



*Forming Saints and Scholars*

# Parent-Student Handbook

2022-2023

St. Augustine School

26 Central Street

Andover, MA 01810

978-475-2414

## PURPOSE

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

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

Updated August 2022

## Principal's Welcome



Dear St. Augustine School Families,

On behalf of our Pastor Father Peter Gori and our entire school community, I am delighted to welcome you to St. Augustine School!

As a husband and father, I have learned firsthand that there are few more important responsibilities that God can entrust to an individual than the education and formation of children. I often find myself humbled by this reality not only as a father, but also as a school principal, whose responsibility it is to stand alongside parents as they seek to raise and educate their children.

We as parents and educators draw strength from knowing that we are never alone as we seek to form the next generation. As the picture which adorns our first-floor hallway proclaims:

*“Be it known to all who enter here that Christ is the reason for this school. He is the unseen but ever-present teacher in its classes. He is the model of its faculty and the inspiration of its students.”*

Christ, though unseen, is truly present in the hallways and classrooms of St. Augustine School, which has been forming saints and scholars in and around the Merrimack Valley for the past century. Christ is indeed the reason our school was founded in 1914, and he is the reason our school continues to exist.

Now in the 2022-23 school year, we remain committed to the rich legacy established by the Augustinian Order and Sisters of Notre Dame de Namur of leading students in pursuit of academic and moral excellence. We offer a robust academic program that continuously prepares students for higher-level learning, and at the same time, we recognize that not all lessons a student should learn can be found in a textbook. For us, education is always a matter of “both-and” – cultivating both reason and faith, teaching both minds and hearts, and forming both scholars and saints.

I look forward to standing alongside you in the education and formation of your children.

In Christ,

A handwritten signature in cursive script that reads "Mark Daley".

Mark Daley

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## **Preamble: Parents as Partners**

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

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

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

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

## Section 1: School Mission

### *1.1 Mission*

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

### *1.2 Philosophy*

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

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

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

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

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

### *1.3 Catholic Identity*

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

- Joyfully teach our students about the moral and theological truths of the Catholic faith, as found in Scripture, the Catechism, and tradition.
- Lovingly evangelize students, providing them with opportunities to personally encounter Jesus Christ.

- Proudly offer an education that seeks to form the whole person – body, mind, and soul.

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

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

### Prayer

We pray as a school community three times per day: (1) all students gather outside for Morning Prayer prior to the start of the school day, (2) students lead us in the Angelus prayer over the loudspeaker at noon, and (3) we conclude our school day at 3:00pm by reciting a decade of the Divine Mercy Chaplet over the loudspeaker. By committing to the practice of prayer, we aim to teach our students to seamlessly integrate prayer into their lives, always heeding St. Paul’s call to “pray unceasingly” (1 Thess 5:17).

### Worship

Our school community also gathers every Wednesday at 1:45pm to celebrate Mass. The Catholic Church teaches us that the Mass is the highest form of prayer and that the celebration of the Eucharist is the “source and summit of the Christian life” (*Lumen Gentium* 11). Thus, we seek to reveal to our students the beauty, meaning, and power of the Mass and to instill in them a profound love for our Lord present in the Eucharist.

### Study

All students have a designated Religion class daily. Students receive instruction in all aspects of the faith including the Creed, Scripture, sacraments, prayer, and morality. Our school has also adopted the *Ruah Woods* “Theology of the Body” curriculum, which empowers children to answer fundamental questions about who they are as children of God.

### Service

We teach our students to serve in all that we do and teach. We conduct monthly donation drives for organizations such as Lazarus House and the Pregnancy Care Center and facilitate opportunities for students to discover their ability to make a difference. Students are encouraged to approach teachers and administration with ideas about how our school can support others in our community and throughout our world.

### ***1.4 History of St. Augustine School***

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

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

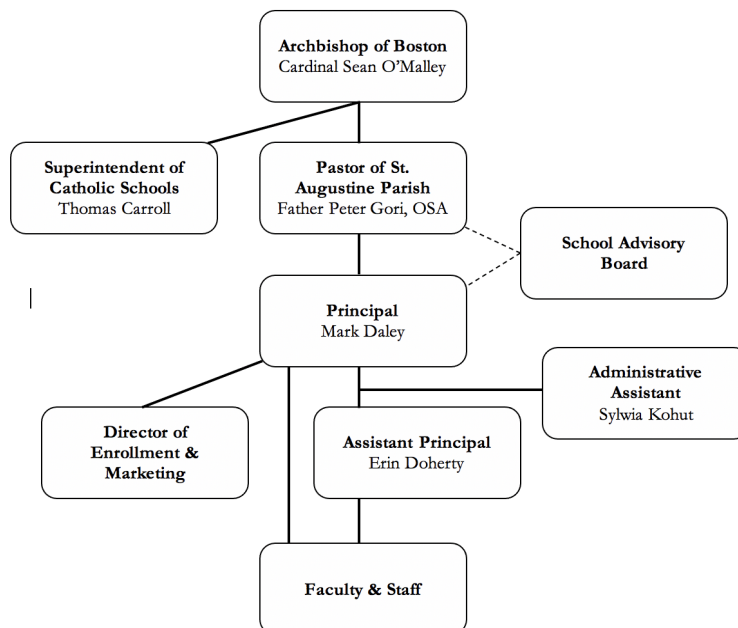
Years later, in 1914, St. Augustine Parish opened its grammar school under the direction of the Sisters of Notre Dame de Namur. In its first four years, classes were conducted in the convent. In 1918, our current school building opened its doors to the excitement of children and their grateful parents,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

### ***1.5 Accreditation***

In 2016, St. Augustine School received a 10-year re-accreditation by the New England Association of Schools and Colleges (NEASC).

## **Section 2: School Personnel**

### ***2.1 Organizational Chart***





## ***2.2 Administrative Team***

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

## ***2.3 Faculty and Staff***

The St. Augustine School faculty and staff consist of its dedicated teachers, teaching assistants, administrative personnel, school nurses, and facilities team. All members of our dedicated faculty and staff are carefully vetted to ensure they have the requisite qualifications to fulfill their professional responsibilities. The St. Augustine School faculty meets together on a weekly basis and grade-level teachers meet routinely throughout the school year to reflect on teaching and learning practices.

## ***2.4 St. Augustine School Advisory Board***

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

## ***2.5 St. Augustine School Guild***

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

## **Section 3: Communication Pathways**

### ***3.1 General Guidelines***

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

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

### ***3.2 School-wide Communications***

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

- School-wide emails from administration
- Renweb/FACTS parent alert system
- Weekly Newsletter from the Principal
- Weekly Guild Newsletter
- School Website: [staugustineandover.org](http://staugustineandover.org)
- St. Augustine School App
- St. Augustine School Social Media

### ***3.3 Student-Teacher Communication***

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

### ***3.4 Parent-Teacher Communication***

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

If parents have classroom concerns, the initial contact should be made with the classroom teacher. Most academic or behavioral concerns can be resolved with faculty members before administrative referral. If the situation necessitates further discussion, it may become appropriate to contact a member of the administration. Teachers will respond to emails within two school days and are not expected to respond to emails on weekends or school vacations. Due to their teaching schedule, teachers are often not available to communicate directly with parents during teaching hours. Any message of a time-sensitive nature should be relayed to the office.

#### **Parent-Teacher Conferences**

Parent-teacher conferences are an important source of communication. A constructive conference is a learning process for both the teacher and parent with a mutual exchange of ideas. Parent-teacher conferences are scheduled twice a year following the conclusion of the first and second trimester. Conferences for Nursery and Pre-K students are held once a year in February. Parents are strongly

encouraged to attend these conferences, especially if parents have concerns or questions that cannot be answered through regular communication with the teacher.

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

## Section 4: Attendance

### *4.1 Absences*

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

#### Procedure for Notifying School of an Absence

Parents must email [attendance@staugustineandover.org](mailto:attendance@staugustineandover.org) prior to 8:30am if their child is to be absent on a particular school day.

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

#### Vacations

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

#### Excessive Absences in a School Year

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

#### Leaves of Absence

In certain circumstances, it may be necessary for a student to take a leave of absence indefinitely due to serious health emergencies or family situations. In the case of a leave of absence due to health, parents must provide a physician's note which verifies the need for the student's extended absence.

At this time, the school will work closely with the parents to determine an appropriate academic plan for the student. Understanding that each situation is different, our team is able to review and navigate leaves of absences on an ongoing, case-by-case basis.

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

#### Extracurricular Activities

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

### ***4.2 Arrival***

It is the responsibility of parents to ensure that their child arrives on time for school each day. Consistent timely arrival is essential for a student's success in school.

#### Drop-Off Location

Students may be dropped off on Central Street and enter by the path on Central Street. For safety reasons, there is no parent drop off or parking allowed on Chestnut Street or School Street. Parents may not drive down St. Augustine Drive or park in the staff parking lot at any time.

#### Arrival Time

The school day begins promptly at 8:45am with Morning Prayer. Teachers are on duty starting at 8:30am. Students and parents are to proceed directly to the schoolyard no earlier than 8:30am. If a student arrives prior to 8:30am, parents must wait in the schoolyard with their child(ren) until the teacher on duty is present. Parents will be contacted if their child arrives before the designated time and is left unattended.

#### Morning Prayer

Our school day begins with our entire community gathering together in the courtyard to give thanks to God and to reflect on the Saint of the Day. Morning Prayer is a long-standing tradition at St. Augustine School, and all parents and school community members are invited to participate! Parents are welcome to stand to the side of the courtyard near the American Flag, but they may not enter the school building with their child after Morning Prayer concludes.

In the case of inclement weather, students report directly to the cafeteria no sooner than 8:30am.

### Tardiness

Students who arrive after 8:45am are considered tardy for school. Teachers will take attendance immediately before Morning Prayer at 8:45am, and students who are not present at that time will be marked as tardy.

Repeated tardiness is not acceptable as it disrupts Morning Prayer and classroom instruction. After three tardies in a trimester, the student will receive a written warning from the office. If the student continues to be tardy, the administrative team will invite the student and parents to a meeting.

### School Cancellation

Announcements of school cancellation for inclement weather will be shared via a phone call, text message, and/or email. St. Augustine School generally follows the Town of Andover with respect to school closings and delays, but only the principal has the authority to cancel school for St. Augustine School. On days of a delayed opening, there will be no half day Nursery or Pre-K programs for that day. Only full day Pre-K will be in session.

### ***4.3 Dismissal***

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

#### Pick-Up Procedure

All Nursery and Pre-K students will leave school at 2:50pm to School Street.

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

All remaining K-8 students will be dismissed at 3:00pm to either Central Street or School Street. Students who live in Andover or Tewksbury will be dismissed to Central Street, and all other students will be dismissed to School Street.

#### Early Dismissal

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

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

#### Emergency Dismissal Policy

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

#### Early Release Days

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

#### ***4.4 Weekly School Masses and Services***

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

All students are required to attend Weekly School Masses, and students should only miss School Masses due to illness, unavoidable medical appointments, or family emergencies. If a student repeatedly misses School Mass, the administration will request a family meeting.

### **Section 5: Academics**

Below is a summary of our school-wide academic policies. Students and parents should see individual teacher and grade-level policies that are available on the teacher websites. Classroom teachers will communicate these policies to students and parents at the beginning of the school year.

#### ***5.1 Grading***

St. Augustine School students receive a rigorous education that continuously challenges them to achieve higher levels of learning. The instruction is centered around forming the whole person as both saints and scholars, with a focus on both morals and academics. Classwork, homework, class participation, assessments, and independent projects collectively determine a child's grade.

#### Nursery and Pre-K

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

Students are assessed twice per year in essential areas of learning and skill development using the following grading key:

**M** - Meets Expectation

**S** - Shows Progress

**N** - Needs Support

### Grades K-2

Students in Grades K-2 are introduced to the structure of a classroom environment and routine. While the focus is still on the early stages of cognitive, emotional, and social development, students are supported and guided through the active learning process. Grading at this level focuses on the expected learning outcomes of a comprehensive and integrated curriculum. Students are regularly assessed on their development of age-appropriate skills.

The following grading scale is used for K-2 learners:

**4** - Exceeds Expectations (96 and above on 0-100 scale)

**3** - Meets Expectations (80-95 on 0-100 scale)

**2** - Partially Meets Expectations (65-79 on 0-100 scale)

**1** - Does Not Meet Expectations (64 and below on 0-100 scale)

### Grades 3-5

In Grades 3-5, students become acclimated to a more traditionally structured learning environment. Learning at this level involves project-based assignments as well as more formal instruction and assessment. Teachers conduct regular progress monitoring to keep students on the path to academic achievement. This might include systems such as weekly folders with graded papers sent home for parent review and signature, agenda book checks, and/or grades posted on Google Classroom.

All work is considered either small, medium, or large:

**Large:** 50% of total grade. Examples include: long term projects, tests, detailed/complex writing pieces.

**Medium:** 35% of total grade. Examples include: quizzes and small projects or writing assignments.

**Small:** 15% of total grade. Examples include: daily homework, classwork, tickets or short quizzes, participation.

See the A-F grading scale below for numerical and letter grade equivalents.

## Middle School Grades 6-8

In Middle School, students will be challenged while receiving the support they need to succeed. There will be opportunities for students to develop their interests as well as their moral character and intellectual abilities. This is an exciting time of growth and learning as students become more independent and take on more responsibility as learners.

All work is considered either small, medium, or large:

**Large:** 45% of total grade. Examples include: long term projects, tests, detailed/complex writing pieces.

**Medium:** 35% of total grade. Examples include: quizzes, quests, small writing assignments.

**Small:** 20% of total grade. Examples include: daily homework, classwork, tickets or short quizzes, participation.

Retakes will not be offered. Corrections (ie. test corrections) are up to the individual teacher's discretion.

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

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

## Integrated Arts

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

These classes are graded using the following scale:

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

## ***5.2 Homework Policy***

Homework is the extension and application of learning initiated by the teacher in school and continued at home. Students at St. Augustine School are expected to turn in their assignments on time and to complete them to the best of their ability.



Homework that is properly designed is constructive in the learning process and will reinforce classroom instruction. To accomplish this, cooperation between parents and teachers is essential. Students are responsible for writing down and keeping track of their various assignments. Teachers also post homework on their Google Classroom and/or website for students to reference. Select work that is graded is sent home for parents to review.

The following timetable is suggested as a guideline for teachers to follow when assigning written homework:

<b>N/Pre-K</b>	It is recommended that parents read to their child daily.
<b>Kindergarten</b>	At the discretion of the teacher.
<b>Grade 1</b>	Approximately 10-30 minutes each weekday night.
<b>Grades 2 and 3</b>	Approximately 30-60 minutes each weekday night.
<b>Grades 4 and 5</b>	Approximately 60-90 minutes each weekday night.
<b>Grades 6-8</b>	Approximately 1-3 hours each weekday night.

### Late Work

Homework must be submitted on the day it is due. When a student is absent from school, classwork and homework must be made up in a timely manner as determined by the classroom teacher (see individual team policies on the teacher webpages). Teachers will allow sufficient time for students to complete necessary assignments, but it is the responsibility of the student to obtain the assignments from their teacher(s) on the day of their return and complete the missing assignment(s) according to the agreed-upon timetable.

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

Homework will not be given in advance to students who are missing school for an unexcused absence such as a family vacation or sporting event.

Teachers will grade late work according to their grade-level policies.

### Summer Enrichment

Summer Reading and Summer Math work may be assigned to students at the end of each school year. Expectations and guidelines will be made clear to students and parents before the end of the current academic year. Assignments will focus on the retention and enrichment of skills.

### ***5.3 Academic Integrity***

Plagiarism and cheating in any form are not tolerated. Students are expected to always uphold the values of honesty, respect, fairness, and responsibility when completing assignments and earning grades. Students are held responsible for cheating, plagiarism, fabrication, and falsification of information, intentional or not, as these are all considered to be serious offenses and directly conflict with our school community code of ethics and morals. Examples of cheating/plagiarism may include but are not limited to:

- Copying information/answers from a website
- Copying information/answers from a friend
- Looking at another student's answers during an assessment
- Using an unauthorized reference sheet during an assessment
- Failing to cite sources when completing a research report
- Turning in a paper that was not written in full by the student

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

### ***5.4 Promotion and Retention***

St. Augustine School seeks to continuously prepare students for higher levels of learning. At the end of each school year, teachers make a recommendation of promotion or retention for each of their students.

#### Promotion

To qualify for promotion, students must achieve an acceptable level of competency in the skills taught at their grade level, demonstrate developmental readiness for the next grade level, and attend school with limited absences.

The administration also ensures that every 8th Grade student has fulfilled the requirements for graduation. 8th Grade students who fail a subject in a major content area are not able to graduate. Each graduating student must have also accumulated at least fifteen hours of service during Grade 7 and Grade 8. At most, five of these hours must be outside of the school and in the greater community, and these must be approved by the service coordinator.

#### Retention

Students may not be promoted to the next grade if they have failed a subject in a major content area, or, if in the opinion of the teacher and administration, they have not yet demonstrated appropriate readiness for the next grade level. Students who exceed the allowable number of absences may also be subject to retention due to the amount of learning time they have missed. In certain cases, the school may require students to complete remediation over the summer in order to matriculate to the

next grade level. This remediation may include summer school and/or private tutoring. Ultimately, the final decision with respect to retention rests with the administration in consultation with the classroom teacher.

### ***5.5 Student Evaluation***

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

#### Progress Monitoring

##### Nursery and Pre K

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

##### Kindergarten

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

##### Grades 1-8

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

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

#### Report Cards

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

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

- 4 - Exceeds Expectations: Consistently
- 3 - Meets Expectations: Usually
- 2 - Partially Meets Expectations: Sometimes
- 1 - Does Not Meet Expectations

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

**Conduct:**

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

**Effort:**

- 1. Demonstrates his/her best effort and goes above and beyond expectations
- 2. Actively participates
- 3. Positively responds to feedback and focuses on growth and progress
- 4. Turns assignments in on time
- 5. Is prepared for class

### ***5.6 Student Recognition***

St. Augustine School seeks to recognize and honor those students who, through their hard work and dedication, stand out in their pursuit of becoming the saints and scholars that God is calling them to be.

#### **6-8 Grade Honor Roll**

Honor students are identified as those students who achieve a high level of success and achievement through conscientious effort, appropriate conduct, and seriousness in studies. High Honors and Honors recognize achievement in both academics and conduct/effort.

Criteria for recognition are:

*High Honors:* Students receive a 93 or higher in all subjects and 3's or higher in conduct and effort.

*Honors:* Students receive an 85 or higher in all subjects and 3's or higher in conduct and effort.

#### **Grades K-7 Student Awards**

Select students in Grades K through 7 are recognized at the end of each academic year for their commitment to our mission of forming saints and scholars. Select students will receive awards for advanced proficiency in subject area content (ie. English, Social Studies, Math, Science, Foreign

Language, Religion) as well as for outstanding character and service that distinguishes them from their peers.

### Grade 8 Awards

Select students in Grade 8 are nominated by teachers and administration for awards that are presented at graduation.

## **Section 6: Student Responsibilities and Behavior**

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

### ***6.1 Representing St. Augustine School***

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

### ***6.2 General School-Wide Policies***

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

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

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

Examples of Expected Behaviors	Natural Consequences
<ol style="list-style-type: none"> <li>1. Be responsible, respectful, reverent, caring and honest</li> <li>2. Be problem-solvers, resourceful, and idea-contributors</li> <li>3. Promote the school and lead by good example</li> <li>4. Actively participate in class and come prepared to learn each day</li> <li>5. Maintain positive attitudes</li> <li>6. Uphold principles of morality</li> <li>7. Demonstrate high standards of honesty</li> <li>8. Value civic involvement and duties as young people</li> <li>9. Voluntarily contribute to the school or community without seeking compensation</li> <li>10. Show the necessary dedication and effort to achieve high academic achievement</li> <li>11. Walk through the corridors and enter classrooms in a quiet and respectful manner only when a teacher is present.</li> <li>12. Respect the school building and take pride in it</li> <li>13. Follow all expectations in the cafeteria and during recess, listening to the directives of those on duty</li> <li>14. Act reverently during times of prayer and school liturgies</li> </ol>	<ul style="list-style-type: none"> <li>- A feeling of self worth and pride in oneself</li> <li>- Positive attention and praise including: verbal compliments to reinforce good behavior, recognition through awards, incentives or recognition programs</li> <li>- Opportunities for participation in school activities that supplement the curriculum</li> <li>- Confidence in oneself and one's abilities</li> <li>- Feeling relaxed and fulfilled</li> <li>- Acquisition of positive skills such as time management, organization, problem solving, etc</li> <li>- Greater communion with God and one another</li> </ul>

In order to promote a caring community conducive to learning, students are made aware of expectations to behave appropriately. As part of our school's discipline prevention efforts, different grade levels may implement or promote specific strategies and/or programs such as: sharing grade-level discipline policies, implementing classroom management procedures, and building relationships of trust and respect.

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

Below is a list of behavioral infractions, grouped according to three levels, that will result in disciplinary consequences determined by the faculty, staff, and/or administration and dependent on the nature of the offense. The three levels represent the seriousness of the infraction committed and the severity of the resulting consequences. Please note that the list of infractions provided below is not exhaustive and the school reserves the right to impose consequences for other infractions that are deemed to violate acceptable

school behavior. Please also note that all student infractions will be documented in the school's internal learning management system, Renweb.

Examples of Unacceptable Behaviors	Potential Consequences
<i>Level 1 Infractions</i>	
<ol style="list-style-type: none"> <li>1. General disrespectful or inappropriate behavior or language</li> <li>2. Behavior disruptive of the learning environment</li> <li>3. Chewing gum</li> <li>4. Profanity/swearing/sexually explicit language</li> <li>5. Roughhousing with other students</li> <li>6. Tardiness to class or roaming school building</li> <li>7. Uniform violation or inappropriate clothing on a dress down day (see policy below)</li> <li>8. Inappropriate use of electronic devices, including cell phones, laptops, headphones, smartwatches, or more (see Technology Policies below)</li> <li>9. Forging parent signature</li> <li>10. Copying homework or allowing homework to be copied</li> <li>11. Taunting, teasing, humiliating, or mocking</li> <li>12. Inappropriate displays of affection</li> </ol>	<p>Infractions are generally handled by the classroom teacher and often result in the following:</p> <ul style="list-style-type: none"> <li>- Written or verbal warning</li> <li>- Parent Communication</li> <li>- After school or recess detention</li> </ul> <p>Other consequences may include:</p> <ul style="list-style-type: none"> <li>- Verbal or written apology</li> <li>- Loss of privileges</li> <li>- Teacher-student conference</li> <li>- Teacher-parent conference</li> <li>- Teacher tracking sheet</li> <li>- Referral for school-based counseling services</li> <li>- Reflection time or in-school time out</li> <li>- Repair/restitution of damaged property</li> <li>- Possible referral to school administration</li> </ul>
<i>Level 2 Infractions</i>	
<ol style="list-style-type: none"> <li>1. Repeated level one infractions</li> <li>2. Intimidation or threats</li> <li>3. Bullying (see Bullying Policy below)</li> <li>4. Discriminatory or otherwise disparaging comments or gestures</li> <li>5. Intentionally misrepresenting the truth to a faculty or staff member</li> <li>6. Directly disobeying the reasonable directives of a faculty member</li> <li>7. Disrespecting a faculty or staff member in a serious way</li> <li>8. Disrespecting a substitute teacher</li> <li>9. Plagiarism on a written assignment or cheating on an assessment (see policy below)</li> <li>10. Failing to attend a detention</li> <li>11. Inappropriate/irreverent behaviors in church</li> <li>12. Leaving school property without permission</li> </ol>	<p>Infractions are generally handled by both the classroom teacher and school administration and often result in:</p> <ul style="list-style-type: none"> <li>- Any of the above consequences</li> <li>- Administrative family meeting and behavioral action plan</li> <li>- Suspension from sports, dances, extra-curricular activities</li> <li>- In-school or out-of-school suspension</li> </ul>

<i>Level 3 Infractions</i>	
<ol style="list-style-type: none"> <li>1. Repeated level one or two infractions</li> <li>2. Fighting, instigating a fight, or attacking another person</li> <li>3. Possession of or sharing of provocative or sexually explicit material</li> <li>4. Sexual misconduct or sexual harassment, including online</li> <li>5. Possession or use of tobacco/vaping products</li> <li>6. Possession or use of drugs, alcohol, or drug paraphernalia</li> <li>7. Possession of a weapon or dangerous instrument</li> <li>8. Stealing school property or another student's property</li> <li>9. Vandalizing or damaging school property</li> </ol>	<p>Infractions are generally handled by the school administration and often result in any of the above consequences, in addition to the possibility of expulsion.</p> <p>In certain circumstances in which serious misconduct occurs, it may be necessary for the school to contact law enforcement.</p>

### ***6.3 Additional Behavioral Expectations***

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

#### Church Behavior

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

#### Cafeteria Behavior

During lunchtime, students should enter the cafeteria in a quiet and orderly manner. Students should follow all of the expectations and posted rules while in the cafeteria. Students should not throw nor share their food. Any food spilled or dropped should be picked up immediately. Students should remain seated unless they have permission from the lunch monitor to get up. All wrappers and trash should be thrown away at the end of lunch only. Students must clean their tables before leaving their seats. Students should only line up once they have received permission from the lunch monitor.

#### Recess Behavior

At recess, everyone is welcome to join the fun and participate in any game being played. Basketball hoops and the field are shared by both grades present at recess. Playground equipment is used by



Grades K-4 and shared fairly. No physical contact such as tackling nor pushing is allowed. Name calling is not tolerated.

#### STREAM Lab Behavior

We are blessed to have a new STREAM (Science, Technology, Religion, Engineering, Arts, Mathematics) Lab in our school. Students should respect the technology and equipment, as well as any student work that may be in the lab. All students should leave the STREAM Lab in the same condition they found it by cleaning up after themselves.

#### Hallway and Stairwell Etiquette

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

#### Restroom Etiquette

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

#### Lockers/Desks/Backpacks

Students are responsible for any items found in their lockers, desks, backpacks, or other personal belongings. School officials may conduct searches of a student's possessions at any time, and students possessing any kind of contraband will receive disciplinary action.

### ***6.4 Technology Policies***

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

#### Cell-Phones

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

If a student is found to be using their cell phone during school hours, or if the student fails to turn in their cell phone to the main office, the phone will be confiscated and handed over to administration. Parents will be asked to pick up their child's cell phone, and the student may be subject to further disciplinary consequences, including detention. If repeated instances of cell phone use occur, the school may require further disciplinary consequences.

Please note that the above policy also applies to smart watches or any smart device.

### Device Policy

Grades 3-8 will receive the “Bring Your Own Device” Acceptable Use Guidelines from the Technology Teacher.

### Internet Acceptable Use Policy

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

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

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

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

- to access, upload, download, or distribute inappropriate material
- to post their own personal contact information or to knowingly or recklessly post false information about persons or organizations
- to transmit obscene, abusive, or sexually explicit language

- to violate any local, state, or federal statute
- to vandalize, damage, or disable the property of another individual or organization
- to access another individual's materials, information, or files without permission
- to violate copyright or otherwise use the intellectual property of another individual or organization without permission

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

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

### ***6.5 Bullying and Harassment***

St. Augustine School is committed to cultivating a safe learning environment for all students. All forms of bullying and harassment are directly contrary to our school mission of empowering our students to become the saints and scholars that God is calling them to be. Our school's Bullying Prevention and Intervention Plan (accessible on our school website) carefully outlines the steps that our school takes to prevent and respond to bullying or harassment situations.

#### **Bullying**

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

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

St. Augustine School has a Bullying Prevention and Intervention Plan that was updated in

accordance with regulations of the state of Massachusetts and the Archdiocese of Boston. Please refer to this plan, accessible on our school website, for more information.

### Sexual Harassment

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

## ***6.6 Disciplinary Measures***

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

### Detention

Detentions of one hour's length are assigned at a teacher or administrator's discretion when students either consistently show disregard for 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 takes precedence over other after school activities with the exception of previously scheduled medical appointments.

### Suspension

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

### Expulsion

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

## **Section 7: Uniform**

All students are required to wear the school uniform, and the uniform policy will be strictly enforced. The intent of the policy is to foster a school environment in which students recognize the seriousness of the discipline of academic study and the respect with which they should treat their classmates and teachers. At St. Augustine School, we firmly believe that ensuring adherence to the uniform policy teaches students the importance of abiding by all school rules. All uniforms can be ordered online at [donnellysclothing.com](http://donnellysclothing.com).

### ***7.1 Uniform Dress Code***

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

#### Nursery and Pre-K

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

#### Boys – Grade K to Grade 8

*Pants* - Navy or khaki uniform pants.

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

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

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

*Shoes* - Tan, brown, black, or navy regular school shoes (no sneaker soles).

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

*Belts* - Black or brown solid colored belts.

*Sweaters (Optional)* - Navy or white v-neck or cardigan uniform sweater; monogrammed uniform fleece.

*Accessories (Optional)* - Must be simple and inconspicuous (ie. a small chain, simple watch).

#### Girls – Grade K to Grade 8

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

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

*Shirt* - White or light blue blouse with Peter Pan collar (K-4) / St. Augustine monogrammed long- or short-sleeved polo shirt (K-8). Shirts must be tucked in.

*Socks* - Navy, forest green, white or black knee socks or tights with jumper/skort/skirts. Black, white, brown or navy ankle or crew socks with sneakers.

*Shoes* - Tan, brown, black, or navy regular school shoes (no sneaker soles).

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

*Belts* - Black or brown solid colored belts.

*Sweaters (Optional)* - Navy or white v-neck or cardigan uniform sweater; monogrammed uniform fleece.

*Accessories (Optional)* - Solid-color navy, forest green, white or uniform plaid headbands, scrunchies or ribbons/bows. Jewelry must be simple and inconspicuous (ie. a small chain, simple watch, stud/small dangle earrings)

### Physical Education

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

*Shirts* - St. Augustine monogrammed gray short or long sleeved T-shirt

*Sweatshirts* - St. Augustine monogrammed green crew, hooded, or nylon zip-up sweatshirt.

*Socks* - White or black ankle or crew sports socks.

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

## **7.2 Uniform Violations**

It is never permissible for students to wear the following in the school building:

- Sandals or flip flops
- Ugg boots
- Makeup that is not inconspicuous
- Colored nail polish (only clear allowed)
- Fake acrylic/press-on nails
- Hats
- Sunglasses
- Distracting hair colors/streaks/cuts/hairpieces
- Hair beyond the top of the shirt collar (for boys)

- Facial hair
- Smart watches
- Sweatshirts (only gym sweatshirts on gym days)
- Skirts/Shorts that do not extend beyond the length of a student's fingertips
- Large bows and fad headbands
- Any item not listed as part of the school uniform

### ***7.3 Consequences***

The consequences for students who violate the Uniform Policy will vary depending on the student's grade level. Each violation will result in parent notification, and repeated violations of the uniform policy will result in further consequences up to and including, a family meeting with school administration.

### ***7.4 Non-Uniform Days***

On announced non-uniform days, students may wear appropriate school clothing other than uniforms. It is not permissible for students to wear:

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

If any clothing violates these guidelines, the student will either change into a uniform provided by the School Nurse, or remain in the School Nurse's Office until parents are able to deliver appropriate clothing. Students who repeatedly violate these guidelines will lose the privilege of participating in Dress Down Days. Please note that the above policy also applies for all school-sponsored events including dances.

## **Section 8: Miscellaneous**

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

### ***8.1 Animals and Pets***

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

### ***8.2 Bicycles***

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

### ***8.3 Books***

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

### ***8.4 Buses***

The Andover Transportation Coordinator contacts all Andover residents attending St. Augustine School to inquire whether or not families will utilize the bus service. Please accept or decline the service upon the request. Payments are made directly to the Town of Andover. The coordinator will send each family a letter with the bus number/route, safety and conduct rules, and time of approximate pick-up and drop-off. The student may only use the assigned bus number.

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

### ***8.5 Classroom Visits***

Instructional/learning time is our faculty's top priority each day. If a parent/guardian needs to speak with a classroom/Integrated Arts teacher, please set up a conference day and time via email or written note. Once a meeting has been confirmed, parents/guardians must enter the School at the Chestnut Street entrance, sign in at the main office and receive a Visitor's badge from the Administrative Assistant. Parents/guardians may only proceed to the appropriate classroom once the Administrative Assistant has contacted the classroom teacher and authorization has been given. Once the meeting has ended, please return to the Administrative Office to sign out of the school.

### ***8.6 Co-Curricular and School Sponsored Activities***

Co-curricular activities are an important aspect of a student's spiritual and academic development. Participation in these activities, including but not limited to field trips, school plays, school dances, Campus Ministry, Leadership Team, and athletics, is a privilege that is earned by a student's faithful and respectful behavior. Eligibility for participation for St. Augustine School students is as follows:

- Students must have a passing grade in all subject areas
- Students must receive 2s or higher in conduct and effort in all areas on report cards

Students who have not met the eligibility requirements listed above may not participate in the activity until the next report card is received. The administration reserves the right to remove a student from any co-curricular activity with just cause at any time.



## Dances

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

Students are dropped off and picked up on Central Street. If a student is leaving the dance with an adult other than his or her parent, a note must be submitted informing the chaperones of the arrangement which includes the identity of the adult. The receiving adult must provide positive identification that matches the identity in the note. The policy with regard to school attendance on the day of the dance will be enforced. Students need to be dressed appropriately to attend the dance. Please review and abide by the dress code requirements for non-uniform days.

## Campus Ministry

All Grades 6-8 students are invited to deepen their faith and their relationships with one another by joining our Campus Ministry program. Students meet weekly after school to join in prayer, worship, faith-sharing, fellowship, and fun! Campus Ministry students are responsible for planning and serving in our weekly School Masses.

## Athletics

The goal of our sports program is to form students in the virtues associated with athletic competition including good sportsmanship, understanding of the rules of the game, 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. 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.

### ***8.7 Extended Day***

In an effort to support families of working parents, St. Augustine School provides both Before and After School Care. Both programs are available only on the days 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 online or in the school office. In order for students to participate in either or both programs, the application form and health records need to be on file.

The Extended Day Programs are not drop-in programs. Parents/guardians commit to the care when students are registered. Changes in Extended Day Care schedules should not 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.

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

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

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

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

### ***8.8 Field Trips***

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

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

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

### ***8.9 Invitations and Gifts***

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

### ***8.10 Liturgical Participation***

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

#### Choir

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

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

#### Altar Servers

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

### ***8.11 Lunch Program***

St. Augustine School offers the *Campus Cuisine* Lunch Program for families who wish to order lunch for their children. All orders will be placed online. Parents will make payments directly to *Campus Cuisine*. If interested, please request information from the school's Administrative Assistant for details.

### ***8.12 Media and Publicity***

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

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

### ***8.13 Student Records***

Student records are maintained in locked cabinets in the school office to ensure the confidentiality of student information. These records contain a student's educational history as well as family information.

Any changes in family information should be communicated to the Administrative Assistant as soon as the change occurs.

With 24 hours advance notice, parents have the right to inspect any and all material that is a part of their child's permanent record. Any parent who does not have physical custody of a child shall be eligible to receive student record information related to the child unless the custodial parent provides the following documentation of any court order to the Administration which:

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

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

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

### ***8.14 Volunteer Opportunities***

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

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

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

## **Section 9: Admissions and Tuition**

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

### ***9.1 Acceptance Policy***

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

Families that are new to St. Augustine School can apply on the school website, and students are accepted on a rolling basis. In the event that a waitlist for a particular grade level is formed, acceptance is determined in the following priority:

1. Siblings of children currently enrolled at St. Augustine School and children of faculty/staff
2. Registered and participating members of St. Augustine Parish
3. Registered and participating members of a Catholic parish
4. Children from families with no parish affiliation

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

### ***9.2 Grade-Level Requirements***

#### Nursery & Pre-K

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

#### Kindergarten

Students entering Kindergarten must be five (5) years of age before September 1 of the year they are beginning the program. Students of Kindergarten age are administered a Kindergarten screening before the admission process is completed and acceptance is determined. This assessment helps evaluate readiness for our Kindergarten program. In the event that the school determines a child is not developmentally ready to begin Kindergarten, the school may require placement in Pre-K.

#### Grades 1-8

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

### ***9.3 Financial Aid***

St. Augustine School is committed to ensuring that no deserving family is deprived of a Catholic education due to limited financial resources. Financial aid is available to those who qualify in Grades K-8. To qualify for financial aid, families must submit an application via FACTS no later than March 1. Documentation

required includes 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, and all financial information furnished will be held in strict confidence.

All school families in Grades K-8 are also eligible for the Family Sunday Attendance Award. This award is available to St. Augustine Parish families who are registered St. Augustine parishioners and actively participate in the faith community by attending Sunday Mass. Active participation shall be defined as no less than 70% usage of envelopes placed in the offertory at Sunday Masses on an annual basis from January through December. Mailed or dropped off offertory envelopes are not counted. A family must submit a signed application form. Application forms may be obtained online from the school's website or from the school office and returned no later than March 6th.

#### ***9.4 Tuition and Bills***

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

##### Tuition Deposit

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

##### Payment Plans

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

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

## Withdrawals

Families leaving before the end of the year will be subject to the following tuition finance charge:

- Students who withdraw *prior to the start of the school* year will receive a refund for any monies paid beyond the initial deposit.
- Students who withdraw *during the first trimester* will receive a refund for any monies paid beyond one-third of the cost of the total tuition.
- Students who leave *during the second trimester* will receive a refund for any monies paid beyond two-third of the cost of the total tuition.
- Students who leave *during the third trimester* do not receive a tuition refund.

## Unpaid Bills

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

## **Section 10: School Safety**

### ***10.1 Safety and Security***

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

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

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

### ***10.2 Emergency Drills***

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

#### Fire Drills

In accordance with Massachusetts state law, the Andover Fire Department conducts four fire drills at St. Augustine School each school year. Students are expected to evacuate the school quickly and

quietly using the designated routes. Evacuation routes are posted in every room. During evacuation, students must maintain silence.

### ALICE Drills

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

## ***10.3 Health Safety***

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

### School Nurse

A Registered Nurse staffs our Health Office every school day from 8:00am-4:00pm. The nurse is available to all students in Nursery-Grade 8.

All students must have on file a physical exam and current immunization report as required by Massachusetts State Law. Updated forms are required for all new and returning students. All students must have current emergency medical and contact information in their health records.

### School Counselor

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

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

### Allergies

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

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



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

### Medications

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

To ensure child safety, all medications are to be delivered to school:

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

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

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

### Illnesses

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

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

## **Section 11: Handbook Amendments**

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