

St. Augustine School
Parent - Student Handbook



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

2025-2026

Fr. Christopher Mahar - Pastor
Mr. Peter Shaughnessy - Principal

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Mission Statement

The Mission of St. 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.

St. Augustine School Philosophy

The philosophy of St. 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, St. Augustine School provides an environment for 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 the 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, St. 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 St. 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.

Goals of St. Augustine

- 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.

Code of Christian Conduct

In light of our Gospel vision and values, all our parents and their guests are expected:

- To display a truly Christian attitude in all activities and relationships with adults and other students. Treat others how we want to be treated.
- To be courteous and considerate of others.
- To extend courtesy to guests and visitors of the school.
- To treat the entire school community with dignity and respect.

Respect for ourselves and everyone who makes up our school community is an essential requirement for a Christian environment. Children first learn appropriate behavior demonstrated by their parents and other role models. As adults, it is our charge to help children accept responsibility for their actions and to understand the consequences.

Our whole child approach integrates Catholic doctrine, prayer, sacraments, and moral decision-making with academic achievement and physical health. This is accomplished in partnership with parents.

The ideal of discipline within Catholic education enables students to move from externally imposed discipline to self-discipline and finally toward adult discipleship. As we teach, advocate, and model the virtues and values we wish to instill in our children, we, as adults, must also enforce rules related to our own behavior, as well as accept responsibility and consequences.

Moral formation of the child is best accomplished in partnership and in collaboration with parents. If the values and virtues we work hard to instill in our students are not reinforced at home, it is unlikely that they will remain and flourish.

Parents As Partners

- As partners in the educational process at St. Augustine School, we ask parents:
- To set rules, times, and limits so that your child:
 - Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code;
 - Completes assignments on time;
 - Has lunch or nutritional snack every day (we are a nut free school).
 - Takes prescribed medications.
- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a email when the student has been absent or tardy; (these notes are kept for one year)
- To notify the school office of any changes of address or important phone numbers in FACTS SIS and FACTS;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes/emails and newsletters/weekly folders and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school;

- To treat teachers with respect and courtesy in discussing student problems;
- To not post negative comments about students, teachers, or the administration on any social media.
- In an e-learning environment, the daily support of a parent/guardian is critical to providing students with continued quality education through e-learning. Specific guidelines will be provided to parents/guardians with detailed information regarding the e-learning schedule.
- To support good sportsmanship which shows respect for coaches, players and officials.

Parent's Role in Education

We, at St. Augustine School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Augustine School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Augustine School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. **Speaking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.**

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned (student grades are earned not given by teachers) and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the person God created them to be.

*The education of a student is a partnership between the parents and the school. The school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken.

General Guidelines and Expectations of all Community Members

As mentioned above, the parent-school relationship is of great importance to the mission of the school and the success of the students. As members of the school community, students, families, faculty, and staff we are expected to uphold Christian values in both actions and words. Working together in a positive, honest manner is a benefit to all. Behavior of the community members has a direct impact on the school. Open and respectful communication is expected at all times. Families and staff are expected to work together to resolve any school related challenges that may arise. **Any disparaging comments regarding the school, the students, staff, or administration on social media will not be tolerated.** Any conduct inside or outside of school by any community member, including parents, that negatively affects the school environment may be subject to disciplinary action as determined by the administration.

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.

School Accreditation

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

Telephone Numbers

School: 401- 831-1213

Rectory: 401-831-3503

Website: www.staugustinesri.com

Email: office@staugustinesri.com

School Hours

Schoolyard 7:30 am

Morning Bell - 8:00 am

Opening Prayer - 8:05 am

Entering School K-8 Back Middle Doors

Entering School Pre-K Enter Back Left Doors

Each classroom exits through their assigned door.

General Dismissal - Pre-K 2:30 pm Back Left Door

General Dismissal - K - 5 2:30 pm Back Door

General Dismissal - 6 – 8 2:30 pm Gymnasium Doors

Arrival

School begins at 8:00 am

Starting at 8:00 am children join in morning prayer. All students should enter and exit the school by their assigned door. (Compton Street). **Students arriving after 8:00 am will be tardy and must enter through the front door of the school. Any student who arrives late an excess of 3 times within a thirty day period will**

be required to meet with the principal and the principal will call the respective adult in charge. Tardiness becomes part of the child's permanent record.

Dismissal

Children should be dismissed from school only in cases of emergencies. Please make every effort to schedule doctors' appointments after 3:00 pm Appointments should not conflict with standardized testing dates. Parent's should ring the bell at the front door to notify the office staff they are here.

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. 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.**

The dismissal of any student before 2:30 pm will be done from the front office. The following procedural guidelines will be strictly adhered to:

1. A note must be emailed to office@staugustines.com and the homeroom teacher, the parent must name the person who will pick up the child.
2. The person must be listed on the approved dismissal list and must show a Driver's License or ID.
3. The child is then released to the person who must sign the dismissal log.

The Extended Day Care Program (EDP)

Before school Monday - Friday from 7:30 am - 8:00 am in the back schoolyard and after school Mon. - Fri. from 2:30 pm - 5:30 pm in the cafeteria. This program was implemented as a support for our school families and as a way to foster the positive development of our students.

Pre-K before school care - 7:30 am - 8:00 am in Pre-K classroom

The before school day care program is offered to parents free of charge. There is a charge for after school extended day care programs.

Admission Process & Policies

Application Process

Students are admitted to St. Augustine's at the discretion of the administration. Failure in one or more subjects may be reason for refusing admission to St. Augustine's School.

Diversity Policy:

St. Augustine's admission policy prohibits discrimination against students on the basis of race, sex, color, or ethnic/national origin. Preference is given to Catholics. Catholic schools have as a goal the integration of faith and culture and faith and life (cf. *The Catholic School*, 37). In our culture marked by plurality of cultures and beliefs, St. Augustine's forms students to seek the Way, the Truth, and the Life, and to dialogue respectfully with persons of other beliefs. We teach students to see all subjects in the light of faith and to grow in the virtues characteristic of the Christian (cf. *The Catholic School*, 37).

Application forms for the admission to St. Augustine's are accepted at any time during the year. The following documents must be submitted with the application form:

1. Copy of birth certificate
2. Copy of baptism certificate (if applicable)
3. Current physical examination and immunization
4. Special Education record (IEP/504 if applicable)
5. Most recent report card (if applicable)
6. Teacher Recommendation form
7. Copy of Standardized Assessments
8. Non-refundable application fee

Screening/Testing Requirement for All Applicants to St. Augustine's school

All applicants to St. Augustine's School complete age-appropriate testing at the time of application. This information is a screening that helps the school ensure it has the resources to meet the needs of the student, as well as an assessment that provides teachers with important information regarding the student's abilities. In this manner, teachers and parents can collaborate for students' success even before they attend St. Augustine School.

Interview with the Principal and School Tour

Incoming families are asked to meet individually with the principal to speak about their child and the mission of the school. It is crucial that St. Augustine families understand their role as primary educators of their children. In addition, families do not need to be Catholic to attend, but they must understand that St. Augustine's, in accord with the Catholic church, teaches that the human person has an immortal soul that is made for heaven, that marriage is between one man and one woman, that life begins at conception and ends at natural death, and that God made man male and female.

Pre-Kindergarten requirements:

Pre-K children must be three years old by September 1. Pre-K children must be four years old by September 1st of the current year. Every student entering Pre-Kindergarten must go through the registration process including those prospective Pre-Kindergarten students who have siblings already registered in the school. At the time of application, students attend a screening session to assess skills and readiness. Pre-Kindergarten students are required to be able to handle their bathroom needs independently prior to enrollment.

Kindergarten requirement:

According to state and diocesan policy, children must be five years old by September 1st of the current year. At the time of application, new students attend a screening session to assess skills and readiness.

Registration/Enrollment

New registration applications will be accepted at the end of January. When classes reach maximum size, registrants' names are put on a waiting list. First priority for acceptance of any new child goes to siblings of our school families and members of St. Augustine Parish.

At the time of registration, a non-refundable fee is assessed for each child. This fee is not a part of the tuition requirement, but secures the placement for the child. At the time of registration, parents register on-line. The school office requests the release of records including test scores, health records, and report cards from the child's previous school prior to the beginning of the new school year. An academic evaluation is often conducted before an acceptance is granted. Once a student is accepted, the tuition agreement is completed online.

All new students at St. Augustine's are on conditional acceptance for the first three months in the school. After this point, without communication to the contrary, full enrollment will be granted.

Re-Registration

Re-registration for students presently attending the school will be open from the first week in January through the 15th of January. Students are enrolled at St. Augustine's School for a period of one year. Parents are responsible for re-registering current students for the following school year. Dates and instructions for re-registration will be communicated well in advance including information about the re-registration fee.. Those who fail to re-register on or before the registration deadline will not be assured of a place in class. Registration will then be filled on a first-come, first-serve basis within the admissions framework set forth above. Students are not considered officially re-registered until the current tuition payments have been made. If the above obligations are fulfilled, the new tuition contract is signed and the registration fee is paid to ensure placement for the following year.

Registration Requirements

In addition to the process outlined above for both new and returning students, the following documents must be completed along with registration:

1. Physician's letter of up-to-date Vaccinations for new students or for students in grades K, 7, and 8
2. Registration Fee (billed through FACTS)
3. Facts Financial Assistance Plan Sign up
4. Facts Tuition Account Created-automatic payment only
5. Technology Fee and Home and School Dues (FACTS)
6. Technology and Photo Permission Slip

*The registration fee, home and school fee and technology fee are all non-refundable.

TUITION OBLIGATION UPON WITHDRAWAL

If a family decides to withdraw their student from the School, the following schedule shows their financial obligation to the School:

Withdrawal on or before this date:	Family must pay this portion of annual tuition:
September 30	25%
October 31	50%
January 31	75%
February 1	100%

The withdrawal process begins by notifying the Principal's Office. The withdrawal date in the above schedule is the official withdrawal date, as recorded by the Principal's Office. If the family paid a greater amount of tuition than the amount required in the above schedule as of the withdrawal date, the balance will be refunded to the parent.

Note that, regardless of when or why a student withdraws or is required to withdraw:

- Registration and other incidental fees are non-refundable and will not be returned; and
- The student may not return to the School, or transfer into any other Catholic school, until any and all prior tuition obligations for all school years have been met.

If at any time the School determines, in its sole discretion, that it cannot successfully provide a student a Catholic education or that allowing a student to continue his or her education at the School would hinder the School's mission or operation, regardless of whether it is because of the student's conduct, his or her parent's/guardian's conduct or any other outside circumstances, the School may require the parents/guardians to withdraw the student. In such an instance, any tuition or enrollment fees paid in advance will be refunded to the family according to the withdrawal schedule provided above, unless the reason for the involuntary withdrawal was a result of severe disciplinary reasons. Students who leave the School as a result of severe disciplinary action will be responsible for paying the full tuition. Nothing contained in any other policy, handbook or verbal conversation can alter or minimize the School's unilateral discretion to terminate a student's enrollment.

Tuition Policies

Tuition Assistance Policy

The primary source of financial aid at St. Augustine's School is diocesan scholarships. Aid is also given from the school directly.

To request aid, families must complete a FACTS Grants and Aid application by **February** prior to the school year. The applications are processed through this third party, enabling the office to best gauge the financial needs of a given family. Tuition payments are adjusted to reflect scholarships received.

If additional aid is needed, families may make this request in writing to the pastor and principal. The pastor and principal will together consider all of the requests and award the available scholarship monies as deemed appropriate. The following criteria are used in determining St Augustine's School tuition aid:

1. *If the family belongs to the parish:* Participation in parish stewardship program (time, talent, and treasure)
2. *If the family has already attended St. Augustine School and are not parishioners:* Fulfillment of requirements for fundraising requirements
3. Parents and student(s) offer positive contribution to the school environment
4. The student(s) fulfill and exemplify the academic and behavioral expectations of the school

Families receiving St. Augustine tuition aid will be notified in writing by the end of May. Tuition payments for the next year will be adjusted to reflect scholarships received.

Tuition

Tuition is the responsibility of the family. Failure to pay tuition can result in removal from the school, or the inability to participate in extracurricular activities. School records will not be released until tuition has been paid in full. The primary source of financial support for St. Augustine School is student tuition. Tuition is set and announced in the spring of the preceding school year and is payable according to the options set forth in the Tuition agreement.

Policy for the Payment of Overdue Tuition and Fees

To ensure that payments are received promptly and that tuition account(s) are current, the school will follow this procedure:

1. Parents will be notified by FACTS or by the school when a scheduled payment is past due. Overdue payments must be received by the school within two weeks of the date of the notification message. It is the responsibility of the parent always to keep the school notified of their current phone number, address, and e-mail.
2. Parents failing to bring their account current within this two week period will be notified by the principal (or his/her representative) not to send their child/children to school and to schedule an appointment to make payment arrangements.
3. No child/children may return to school until payment is made and the tuition account is current.
4. Parents must schedule and meet with the principal or his/her designee within two weeks after being notified to keep their child/children at home to complete payment arrangements.
5. Parents who fail to do so or whose account(s) again fall in arrears may be asked to withdraw their child/children from the school. Should this action be required, written notice of the date of withdrawal will be sent to the parents by the principal and delinquent accounts may be subject to legal action.
6. Diocesan policy prohibits Catholic elementary and secondary schools in the Diocese from registering students from other Catholic schools with delinquent accounts.
7. As always, St. Augustine School administration reserves the right to vary from its policies when it is deemed in the best interest of the school.

Program Overview of Early Childhood, Intermediate and Middle School

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 St. Augustine School. The concept of self-worth and dignity of others is the guiding thread that binds us together. The students have the opportunity for understanding, appreciating and accepting themselves and others. Thorough knowledge of God, His Son Jesus, Mary His Mother, and the teachings of the Church helps achieve this aim.

All academic matters are presented professionally and seek 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 the 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 the team and advisor/advisee meetings, written reports, presentations followed by a 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 the 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.

Academics/Arts/Music/Physical Education

<p>Grades Pre-K - 8 Religion Art Music Physical Education</p> <p>Grades K - 5 Reading Spelling, Phonics, and Handwriting Library</p>	<p>Grades K- 8 Science Computer Mathematics Social Studies Foreign Language</p>	<p>Grades 6- 8 Literature Vocabulary (and Writing Process) Math/Pre-Alg/Algebra Health Education</p>
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Religious Program/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. Parents, relatives, 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.

Academic/Educational Policies

Participation in Religious Activities

All students, Catholic and non-Catholic, are required to participate in the religious activities and classes of the school. All students must attend religious services and respectfully participate in prayers.

Participation in Extracurricular Activities

The goal of extracurricular activities, including athletics, is to enhance the overall school program. In order to participate in any extracurricular or athletic activity, the student must:

- Maintain his/her best academic standards (passing grades) and put forth good effort in all classes.
- Participate in group prayer before the start of a game or activity.
- Meet all eligibility requirements from the school he/she attends and, if applicable, the catholic athletic league.
- Maintain a high standard of sportsmanship, citizenship, and respect at all times.
- Accept the responsibility and privilege of representing your school community.
- Cooperate with peers, teachers, coaches, and adults in charge.
- Treat others the way you would like to be treated.
- Maintain a positive attitude.
- Refrain from negative, derogatory, or hurtful remarks to your peers, opponents, coaching staff, and referees.
- Attend all club or team meetings and practices.
- Adhere to school behavioral expectations according to the school *Handbook*.

A student who violates any participation requirement may be subject to disciplinary action which may include a warning, suspension, or removal from the activity. The school principal is the final recourse in all disciplinary infractions.

Report Cards

Students in K through grade eight receive report cards three times a year, and twice a year for students in Pre-K. There are three twelve week grading periods. Report cards have been designed and approved by the Catholic School Office.

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.

A student in grades 4-8 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.

Progress Reports

Midterm progress reports are given for all students in grades four through eight at the six week point of each trimester.

Grading Scale

Number grades are given for students in 4-8th grade. For students in grades 1-3, the following scale is used:

- 1- Standard is met above the grade level
- 2- Standard is met at grade level
- 3- Standard is met below grade level

Honor Roll

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

- First Honors with Distinction: Trimester Average or Yearly Average of 95 or above in each academic subject with all subjects above an 80
- First Honors: Trimester average or Yearly average of 90 with all subjects above an 80
- Second Honors: Trimester average or Yearly average of 85 with all subjects above an 80

In middle school (6-8) Foreign Language will be numerical grades and are part of the criteria for Honor Roll. In grades 6-8 letter grades in all subjects including Art, Music, Physical Education, Computer, must be at least G and must not receive any negative comments for Christian Values in order to achieve honor roll status. An extraordinary effort will continue to be awarded to those students who always strive to do their best.

Cords and Awards

Students in grade 8 have the opportunity to become a member of the St. Augustine School National Junior Honor Society. The purpose of the chapter is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character and citizenship in the students of St. Augustine School. Membership is an honor bestowed upon deserving students by the faculty and is based on the criteria of scholarship, service, leadership, character, and citizenship.

Awards are presented to deserving students at NJHS induction in the spring.

Parent/Teacher Conferences

Parent-Teacher Conferences are held after distribution of the first midterm progress report. All parents should attend this conference so that a working relationship between home and school can be established. Future conferences are scheduled on an as needed basis at the request of the parents or teacher. It is expected that parents will settle concerns with the appropriate school personnel before consulting the school principal.

Assessments

Students in grades K-8 will receive a STAR benchmark assessment in reading and math at least three times a year. These assessments will provide baseline data to inform our instruction. In class assessments, class work, independent work, and homework comprise the grade for each subject. At the beginning of the year, teachers share their rubrics and work expectations with parents.

Academic Integrity

Academic integrity is a mark of a St. Augustine student. Therefore, academic dishonesty in any form, including but not limited to: talking during tests, "cheat sheets," copying answers, plagiarizing, etc, will not be tolerated. Students caught cheating will receive a zero for that assignment. Cheating can include misuse of AI (see policy on page 38) sharing or receiving information electronically or during a test, or possessing any type of unauthorized electronic device during a test. Parents will be notified if academic dishonesty takes place. Academic dishonesty could impact membership in NJHS and Student Council.

Homework

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 purpose of homework is to help students develop independent study habits and to provide for individual differences. Throughout the week students are assigned definite work. Spelling, word study, studying notes, reading, and math are all part of the homework. The following are expectations of the school in regards to homework:

- Parents should provide students with a quiet atmosphere for studying. Boundaries should be set for study times and outside activities.
- Parents may supervise the children's homework but need to remember it is the child's work.
- A reasonable amount of homework is given. The following is the approximate expected time students should devote to homework each night:

1 st grade:	10 minutes
2 nd grade:	20 minutes
3 rd grade:	30 minutes
4 th grade:	40 minutes
5 th grade:	50 minutes
6 th grade:	60 minutes
7 th grade:	70 minutes
8 th grade:	80 minutes
- Students are required to carry and use a student planner purchased by the school in grades two through eight. Planners provide students with a way to record daily and long range assignments, while helping them to develop organizational skills. Planners also provide parents with a way to communicate with the teacher on an as needed basis.
- In the event a student is absent, the parent must call in the absence, but please do not request 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.

Suggestions for Parents on Homework

1. Discuss with 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.

Make-Up Assignments

Grades 1 - 5 - It is the responsibility of parents and students to communicate with teachers regarding missed homework, tests, and projects. It is hoped that the students will develop a sense of responsibility and use self-discipline to complete assignments on time and to the best of his/her ability.

Grades 6 - 8 - It is primarily the responsibility of students to communicate with teachers regarding missed homework, tests, projects, etc. Children attending St. Augustine School are encouraged to develop self-motivation, self-discipline, and responsibility as it relates to homework completion.

Promotion Policy

Students who complete all academic requirements will be promoted to the following grade. Those who fail to demonstrate adequate mastery of the year's content may be requested to repeat the grade. In this case, parents, teachers, and administrative personnel discuss the decision that will best serve the needs of the individual child. In the event that school personnel advise retention and parents choose movement to the next grade, the student will be "placed" (not promoted) in the following grade and a mark in the report card will indicate this.

Inability to read causes more students to fail in school than any other single factor. The foundation of reading is laid in the primary grades. Promotion during the primary grades will be determined mainly by the student's progress in reading; however, there may be other circumstances pertaining to an individual child that would cause him/her to be retained. Pre-K students who are not developmentally prepared to enter a full-day Kindergarten program may need the gift of time and be requested to be retained in Pre-K.

A student will be promoted to the next grade after successfully completing the present year's school work. Any student who fails a major subject will be required to attend summer school or to be tutored privately by a professional teacher. Promotion and/or continued attendance at St. Augustine School will be in jeopardy if a student fails two or more major subjects.

Upon review of all performance data, classroom teacher recommendations, and assessment data, the final decision regarding promotion rests with the school principal.

Retention Notification

If a teacher considers retaining a student, parents will be alerted as early as possible. The teacher will attempt to help the student to progress and achieve. Cooperation between parents and students is essential.

Graduation

The State of Rhode Island does not recognize 8th grade as a year of graduation. Due to our students leaving our building and matriculating on to high school, we celebrate this achievement as a graduation, or a matriculation, from our building. To "graduate" from St. Augustine's, an eighth grade student must have a satisfactory record of scholarship, effort, and citizenship. This record is kept from the time the student enters until he/she leaves.

Graduation is an honor awarded to all students who achieve passing grades in all subject areas. Should a student fail to meet the necessary basic academic requirements, and thus incur retention, that student will not be allowed to participate in the graduation ceremony. Should a student fail in any content area without incurring retention, he/she may participate in the ceremony, but will not receive a diploma. Actual receipt of the diploma will depend upon successful completion of all deficient coursework in a recognized summer school or under the direction of a certified teacher.

Unless all financial obligations, tuition, fundraising obligations, eighth grade students will not be allowed to participate in any year-end activities, exams, class trip, extra-curricular activities, etc.

Textbooks

Textbooks are numbered and assigned to each child who will be responsible for their proper care. Lost or damaged books must be reported and paid for immediately. Sticky book covers are prohibited.

Student Support for Exceptionalities

Accommodation Plans- St. Augustine staff and related school personnel will follow the suggested classroom strategies and modifications as outlined in each student's plan in order to help students reach their maximum potential within a regular classroom setting. Students qualify for an accommodation plan on the basis of a medical condition, which may be impacting their ability to learn without classroom modifications. Accommodation plans should be reviewed with parents on an as needed basis or upon the anniversary date of each plan.

Special Education (IDEA) Eligibility-Students identified with a specific learning disability under the Individuals with Disabilities Act (IDEA) for whom an Individualized Education Plan (IEP) has been written will receive direct special education interventions, and/or ancillary services at their home school/or pushed in to our building according to the frequency of contact hours specified in the child's IEP.

RTI- St. Augustine uses an intensive RTI model in order to close gaps of lagging skills in the area of reading and math.

Field Trips

Field trips are designed to correlate with teaching units and to achieve curricular goals. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.

A field trip is a privilege and not a right. All grades do not always have the same number of field trips. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.

Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.

Students who are participating in the field trip must ride the bus to and from the field trip with their class. All monies collected for the field trip are non-refundable. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration. Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip. All chaperones must be 25 years of age or older.

Code of Behavior

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. A school should be an environment of learning, and therefore demands an environment that is orderly and respectful.

Behavioral/Discipline Policies

The administration, faculty and staff at St. Augustine School believe that the educational process should be a positive experience wherein each child has the opportunity to learn and grow. An atmosphere conducive to education requires a balance of freedom and discipline. As a school we will have and uphold common expectations.

The primary focus of any disciplinary action, whether at home or at school, should be to guide the student toward more appropriate behavior rather than merely to punish the misbehavior. Our mission is to help each student develop and display Christian values.

When an adult who is in charge of a student corrects him/her for violating the behavior code or dress code, it is done for the student's benefit. If a student does not cooperate with his/her teacher, the teacher will contact parents. In the event of continued disruptive behavior, the matter will be brought to the attention of the principal, who will determine further action to be taken.

Corporal punishment is not permitted in this school under any circumstances.

Discipline Code

The following are a few examples of "conduct unbecoming a Christian student" which will lead to immediate disciplinary action:

- Disrespectful language or actions toward others.
- Dangerous actions toward others including fighting, physical aggressiveness, bullying, and threats.
- Possession or use of weapons or any items perceived as a weapon.
- Possession or use of tobacco, alcohol and all other types of drugs.
- Failure to follow classroom and/or school rules.
- Vandalism of any kind by a student of any school property.
- Vulgarity or sexual comments or pictures
- Any behavior deemed inappropriate by faculty, staff and administration.

Attempts to resolve student behavior problems will be handled with utmost care. Steps will be followed to ensure that students are given every opportunity to be heard and are treated fairly. Warnings, discussions, and plans for improvement will be formulated with the student. However, repeated disregard for good behavior or a very serious single violation of school policy will be met immediately with severe consequences. Parent communication regarding behavior is standard. This can be either via a written form, an email, phone call, and on serious occasions a parent meeting.

Food & Gum

Eating food or chewing gum outside of the set snack or lunch time is not permitted.

Cell Phones

Cell phones are to be off and in the student's backpack/locker at all times. **Grades 6-8 must keep their cell phone in the homeroom secure storage unit.** Cell phones may not be used once dropped off until dismissal and are prohibited in the extended day program. Violation of cell phone policy warrants the following consequences:

- 1st Offense - Confiscation and automatic after-school detention
- 2nd Offense - Confiscation and In-School Suspension & Loss of Extra-Curricular Privileges
- 3rd Offense - Confiscation and Out of School Suspension & Loss of Extra-Curricular Privileges

Locker Policy 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.

- 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.
- The school retains the right to inspect lockers and desks periodically for compliance with school rules.
- The items which are not permitted in school, in lockers or desks are weapons, illegal drugs, alcoholic beverages, and stolen property.
- 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.

Physical Aggression/Acts of Violence

Any sort of physical aggression including but not limited to punching, hitting, tripping, spitting etc will result in a child being sent home from school early. In addition, a logical consequence may be issued such as a written apology letter or something similar.

Any action by any member of the St. Augustine School community that disrupts the peace is unacceptable. Intimidation, harassment, bullying, threats of violence, and actual violence of any kind in any form, including use of e-mail, by any member of the school community to any other member of the school community or to an outsider can result in sanctions by the school including but not limited to suspension, referral for medical/psychological evaluation, and/or exclusion. All threats of violence will be taken seriously. In addition, threats of violence and acts of violence will be reported to the police where appropriate.

Search

When the administration has a reasonable suspicion to believe that a student possesses or is concealing any illegal or harmful item, or any item in violation of school policy, a search may be conducted. Parents shall be notified of all student searches. If any illegal or harmful material, or any item in violation of school policy, is found as a result of the search, it may be given to the police. The school hereby notifies parents/guardians and students that lockers, backpacks and Chromebooks on school property can be searched at any time by the administration.

Sexual Harassment Policy

Every student in St. Augustine's has a right to be free from any form of sexual harassment. Therefore, all actions constituting sexual harassment including, but not limited to language, physical contact, gesture, displays of objectionable pictures, objects, or writings are prohibited and will result in disciplinary action to include a possible suspension or expulsion.

Any person who feels himself or herself subjected to or who has evidence that another individual is being subjected to sexual harassment shall report this information to any staff member who will assume the responsibility of reporting this information to the principal.

Social Media

Any communication that negatively impacts the St. Augustine School community will have consequences (ex. /counseling/suspension/expulsion) will be determined by the school advisory team regardless of whether this incident took place in school or not. We ask that parents monitor the social media to which their children have access. While this may take place after school, often the texting, messaging, and chat groups carry over into school.

Other disciplinary actions may include, but will not be limited to, the following:

- Explanation and discussion of misbehavior with teacher and/or principal.
- Loss of recess, field trips or other school privileges including middle level school dances.
- Cleaning, repairing, or restitution of things soiled or damaged.
- Written note sent home to be signed by parents.
- Phone call home by teacher, administration or other staff member.
- Conference with parents, student, teacher, and/or principal.
- Detention - Student stays after school for 1 hour for classroom teacher or principal.
- Silent Lunch
- Probation - Student has had major behavior problems and is expected to do better or more serious action will be taken.
- In-school suspension: a student's privilege to matriculate around the school building is denied, including both lunch and recess periods. Students will complete required classroom assignments in a supervised, designated area.
- Suspension - Students are temporarily excluded from classroom or school for a specific length of time and will need to keep up with school work.
- Expulsion - Student is removed from school and will not be readmitted. Consultation between Pastor and Principal is necessary before this action is taken.
- A student accused of a serious wrong can be placed on a home study program.

Smoking/Vaping 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 buildings, 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.

Weapons

Absolutely no weapons (automatic or manual), knives, blades, or the like are to be brought on school grounds. Charges will be pressed according to Rhode Island Law if this policy is violated.

Students are expected to model Christian virtues expected of St. Augustine School at all times. All of his or her conduct reflects on the school. For this reason, conduct inside and outside the school that is detrimental to the reputation of the school can be disciplined by the school. The principal is the final recourse in all disciplinary situations and may waive or impose any disciplinary rule for just cause at her discretion.

Bullying Policy

INTRODUCTION

St. Augustine School works to support a culture free of bullying and aligns with the Rhode Island Safe School Act. This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

1. DEFINITIONS

BULLYING means the 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 student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.

Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

CYBER-BULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include but are not limited to:

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting

of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

AT SCHOOL means:

- a. on school premises,
- b. at any school-sponsored activity or event whether or not it is held on school premises,
- c. on a school-transportation vehicle,
- d. at an official school bus stop,
- e. using property or equipment provided by the school, or
- f. acts which create a material and substantial disruption of the education process or the orderly operation of the school.

2. SCHOOL CLIMATE

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

3. POLICY OVERSIGHT and RESPONSIBILITY

The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy. The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

4. INFORMATION DISSEMINATION

The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- a. Distributed annually to students, staff, volunteers, and parents/legal guardians
- b. Included in student codes of conduct, disciplinary policies, and student handbooks
- c. A prominently posted link on the home page of the school /district website

5. REPORTING

The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon (See attached sample Report Form).

The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents / Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the principal, director or head of school.

Responsibility of Staff: School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False Reporting/Accusations: A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

Reports in Good Faith: A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

6. INVESTIGATION/RESPONSE

The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations.

The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

Protection: If a student is the victim of serious or persistent bullying:

- a. The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
- b. The interventions will be developed, if possible, with input from the student, his or her parent/ guardian, and staff.
- c. The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

7. DISCIPLINARY ACTION

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior.

The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/ Guardian notification and meetings
- c. Detention
- d. In-school suspension
- e. Loss of school-provided transportation or loss of student parking pass
- f. Loss of the opportunity to participate in extracurricular activities

- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- i. Police contact
- j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

8. SOCIAL SERVICES/COUNSELING

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

9. SOCIAL NETWORKING

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

10. OTHER REDRESS

This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

11. ADOPTION OF POLICY

The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.

Middle School Discipline Code

Infractions and detentions are notices of inappropriate behavior given to students who do not follow the guidelines established by the school and teachers. Teachers and administrators communicate infractions and detentions to parents electronically. Parents receive an email from the teacher or administrator with the cause of the infraction and detention.

Merits & Demerits

Examples of areas of unacceptable behavior resulting in a possible demerits include but are not limited to violations of uniform code, gum or food, tardy for class, not having school materials, inappropriate use of materials, uniform violations, and unsigned papers and tests, horseplay, talking at inappropriate times, lack of respect or manners, fighting, throwing food or squirting water, inappropriate teasing, swearing, writing on oneself, shoes, or clothing or other behaviors that the administration deems worthy of a demerit. Teachers will also give merits to students based on positive behavior. Parents will be notified by the FACTS-SIS system.

Detentions

Students may receive detention for more serious behavior or the accumulation of three demerits. Detention is held after school until 3:30 pm. It is supervised by a scheduled teacher. All detentions will be served after school with prior parental notification. Parents will be notified by the FACTS-SIS system.

Detention consequences accumulate for the term. If a student receives three detentions in one term, the student may be placed on behavioral probation and may receive disciplinary action up to and including withdrawal for cause. If a student misses a scheduled detention without being excused by an administrator, the student will be required to serve two detentions in place of the one skipped.

A recess detention may be given as well. This may consist of being kept in from recess and being asked to complete a task that is restorative in nature including office tasks, cleaning a classroom, cleaning the gym etc.

Suspension & Expulsion

Students are suspended from school at the discretion of the principal. A student may be suspended from school for inappropriate actions, attitudes, or repeated infractions of school regulations.

All suspensions will carry the following academic consequences:

- All work missed must be made up by the student upon his return to school.
- All tests and quizzes missed during the suspension must be made up by the student upon return to school.

Students are expelled from school at the discretion of the principal in consultation with the pastor. Expulsion from school is reserved for the most serious infractions of school policy and shall be made at the discretion of the principal, after consultation with the pastor. Parents will be required to meet with all parties involved.

Note: Any behavior that is outrageous, overly disrespectful or dangerous, or not specifically stated in the policies above is subject to administrator review by the principal and depending on the severity, consequences can be adjusted. Repeated moderate infractions will be brought before the Principal's Advisory Team. Since each case presents differing circumstances, St. Augustine School's administration reserves the right to make final decisions concerning disciplinary actions.

Resolution of Disputes: An Emphasis on Subsidiarity

It is integral to the school's philosophy that a spirit of cooperation exists among parents, teachers, and students. Our policy is based on the church's principle of subsidiarity.

The principle of subsidiarity is based on the dignity of the human person. An integral part of the individual person's dignity is the ability for self-direction and ability to be entrusted with responsibilities both great and small. Thus, the principle of subsidiarity states that all the matters entrusted to a particular person at a lower level should not be interfered with or taken over by those at higher levels. Similarly, when problems arise at the lower levels, they should *first* be addressed at those lower levels *before* recourse is made to the higher levels.

Applied to the school community, the principle of subsidiarity would direct individuals as follows:

- A *student* having difficulty with his/ her teacher's procedures/decisions, etc., would first make the problem known to that *teacher*. (It would be a violation of the principle, as well as a failure to respect the teacher's dignity, for the student to make the problem known only to the school *principal*.)
- A *parent* having difficulty with a teacher's procedures/decisions, etc., would first make the problem known to that *teacher*. (It would be a violation of the principle, as well as a failure to respect the teacher's dignity, for the *parent* to make the problem known only to the school *principal*.)
- A *teacher* having difficulty with a school policy/procedure/decision, etc. would first make the problem known to the *principal*. (It would be a violation of the principle, as well as a failure to respect the principal's dignity, for the *teacher* to make the problem known only to the *pastor*.)
- A *principal* having difficulty with a school-parish policy/decision, etc., would first make the problem known to the *pastor*. (It would be a violation of the principle, as well as a failure to respect the pastor's dignity, for the *principal* to make the problem known only to the *bishop*.)

The attention of persons at higher levels of authority is sought *only* when sincere efforts with the lower level have been made and have failed.

The principle of subsidiarity invites those who work together to maintain open lines of communication, attributing to others the virtues of good judgment, the willingness to listen, and, most of all, charity. It also fosters growth among members of a community, encouraging and accepting the valuable contributions that can come from others who have a different perspective.

Internet Policy/Acceptable Use Policy

St. 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 inappropriate use, however, control of all online activities is impossible. Therefore, all users who access the Internet through St. Augustine School are required to adhere to strict ethical and legal guidelines.

If St. 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 St. Augustine students, whether during school hours or after dismissal, will adhere to the same strict ethical and legal guidelines and policy.

Student Compliance with these Policies

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

I will refrain from accessing or forwarding any newsgroups, links, listservs, 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 the 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 St. 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

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 email.
- If I am not sure how to do something on the computer, I will ask the 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 / Classroom 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 the 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.**

Attendance Policies

The school year is 180 full days for all students in the state of Rhode Island. Title 16 of the general laws of R.I. requires every child who has completed 6 (6 years of life) and has not completed eighteen years of life must regularly attend school during all the days and hours that the school is in session. "Principals are responsible for the regular school attendance of all students. Each absence or tardiness should be carefully investigated." (Diocesan Manual Policy: 117-G)

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 effort to attend every day and to report to every class during the school day.

If the office has not been notified when a student is absent, the parent will be contacted to verify the absence.

Notification of Absences

State law requires that a written note or email signed and dated by a parent, explaining the reason for absence or tardiness is to be sent to the homeroom teacher with your child on the day he or she returns to school either via email or a written note. In addition to these notes, parents of students must call the school before 7:30 a.m. on the day of absence. If an email is sent, please address it to the classroom teacher and cc the office at office@staugustinesri.com. If not notified, the school will contact the parent to determine the whereabouts of the child and the reason for his/her absence. This policy remains unchanged during DL days.

Excessive Absence

Cases of excessive absence will be handled by the administration on an individual basis. Truancy from school is considered a serious matter. Any student who is absent in excess of 29 days in grades two through six, and 23 days in grades 7 and 8 will not be awarded credit for that school year regardless of the 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.

Tardiness

Punctuality is a habit. Students at St. Augustine's are expected to be in their classroom line by 8:00 a.m. Tardiness is disruptive to classes already in session. Consequences for excessive tardiness may involve loss of student privileges. **If students arrive after 8:00 am, parent/guardian ring the bell at the front door and someone will come out to check the student in.** Bus students will not be considered tardy if their bus is late.

Vacation Trips

Parents are asked to plan family vacations during the scheduled breaks. Parents are also asked not to extend the school's scheduled breaks by leaving early or returning late. If parents choose to schedule a trip outside of scheduled breaks, the children are responsible for any school work that is missed. Students will be informed of assignments when they return to school and assignments may be made up at that time. **Assignments are not required to be sent during vacations.** Students have three days to make up assignments. If a larger project is due when a student is going to be away, the project must be completed before the student leaves. Please refrain from planning vacations during final exam time or standardized testing times. Notifications about family vacations should be made known to the principal in writing.

Dismissal

Children should be dismissed from school only in cases of emergencies. Please make every effort to schedule doctors' appointments after 3:00 p.m. Appointments should not conflict with standardized testing dates. Parents should ring the bell at the front door to notify the office staff they are here.

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. 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.**

The dismissal of any student before 2:30 pm will be done from the front office. The following procedural guidelines will be strictly adhered to:

1. A note must be emailed in, the parent must name the person who will pick up the child.
2. The person must be listed on the approved dismissal list.
3. The person must show a picture of a Driver's License or ID.
4. The child is then released to the person who must sign the dismissal log

Dress Code Policy

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. The purpose of uniforms is to minimize distractions so that an atmosphere conducive to learning is fostered. The uniform must be worn at all times throughout the school year, unless permitted otherwise. If the student comes to school out of uniform, whether completely or partially, a phone call home will be made. Students may be given extra uniforms that are kept at the school and/or a behavioral demerit.

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

General Policies:

- **ALL uniforms must be purchased through Donnelly's Uniforms**
- All items of clothing (sweaters, coats, hats, etc.) that may be removed during school should be clearly marked with the student's name.
- The regulation uniform, as stated below, must be worn every day.
- Plain socks, no logos.

- Students must wear only a white T-shirt under uniform shirts.
- All polo shirts, blouses, boys white dress shirts, and sweaters are to be monogrammed with the name of St. Augustine School and must be purchased at Donnelly's School Apparel.
- Blouses and shirts are to be tucked in at all times and not rolled under.
- Mass attire in the winter includes the green school sweater.
- Shirts / blouses are to be tucked in at all times and pants and shorts are to be belted.
- Any shoe worn to school must completely cover the toes and heels. No sandals or backless shoes are permitted. Only flat shoes or shoes with heels of one inch or less are acceptable. Sneakers must be all black or navy (even the icon)
- 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.
- One watch may be worn except for Pre-Kindergarten, Kindergarten and Grade One. **Apple Watches, and any watches that allow internet access or that have cameras/recording capabilities are not allowed.**
- One simple religious necklace may be worn, and one pair of earrings for girls only. No other jewelry is permitted.
- Fake nails (gel, dip, acrylic) must be modest and should be short in length. Long fake nails are not permitted.

Not Allowed Items

- No hiking boots, sling-back shoes, open-toe shoes, flip-flops, sandals, or high top/light up sneakers are allowed when wearing basic uniform.
- High heeled shoes for girls.
- Temporary tattoos or permanent tattoos are not allowed and students will be asked to remove them.
- Makeup, including mascara, fake eyelashes, long fake nails and lipstick or colored lip gloss, is not permitted.
- Facial hair of any kind
- Hats
- Highlight hair (any color, green, blue, orange, etc.), two-toned dyed hair, or hair that is spiked.
- Skirts shorter than 2 inches above the knee
- Body/facial piercings

Hairstyles

Haircuts must be neat with hair kept out of eyes. No irregular coloring of hair, hair streaks, or faddish hairstyles are permitted. No hair color changes are allowed. No shaved ridges, designs, spiked hair, Mohawks, man buns etc. are allowed.

Boy's hair may not extend below the ear lobe or shirt collar, and facial hair is not acceptable. The style is expected to be within appropriate limits which are established at the discretion of the principal.

Jewelry

One earring per ear at a time for girls is acceptable, but for safety purposes, loop and dangling earrings are not permitted. Boys are not permitted to wear earrings of any kind. Small crosses or single religious medals may be worn, but no other jewelry is permitted. See above regarding the watch policy.

School Uniform Dress Code

Standard Uniform

Pre-K Students:

- Green Sweatpants
- Green Sweatshirts
- Green Shorts
- Gray St. Augustine T-shirt – short and long sleeve
- Velcro shoes

Girls K - 4

- White blouse or green/white Polo (K-2 only)
- Green cardigan sweater
- Plaid jumper/khaki pants
- White socks above ankle (no logo)
- White/green tights or white/green knee socks (leggings K-2 only)
- Green fleece jacket with logo (optional)

Boys K-2

- White/green polo
- Green V-Neck or green cardigan
- Khaki slacks
- White socks above the ankle (no logo)
- Green fleece jacket with logo (optio

Girls 5-8

- White blouse
- Green V-Neck sweater or green cardigan
- Plaid skirt/khaki pants
- White socks above ankle (no logo)
- White/green tights or white/green knee socks (no leggings)
- Green fleece jacket with logo (optional)

Boys 3-8

- White shirt with school tie
- Green V-Neck vest or Green V-Neck pullover
- Khaki pants with belt (brown/black)
- White socks above the ankle (no logo)
- Green fleece jacket with logo (optional)

**For the standard uniform the skirt must be plaid*

Gym Uniform

- Gray T-shirt (Short or Long Sleeve)
- Green Sweatshirt
- Green Shorts/Green Sweatpants
- Green Olympian Jacket (optional)
- Green Olympian Pants (optional)
- White socks (no logo)
- Sneakers

Warm Weather Uniform (Standard uniform can be worn all year long)

**In the fall (from the first day of school through last Friday in October) and in the Spring (from April 17 through the end of School), students may wear the following:*

Girls

- *White/Green Polo Shirt*

- *Khaki Shorts/Skorts*
- *White Socks above the Ankle (no logo)*

Boys

- *White/Green Polo Shirt*
- *Khaki Shorts*

- *White Socks above the Ankle (no logo)*
- *Black/Brown Belt Mandatory in gr. 3-*

Shoes

- All shoes must be either solid black or brown loafers tie shoes, Sperry's black/tan.
- Solid black walking shoes and leather Mary Jane shoes are acceptable. Sneakers are allowed as uniform shoes if ALL black - including symbols and soles. (Ex: Nike swoosh - black) Please note: no high tops or black boots.
- Shoes for Kindergarten – Grade 2 must be tie or Velcro with rubber soles. No slip-ons, light-up sneakers, sandals, clogs, open-toed shoes, boots, or shoes with a heel higher than ½")

Free Dress

Students are permitted to come to school out of uniform on special days or with Out of Uniform Passes. Students may dress casually on out of uniform days.

- Jeans, t-shirts, sweat pants and comfortable clothes are permitted.
- Clothes should be modest and appropriate for school. Tight-fitting clothes are not permitted.
- Clothes must be neat in appearance and may not have holes or tears. No skinny jeans or tight fitting pants or mid-drift tops. No leggings in grades 5-8. No ripped or "appear to be ripped" pants.

The following are not permitted:

- T-shirts with inappropriate slogans or pictures, sleeveless tops, sun dresses, etc.
- Low cut necklines
- Tank tops/spaghetti straps
- Hats
- Jewelry/make-up
- Light up sneakers
- Short skirts (skirts must follow the uniform rule of 2 inches above the knee).

Shorts Policy

- During the months of August, September, October, April, May and June shorts are permitted.
- Shorts that are the same length and style as the PE uniform shorts are permitted
- "Cargo" style shorts are acceptable.
- The "finger-tip rule" for length of shorts is **not** the policy of the school. Shorts must be no shorter than 1in above the knee.

Students who do not dress appropriately will call home for a change of clothes. Any violation in the free dress code will result in the parents being called to bring in the appropriate clothing. If this is not possible, the child will be given appropriate clothing. The child will not be allowed to participate in the next free dress day.

Dress Up Policy

On some occasions students will be asked to dress up. These guidelines also apply to picture day. On dress-up days these guidelines apply:

- Girls may wear slacks, skirts, or dresses (skirt length applies the same as the uniform).
- Girls' tops must be modest. No sleeveless tops, sun dresses, or spaghetti straps are permitted.

- Boys' shirts must have a collar.
- Boys are encouraged to wear a tie, but not required.
- Boys may wear a nice sweater that does not have a collar instead of a shirt.
- Students may wear uniform pants, but are not required.
- No shorts (unless uniform shorts and only during the appropriate season)
- No t-shirts with slogans or writing
- No jeans
- Students who prefer may wear their uniforms on dress up days
- Jewelry may be worn by girls on dress-up days.

On Picture Day, students either follow the Dress-up policy or wear their uniform. They may also wear a different shirt with their uniforms.

Spirit Wear/Athletic Wear

***** Spiritwear sweatshirts sanctioned by the school, can be worn ONLY on Spirit wear days or free dress days. This is not formally part of the uniform.**

Athletic, or team wear (Glee Club, Drama, Basketball, Volleyball) can be worn only on dress down days or spirit wear days.

Uniform Check

Uniforms will be checked daily by homeroom teachers. For students in grades K-4, the parents will be contacted by the homeroom teacher. For students in grades 5-8, they will be given a uniform infraction form and parents will be contacted.

Lost and Found

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

Communications Between Home and School

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. FACTS SIS: This platform will be used to provide a Family Portal for parents/guardians and as a way to communicate important announcements
2. The school website (www.staugustinesri.com) will also be used as a form of communication.
3. Principal Newsletters will also be sent home as a means of communicating important information
4. **Each teacher's email address is...firstname.lastname@staugustinesri.com** Teachers are teaching during the day, so please allow 24 hours for a response.

Telephone Use

The school phone is for school business and may not be used by the children, except in an emergency. Students are not permitted to make use of personal cell phones at any time during the school day. Students should know their after school arrangements in the morning, therefore students are not allowed to use the school phone at the end of the day to adjust their schedule. Students staying to meet with a teacher need to make plans in advance, not the day of, so as to coordinate rides home.

School Office

The school office is open on all school days from 7:30 a.m. – 3:00 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 to the teachers and cc the office. Teachers are not able to take phone calls during the day, and personal teacher information will not be distributed.

Parents wishing to see the principal are asked to phone or email for an appointment. **Walk-in appointments are not accepted.**

The teachers are not free to discuss individual problems during the regular school day, the best way to reach teachers is by email. Teachers' home telephone numbers will not be given out. Teachers should not be contacted at home without their permission.

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.

Visitors

No one may go directly to a classroom at any time. All visitors must report to the main office to explain their business at school. If you bring forgotten items to school: i.e. eyeglasses, medication, lunch, etc. these items must be left with main office staff who will bring them to your child's classroom. If a parent is visiting a classroom, he/she must sign in and receive a visitor's badge.

Background Check and Safe Environment

It is the policy of the Diocese of Providence that all persons having contact with children in Catholic schools have a criminal background check (BCI) and Safe Environment Training. St. Augustine School is committed to the safety of all students. Therefore, in order for any parent to volunteer for any school activity, the following two requirements must be met:

- 1) **BCI:** All parents must obtain a BCI disclaimer form from the school secretary, complete the information, provide a copy of government-issued photo ID, and have the sheet signed by a notary public. This is processed through the Office of Education Compliance. The school is notified if the parent has any adverse material on record, and contacts the parent in the event that he/she may not have contact with school children. BCI must be conducted every three years.
- 2) **Safe Environment Training:** All parents must complete Safe Environment Training every three years. The school office records the dates of training, and reminds parents when it is time to renew training.

All volunteers must agree to abide by the “Code of Ethical Conduct” found in the appendix of this *Handbook*. Parents who fail to meet these two requirements will not be permitted to assist with school activities involving children, whether these occur during the day or after hours.

CODE OF ETHICAL CONDUCT

For Employees and Volunteers in the Diocese of Providence

Catholic parishes, schools, and agencies will maintain an environment that is free from all forms of intimidation and harassment: physical, verbal, written, psychological, social, and electronic.

Catholic parishes, schools, and agencies will employ disciplinary practices that respect the dignity of each child. It is not acceptable to strike, shake, or slap a child.

Adults will not provide a gift to an individual young person without prior approval from the administrator of the program.

Adults will meet with an individual young person in an open and public area.

Adults will not be alone with a young person in a residence, sleeping facility, locker room, restroom, dressing facility or other closed room or isolated area.

Adults will not provide alcohol, controlled substances, or pornographic materials to young people at any time.

Adults will not use or be under the influence of alcohol or controlled substances while participating in a youth activity. Adults or minors who are under the influence of alcohol or controlled substances are not permitted to participate in youth events. No alcoholic beverages will be accessible or served during events which are designed specifically for children.

Adults will not drive alone with a young person without parental and guardian consent.

Adults will report abuse or inappropriate activities involving a minor to appropriate personnel immediately.

Adults will cooperate fully with Diocesan and/or law enforcement personnel in any investigation of abuse of children and/or youth.

General Policies

Backpacks

Each child is required to have a backpack in school every day. This is necessary to carry books safely to and from school and to send important communication from the school. Backpacks should be labeled with the child's first name, last name, and grade.

Birthday Invitations

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. In grades PreK-5 students may bring in a nut free snack to share with the whole class.

Custody

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.

Parking

- Parents will park in the back lot behind the school. The back lot will be divided into two sections: half for parking and a student play area. Parents may park there while the students walk into the play area.
- Parents may also enter on the Compton side and drive up to the circle area, drop off their child(dren) and continue out to Mount Pleasant Avenue. If you are dropping off at the circle, please do not park, and walk your child into the schoolyard area. **The circle is for drop off only.**
- Pre-K parents are to park in the parking lot and walk their child(ren) into the school. The entrance is the last door on the left side facing the lot.

School Yard

- Students who are dropped off at school are to stay on school property until the doors are opened at 8:00 a.m. No student should be "just hanging around" on school grounds after school hours.
- The school is not responsible for the supervision of the schoolyard after 2:30 pm, or before 7:30 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.
- 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.

St. Augustine School Advisory Committee

The principal's advisory committee is composed of teachers from each level, a school administrator and the principal. The advisory committee covers a vast area from staffing to academics, to policies and procedures or general issues that arise.

St. Augustine School Board

St. Augustine School Advisory Board is established by the pastor of St. Augustine Church, in accordance with diocesan policy, to assist him and the principal in the governance of the parish school. It is an advisory board. The board is consultative in the following sense: the members cannot act apart from the pastor and principal and cannot make decisions for the parish school without the approval of the pastor and principal.

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. Membership dues will be assessed per family and are to be paid at the time of registration. General monthly membership meetings are held at the school.

Emergency Closing

If it is necessary to close or delay school for any reason, please listen for the following announcement:

Our authorized announcement will be read on the following stations:

All local radio and television stations and their websites.

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 will be delayed for one hour.” School will then begin at 9:00 am instead of 8:00 am, which means before school care will begin at 8:30 am and not at 7:30 am. Thank you.**

Instructions for signing up for your email and text messaging for school closings, delays, and early dismissals are below. This is also found on our website.

From **WPRI.com**: On the 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 the 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.

Health Services

We do not have a full time school nurse on duty. The Providence School Department nurse takes care of the medical records, directs the Vision Screening, and the Audiometric Testing, 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. **The principal and staff will not dispense any medication.**

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.

Immunizations

Newly enrolled students entering St. Augustine's are required to have an updated Physical Examination as well as up to date immunization records. The physical examination form should be no more than a year old. Students entering Pre-K, K and 7th need to submit updated physical examination forms and up-to-date immunization for the grade that they are entering for the upcoming school year.

If a student is missing any required immunization they may be excluded from school until they show proof of these immunizations or proof of a medical exemption.

In accordance with the Rhode Island Department of Health Rules and Regulations Pertaining to Immunizations and Testing Communicable Disease Testing in Preschool, School, Colleges or Universities {R23-1-IMM}

Requirements for students entering Pre-Kindergarten:

- 4 doses of DTaP (diphtheria, tetanus, pertussis) vaccine
- 1 dose of Flu vaccine each year
- 2 doses of Hepatitis A vaccine
- 3 doses of Hepatitis B vaccine
- 3 doses of Hib (Haemophilus influenzae type b) vaccine
- 1 dose of MMR (measles, mumps, rubella) vaccine
- 4 doses of Pneumococcal Conjugate vaccine (not routinely given to healthy children 5 years of age and older)
- 3 doses of Polio vaccine
- 2 doses of Rotavirus vaccine
- 1 dose of Varicella (chickenpox) vaccine

Requirements for students entering Kindergarten:

A student entering kindergarten must have met the pre-kindergarten immunization requirements, plus:

- 1 dose of DTaP (diphtheria, tetanus, pertussis) vaccine
- 1 dose of MMR (measles, mumps, rubella) vaccine
- 1 dose of Polio vaccine
- 1 dose of Varicella (chickenpox) vaccine

Requirements for students entering 7th grade:

A student entering 7th grade must have met the pre-kindergarten and kindergarten immunization requirements, plus:

- 1 dose of HPV (human papillomavirus) vaccine
- 1 dose of Meningococcal Conjugate (MCV4) vaccine
- 1 dose of Tdap (tetanus, diphtheria, pertussis) vaccine

Requirements for students entering 8th grade:

A student entering 8th grade must have met the 7th grade immunization requirements, plus:
2 doses of HPV (human papillomavirus) vaccine

***HPV**

Note: No student should be excluded from school if he/she is not vaccinated against HPV. Per current ACIP recommendations, adolescents 9 - 14 years of age need 2 doses of HPV vaccine for series completion, and adolescents 15 - 26 years of age need 3 doses for series completion.

You may choose to not have your child vaccinated for HPV. You may re-address this issue at any time and complete the required vaccinations.

HPV Vaccination Information Sheet <https://www.cdc.gov/vaccines/hcp/vis/vis-statements/hpv.pdf>

Emotional Support Animals

No emotional support animals will be permitted in the school unless as student's IEP specifically states the need for such an extraordinary accommodation.

Allergies

St. Augustine School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies. St. Augustine school is a nut free school.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies. It is the parents responsibility that the allergy is communicated to the school. Currently, St. Augustine's does not have a full time nurse, therefore families of children with severe allergies are assuming that risk.

According to RI regulations:

- **Regarding epinephrine:** "In the event of a suspected case of anaphylaxis, school personnel may administer the emergency protocol, including an epinephrine auto-injector to a medically identified student when authorized by a parent/guardian and when ordered by a physician or other licensed prescriber" (R16-21-SCHO, section 18.1). *Parents must notify the school of the allergy in writing, ask the school (in writing) to administer the prescription when needed, provide a doctor's order, and keep the prescription up-to-date. The medication must be in a labeled container with the child's name and grade.*

Illness/Sick Day Policy

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. You should keep the child home until they have been symptom free or fever free for 24 hours.

Safe & Secure Storage of Firearms

[Per Rhode Island General Laws § 11-47-60.4. Secure storage information and awareness](#), this is important information related to the safe and secure storage of firearms.

WARNING: Access to a firearm in the home significantly increases the risk of suicide, death during domestic violence disputes, and the unintentional death of children, household members, or others. If you or a loved one is experiencing distress and/or depression, call the 988 Suicide and Crisis hotline or text "HOME" to 741741.

Secure firearm storage is the law in Rhode Island. Rhode Island state law requires gun owners to securely store their firearms any time the firearms are not in their possession or control and to securely store firearms in premises under their control where a child or person prohibited from purchasing or possessing firearms is likely to gain access to them. Failure to secure firearms as required by law may result in fines and/or criminal prosecution. Also, see the following [link](#) posted on our website.

Artificial Intelligence (AI) Use Policy

St. Augustine School recognizes the growing presence of artificial intelligence (AI) tools in education. We are committed to helping students use technology responsibly while upholding academic integrity and encouraging original thinking.

Students may use AI tools (ie. Grammarly, spell/grammar checkers, or ChatGPT) for:

- Proofreading and editing their own written work
- Clarifying grammar or vocabulary
- Learning how to revise or improve sentence structure
- Getting feedback on tone or clarity (under teacher guidance)

Students may not use AI tools to:

- Generate entire essays, stories, or assignments
- Answer comprehension questions or complete homework automatically
- Write original content on their behalf
- Paraphrase or summarize full articles or texts without reading them

Teachers will:

- Provide clear instructions when AI tools are permitted
- Focus on teaching the writing process as a way to mitigate the need for using AI
- Continue to emphasize authentic learning, creativity, and the development of original voice and ideas
- Require students to submit a copy of any text entered into an AI tool with their assignment

Misuse of AI will be treated as violation of the school's Academic Integrity policy

This policy will be reviewed annually to reflect changes in technology and best practices in education.

**St. Augustine Reporting Form
Bullying and/or Cyberbullying**

Name of Student: _____ Grade: _____

Date: _____ Time: _____

Please answer the following questions about this reporting incident:

List the name of the alleged bully, and/or cyberbully. If name is not known, provide any other identifiable information:

Relationship between the student and the alleged bully, and/or cyberbully:

Describe the incident(s):

When and where did the incident(s) happen?

Were there any witnesses? [] yes [] no If yes, who?

Other information, including previous incidents or threats:

I certify that all statements made in the complaint are true and complete. Any intentional false statement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provide only as necessary in pursuing the investigation.

Signatures:

Student: _____

Date: _____

Parent: _____

Date: _____

School official receiving complaint:

_____ Date: _____

School official conducting follow-up:

_____ Date: _____

This document, and any additional documentation provided, shall remain confidential.

Definitions of bullying and cyberbullying Rhode Island Department of Elementary and Secondary Education SAFE SCHOOL ACT STATEWIDE BULLYING POLICY June 2012.

BULLYING means the 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 student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;*
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;*
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;*
- d. Infringes on the rights of the student to participate in school activities; or*
- e. Materially and substantially disrupts the education process or the orderly operation of a school.*

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.

Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

CYBER-BULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

<https://ride.ri.gov/students-families/health-safety/bullying-school-violence>

Right to Amend

St. Augustine School reserves the right to amend this Handbook. Notice of amendments will be posted to the website and sent through email communication.

ST. AUGUSTINE SCHOOL
2025-26 Parent/Student Contract

We, the undersigned, state that we have read in its entirety, the 2025-26 *Parent-Student Handbook* for St. Augustine School - Providence. The school reserves the right to amend the handbook as deemed necessary for just cause. Amendments will be posted online and parents will be given prompt notification. We sign that we have read and understand the handbook, will uphold and follow the policies therein, and recognize the right of the school to establish rules and provide for their enforcement. Please sign and return to your child's homeroom or classroom teacher.

Print Name (Parent or Guardian)

Signature (Parent or Guardian)

Date

Print Name (Student)

Homeroom

Signature (Student)

Date

Print Name (Student)

Homeroom

Signature (Student)

Date

Print Name (Student)

Homeroom

Signature (Student)

Date

**Please submit one signature page per family.*