

Saint Augustine School

Faith + Family + Future

114 South Main Street , New City, New York 10956
(845) 634-7060 (845) 634-8725 –Fax (845) 634-7575-Nurse

www.saintaugustineparishschool.com

Rev. William Cosgrove, Pastor Mrs. Katharine Murphy, Principal

***“THE PURPOSE OF CATHOLIC EDUCATION IS TO COMMUNICATE
CHRIST SO THAT YOUR ATTITUDE WILL BE THAT OF CHRIST.”***

Pope John Paul II

Mission Statement

Our educational mission is to transmit Christian values, ethics, and beliefs within a nurturing atmosphere of academic excellence and to provide the climate necessary for our students to make their own personal commitment to Christ.

Religious Education

Religious education is the cornerstone of our school program. The integration of the intellectual, spiritual, and Christian formation of our students is an ongoing process. At Saint Augustine School, Catholic doctrine is taught at every grade level.

All students attend daily religion classes and participate in Liturgies, Paraliturgies, and seasonal devotions.

Catholic students are expected to study and know those things that are related to their faith. This includes the traditional prayers of the Church, the beliefs that make up our faith, the commandments, and the scriptures appropriate to the age and grade of the child. Our students are expected to be active Catholics who attend Mass on Sundays and Holy Days of Obligation.

At Saint Augustine School, we stress the personal worth of each individual. Each student is respected and is expected to treat classmates and adults with respect as well.

Catholic students in Grade 2 will receive the sacraments of Reconciliation and Holy Eucharist. In Saint Augustine’s Parish, the sacrament of Confirmation is received in Grade 8.

Academic Education

Saint Augustine School is a Pre-Kindergarten through Grade 8 school staffed by New York State-certified teachers. Middle States Association of Colleges and Schools Accreditation was received in 1995 and Reaccreditation in 2007.

The required academic areas includes:

Religion

Language Arts (Speaking, Listening, Reading, Writing)

Mathematics
Music
Art

Social Studies
Science/Health
Physical Education

Spanish (grades 1-8)
Computer Education

The school follows the guidelines and curriculum required by the New York State Education Department and the Archdiocese of New York. Spanish is taught to grades 5-8 twice a week, grades 1-4 have Spanish once a week.

Academic Policies

Academic Expectations

Saint Augustine School expects students to perform to the best of their ability. Teachers evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After a test is graded, it will be sent home for the parent to review and sign. Parent signature indicates that the parent is aware of the student's progress. If a parent does not receive quizzes or tests to sign, the parent should contact the teacher.

Homework

Homework is an essential part of the instructional program. It serves to reinforce learning, to clarify and review material learned in class, and to provide motivation and opportunity for individual growth through creative experiences and in-depth study. Written assignments, daily study, and long-range projects are part of the requirements of every student. Homework includes both written and study assignments. Homework is the student's responsibility. Saint Augustine School urges parents to supervise homework completion and ensure that children read each evening. All homework is expected to be handed in on the day it is due. Long-term projects and reports are required to be submitted on the day they are due.

Students are required to complete all homework and it is expected that parents or guardians sign the completed homework.

The time allotments for homework (written and study) are as follows:

Grades PreK & K	<i>approximately</i> 15 minutes
Grades 1 & 2	<i>approximately</i> 30 minutes
Grades 3 & 4	<i>approximately</i> 45 minutes
Grades 5 & 6	<i>approximately</i> 90 minutes
Grades 7 & 8	<i>approximately</i> 120 minutes

Grades and Grading

Report cards are distributed four times a year for Grades 1 to 8. Pre-K and Kindergarten report cards are distributed twice a year. The report card is a link between the school and the home.

Academic Achievement

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects.

- The achievement mark is based upon the demonstration of mastery of material covered in class such as:
 1. class work
 2. homework
 3. daily quizzes
 4. unit tests
 5. comprehensive examinations
 6. special projects.

The June grade on the report card is an average of the four previous record card grades. This grade will be recorded on the student's permanent record card.

- Numerical marks will be recorded on report cards for Grades 1 – 8. For Art, Music, Physical Education, and Spanish, letter grades will be recorded.
- Passing is any mark 70% or above, or any mark of D or higher.

Character Development

The conduct/effort mark is placed under Character Development as a "Conduct Grade". This mark indicates that the student 1) follows class and school rules, 2) shows care in the use of personal property, 3) treats teachers with respect, 4) treats other students with respect, 5) exercises self-control, 6) listens attentively, and 7) uses technology appropriately.

Honor Roll

Honor Roll for Grades 5-8 requirements are as follows:

- | | | | |
|--------------------------|----------|--------|-----------------------|
| • Principal's List | Averages | 97-100 | NO GRADE LESS THAN 93 |
| • 1 st Honors | Averages | 92-96 | NO GRADE LESS THAN 90 |
| • 2 nd Honors | Averages | 87-91 | NO GRADE LESS THAN 85 |

The subject grades that will be averaged are: Religious Studies, Reading, Language Arts (Composition, Grammar, Spelling/Vocabulary), Mathematics, Social Studies, and Science.

Good conduct is a requirement to receive Principal's List, First or Second Honors. Therefore, a student **must** receive an A (excellent) or B (good) in conduct to be eligible for honors. A student who **does not** receive an A or B in conduct, **will not receive Principal's List, First or Second Honors even though subject grade averages might warrant it.**

Report Card Distribution

Report Cards are distributed in November, January, April, and June. Report cards will be withheld if financial obligations have not been met and fees are outstanding.

Report Cards may not be distributed before the assigned date. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card will be mailed on the last day of school.

Assessments

In addition to class and school exams your child will also take part in the Archdiocesan testing program which includes the Archdiocesan religion test, annual standardized tests, and New York State Education Department assessments. These tests measure academic growth over a period of time.

Standardized Tests

<u>ITBS TESTING – Administered in the Fall of each Academic Year</u>	
Grade K	
Grade 1-8	Core Battery (All grades)
	CoGAT (Grades 2,4,5, and 7)

Archdiocesan Tests

Religion Test	Grade 3 to 8	June
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NY State Tests

<u>New York State Testing</u>	
Grade	Tests
4	English Language Arts, Mathematics and Science
6	English Language Arts and Mathematics
8	English Language Arts, Mathematics and Science

The faculty of Saint Augustine School reviews these test results regularly for the purpose of promotion or retention and grouping for reading and math in conjunction with classroom performance.

Accidents

A student accident insurance fee is added to every child's book bill. In the event of an accident during school hours you may obtain a claim form from the office. Please note that the school accident insurance usually is secondary to the parent's own medical insurance coverage.

Admission Policies

Roman Catholic Schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Thus, with discrimination so repugnant to their nature and mission, Catholic Schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, and gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York whether owned or operated by the Archdiocese, the parishes of the Archdiocese or religious communities with the Archdiocese.

The process for admission to Saint Augustine School is: parents must complete the school application form and provide all required documents. Students entering Kindergarten will take a development test. Students entering grade 1-7 will take a reading test. Following an interview and evaluation of the application and test results, the parent will be notified about the status of the child.

Saint Augustine School gives preference in admission first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish; third, to Catholic students whose parents are active in another Catholic parish; fourth, to non-Catholic students.

After School Program

St. Augustine School instituted an after school program in the school year 2006-2007. If you are interested, please contact the Main School Office for information.

Announcements

Informational announcements and morning prayers are handled through the school P.A.

- Courteous attention is expected when any message is presented.

- Reverence and attention are essential during prayers.
- All announcement requests must be submitted to the office in writing and approved by the Principal.

Information about activities, events, important reminders etc. are sent to parents/guardians every Sunday and as needed via email. It is essential that the school office is notified of any changes to your email address.

Attendance

Attendance at school is a state law for all children between the ages of six and sixteen. No pupil shall be permitted to leave school before the regular dismissal time, except in case of illness or doctor's appointment that cannot be made after school hours. To obtain a leave from school, a written statement from the parent is required, and must be approved by the Principal. If an emergency arises, please call the office. The school administration makes the final determination whether an absence is excused or unexcused based on the NYS attendance guidelines.

Excused Absence: A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather; all other absences are unexcused.

Lateness: A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness, and the child may be required to make up time missed.

The day on which a child returns to school after an absence, he/she is required to present to his/her teacher a dated note, signed by his/her parent or guardian, stating the reason for the absence. When a child returns to school after a communicable disease, a doctor's note is required. If the child does not present an absent note, he/she must report to the Health Office before he/she can be admitted to class. No child will be sent home because of illness unless accompanied by his/her parent or an adult authorized by the parent. The adult calling for the child must first come to the office.

Removing the child from school for an extra vacation during school time should be given very serious consideration by the parents. Teachers are not able to anticipate absences, nor can they practically make up work with students who are absent because of an extra vacation, but students are held accountable for all missed work.

Doctor or dental appointments should be scheduled for after school or on Saturdays. Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to ensure that does not happen. If it is necessary for a child to be dismissed during the school day, the parent or adult chosen by the parent **MUST** come to the school for the child. The school must be informed ahead of time about such occurrences.

When a child is absent, the parent/guardian is required to call the school Health Office at 845-634-7575 before 9:00 a.m. The answering machine is put on at 3:30 p.m. so you can call in absences in the evening. **Absence notes are still required in addition to the phone call.**

Student lateness interrupts the learning process for the tardy child as well as all other children in that classroom. Any student arriving at school after the published opening time is considered late. On days when a child is late, the student is required to present to his/her teacher a **dated** note explaining the reason for the tardiness, which has been signed by a parent/guardian. The student must also obtain a late pass from the main office.

Birthday Parties

Your child is more than welcome to bring in a treat to share with his or her classmates on that special day; however, we ask that you abide by the following directives. You may send in either cupcakes or donuts. Serving beverages, ice cream, and cake or cookie cake that must be cut; lighting candles, and distributing candy and goody bags, is quite time consuming and often is messy as well. Therefore, we ask that you reserve these types of treats for your child's "out of school" celebration.

Books

All books must be properly covered. Contact paper is NOT to be used to cover any books obtained under N.Y.S. Textbook Loan. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost.

1. **ASSIGNED TEXTBOOKS:** When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:
 - a. the pupil's name be placed in the space provided in each book
 - b. the teacher make a record of the number of the book
 - c. the teacher make a record of the condition of the book
 - d. In September, each child will put a clean cover on each textbook received. In June, all textbooks are collected, extra materials and covers are removed.
 - e. all workbooks are collected in June.
2. **SUPPLEMENTARY BOOKS:** When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the children for any length of time, his/her name must appear in the book and the teacher should have a record of this.
3. **LIBRARY BOOKS:** Books may be borrowed for two weeks. Books are charged to the child so that he/she will have the experience of signing

out a library book and abiding by due dates. All lost library books must be paid for so that the school can purchase an additional copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.

Buses/Transportation

Bus transportation is handled by the local district. The transportation department will not allow children to ride home on a different bus without written permission. Children are not allowed to ride on a bus from a district different from that in which they live unless the parent receives special permission from the bus company. This is for the children's safety and to prevent overcrowding. With the approval of the bus company and written permission of the parent or guardian, students may ride another bus within their district.

Bus transportation is necessary for the majority of the children, and parents are requested to encourage their children to cooperate with the drivers through courteous behavior. Students and parents should consider riding on the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude at all times on the bus. Children are permitted to speak in low tones, but they must remain seated while the bus is in motion. Any child who refuses to conform to the regulations of school transportation may forfeit his/her right to transportation. The school also has the right to suspend children from school for inappropriate behavior on the bus.

Application for transportation must be made by April 1 for the following year.

Nanuet	627-9819	East Ramapo	577-6490
Nyack	358-5700	North Rockland	942-3000
Clarkstown	639-6380	Haverstraw	429-3407
South Orangetown	680-1662	Chestnut Ridge	735-2200
Pearl River	620-3857	Ramapo Central	357-7783

Walkers must present a **dated** note, signed by the parent or guardian, stating the name of the person picking up the child. No child will be placed on the walker's line unless a note is brought in on the appropriate day. Students who are daily walkers must submit one note at the beginning of the school year.

Cell Phone Policy

Since we have been experiencing more and more students bringing cell phones to school, it was time to institute a cell phone policy. If you decide to allow your child to carry a cell phone, please sit down with your child and review these basic guidelines:

- ***In grades 5-8, cell phones will be collected daily by the teacher when first entering the room in the morning and returned to the student at the end of the day.***

- ***In instances when students in grades K-4 have a cell phone, he/she must turn it OFF when entering the building and keep it STORED in his/her backpack during the school day.***
- The School will not be responsible for a lost or damaged cell phone.
- The student should understand that a cell phone is a tool to communicate with their parents and is not a toy.
- If a student does not follow the guidelines, his/her parents will be called and the student may lose the privilege of bringing the cell phone to school.

We are aware that many families find comfort in the ability to keep in touch with their children through cell phones. We want to assure you that your child does have access to a phone in the Main Office and that every classroom has access to the Main Office through our loudspeaker system. We are vigilant in our efforts to keep the building secure.

Change of Address

For the purposes of mailing and/or emergency, the office must be informed immediately if there is a change of home address, telephone number, cell phone number, or email address.

Child Abuse Laws

Under NYS law, school officials are ***legally obliged to*** report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

If the teacher or school nurse suspects abuse or neglect, he or she must immediately confer with the Principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.

Child Custody

Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars, etc...

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc... Such parents may be asked to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

Communication

Since as parents you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss

student achievement as well as to develop means to assist students in areas of difficulty.

A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question. The teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that ensures privacy, never in a hallway or on the street. A parent who is refused such a meeting should notify the Principal.

Conferences

Parents are always welcome at school. However, to ensure the smooth operation of our schedules, we ask that you call ahead for an appointment. Any parent wishing to confer with a teacher should request an appointment in writing. Please include days and times that would be convenient for both you.

Parents may not go to classrooms during school hours without permission from the main office. Parents who receive a written note from a teacher should send a written response rather than a verbal message with the child. Teachers should not be visited or called at their homes.

Confidentiality

There is a professional and moral ethic that requires all persons to safeguard any and all information of a privileged nature. It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information with the Principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section on Child Abuse.)

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. Always a sense of sacred trust should prevail.

Crisis Plan

Saint Augustine School has crisis plans on file with the appropriate offices of the Archdiocese, local school district aid, local police aid, and emergency agencies as is necessary. Information concerning crisis situations will be broadcast on WHUD, (100.7FM) and sent out via our emergency notification system (IRIS) should an emergency occur.

Daily Schedule

The following schedule will be observed by Grades K - 8:

8:50 a.m.	School Begins
11:45 – 12:35 p.m.	First Lunch (Gr. 5 - 8)
12:20 – 1:10 p.m.	Second Lunch (Gr. K – 4)
3:10 p.m.	Dismissal

Pre-K A.M.	9:00 a.m. – 11:30 a.m.
Pre-K P.M.	12:15 p.m. – 2:45 p.m.

*****Dismissal 11:00 a.m. for Faculty Meetings for all students Pre-K through grade 8.**

Before 8:30 A.M. Saint Augustine School does not have staff available to supervise children on school grounds. Students should not arrive on the school grounds prior to 8:30 A.M. and parents must arrange pickup at dismissal times. IN THOSE INSTANCES WHEN STUDENTS ARRIVE ON THE SCHOOL GROUNDS PRIOR TO 8:30 A.M., PARENTS MUST PROVIDE FOR THEIR PROTECTION AND SUPERVISION OR HAVE MADE PRIOR ARRANGEMENTS FOR EXTENDED CARE.

To avoid interruption during the school day, any messages, forgotten lunches, books, etc., must be taken to the OFFICE and not to the classrooms while school is in session. The school office will see to it that the child receives these items.

Discipline Code for Student Conduct

Parents choosing Catholic school for their children frequently cite our commitment to structure and discipline as a major reason for their investment in Catholic education. Our students are to conduct themselves at all times as examples of Christian behavior and exhibit the values of their family, the Church, and our school community. Good classroom order in a structured environment helps to ensure the safety of all children, facilitate learning, and promote self-control and self-respect in the individual child.

While most parents find our approach to discipline to be very favorable, there are instances when a child breaks a rule and must suffer the consequences of his or her action. It is then that a parent may attempt to debate the fairness of the school policy or make excuses for the child's misbehavior. The rules of this school have been carefully considered and were established to ensure the safety and well-being of all students, as well as to structure a wholesome environment in which learning is valued,

nurtured, and facilitated. These rules apply to all students and are non-negotiable. By enrolling a child in this school, the parent agrees to abide by and support of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

Teachers discipline students directly for minor classroom disruptions, for not coming prepared to class, not being in the complete school uniform, for not completing assigned homework, for minor verbal disputes with other classmates, or other incidents which interfere in the teaching-learning process for the child and his or her classmates. Parents are notified of classroom problems by the teacher and are asked to help the teacher to ensure that inappropriate behavior is modified.

Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the Principal of the school immediately by students or parents.

It happens that some classroom discipline issues may be referred to the administration of this school. This would include chronic minor problems listed above or major problems such as, but not limited to, chronic lateness, the verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; defiance; indecent language or gestures; defacing property; leaving school property; fighting; physical, sexual, or verbal harassment of a fellow student; violent behavior; stealing; vandalism; or the possession of drugs, alcohol, or a weapon. The administration handles such matters in a variety of ways depending on the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity.

For acts such as those stated above students are given appropriate consequences as stated in The School's Disciplinary Policy. Repeated violation of these rules and regulations may result in suspension from school or the non-re-registration of the child for the next school year.

For more serious acts of misbehavior such as harassment, fighting, stealing, vandalism, and swearing at or being disrespectful to an adult in the building, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

If a child engages in a fight, which causes injury to another child or adult, the police will (likely) be called and then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to expel such a child.

In cases in which a child brings a weapon to school, the police are notified, and then the parents are called. The school reserves the right to expel a child for the possession of a weapon.

It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents his or her parents and the entire school community. Therefore, the school reserves the right to punish students for acts such as, but not necessarily limited to stealing, fighting, vandalism, harassment or any other type of threatening or inappropriate misconduct (personally, via the telephone or the Internet). The use of personal electronic devices including but not limited to cell phones, cameras, camera-phones, PDA's and the like are prohibited. (See also – Cell Phone Policy and Telecommunications Policy). Such misconduct could result in any number of punishments including the possibility of suspension or expulsion.

The following items are **NOT PERMITTED** in school: matches, cigarettes, firecrackers, knives, beepers, I-Pods, cameras with the exception of prior teacher permission, cellular phones, walkmans, yo-yos, portable CD players, Discmans, cassette players, and handheld electronic games, including DS players, PS players, and DSI players..

Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

Dress Code

Your school uniform confirms your attendance at Saint Augustine School and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform ***always remembering that by wearing it inside and outside the classroom and the school you are representing the school, and your behavior should be a credit to both yourself and the school community.***

We expect all students to be clean and neatly groomed each day. All students are required to wear the complete uniform beginning the first day of school and throughout the school year, unless directed otherwise by the Principal. Please help us to encourage good grooming by seeing to it that your children are properly attired when leaving for school each morning. There will be no deviations from the uniform. If a student has not received the proper uniform by the opening day of school, a note is required to excuse the student. Uniform regulations will be strictly enforced. **There will be no exceptions.**

Gym Uniform for Grades K-8

Green mesh shorts with school emblem, gray T-shirt with school emblem, green sweatshirt and sweatpants with school emblem, optional gray St. Augustine School varsity sweatshirt (crew neck or hoodie) or black watch plaid flannel pajama bottoms,

white socks and sneakers. NO slip on sneakers are permitted to be worn for Gym. NO JEWELRY MAY BE WORN ON GYM DAY (SAFETY ISSUE).

Winter Uniform for Grades K-4

Girls: Plaid jumper with green knee socks or green tights; white short sleeve golf shirt with school name; hunter green cardigan sweater with school name; black, brown, or dark blue rubber soled shoes that tie– nothing above the ankle is acceptable. Mary Jane shoes are permitted. The following types of shoes are **NOT allowed**, tie shoes with high heels, “Skechers Shoes” with elastic straps, non-tie shoes with heels, or slip on shoes (AKA “ballet slippers”). Khaki pants are optional December 1- March 31.

Boys: Hunter green cardigan sweater with school name; white short sleeve golf shirt with school name; hunter green pants **MANDATORY WITH BELT**; dark or white socks; black or brown shoes – no colored sneakers or work boots – nothing above the ankle is acceptable.

Summer Uniform for Grades K-4

White short sleeve golf shirt with school name; hunter green shorts **WITH BELT** for girls or boys; white socks that must come above the ankle and sneakers for girls and boys. The **summer uniform** can be worn by both boys and girls during the months **September/October and May/June**.

Winter Uniform for Grades 5-8

Girls: Bloused golf shirt, effective September 2006, (either short or long sleeve); box pleat skirt (**LENGTH OF SKIRT MUST BE 1 ½ INCHES ABOVE THE KNEE AND NO HIGHER**) with green knee socks or blue or green tights for Grades 5&6 and for Grades 7&8 **MUST** wear blue, black or green tights; V-neck pullover sweater with school name; black, brown, or navy blue rubber–soled shoes that tie, or Mary Jane shoes; **NO** tie shoes with high heels, **NO** “Skechers Shoes” with elastic straps, **NO** non-tie shoes with heels, **NO** slip on shoes AKA “ballet slippers”, **NO** PLATFORMS, **NO** clogs, and **NO** Flip Flop shoes are allowed. Shoes must have a back. Khaki pants are optional December 1- March 31.

Boys: Oxford shirt (either short or long sleeve); hunter green pants **MANDATORY WITH BELT**; school tie; V-neck pullover sweater with school name; dark or white socks; black or brown shoes – no colored sneakers or work boots – nothing above the ankle is acceptable.

Summer Uniform for Grades 5-8

White short sleeve golf shirt with school name; hunter green shorts *with belt* for girls or boys; bloused golf shirt for girls; plaid skort for girls (**LENGTH OF SKORT NO SHORTER THAN 2 INCHES ABOVE THE KNEE**); white socks that must come above the ankle and sneakers for girls and boys. The summer uniform can be worn by both boys and girls during the months September/October and May/June.

- **Colored** nail polish is **unacceptable** during school hours in grades K-8. Clear or natural nail polish will be allowed. French manicures will also be allowed.
- **Make-up** is **unacceptable** during school hours. If your child is found wearing make-up, she will be sent to the nurse, where she will call you and inform you

she is wearing make-up. She is then expected to wash it off. If this is an unacceptable remedy for you, you must come to school with the appropriate cleaning materials to remove the make-up. Your child will **NOT** be permitted back in class until the make-up is completely removed. Your child will be responsible for any work she misses while out of class.

- **No dangling or hoop earrings** may be worn by the girls in grades K-8 (SAFETY MEASURE)
- **NO EXCESSIVE OR INAPPROPRIATE JEWELRY** is permitted
- Tattoos, facial jewelry (nose rings, etc), and piercings are **not permitted** at any time.
- Boys are **NOT** permitted to wear earrings at any time.
- Boys' hair should **NOT** be longer than the collar of their shirt.
- Bangs are not to be so long that they impede vision.
- Extreme hairstyles, fad haircuts, and bleaching/dying/frosting of hair, and unnatural hair colors are **NOT ACCEPTABLE** for either boys or girls.

During the cold weather, students are to wear the **hunter green St. Augustine School uniform sweater or the uniform school sweatshirt or gray St. Augustine School sweatshirt (crew neck or hoodie) on gym days. Other types of sweaters or sweatshirts are not to be worn.**

Personal Appearance

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. Hair should be clean and well groomed. When appropriate, children should be instructed in the use of deodorant.

Uniforms should be clean and neat.

Hair should be clean and well groomed. The boys' hair should not be below the shirt collar. Bangs should not be so long that they impede vision.

Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents and with the Principal will be made.

All uniforms must be purchased through Flynn and O'Hara Uniform Company. Order forms with the address and phone number are available in the School Office.

Dress Down Days Dress Code

St. Augustine School expects the students to remember that on dress down days we are still in school and still must dress appropriately.

The following items of clothing are **NOT ALLOWED** to be worn on dress down days:

- Midriff tops
- Tight fitting tank tops
- Spaghetti strap tops

- Low cut blouses or shirts (especially v neck)
- Basketball jerseys or mesh tops – must have tee shirt on underneath
- Tee shirts with inappropriate pictures, words or phrases
- Short skirts
- Short shorts ie. “soffe” shorts
- Ripped jeans
- Tight fitting pants or capris
- Hip hugger pants
- Flip flops
- Clogs & Crocs
- Flip Flops or Flip Flop sandals
- High heel sandals or shoes, or high platform shoes or sandals
- Excessive amount of jewelry – this includes oversized dangling or hoop earrings
- Makeup
- Colored nail polish
- Heavy chains as necklaces or used to attach wallet to pant loops
- Any type of jewelry (necklace, bracelet, ring, etc.) that has sharp points.

If the dress down day dress code is not followed, your child will contact you to bring appropriate clothing to school. Your child will **NOT** be permitted to attend class until he/she is appropriately dressed.

St. Augustine School has the right to amend the Dress Code, at the discretion of the Principal and Faculty, at any time within the school year when necessary. Parents will be notified of any changes made to the Dress Code.

Drug and Alcohol Policies

Saint Augustine School shares a genuine concern for the widespread problems of drugs and alcohol. Drugs and alcohol abuse is a major threat to the health, education, and welfare of students.

The use, possession, distribution, or sale of any drug or alcoholic beverage is a serious offense. The use and/or possession of drugs or alcohol on school property or during school activities is strictly forbidden.

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, St. Augustine School will follow the policy as stated below:

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the Principal immediately
- The Principal will verify teacher observation and will notify the parents, the police may be called, and the parents must pick up the child immediately
- Should it be determined that the suspicion is accurate, the parents will be expected to follow the recommendations of the school Principal if the child is to continue at St. Augustine School

- Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition will be barred from attending or participating in that ceremony, party, dance or school outing. Parents will be notified and appropriate action will be taken which may include suspension or expulsion from school. The situation will be handled in confidence and with respect for the student and the student's family.

Electronic Devices

Any electronic device such as cell phones, I-Pods, beepers, hand-held and other personal electronic devices that may distract the student, other students, or the class as a whole during the course of the school day is prohibited. If a student is found texting another student during class, parents will be notified and appropriate disciplinary action will be taken. If a student is caught texting during a test, the students involved will receive a 0 grade. There are no exceptions.

Emergency Closings/Delayed Openings

The decision to close school because of severe weather conditions will be announced on radio station WHUD (100.7 FM). The report will be given to the radio station as soon as it is feasible. On a snowy day, if you hear that all Clarkstown Schools are closed, that includes Saint Augustine School. If Clarkstown Schools have a delayed opening, Saint Augustine School will have the same delay.

If a school system, other than Clarkstown Schools, has closed school for the day because of the weather and Clarkstown Schools remain open, do not bring your child to school by car unless you can provide transportation back home at the end of the school day.

The IRIS Alert System will advise parents of all weather related situations - early dismissal, delayed school openings, and closings as well as any situations deemed necessary by the Principal.

Log on to our school website, www.saintaugustineparishschool.com for updated information as it becomes available.

St. Augustine School will use the IRIS Alert System for Schools. It is the responsibility of the parents to inform the school when there is a change in any information.

Emergency Numbers

The school office requires a form be filled out for each child indicating a choice of two homes to which your child can be sent if he/she becomes ill or if it is necessary to have an early dismissal. It is important that you give names, addresses, and telephone numbers of persons who are usually at home during school hours and who

are willing to pick up and care for your child until you return home. Please be sure to notify the school office if any changes in choice of emergency numbers should occur.

Expectations and Responsibilities for Students

Students attend Saint Augustine School in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- try to do their best work at all times.
- treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes or disruptive behavior.
- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- speak in a well-modulated tone of voice.
- observe the school dress code, including standards on no-uniform days.
- help care for school property and keep the school free from damage and defacement.

The formation of a Christian character is a vital concern of the school, and it will expect from each student Christian behavior at all times. The four rules of behavior are:

- Students **must accept the responsibility of their behavior** and accept the consequences of such behavior.
- Teachers accept the responsibility to establish structure that is realistic in order to program academic material to fit the needs and abilities of their students and to encourage academic and social responsibility.
- A student has the opportunity to be in school. With that privilege comes the responsibility to respect other students and to become actively and productively involved in his/her own academic growth.
- In order to maintain a classroom that allows all children to learn, each teacher will develop a classroom discipline plan according to the philosophy of assertive discipline.

The discipline of any unacceptable behavior is at the discretion of the Principal and the teacher. Parents will be notified of instances of misbehavior. Proper measures will be taken to correct the situation.

Extended Care

St. Augustine School instituted an after school program in the school year 2006-2007. If you are interested, please contact the Main School Office for information.

Extracurricular Activities

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (classwork and homework). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the Principal holds the final determination.

Faculty Meetings

When Faculty Meetings are scheduled, **all children in Grades Pre-K - 8 will be dismissed at 11:00 A.M.** Please check monthly and yearly calendars for the exact dates of Faculty Meetings.

Field Trips

Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has an absolute right to a field trip. All field trips are optional. Care has been taken to keep the cost at a modest amount.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience ensure 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. No teacher will be asked to assume the legal responsibility for any child whose behavior has been consistently disruptive or unpredictable.

- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. **Verbal or faxed permission cannot be accepted.** Without such form, no child may participate in the trip.

Financial Policies

1. TUITION Schedule: Grades Pre-K - 8

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Failure to do so serves to breach the contract that we make with parents and this could result in the suspension of a child for delinquent tuition or fees.

Tuition is handled by SMART Tuition. Any parent experiencing a problem should notify the Rectory immediately. Formal re-registration for the upcoming school year occurs in February. The re-registration fee is \$30.00. The activity fee for that school year must be paid for each child by the end of March. A late charge is attached to the fee for those individuals who do not meet the deadline. All tuition for the current school year and fees for the upcoming school year must be paid by May 1st to ensure your child(ren)'s place in class for the upcoming school year. No seats will be held unless you have registered by the deadline, and have paid all fees and tuition for the upcoming year in full by June 1st. We must ask for your assistance in this matter. The tuition schedule may be obtained at the school office.

2. FEES

All fees should be paid on time. If there are outstanding fees at the time of report card distribution, the report card will be withheld until fees are paid. Problems or difficulties involving finances must be taken up with the Pastor. Please contact him at the rectory.

Your participation in ongoing religious, educational, and voluntary programs of our school is vital to our school and to our children. We thank you for the cooperation and support you give to Saint Augustine School.

3. PIP (Parent Involvement Program) REQUIREMENTS

Through the HSA, parents can become involved in their child's education through the lunch program, teacher aides, library supervision, Home School Board, and various other activities.

- Each family is asked to complete **twenty** (20) hours of service each year chosen from the list of eligible activities in addition to a **mandatory** four (4) nights of Bingo. Single parents and parents of 8th grade students are only required to complete ten (10) hours of service and two (2) nights of Bingo. If you choose not to volunteer, you will be billed \$10.00 per hour, and the additional \$75.00 per night of Bingo.
- If you choose **NOT** to volunteer for Bingo, you may buy out of working Bingo at the cost of \$75.00 per night. **This is separate from the \$200.00 PIP fee.**

- **Volunteer hours are required per family not per child.** Hours may be earned by adult members of the family.
- **The PIP fee of \$200.00 is due in advance each year** (\$10.00/hour times 20 hours). You can also elect to roll over your credit towards next year's fee rather than taking a refund check. However, if a family does not volunteer the mandated hours, they will forfeit the \$200.00. Completed hours that are less than the 20 hour requirement will be prorated at \$10.00/hour and credited towards your refund. The remaining monies will be forfeited.
- The PIP hours for each school year will be accumulated from **May 1st of the previous school year through April 30th of the current year.**
- **All volunteers must complete a background check as well as an Archdiocesan approved training session called "Safer Spaces".**

From time to time extenuating circumstances may arise that will prevent a family from fulfilling the program requirements. The family may, **in writing**, petition the Principal to modify the family's PIP obligation. Modifications, if granted, last only as long as circumstances prevent the family from participating or paying the full activity fee. **Each exemption is only good for the school year in which it is requested.**

All petitions for exemptions must be requested at the beginning of the school year, no later than November 1st, or at the onset of the family emergency if it occurs after November 1st.

4. FUND RAISING ACTIVITIES

Fund-raising by your Saint Augustine Parish School Home School Association (HSA) is an integral and critical part in the operation of the school. Fund-raising proceeds are used to benefit many and varied aspects of the school's education program. Your HSA has two major fund-raising events: one in the Fall, our gift-wrap sale, and one in the Spring, the sale of Easter candy. Generally, there is also a HSA Spring event, the nature of which varies from year to year.

The important fact is that ALL net proceeds from the HSA are used to enhance our children's learning experience at Saint Augustine School. You are a key component of the HSA. Your support is crucial to the School's (our children's) success!

Fire Drills

Fire drills at regular intervals are required by the law and are an important safety precaution. State law requires twelve fire drills each year, eight of which are to be held between September 1st and December 1st. Students have been given specific instructions concerning drills. During a fire drill, people must evacuate the school building. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students.

Guidance

A guidance program is a resource available to Saint Augustine School students. Service may include counseling, psychological intervention and support for families experiencing change.

Guidelines for the Education of Non-Catholics

Parents must be made aware of the intentional Catholic witness in our schools. Saint Augustine School as a Catholic school within the Archdiocese of New York has as its primary mission the formation of children in the Catholic faith.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

Harassment Policies

Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

Saint Augustine School provides a safe environment for all. Verbal, Internet, or written threats made against the physical or emotional well being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including detention, suspension or expulsion. Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services. If you believe that your child is being harassed, please notify the Principal immediately.

HIV/AIDS Curriculum

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on *HIV* and *AIDS* to all students in Grades K –12. The Archdiocesan schools use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV

unless the following conditions are evident as determined by the student's physician and parents (or legal guardian), together with the school administrator and pastor. The conditions are:

- The student is not toilet-trained or is incontinent, or unable to control drooling.
- The student is unusually physically aggressive, with a documented history of biting or harming others.

Illness

If a child has a chronic illness such as asthma or a condition that warrants frequent use of the bathroom, it is the parent's responsibility to notify the school and classroom teacher in writing in September so that we are aware of the condition.

Immunizations

Students are required to have all inoculations as suggested by the Department of Health before admission to the school.

New York State Immunization Requirements for School Entrance and Attendance

New York State (exclusive of New York City)

Pre-K, Nursery, Daycare	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if Administered \geq 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95; DSS licensed daycare centers also require Tetanus and Pertussis vaccinations
K – 12 (born before 1985)	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella
K – 12 (born on or after 01/01/85)	3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella and 3 Hepatitis B for children born on or after 01/01/93
College (born on or after 1/1/57)	2 Measles, 1 Mumps, 1 Rubella

New York City Department of Health, Bureau of Immunization, 2 Lafayette Street, 19th Floor, New York, NY 10007 (212) 676-2273

New York State Department of Health, Bureau of Communicable Disease Control - Immunization Program, ESP, Corning Tower, Room 649, Albany, NY 12237 (518) 473-4437

**Varicella Vaccine
Required**

Immunization against varicella (chickenpox) is now required by law. In 1999, Public Health Law Section 2164 was amended to require the following children to be immunized against varicella:

- all children born on or after January 1, 1998 and are entering Kindergarten in September 2003
- children born on or after January 1, 2000 and are enrolled in any school.

The administration of varicella vaccine is not recommended for children under the age of one.

Information on varicella vaccine was not required to be entered on the immunization survey form until September 2001.

Insurance

Information concerning the student accident insurance program is sent home during the Fall. It is **mandatory** that each student be covered by this insurance. All inquiries may be addressed to:

Catholic Mutual Group
4223 Center Street
Omaha, Nebraska 68105-2498

This insurance program covers accidents in school, as well as any incurred going to and coming from school, and in school-supervised trips.

Electronic Communications, Internet and Computer Use

General Principles

In using the internet, computers, and the various methods of electronic communication, adults who are working with minors in Archdiocesan institutions and programs must maintain appropriate behavior, and serve as examples of Christian conduct. They must also take care to avoid any situation or conduct that might be misinterpreted, or that might be the source of scandal for themselves or others.

Definitions

- a. The term "electronic communication" shall include, but not be limited to, telephone, cell phone, email, text messaging, instant messaging, comments posted on blogs or websites, chat rooms, social networking sites, on-line gaming, file transfers, internet phone calls, internet video or audio conferencing.
- b. The term "indecent material" shall include, but not be limited to, inappropriate sexually explicit or suggestive images or written material. The determination of whether material is indecent shall be in the discretion of the responsible administrator of the Archdiocesan institution or program, based on the moral

- doctrines of the Church and civil law.
- c. The term “webpage” shall include, but not be limited to, a website, a page on a social networking site, and a blog.
 - d. The term “minor” shall mean any person under the age of eighteen, who is not related to the adult, and with whom the adult is working or has previously worked in an Archdiocesan institution or program.

Proper Relationships and Electronic Communications

- a. Because of the easy, informal, and at times anonymous nature of many forms of electronic communication, the proper relationship between adults and minors can easily become confused. Adults must make sure that their use of electronic communication maintains a proper professional relationship with minors, and does not create or give the appearance of an inappropriate relationship, or encourage inappropriate behavior.
- b. In using electronic communications, proper and healthy boundaries between adults and minors must always be maintained:
 - 1. Excessive familiarity or a purely social relationship between adults and minors are not appropriate. Adults must recognize that there is a difference between being "friendly" and being "friends" with children. Minors are not peers of an adult who works with them in a church program or institution.
 - 2. It is always inappropriate for there to be a "special" relationship between an adult and a young person, or to give the appearance that a minor is a "favorite" of an adult.
 - 3. Adults are never to take on a role of a "surrogate parent" or "confidant" to a minor with whom they are working.

Electronic Communications in General

- a. Any adult who misuses any form of electronic communication or computer is subject to disciplinary action, including dismissal from employment or volunteer service.
- b. Adults shall not transmit or display any indecent material to minors by any means of electronic communication.
- c. There shall be no private direct electronic communication between an adult and a minor, except as provided below.
- d. Adults should send all electronic communication to minors through their parents or guardians.
- e. If electronic communication is necessary for the orderly operation of an activity sponsored by or connected with an Archdiocesan institution or program (e.g., to notify participants of changes of schedule, weather cancellations, etc.), the adult moderator of that activity should contact a parent or guardian first, and then subsequent communication should be from parent to parent, or from minor to minor (e.g., through a telephone tree).
- f. An Archdiocesan institution, or an adult moderator of an Archdiocesan program, may send group emails to minors with whom they are working in an Archdiocesan institution or program (e.g., an email to all members of a club to notify them about scheduling matters or to remind them of events). Only

matters relating to the activity are to be communicated, and parents or guardians are to be sent a copy of such emails, if possible. An official email account of the Archdiocesan institution or program must be used for these communications, and never a personal account. In all such direct communication with minors, a proper professional relationship must be maintained at all times.

- g. If an adult is serving as a chaperone on a trip sponsored by or connected with an Archdiocesan institution or program, the adult may have direct electronic communication with a minor to the extent that it is necessary for safety or maintaining order (e.g., a telephone call or text message to a minor who has become separated from the group). Only matters relating to the activity are to be communicated, and such communications must be immediately terminated when the trip is concluded or such communications are no longer necessary. In all such communication with minors, a proper professional relationship must be maintained at all times.
- h. An Archdiocesan institution or program may establish a system for sending emergency alerts to minors through text messages, emails or voice mails (e.g., a warning about a significant imminent threat to safety at a school). Only matters relating to the emergency are to be communicated, and parents or guardians are to be sent a copy of such alerts, if possible. This system shall only be used for emergencies, and not for routine communications.
- i. If a minor initiates an electronic communication with an adult, the adult shall advise the minor that, under the policies of the Archdiocese, private direct communications are not permitted between an adult and a minor, and then seek to establish contact with the minor's parent or guardian instead. If a parent or guardian is not available, the adult shall advise the minor that further communication must be with the minor's parent or guardian, and conclude the communication.
- j. If a minor initiates an electronic communication to report a violation of the Archdiocesan Policy Relating to Sexual Misconduct or the Code of Conduct, or any civil law relating to child abuse or neglect, the adult must immediately comply with Archdiocesan policies regarding the reporting of incidents (see Section 10 of these Policies).
- k. Any questions about the application of these policies to particular circumstances should be directed to the responsible administrator of the Archdiocesan institution or program, or to the Safe Environment Office.

Internet and Computer Use

- a. Adults who use any computer that is owned by or used in an Archdiocesan institution or program must consent to and abide by the proper usage policies of the institution.
- b. Adults may not view or download from the Internet any indecent material on any computer that is owned by or used in an Archdiocesan institution or program. Adults may never give, transmit or display such material to minors by any means. Adults may never display or save such material in any way in which a minor may have access to it.
- c. No image of a minor who is involved in an Archdiocesan institution or program may be posted on a webpage associated with that institution or program (e.g.,

an official school website), without the written permission of the responsible administrator of the program and the minor's parent or guardian. Such images must be removed immediately if the minor's parent or guardian refuses or withdraws their consent.

- d. No personal information about minors involved in an Archdiocesan institution or program may be posted on a webpage associated with that institution or program (e.g., listing of names and contact information of sports participants or altar servers on an official parish website).
- e. Adults may not maintain links on their personal webpage to a minor's webpage.
- f. No images of a minor may be posted on the personal webpage of an adult who is working or has worked with that minor in an Archdiocesan institution or program.
- g. The policies set forth in Sections 12.4 (e) and (f) shall not apply if the adult is related to the minor.
- h. Adults should not patrol the Internet for the minors with whom they work, monitor their behavior online, or seek out a young person's personal sites for details of his or her life. This policy shall not apply if the adult is the parent or guardian of the minor.
- i. Adults may never post to any webpage any statements, pictures, or other materials that are false, derogatory, defamatory, degrading, malicious, disrespectful, or threatening to any minor.
- j. Adults who maintain a personal webpage must be aware that any information displayed may be evaluated in light of the individual's position in the Church. The posting of any indecent material on such a site may lead to disciplinary action by the Archdiocesan institution or program in which the adult works.

Social Networking Sites

- a. Archdiocesan institutions and programs may maintain social networking sites only under the following circumstances:
 - 1. Access to the site is strictly restricted to those adults and minors who are actively involved in the program;
 - 2. Access to the site is subject to the invitation and approval of the program's adult moderator;
 - 3. Private direct communications ("chat" or private messages) may not take place between adults and minors;
 - 4. To the fullest extent possible, adults must use the social networking site's privacy settings to block private direct communications;
 - 5. The adult moderator of the program oversees the content of the site and ensures that no inappropriate or indecent material is posted; and
 - 6. The adult moderator of the program ensures that no personal information or photographs of minors involved in the institution or program are posted without the written permission of the minor's parent or guardian.
- b. Adults may not use personal social networking sites to have private direct communication with a minor with whom they are working or have previously worked in an Archdiocesan institution or program.
- c. Adults with personal social networking sites may not have on their groups, friends lists or buddy lists any minor with whom they are working or have

- previously worked in an Archdiocesan institution or program.
- d. Adults may not post on their personal social networking site any image of a minor with whom they are working or have previously worked in an Archdiocesan institution or program.
 - e. The policies set forth in Sections 12.5 (b), (c) and (d) shall not apply if the adult is related to the minor.
 - f. Adults should not patrol social networking sites for the minors with whom they work, monitor their behavior on those sites, or seek out a young person's personal site for details of his or her life. This policy shall not apply if the adult is the parent or guardian of the minor.
 - g. Adults may never post to a social networking site any statements, pictures, or other materials that are false, derogatory, defamatory, degrading, malicious, disrespectful, or threatening to a minor.
 - h. Adults using social networking sites for their personal use must be aware that any information displayed may be evaluated in light of the individual's position in the Church. The posting of any indecent material on such a site may lead to disciplinary action by the Archdiocesan institution or program in which the adult works.

Liturgy

All students in Pre-K to 8 will attend Mass on the first Friday of each month and at other times as indicated in the school calendar. ***Respectful participation of every child is required at school liturgies.***

Lunchroom

Hot lunch is available five days a week. Monthly menus will be distributed to all students. Saint Augustine School takes advantage of the government-subsidized milk program. The milk is paid for in two installments to cover the two terms of the school year. A letter is sent home informing parents of the amounts due in September and in January.

- Each child is assigned a seat in the lunchroom and is expected to remain in it until dismissed.
- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom.
- In good weather, the children go directly from lunchroom to the play yard; first lunch until 12:35, and second lunch until 1:10.
- During inclement weather, the lunchroom period will be:
 First lunch: 11:45 – 12:35 Children report to homeroom
 Second lunch: 12:15 – 1:10 Children report to homeroom
- If a child normally eats lunch in school every day and will be eating out on a particular day, a note must be presented to the teacher giving the child permission to eat out for the day. A designated adult must pick up and return the student within the lunch period. TELEPHONE PERMISSION IS NOT ACCEPTABLE.

Maternity/Paternity Policies

As members of the church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools, elementary as well as secondary, are sometimes faced with the situations of unwed mothers and fathers. The issue is certainly an emotionally charged one. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student's continued school attendance is made by the Principal after consultation with his/her parents or guardians, and in consideration of the best interest of the student, the unborn child and the school's educational expectations.

Medical Information

Dental Exam: Each child must have a dental examination upon entrance to school and upon entering second, fourth, and seventh grades. A dental exam form should be submitted by October 1st. If one is not received, the school dentist will examine your child.

Physical Exam: Each child must have a physical examination upon entrance to school and upon entering the second, fourth, and seventh grades. If a physical exam form should be submitted by October 1st. If one is not received, the school physician will examine your child.

Medications: If a student needs any kind of medication during the school day, the medication is to be brought to the school nurse (or school office in the absence of a nurse) and kept there. A written doctor's order and a written statement from the parent or guardian requesting administration of the medication in school must accompany the medication.

Medication must be presented in a properly labeled container (including over-the-counter drugs). Prescription medication must be in the original container. On the prescription medication the pharmacy label should display:

- Student name
- Name and phone number of the pharmacy
- Licensed prescriber name
- Date and number of refills
- Name of the medication, dosage, and time of administration
- Frequency of administration
- Route of administration

Medication should not be transported daily to and from school. Parents should be advised to ask pharmacist for two containers – one for home and one for school.

The school may receive a written request from a parent or physician to permit a student to carry and self administer his or her own medication. Under certain

circumstances it may be necessary to do so. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child.

- Severity of health care problem, particularly asthmatic or allergic conditions
- Prescriber order directing the student be allowed to carry his/her medication
- Written statement from parent requesting compliance with prescriber order
- Student has been instructed in the procedure for self administration and can assume this responsibility
- Parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to ensure the child is carrying and taking the medication as ordered.

Immunization: No child will be permitted to attend school without complying with the stipulation. All forms must be in the office **prior** to the opening of school. If your child is absent from school, you must call the Nurse's office, 634-7575.

After every absence or tardiness, the teacher is required to have a written excuse from the parent stating the name of the child, the dates of the absences or tardiness, and the reason for the same. Please send this written note with your child on the first day back to school even if you have called in or have been called by the school.

When making a decision of whether or not your child is well enough to attend school, please be aware that:

- a. A child who has had a fever should remain at home for 24 hours after his/her temperature returns to normal.
- b. The child should be able to participate fully in the total school program, including lunch and recess.
- c. Do not send a child to school with an undiagnosed rash.
- d. A child with a very wet or runny cold should stay home, especially the first day due to the contagious nature of the ailment.
- e. Do not send cough drops, lozenges, or any medication to school with your child. If he/she cannot attend school without these aids, the child should stay home.

General Information About a Student: Parents should inform the school administration and medical office of a student's needs while in school. Those needs may include:

- a. Glasses to be worn during class
- b. Hearing problem
- c. Medication a student may be taking at home
- d. Asthma
- e. Seizure/high fever-related convulsions
- f. Orthopedic problems
- g. Anything related to gym or sports
- h. Severe bee-sting allergy
- i. Other allergies
- j. Other health related conditions

Messages and Deliveries from Home

Messages and deliveries from home should be left in the office. Should an emergency occur, the child will be called out of class only with permission from the Principal.

Money

Money that is brought to school for a specific purpose (class trip, book fair, milk money, etc.) must be put into an envelope with the child's name and grade and amount. Since snacks are sold on a daily basis, students may choose to bring in small amounts of money (less than \$5) for such purchases. If a student does bring money to school, the money should be kept on the student's person and not left in the school bag, coat pocket, lunch box, or desk. The school cannot be responsible for lost money.

Non-custodial Parent

Release of Copies of report cards, school notices, etc.

In the absence of a court order to the contrary, a school will provide a non-custodial parent with access to academic records and other school information regarding your child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents might be told to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

Release of children

Non-custodial parents may pick up a child only if previous arrangements have been made.

Parents as Partners

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support

their authority in the home, this is likely to be reflected in the positive attitudes of their children.

Parents are asked to take an active role in their child's education by:

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.
- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- seeing that the dress code, including gym uniform, is enforced, and children dress according to Christian virtue.
- insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time, and participating in fund-raising activities.
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the Internet.
- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- arranging for a time and place for their child to complete homework assignments.
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- attending all Parent-Teacher Conferences and Home-School Association meetings.
- by always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal **abuse** or physical harassment may result in your child being **required** to **withdraw from** the school immediately or not being allowed to re-register for the following year.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Parent Organizations

The Home School Association is an organization of the parents and teachers at Saint Augustine School. Its primary role is to strengthen the ties that exist between parents, Faculty, and students. The HSA sponsors educational programs and social events for its members and provides funding for the special educational needs of the school.

Several years ago, the Parent Involvement Program (PIP) was instituted at Saint Augustine School. The primary objective of this program is to support and enhance the school's educational, cultural and extracurricular activities by involving the parents/guardians of all students, Grades K-8.

A PIP fee of \$200.00 per family is due in advance each year. Each family is then asked to volunteer a minimum of twenty (20) hours per year during the period May 1st through April 30th each academic year.

Please refer to the PIP requirements listed under Financial Policies on pages 19 and 20, for a more in depth description of this program.

Philosophy and Goals

Saint Augustine School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

Parents as Educators

Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and, therefore, must be recognized as the prime and principal educators. This role in education is so important that only with difficulty can it be supplied by others where it is lacking in the home.

Parents are the ones who must create a family atmosphere, animated by love and respect for God and man, in which the well-rounded person and social education is fostered.

Hence, the family is the first school of social virtues that every society needs. Let the parents then recognize the inestimable importance a truly Christian Family has for the life and progress of God's own people. *(Vatican Council II, decree on Christian Education)*

Probation

A student may be placed on probation for a specified time for serious or continued misconduct that does not require immediate drastic action. This is done in consultation with parents, teachers, the student, and the Principal. A written account is made of the agreement reached at that time.

Promotion/Retention Policy

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the program's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, ***sometimes*** indicate that some students ***would benefit from the repetition of the school year***. Therefore, the decision to retain a student presupposes that although the school has done everything to help the student achieve success, the student has not made satisfactory progress. ***The decision of the Principal is final regarding promotion and retention.***

Re-registration

At the time of re-registration parents will be notified if their child is being invited to return to the school in September or if the child is not being invited back.

Release of Students *(during school day)*

The school has a sign-out book located in the main office.

Occasions for the use of a Sign-out book are:

- for liturgies and services when altar servers leave school; the students will sign out and in
- in the event of a student illness the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child's emergency contact slip. Emergency slips are completed in September and must be updated as necessary.
- when a student is released to a parent or guardian, that adult must sign the book

- for a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the book in the school office.
- *[Please note: only the Principal may approve the release of a student for a prearranged appointment.]*

School Calendar

Saint Augustine School calendar is distributed at the beginning of the academic year.

Please refer to the School Monthly Calendar for any revisions to this calendar.

The examination schedule will be sent to parents when dates have been finalized.

School's Right to Amend

Saint Augustine School reserves the right to amend this handbook. Notice of amendments will be sent as necessary.

Sex Offender Policy

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at

<http://www.criminaljustice.state.ny.us> -- or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

Security

To assure the security of the building and the safety of each child, Saint Augustine School strongly enforces its policy of requiring all visitors, even parents, to report to the office.

To avoid interruption of the learning process, no one may enter a classroom without permission of the Principal.

Special Learning Needs

Students with learning differences are children of God and members of the Church. Saint Augustine School makes every effort to meet individual student needs. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases your child's teacher and/or Principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately. Once the results of the evaluation are available, the teacher and Principal will meet with the parents to discuss the results of the evaluation and the recommendations.

Smoking

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the St. Augustine School building, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents, and all visitors to the school.

Summer School

Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects in three marking periods of the report card will be required to take a remedial course during the summer. Summer school also may be recommended due to poor performance on standardized tests or in the classroom.

In May, a list of available summer schools in the Archdiocese will be available upon request. Whenever the administration becomes aware of quality programs suited to

the specific needs of a child, the Principal or the Assistant Principal will notify the parent directly.

The summer school Report Card must be submitted to the office in September. Failure to attend summer school will result in retention. ***It is the parent's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher.***

Suspension

Serious cases of misconduct or disruption of classes can lead to suspension of the student from school. A conference will be held and a written account of suspension, including the date, reasons, and remedial measures will be recorded.

"In-School Suspension" means that a student will not participate in regular classes, but will be given regular assignments to complete under school supervision.

Telecommunications Policy Student Expectations in Use of the Internet

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Harassment Policies" in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the Internet and are subject to the consequences of the school's discipline policy.
6. Students must sign a contract indicating their understanding and acceptance of the school's guidelines (see Parent/Student Handbook).
7. Parents must give their permission for their child to use the Internet for educational purposes as an individual by acknowledging receipt of the Telecommunications Policy and agreeing to its terms. Parents also have the option of denying permission for their child to use the Internet independently at school.

Standards of Behavior

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you “meet” on-line.
- Only public domain software (“shareware”) can be downloaded.
- Copyright laws must be respected. Do not make-unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the Network/Internet for illegal activities.
- Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords, use or try to learn others’ passwords. Do not copy, change, read or use another user’s files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards or “list servers.” Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further

disciplinary measures including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.

- Technology Use outside normal academic hours and/or off school grounds (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, personal digital assistants (PDA's), chat lines, bulletin boards, etc., are subject to the same guidelines as previously use of school computers and networking resources for commercial cited in the "Discipline Code for Student Conduct," "Harassment Policies," and the "Summary Statement.
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- *Transmission of any material in violation of any U.S. or state regulation is prohibited.* This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

Withdrawals and Transfers

A transfer request must be obtained from the school secretary. All books must be returned. All bills must be paid before records are transferred to another school.

Changes to the Hand Book can occur during the school year. If this does occur, you will be notified in writing and be asked to sign off on the changes.

SUMMARY STATEMENT

Once students have met the necessary admission requirements and have been accepted in Saint Augustine School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at Saint Augustine School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, Saint Augustine School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending Saint Augustine School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at Saint Augustine School surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at Saint Augustine School agree to and accept the school’s rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this

handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are, of course, free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

St. Augustine School

Faith + Family + Future

Parent Signature Page

We have received a copy of the school handbook for 2011-2012 and have read it. Additionally, we have read the Telecommunication Policy and agree to abide by the conditions for use, and the standards of behavior for use of the internet both at home and at home.

Parent's Signature

Student's Signature

Grade_____

If there is more than one student in a family, please sign below and state grade student is in.

Student's Signature

Grade_____

Student's Signature

Grade_____

Signed form due October 28, 2011