coventry	Fr. John V. Doyle School	PK-8	341 So. Main St., 02816
Pawtucket	St. Teresa School	K-8	140 Wood Haven Rd., 02861
S. Kingstown	Msgr. Matthew F. Clarke School	PK-6	5074 Tower Hill Rd., 02879
Warwick	St. Kevin School	K-8	39 Cathedral Rd., 02889

2. Where is a need to relocate programs from inaccessible areas within the above schools to an accessible area, the school will fulfill the necessary changes.

3.Transportation for qualified students with physical disabilities residing within the above cities/towns will be provided by law by the cities or towns. Qualified students with physical disabilities residing within a city/town where a specific elementary or secondary parochial school is inaccessible or where no parochial school for that grade level and sex exists will be referred to the nearest accessible school for the specific grade level and sex. The Diocese of Providence will reimburse parents or guardians of handicapped students for the costs incurred in transportation where the nearest accessible school for the appropriate grade level and sex is not in the same town as the student's residence, and where the nearest accessible school for the same grade level and sex is farther from the student's home than the nearest inaccessible school for the same grade level and sex. Such cost not to exceed the state government's reimbursement rate for mileage for government employees for the difference in mileage between the nearest accessible school for the specific grade level and sex and the nearest school for the specific grade level and sex. Such mileage shall be paid for two round trips per day for each day the child attends school.

4. Notification of this policy will be given to cities/towns in the Diocese of Providence by sending a brochure for posting to all local educational agencies, city/town halls and public libraries. In addition, brochures will be available at all parochial schools and the Office of Catholic Schools.

5. This policy will be reviewed at the end of the 1995-1996 school year and periodically thereafter, so long as the Diocese as a whole participates in Federally Funded Programs. Modifications to this policy will be made only after consultation with the Office of Civil Rights.

Program

The following offerings, description of learning styles and teaching strategies portrays the requirements in each of our divisions: Primary, Intermediate and Middle School.

Each division has been set-up according to the objectives and purposes of Saint Augustine School. The concept of self-worth and the dignity of others is the guiding thread that binds us together. The students have the opportunity for understanding, appreciating and accepting themselves and others. A thorough knowledge of God, His Son Jesus, Mary His Mother, and the teachings of the Church helps achieve this aim.

All academic matter is presented professionally and seeks to utilize the most current teaching trends and styles. The variety of approaches and strategies employed by the faculty attests to our awareness of the students' different capacities and capabilities for learning.

Early Childhood PreK-2 The Primary School seeks to awaken the child's fine and gross motor skills, their social interaction and introduce the concept of school community and awareness of others. A myriad of activities and teaching modes are at work from Pre-K through Grade Two. A sampling includes but is not limited to: role playing, music and singing with instruction, artistic expression, reading aloud, block building, map skills, science discovery projects, fine and gross motor skills projects, social interaction with self-help skills, and cooperative learning groups. Many activities are incorporated into theme units which provide continuity and employ whole language concepts of listening, speaking, and writing.

Intermediate 3-5 The Intermediate School's focus expands on the concepts of the Primary School. There is, of course, overlaps of instructional methodologies with more in depth and challenging approaches being used to stimulate intellectual growth. Some of these include: oral class presentation, written research projects, cooperative group work, group discussions and listening skill enhancement exercises. Greater stress continues to grow in this division toward accountability and responsibility for one's own actions.

Middle School 6-8 In our Middle School focus shifts again to include a more interdisciplinary approach. Units of study are presented and researched among classes. There are team and advisor/advisee meetings, written reports, presentations followed by group discussion of materials, art and music connection to units presented and question and answer sessions.

Students in this division receive a higher degree of exposure to subject matter, and begin to appreciate others' points of view on educational and social matters. Through advisor/advisee sessions students and faculty gain an awareness of one another as people, thus continuing to establish a sense of school community.

School Offerings Include:

Religion

Language Arts (English Skills and Process Writing / Kindergarten-Grade 5:

Spelling, Phonics, and Handwriting / Grade 6-8: Vocabulary)

Mathematics

Pre-Algebra and Algebra (Grade 7 and Grade 8)

Reading/Literature

Physical Education (Gym, Health Education)

Science

Music (Pre-Kindergarten-Grade 5)

Art

Social Studies

Foreign Language (Kindergarten-Grade 8)

Computer Education (Kindergarten-Grade 8)

Library (Pre-Kindergarten-Grade 5)

Each grade has one instructional class weekly, as well as recess and lunch in which to exercise and develop athletic skills. Students who fail to dress properly for two P.E. classes in one quarter will receive a grade of "Incomplete" (I) on their next report card. No student will be excused from P.E. class unless a written excuse is given by a physician.

Physical Education Classes

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Religious Participation

Sacraments

The Eucharist, which is the heart and center and our Catholic faith, is the focal point of our school program. Students attend Mass as a student body once each month. All students plan and participate in the liturgy. Parent, relative and friends are always welcome and encouraged to participate in our liturgies.

Children receive their sacramental catechesis from two primary sources. The first, and most important source, is the parents. The second is the religion classes taught each day in school.

The ability of the child to understand what it means to forgive and to be forgiven and to become one with the Lord in His family comes from home experience. Upon this foundation the faculty can build with your child a bridge to an understanding of the Sacraments of Reconciliation and the Eucharist.

To assist you in this process and to coordinate our efforts, PARENTS ARE REQUIRED TO ATTEND TWO SESSIONS. These sessions are held together with the parents of the Parish Religious Education Program.

Each class has the opportunity to receive the Sacrament of Penance several times during the school year. In addition to these times, students are encouraged to avail themselves of this Sacrament during the regularly, scheduled times on Saturday.

Homework that is properly designed will be constructive in the learning process and will reinforce and relate to school learning. To accomplish this successfully, full cooperation between parents and school is needed. The program will be clearly defined to the teachers, students, and parents.

Purpose

To help students develop independent study habits. To provide for individual differences.

Plan

Throughout the week students are assigned definite work. Spelling, word study, studying notes, reading, and math are all part of homework.

Students from grades 2-8 must purchase an official St. Augustine School agenda.

Homework

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Timing

Grade K	2 – 3 assignments per week
Grades 1 - 2	30 to 40 Minutes
Grades 3 - 5	45 to 60 Minutes
Grades 6 - 8	Not to exceed 2 hours

Suggestions to Parents

1. Impress upon your child the purpose and importance of homework.
2. Provide a suitable place to study which is free from interruption.
3. Establish a regular time for study to help the child develop proper work habits.
4. Encourage the child and show interest in his work, but avoid getting involved in the working and completion of the assignments.
5. Try to avoid upsets, tensions, and discipline trouble over assignments.

Homework Policy

In the event a student is absent, the parent must call in the absence, but please do not order homework, as the assignments will be given to the student when he or she returns to school. The student is allowed three days to make up the work.

Homework Policy - Intermediate/Middle School

Homework is the extension and application of learnings initiated by the teacher in school and continued at home by the pupil.

A grade is not awarded on the basis of test results alone. A child's mark is determined by classwork, homework, class participation, and independent projects.

Specific Policy

1. Homework is the responsibility of the student. The completed assignment is due the next time the class meets. If homework is not completed, the student will receive "zero" points for that assignment.
2. Specific dates will be determined for reports and special projects to be submitted. If reports or projects are turned in late, then a letter grade will be deducted.
3. If absent from school, a student has three school days to make up all missed assignments and tests. Assignments can be collected upon the student's return. It is the student's responsibility to get all assignments upon his/her return.
4. Vacations during school time are highly discouraged. It is the student's responsibility to get all assignments upon his/her return.

School Rules and Regulations

It is expected that all students will obey the rules of behavior necessary to ensure that a proper learning environment exists in Saint Augustine School.

Students (grade 2-7) are allowed to check out books from the School Library. However, any student with an overdue book will not be permitted to check out another book until the overdue book is returned. The fine for an overdue book has been set at 5¢ per week, including weekends and school holidays.

All books must be returned before Christmas and Easter Vacations begin or a double fine will be charged when the book is returned.

The students are tested regularly in the various subject areas according to the program developed by the classroom teacher. Evaluation takes on a variety of forms which allows the student to show success and accomplishment in the areas--written/oral assignments, projects and/or presentations.

A standardized testing program is set up by the Diocese and will be administered in Grades K – 8. The goal of the testing is to measure students growth over a given time period. Testing is also utilized as a tool in planning instruction. Eighth graders take the Religious Education Development Inventory Test. Student absences are highly discouraged during this important time.

Awards are presented to deserving students at an assembly before the end of the school year. These are given for outstanding academic and academic-related achievements throughout the school year. Eighth grade students receive awards for academic excellence in each of the seven major academic areas: religion, literature, language arts, mathematics, science, social studies, foreign language, computer, art, physical education and music.

Library Regulations

Evaluation

Cords and Awards

Criteria:

1. Gold Cord recipients are based on academic grade point averages. (90 and above in Grades 4-8)
2. Silver Academic Achievement awards are based on academic grade point averages. (85 to 89 in Grades 4-8)
3. Academic Excellence Award is awarded to the student with the highest grade point average in Grade Eight.
4. Patricia M. Mills Annual Recognition Award will be awarded to the eighth grade girl whom the faculty and staff feel will spend the best part of her life trying to make others happy whether it be her parents, friends, or fellow students.
5. Monsignor Egan Annual Recognition Award will be awarded to the eighth grade boy whom the faculty and staff feel exemplifies respect to others, peers, and rules.
6. Michael Peter DeMeo Service Award will be awarded to an eighth grade girl or boy who has demonstrated extraordinary service to those in need during their middle school years.

Criteria for individual subject medals will stay as follows:

1. Recipient will be chosen from the top five students with the highest grade point average in each subject area.
2. Recipient will demonstrate enthusiasm for the subject matter.
3. Recipient will actively participate, on a daily basis, in classroom discussions.
4. Recipient will produce quality written work throughout the year.
5. Recipient will produce quality homework and projects.
6. Recipient displays exemplary conduct.

Extra-Curricular Activities

Altar Servers

Open to boys and girls from grades 4-8. Altar Servers in grades 6-8 are frequently asked to serve funeral Masses during the regular school schedule. Students who are asked to serve must be able to keep up with their regular school work and/or use their own time to make up what was missed.

Parents, who wish their children excused from serving funeral Masses, must send a written request to the principal.

School Choirs

There is a school chorus for students in grades 3, 4 and 5.

Student Council

The purpose of the Student Council is to promote good citizenship, encourage a high standard of scholarship, arouse school spirit, demonstrate practical application of democracy, and advance the welfare of the school. Students from grades seven and eight are eligible for election to the Student Council executive board. All grades have representatives who are required to attend meetings and represent their classmates.

Students who wish to become members of the Student Council must maintain high, academic standards and reflect a spirit of cooperation by their conduct, effort and grades. Failure to maintain such requirements will result in removal from this office.

Additional Activities

Robotics, Newspaper, Yearbook, School Store, Math Club, Cheerleading, Basketball, Intramurals, Art Club, Cross Country, Track and Field, Volleyball, Drama, Arts & Crafts, Band, Physical Fitness, Dance Team and Students Against Bullying.

School Uniform Dress Code

The school uniform is a symbol of our school community. Uniforms are to be kept neat and clean. Hairstyles and shoes must be appropriate and according to uniform attire. We need your full cooperation to see that each child is in proper and complete school dress.

It is mandatory that all school uniforms be purchased through Donnelly's School Apparel.

General Appearance

Students are expected to be well groomed at all times. A student who dresses like a lady or gentleman will find it easier to act like one. Students are encouraged to develop the important qualities of cleanliness and good grooming.

Hairstyles are to be neat, conservative, and sensible. No shaved ridges, designs, spiked hair, Mohawks, etc. are allowed. Fad dyed hair is unacceptable. The length of a male's hair should not be longer than to the top of his shirt collar. Girls may wear headbands, barrettes, elastics, and hair ties as long as they are green, yellow, black, brown, or white, conservative, not brightly colored, and with no decorations. Bandanas are not allowed. Donnelly's also sells accessories such as headbands, scrunchies, barrettes, and bows that match our school uniform.

One medal and/or Religious cross, any Medic Alert bracelets, and any Medic Alert necklaces are acceptable for all students. One watch may be worn except for Pre-Kindergarten, Kindergarten and Grade One. Girls are allowed to wear one small earring in each ear. One fine chain religious jewelry is allowed for girls and boys. Small lockets and hearts are allowed for girls. No other jewelry is acceptable, including "fashion/fad" chains. Body piercing and tattoos (permanent or temporary) are not allowed. Subtle makeup is only allowed in Grades Six – Eight.

Standard Uniform (check school calendar for dates)

Girls

Grade Kindergarten - Grade 4

Plaid Jumper
Polo Shirt or White Blouse (Grades K-2)
Plain White Blouse (Grades 3 & 4)
Green Cardigan Sweater
White Crew Socks above the Ankle
White Tights or White Knee Socks
Green Slacks or Cords (winter only)

Girls

Grade 5 - Grade 8

Plaid Skirt (two styles of skirts)
Plain White Blouse
Green V-neck Sweater
White Crew Socks above the Ankle
White Tights or White Knee Socks
Green Slacks or Cords (winter only)

Boys

Grade Kindergarten - Grade 8

Green Slacks or Cords
White Shirt (Grades 3-8)
Polo Shirt (Grades K-2 only)
Green V-neck Sweater
Tie (Grades 3-8)
White Crew Socks above the Ankle
Black or Brown Belt -- mandatory

Boys & Girls

Pre-K

Green Sweatpants
Green Shorts
Polo Shirt (long or short sleeves)
Green Sweatshirt

Summer Uniform (check school calendar for dates)

Green Walking Shorts
White Polo Shirt
Crew Socks above the Ankle
Black or Brown Belt--mandatory

General Rules

1. All socks must come above the ankle.
2. No socks with any logos
3. Students must wear only a white T-shirt under uniform shirts.
4. All polo shirts, blouses, boy's white shirts and sweaters are to be monogrammed with the name of St. Augustine School and must be purchased at Donnelly's School Apparel.
5. Blouses and shirts are to be tucked in at all times.

Physical Education Dress Policy

On gym days, the students in Grades K-8 will wear their sneakers and gym uniforms to school and home. Official gym uniforms begin in Kindergarten.

Shoes

ALL SHOES MUST BE EITHER SOLID BLACK OR BROWN LOAFERS OR TIE SHOES. Solid black walking shoes and leather Mary Janes shoes are acceptable. All shoes for Early Childhood (Grade Pre-Kindergarten – Grade 2) must be tie or Velcro with rubber soles (*no slip-ons). **BIRKENSTOCKS, COACH SNEAKERS (OR ANY KIND OF SNEAKER WITH LETTERS OR SYMBOLS ON THEM), UGG SLIPPERS, SANDALS, CLOGS, OPEN-TOED, AND SLIP-ON SHOES ARE NOT ALLOWED. ONLY SHOES WITH LESS THAN ½ INCH HEEL ARE PERMITTED.**

The following items are not part of our school dress code and will not be allowed:

1. High top sneakers or sneakers with designs, colors, or flashing lights.
2. High heeled and high platform shoes – no heels over ½ inch.
3. Long hair, pierced earrings, or cologne *on the boys*.
4. Make up, COLORED lip gloss, and large earrings, or perfume *on the girls*.
5. The skirts on girls (Grades 5-8) cannot be any higher than 1 inch above the knee and are not to be rolled up.
6. Tinted hair (green, blue, orange, etc.), two-toned dyed hair, or hair that is spiked.
7. Only fine chain religious jewelry is allowed for girls and boys. Small locket and hearts are allowed for girls.
8. No tattoos – real or stick-on.
9. No ankle bracelets or jelly bracelets, silly bandz, or plastic charity bracelets.
10. Only uniform headbands or thin green, black, yellow, or white headbands with no decorations may be worn.
11. No hats permitted unless it is a sponsored spirit day.

The following items are not part of our Free Dress Code:

1. T-shirts that promote wrestling, violence, or contain drug or alcohol messages.
2. Baggy clothing, bandanas, or hats.
3. Hip-hugger and extremely low-rider pants.
4. Tank tops/spaghetti strap tops.
5. Low-cut necklines.
6. Shirts must always cover midriff.
7. No Gothic t-shirts or accessories (spiked bracelets, collars, etc.).
8. No “Heelies” (sneaker with wheels).

Uniforms will be checked daily by classroom teachers. Students will be given a uniform infraction form and parents will be contacted. After receiving a third infraction form, the student will serve an after-school detention.

Uniform Check

Attendance

Absences

Regular attendance is compulsory. A written excuse must be sent to the teacher in case of absence even if it is only for a day. This note should explain the cause of the absence. Any student in Grades K-8 returning to school after an absence without a written excuse will not be admitted to class until you have been contacted. Please save us this trouble and waste of time by sending a note after an absence.

Students in Grades PreK-8 who must be absent must have a parent telephone the school office before 9:00 am to explain the absence. A phone call is required each morning of absence, except when a longer absence is foreseen and explained.

Policy

Since attendance at school is a fundamental prerequisite for learning the prescribed curricula, the following policy will be established at St. Augustine School.

St. Augustine School children are scheduled for a 180 day school year. To ensure academic success, students will make a maximum of effort to attend every day, and to report to every class during the school day.

If the student is absent, the parent will be contacted to verify the absence. Students returning from a day's absence must bring with them a written excuse signed by their parent or guardian.

Specific Policy

A student who is absent in excess of 29 days in Grades K-6 and/or 23 days in Grades 7 and 8 will not be awarded credit for that school year regardless of grade achieved. Any absence from class due to illness, suspension, or family recreation will be counted toward loss of credit. Any illness verified by a physician should be reported as it occurs and will be excused.

Letters of warning will be sent to the parent at 15 days, and at 24 days a certified letter will be sent. Parents and students are also notified of absences on the quarterly report cards.

Emergency Closing

It is should be necessary to close or delay school for any reason, please listen for the following announcement:

“Saint Augustine School will be cancelled or delayed for _____ hour(s).”

Our authorized announcement will be read on the following stations:

All local radio and television stations and their web sites.

If there is a delay in starting the school day, please do not drop off children at the “regular” time. They will not be supervised, as our teachers will also be arriving late.

For example: “School delayed for one hour.” School will then begin at 9:25 am instead of 8:25 am, which means yard/gym supervision will begin at 8:45 am and not at 7:45 am Teachers will be in the classrooms at 9:10 am and not 8:10 am Thank you.

INSTRUCTIONS FOR SIGNING UP YOUR EMAIL AND/OR TEXT MESSAGING FOR SCHOOL CLOSINGS, DELAYS, AND EARLY DISMISSALS!!

From wpri.com: On right side of the homepage it says “Closings & Delays”. Click on “View Complete List”. On the next page click “Sign up for school closing email and text alerts” and follow the steps.

From turnto10.com: Put cursor on the weather tab and click “closings and delays” in the dropdown. Click where it says “If you want school closing text alerts sent to your phone or email, click here” and follow the steps.

School Messenger

School Messenger will notify families by telephone.

The dismissal of any student before 2:35 pm will be done from the school office. The following procedural guidelines will be strictly adhered to:

A.To Custodial Parent

1.The parent should send a note to school. Phone calls are not acceptable as a substitute for a written request.

Dismissal

2.If no note is sent in, the parent may still pick up the child, but a picture ID (Driver's License or RI ID) must be shown.3. Child is released to parent who must sign dismissal log.

B. To a person other than a custodial parent:

No student will be released unless all of the following conditions have been met.

- 1.A note must be sent in, signed by the parent, naming the person who will pick up the child.
2. The person must be listed on the approved dismissal list.
3. Person must show pictured Driver's License or RI ID.
4. Child is then released to the person who must sign the dismissal log..

Children should be dismissed from school only in cases of emergencies. Please make every effort to obtain doctors' appointments after 3:00 p.m. Appointments should not conflict with standardized testing dates.

Both teacher and principal should be notified if parents wish to keep their child(ren) out of school for extra holidays. The student is bound to suffer from the loss of school. Make-up work does not replace the actual classroom experience. Students are responsible for obtaining class notes from a reliable classmate. Projects that are due during the student's absence must be turned in prior to leaving. Please refrain from planning vacations during final exam time. Parents who plan these vacations should be prepared for some negative results in their child's progress. **Teachers are not required to make any special arrangements or provide special instructions for students absent due to family vacation and/or other activity.**

Students arriving after 8:25 a.m are to report to the school office upon arrival. Repeated tardiness will have a detrimental effect on a student's academic work.

Tardiness will be reflected in your student's permanent record card.

On the fifth, and subsequent arrival to school tardy, a conference will be required between the school principal and the parent or guardian.

It is expected that all students will arrive on time and be in attendance the minimum of 151 days in Grades K-6, and 157 in Grades 7 and 8. This will ensure that a proper learning environment exists at St. Augustine School.

Extended Vacations

Tardiness

Communications Policy

An effective system of communication between the home and the school is essential to maximum cooperation and understanding. We have two main channels of communication in addition to parent conferences.

- 1.The Family Envelope will go home with the oldest child in the family every Tuesday. This is to be signed and returned to school on Wednesday.
- 2.The monthly Calendar will go home each month. The school calendar will also be available on google calendar and Schoolspeak. Please note important events or happenings on this Calendar.

Home and School Association

This Association is made up of parents whose children attend St. Augustine School. It was formed to foster interest in the school, its educational program, its activities, and its goals. The purpose of the Association is to improve understanding between parents and faculty/staff; to make available parental resources, talents, time and encouragement to the faculty/staff; to initiate and assist in fundraising activities; and to help promote the school and its activities in the community. The meetings are scheduled during the school year at 7:00 p.m. in the school cafeteria. A membership fee will be assessed per family and is to be paid at the time of registration.

The school office is open on all school days from 8:00 a.m. – 2:45 p.m. Classroom programs are not to be interrupted, so all communications with your child(ren) are to be made through the office, or by email or a written note to the teachers.

Parents wishing to see the principal are asked to phone for an appointment. The last hour of the day (1:30 - 2:30) is usually left open for these interviews. If this time is not convenient, special arrangements can be made.

The teachers are not free to discuss individual problems during the regular school day, but they may be reached by phone after school Monday through Thursday from 2:30 pm - 2:45 p m. You may call the school office to set up an appointment or send a written message to the teacher by way of the student. Teachers' home telephone numbers will not be given out. Teachers should not be contacted at home without their permission.

Conferences are held in October at the middle of the first trimester. At that time you will have an opportunity to discuss your child's progress with the teacher. Understand what an important role you play in the education of your child and understand the need for a close partnership between parents and teacher. Take an interest and try to understand the goals of both the child and the teacher and the school. Give praise for success and try to help overcome failure based on the strengths and weaknesses of the individual child. Keep in close touch with your child's teacher(s).

School Office

Parent / Teacher Conferences

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Report Cards

Report cards are issued three times a year in Grades K-8 and twice yearly in Pre-Kindergarten.

Encourage your child to do well on his/her report card; do not overemphasize its importance in his/her life. Many students take longer to develop academic skills than others their age. Unfavorable comparisons with siblings and playmates can do a great deal of harm to the child's self-image and later achievement. The use of "rewards" of an extrinsic nature, e.g., money, a new bicycle, etc., are very poor motivators. They lead the child to believe that education's only value lies in its purchasing power rather than in the self-satisfaction and the reward of learning how to use one's God-given intelligence to its fullest potential.

According to school regulations a student who has been absent in excess of fifteen days in a quarter cannot receive a report card until the work has been satisfactorily "made up". Not meeting this requirement, a student will receive an Incomplete (I). Should this occur twice in the same school year, promotion would be unlikely. Please consider this factor when contemplating taking your child out of school for reasons other than medical.

Progress/Deficiency REPORTS will be sent home in the weekly communication (brown) envelope as needed.

Grades 4 – 8:

A student, who receives a grade of 69 or below for the school year, will be required to take 30 hours of summer school or 16 hours of private tutoring for each subject failed, and must receive passing grades before being promoted to the next grade.

A Grade 8 student will not be given a diploma until the required work is completed and a passing grade is received. The student may participate in the graduation exercise.

Grades K – 3:

A student, who receives a failing grade in any subject, must seek summer tutoring or attend summer school. He or she must receive a passing grade in that subject before being promoted to the next grade.

Progress and Deficiency Reports are to be sent home in the family envelope to keep you informed of your child's academic standing. It is imperative that you keep track of your child's (or children's) progress throughout the school year.

Teachers are encouraged to inform parents when there is evidence that a student is doing very well; more importantly, they must send a report mid-trimester if a lack of progress is noted.

Policy for Subject Area Failures

Progress Reports

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Honor Roll Policy, Grades 4 – 8

The following are the standards that the students must meet to achieve Honor Roll Status in Grades Four through Eight.

First Honor with Distinction: Trimester average or Yearly average of 95 or above
in each academic subject.

First Honors: Trimester average or Yearly average of 90 or above
in each academic subject.

Second Honors: Trimester average or Yearly average of 85 or above
in each academic subject.

1. In grades 6, 7, and 8 Foreign Language WILL BE numerical grades and INCLUDED in the HONOR ROLL.
2. In grades 4-8 letter grades in all subjects including Art, Music, Physical Education, Computer, (Foreign Language GRADES 4 & 5 ONLY) must be at least G and must not receive any negative comments for Christian Values in order to achieve honor roll status.
3. Extraordinary effort will continue to be awarded to those students who always strive to do their best.

To be able to participate in an extracurricular activity, a student must maintain a passing grade.

Students who have been caught in the act of cheating by a teacher will lose 20 points on said paper.

Second time – minus 40 points.

Third time – student will receive a zero.

Cheating can include talking, sharing or receiving information during a graded assignment.

Students who have been caught in the act of cheating while taking a test will have to relinquish the said paper to the teacher. The student will then be given a zero for that paper.

There will be absolutely no second chance or the availability of extra credit given to any student caught in the act of cheating.

Cheating can include sharing or receiving information during the test.

Cheating Policy – Intermediate

Cheating Policy – Middle School (Grades 5 – 8)

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Parent Involvement

St. Augustine School is a cooperative endeavor in which EVERY FAMILY in the school community has a vital role to play. The school's primary expectation of the parents is an active and ongoing support of the religious formation which the school seeks to develop in the children. Parents can do this by:

- celebrating Mass together on Sundays and Holy Days of Obligation, and on days for School Masses.
- taking time to talk to their children about God and their own faith journey.
- praying together.
- being informed about the religious concepts the children are learning.
- continually reaching out to develop their own faith life.

With this spiritual support, we also expect that all parents become actively involved in the Home and School Association. This will insure the continuation of many wonderful programs that are subsidized by the different Home and School events.

Value Statement

The value of a Catholic School discipline is that it helps to form a moral person with a Christian conscience. Discipline is a consistent, sincere, affirming love which engenders positive attitudes.

Our aim is to create an atmosphere which is enlivened by the Gospel spirit of charity--love of God and love of neighbor. Therefore, great emphasis is placed upon respect. Students must show respect for priests, teachers, staff members, volunteer personnel, visitors, and for one another. Students, themselves, must be treated with respect. When a student is a constant cause of disruption in class, it may be necessary, after consultation, to transfer that student to a new learning environment. Property, whether it belongs to the school or students, must be treated with respect.

Our special aim at St. Augustine School is to help each student develop self-discipline to such a degree that Christian conduct will be normal behavior. We know we share this aim in common with parents. The school is the extension of that formative training which the parents have a moral and spiritual responsibility to provide for their children.

The directives in this "Guide" together with the additional classroom, school, and playground rules which are not given here, are intended as a means of insuring order and safety, and an environment in which teaching and learning can take place.

Discipline

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Evidence of Discipline

Discipline maintained in a classroom or school when pupils work cooperatively with the principal, the teachers, the staff and their companions, towards the attainment of the school objectives. It should be noted, however, that the legitimate interest of the school extends beyond the school day and beyond school hours.

Maintenance of Discipline

- Reasonable quiet and order in the building.
- Positive correction of faults.
- Constant insistence of desirable conduct.
- Good order to allow all students to learn.

Bullying

Bullying is when one or more people hurt someone's body, feelings, or even his or her things, on purpose. Bullying actions usually happen over and over. Bullying is trying to have power over somebody.

Bullying includes but is not limited to:

- Destruction of property
- Verbal harassment
- Name calling
- Threatening
- Humiliation
- Intimidation

There is a committee called Students Against Bullying (SAB) made up of students from Grades 6-8 who meet regularly to discuss problems concerning bullying.

Saint Augustine School has a **ZERO TOLERANCE for BULLYING.**
St. Augustine School Parent-Student Handbook

School Rules and Regulations

It is expected that all students will obey the rules of behavior necessary to ensure that a proper learning environment exists in Saint Augustine School. The following list, while not all inclusive, specifies offenses for which students will receive disciplinary punishment.

Intermediate Grades Three through Five

It is expected that each child behave in a Christian manner in all undertakings. This includes class and playground behavior, cafeteria decorum, and attitude toward faculty and staff. Any child/children in Grades 3, 4, and 5 who do not adhere to the rules established by the school and by teachers will be required to serve a detention.

Causes for detention include:

- **Fighting**
- **Throwing food in the cafeteria**
- **Inappropriate language**
- **Disrespect toward adults and each other**

Twenty-four hour notification will be given to parents or guardians. Detention slips must be signed and returned.

Any student who receives three (3) detentions must appear with his/her parent(s) or guardian(s) at a team meeting consisting of Intermediate Level Teachers.

Detention Procedure Grades Six through Eight

Middle School detentions will be served either during lunch or after school, depending on the severity of the infraction. Written notice will be sent to all parents regarding all after-school detentions. Twenty-four hour notification will be given for after-school detentions. After-school detentions run from 2:45 pm to 3:15 p.m. Lunch detentions run from 12:00 to 12:30 p.m. All detention slips must be signed by a parent or guardian and returned to school. Parents will be contacted by a member of the Middle School team if the detention slips are not signed and returned.

Detention will be served the day following the infraction. The only allowable exception for missing the detention will be a medical excuse.

Behavior Rubric Grades 6 – 8

Detention may result for the following offenses:

Note: Any behavior that is outrageous, overly disrespectful or dangerous, or not specifically stated in the rubric is subject to administrator review and depending on the severity, consequences can be adjusted. Repeated offenses will result in progression of the consequence scale.

Minor Infractions

Consequences:

- Written referral completed and signed by parent
- Student serves inside lunch/recess or after-school detention at discretion of teacher
- 5 offenses in this category will result in progression to Moderate Infractions.

Minor Infractions:

- Chewing gum
- Not returning failed tests signed by parent
- 3 uniform infractions equals 1 minor infraction
- Failure to complete class work
- Not following directions
- Minor disruptions
- Repeatedly not having materials for class

Moderate Infractions

Consequences:

- 1st Moderate Infraction: Automatic after-school detention -phone call home
- 2nd Moderate Infraction: Two after-school detentions - phone call home-parent meeting
- 3rd Moderate Infraction: Detention and Parent Meeting

Continuation of infractions - consequences will be determined by the administration - possible suspension or expulsion

Moderate Infractions:

- Inappropriate language
- Disruptive behavior/disrespect
- Lying
- Cheating
- Stealing
- Throwing objects
- Vandalism of school property such as lockers, walls, desks, books, etc.
- Physical altercation including but not limited to hitting, pushing, shoving, slapping, tripping, spitting, and kicking

- Excessive talking
- Vandalism of other students' properties
- Putting self at risk
- Violation of cell phone policy including in-school confiscation
- Bullying including verbal abuse, humiliation, intimidation, name calling, threatening and racial slurs

Major Infractions

Behaviors or actions that are above and beyond the severity of minor and moderate infractions which will have their own set of consequences.

Consequences:

- 1st Major Infraction: Possible days out-of-school suspension
- 2nd Major Infraction: Expulsion
- Possible Law Enforcement referral

Major Infractions:

- Inappropriate touching
- Inappropriate items such as weapons, drugs, vaping, etc.
- Intent to seriously harm another person including teacher, staff or student
- Leaving grounds without permission
- Repetitive bullying

Since each case presents differing circumstances, Saint Augustine School's administration reserves the right to make final decisions concerning disciplinary actions.

Bullying

Bullying is when one or more people hurt someone's body, feelings, or even his or her things on purpose. Bullying actions usually happen over and over. Bullying is trying to have power over somebody.

There is a committee called Students Against Bullying (SAB) made up of students from Grades 6-8 who meeting regularly to discuss problems concerning bullying.

Saint Augustine School has a ZERO TOLERANCE for BULLYING.

Internet Policy Acceptable Use Policy

Saint Augustine School fully endorses the use of the Internet as an educational tool. Access to information, research sources, people and computers throughout the world is available to students. The school is committed to restricting access to questionable material and to limiting inappropriate use, however, control of all online activities is impossible. Therefore, all users who access the Internet through Saint Augustine School are required to adhere to strict ethical and legal guidelines. If Saint Augustine School users violate any of these provisions, their access via the School may be terminated, and future access may be denied. In addition, a student guilty of such violations will be subject to disciplinary action up to and including suspension from school. Inappropriate usage concerning Saint Augustine students, whether during school hours or after dismissal, will adhere to the same strict ethical and legal guidelines and policy.

Student Compliance

I understand that access to the Internet from Saint Augustine School must be in support of education and research, and I agree to the following:

I will refrain from accessing any news groups, links, list serves, or other areas of cyberspace that would be offensive to any students, teachers, or parents because of pornographic content, racial, ethnic, or minority disparagement; advocating violence; or illicit/illegal content.

Accordingly, I am responsible for monitoring and appropriately rejecting materials, links, dialogue, and information accessed/received by me.

I accept responsibility for keeping copyrighted software from entering the School via Internet. Therefore, I must not download games, music, graphics, videos, or text materials that are copyrighted.

Plagiarism is unacceptable. Therefore, I accept responsibility for using downloaded text in an appropriate manner. Violation of copyright laws will not be tolerated. I will not post, distribute, or use without permission material that was created by someone else. **Students are reminded that plagiarism is a reason for disciplinary action in Saint Augustine School.**

I will be courteous and use appropriate language, refraining from swearing, or using any forms of obscene, harassing, or abusive language. If I am a victim of such harassment, I will report the abuse immediately to the computer teacher or the principal. If another user asks that I no longer send him/her e-mail or in any other way contact him/her, I will stop all contact immediately.

Student Signature and Parental Consent Form *St. Augustine School Parent-Student Handbook*

I will not reveal personal information including addresses and telephone numbers of myself or others.

I will not lend my account or password to others.

I will report all electronic mail messages relating to or in support of illegal activities to the appropriate authorities.

I will never agree to meet face-to-face with someone that I have met online.

Security

I understand that system operators will have access to all user accounts, including e-mail.

If I am not sure how to do something on the computer, I will ask the Computer Teacher.

If I suspect a security problem related to my school's accounts or on the Internet, I will notify the Computer Teacher or Principal. I will not demonstrate the problem to others.

I understand that any user legitimately identified as a security risk or with a history of problems with other computer systems may be denied access to the Internet through the School.

I understand that any user attempting to maliciously harm or damage data of another user or an area of the Internet, including the introduction of computer viruses and the unauthorized use of debit or credit cards, will be denied access to the Internet through the School.

Conclusion

I understand that the use of the Internet is a privilege and that inappropriate use will result in cancellation of those privileges. I further understand that the principal will deem what is inappropriate use and that her decisions are final. The Computer Teacher may close the access of any user at any time as required. The expectation of the administration is that students at the School will adhere to the above policies. We look forward to expanding use of the Internet for learning. I understand that reckless misuse or damage to a laptop or computer is the responsibility of the parent to monetarily reimburse the school on the book value of the technology.

General Policies

Appointments

Teachers will not be called to the phone during school hours. A message for a teacher may be left with the school secretary, or the teacher may be reached by phone between 2:30 and 2:45 p.m. Private phone numbers of the teachers will not be given out.

If you have any questions regarding a classroom situation, please discuss it with your child's teacher. Our faculty is very responsive and understanding and more than willing to help handle a "small" situation before it becomes a "BIG" problem. If there is a question pertaining to school policy, contact the principal. It is far better to discuss all such matters with those in authority than to discuss them with someone else.

Books

Textbooks are numbered and assigned to each child who will be responsible for their proper care. All books must be covered with a durable cover and should be carried to and from school in a book bag to minimize wear and tear. Lost or damaged books must be reported and paid for immediately. A student's name must be written on the space provided inside each textbook. Please do not use sticky book covers.

Book Bags

Each child is required to have a bookbag in school every day. This is necessary to carry books safely to and from school and to send important communication from the school.

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Policy for Lockers at Saint Augustine School for Grades 6 – 8

Students will be assigned a locker in which to keep jackets, bookbags, and materials related to school life. Items which are not necessary for school or are illegal are not allowed in school. Lockers will be searched by the Principal if there is reasonable suspicion that there is something illegal, dangerous, or disruptive to the operation of the school.

Our Locker Policy is as follows:

A. Any search of school property assigned to a specific student may be made only if school authorities have reasonable cause to believe that the property contains an item which violates school rules. When possible, the student involved will be asked to be present.

B. The school retains the right to inspect lockers and desks periodically for compliance with school rules.

C. The items which are not permitted in school, in lockers or desks are weapons, illegal drugs, alcoholic beverages, and stolen property.

D. No food items should be left in lockers overnight.

Any person or persons found in possession of the above items will be subject to disciplinary action, legal action, or both.

Students should remember that the school and equipment are for their use, but they are not the owners. Therefore, each student must take the responsibility of caring for school property.

Several points to remember are:

- all textbooks must be covered for the entire year.
- students may not bring any weapon to school.
- desks, walls, etc. are to be taken care of and never marked.
- parents are responsible for the repair of school property which is damaged by their children.
- children may not go on the street for balls without the permission of the yard supervisor.
- playing on the lawn in front of the school and church and behind the rectory is not allowed.
- all students (except Pre-K & Kindergarten) should enter and exit the school by the back door (Compton Street).
- electronic devices may not be brought to school except for class projects with the permission of the teacher.

Care of School Property

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- Inappropriate use of **texting, instant messaging** and **Facebook** are not allowed in school and should be carefully and frequently monitored at home by parents and guardians.
- Cellular phones and other communication devices that are brought to school **MUST** be put in students' bookbags or lockers until dismissal.

Invitations to parties and thank-you notes are not to be distributed during school hours unless the entire class or all girls/boys are invited. Due to confidentiality, the school cannot distribute phone numbers and addresses.

Classroom visits, by friends of our students, are welcome but must be scheduled through the office.

Students who are dropped off at school are to stay on school property until the doors are opened at 8:10 a.m. No student should be "just hanging around" on school grounds after school hours. Should your child have a reason to be there later than 2:45 pm, he/she will be sent to our After School Program until picked up by a parent or guardian.

The school is not responsible for the supervision of the school yard after 2:45 pm, or before 7:45 am, and cannot be held liable for any accident on the property.

Students are not allowed to leave the school grounds after being dropped off in the morning, during recess, lunch or before a school-sponsored club.

Each family must have on file with the office an emergency card supplying certain information, including the names of two persons who may be contacted in the event neither parent can be reached in an emergency.

If there are any changes in this information (e.g. address, employment, phone number, etc.) please notify the office in writing. Emergency cards must be kept up-to-date in case of accident or illness.

Educational trips, planned as part of the instructional program, are taken during the school year. Parents are asked to sign a standard form and return it to the teacher in advance of the trip. No child will be permitted to take part in the field trip without one.

Birthday Invitations

Classroom Visits

School Yard

Emergency Cards

Field Trips

Health Services

We do not have a school nurse on duty. We do have the services of a qualified nurse once a week. The nurse takes care of the medical records, directs the Vision Screening, the Audiometric Testing, and teaches personal hygiene.

Health records **MUST** be kept up-to-date. Notify the school nurse of immunizations which have been given to your child. Call concerning any communicable disease that your child may have contracted.

A sick child will not be sent home without the knowledge of the parent or authorized person. The school has limited facilities for sick children. In the interest of the sick child, parents are asked to respond as promptly as possible when a child must be sent home.

Medication must be dispensed at home or at school by a parent, nurse, or a designated relative. The principal and staff will not dispense any medication.

A student accident insurance program is provided for all students. This program is planned to assist parents with medical expenses incurred due to accidental bodily injury sustained by a student while attending school, while traveling to and from school, or while participating in a solely, school-sponsored and supervised activity.

Each year many articles of clothing and other things are left unclaimed because they are not clearly marked. Clearly marked articles will be returned to the owners. Those that cannot be identified will be given to the poor. Parents are asked to help in the following ways:

- Marking all outer clothing clearly with FULL NAME of the child.
- Printing name and grade on the outside of lunch boxes or bags.

Parents are requested to keep medical/dental appointments during school hours to a minimum. Where a series of appointments is necessary during school hours, it is best to discuss the matter with your child's teacher so that a suitable arrangement can be made for the benefit of the child.

Insurance

Lost and Found

Medical / Dental Appointments

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Lunch / Snacks / Milk

Students may not leave the school grounds during lunch time. Hot lunch is served three times a week. Milk is served daily. Milk money is to be paid, by the month, on the first day of the month. Refunds will not be made for absences, dismissals, or withdrawals from school.

PreK-Grade 5 students are allowed snacks at morning recess. Chewing gum is not allowed at any time.

The use of a microwave to heat up food is prohibited.

St. Augustine School participates in the Federal Milk Program. If any family feels they might be eligible, please stop by the office for an application.

Please remember basic rules when dropping off and picking up your child(ren). Double parking and telling your child to cross the street from between parked cars is very dangerous and illegal. A few extra minutes makes a difference. We appeal to all drivers to:

1. Drive slowly and carefully in the small parking lot.
2. Park in appropriate spaces.
3. Do not block access lanes.
4. Do not drive cars into the schoolyard.
5. Enter and exit the lot from the Compton Street side.

PARKING

Parents will park in the side lot on Compton Street or in the back lot behind the school. The back lot will be divided into two sections: half for parking, and the other half for pedestrian traffic. Cars will be parked on the right side facing Smith Street. Pre-Kindergarten and Kindergarten parents may continue to park on Mt. Pleasant Avenue.

Federal Milk Program

Dismissal Policy

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Smoking Policy

The “smoking restrictions in schools act” prohibits the use of any substance or item which contains tobacco, including but not limited to cigarettes, e-cigarettes, cigars, pipes, or other smoking tobacco, or the use of snuff or smokeless tobacco. It also prohibits having in one’s possession a lighted cigarette, cigar, pipe or other substance or item containing tobacco.

Tobacco product use is prohibited in all areas of non-residential school buildings (K-12), public or private. This includes, but is not limited to, all school playgrounds, school administration building, indoor school athletic facilities, school gymnasiums, school locker rooms, school buses, other school vehicles, and other school buildings whose use is not primarily residential. In addition, tobacco product use is prohibited in all outside areas within twenty-five (25) feet of any school building.

If a student has been diagnosed as having a contagious illness, such as pink eye or strep throat, kindly notify the school office so precautions can be taken and notifications sent home. If your child is not well prior to the beginning of the school day, you are requested to keep the child home.

If there is a change of custody/guardianship or other important changes in the legal status of the family **different** from the original application completed at registration, you must provide the school with a decree from the court signed by a judge or other relevant court documents.

Illness

Custody Changes

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