

**ST. AUGUSTINE SCHOOL  
OSSINING, NEW YORK  
2020 - 2021**

St. Augustine Elementary School is part of the Archdiocesan Parochial School System of New York and, as such, is under the direction of the Superintendent of Schools, the pastor of St. Augustine Parish and the Dominican Sisters of Our Lady of the Springs of Bridgeport, Connecticut.

Our philosophy is to teach Catholic doctrine and to develop strong Christian values that give children a knowledge and love of God and their community. To achieve this we follow the student's mental, physical and spiritual well-being as well as his or her intellectual development with the end goal being the development of a responsible, moral and caring individual within the faith community and the world at large.

**GOALS**

The three-fold mission of St. Augustine School is to teach the message of salvation which the Catholic Church proclaims; to build community in the life of the church, and to encourage service to the church community and the entire human community. Our purpose is to integrate religion with the rest of living and learning so as to enable students to live as fruitful citizens in a society both locally and internationally. We aim to assist students in the formation of healthy and morally sound lifestyles as they grow in maturity and in their faith.

In the St. Augustine School's environment we aim to meet the needs of children; to treat all with respect and dignity; and to recognize the school's partnership with parents in their primary obligation to educate their children. Thus, our goals include the personal sanctification and social transformation of children by the transmission of Catholic Christian values and beliefs as they move toward their formation as responsible citizens.



## 2020 – 2021 PARENT – STUDENT HANDBOOK

### ACADEMIC POLICIES

St. Augustine School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. Grades will be posted in a timely manner on the TADS/Cornerstone system. Please be sure to monitor your child's progress.

### GRADUATION

At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct).

### HOMEWORK

Homework is an essential part of the instructional program, reinforces learning, and provides students with opportunities to practice what they have learned. This practice helps establish good study habits, become independent learners, and strong readers, writers, and mathematicians. All homework times include 15 minutes of reading (or being read to).

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

Grades Pre K & K	15 minutes
Grades 1 & 2	30 minutes
Grades 3 & 4	45 minutes
Grades 5 & 6	90 minutes
Grades 7 & 8	120 minutes

Students are required to complete all homework and it is expected that parents or guardians check their child's work.

### GRADES AND GRADING

Report cards are distributed four times a year for Grades K to 8. Pre-K report cards are distributed twice a year. The report card is an important part of the ongoing communication 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:

- class work/participation
- homework
- quizzes
- formative assessments
- summative assessments

**Academic Achievement cont.**

There are no grades for Computer Science or Library as these two areas are to be support of, and integrated into, the total learning process. Foreign Language will be given a letter grade if the class meets for less than 120 minutes per week. Foreign Language will be given a numerical grade only if the class meets for more than 120 minutes per week.

The Final Report Card Grade is the weighted average of the four previous quarter grades, and the mid-year and end-year tests (for Grades 3-4 in ELA, Math and Religion; for Grades 5 – 8 in all subjects). Each quarter represents 20% of the final grade, while the mid-term and the end of year exam each represent 10%. This final Grade will be recorded on the student’s permanent record.

- Numerical marks are recorded on report cards for Grades 1 – 8
- A **4-1** scale is used to evaluate student progress toward grade level standards in each core subject area as detailed below:
  - **4 Meeting Standards with Excellence**– Student exceeds requirements for grade-level work and consistently applies and extends learned concepts and skills independently.
  - **3 Meeting Standards** – Student demonstrates and applies knowledge and understanding of learned concepts and skills, meet requirements for grade level work, and completes work independently with limited errors.
  - **2 Approaching Standards** – Student demonstrates partial understandings and is beginning to meet requirements for grade- level work. Requires some extra time, instruction, assistance and or practice.
  - **1 Below Standards** – Student demonstrates minimal understandings and seldom meets requirements for grade-level work. Requires an extended amount of time, instruction, assistance and/or practice
- The marks are an average of summative assessments, quizzes, class work, homework, and formative assessments.
- Passing is any mark 70% or above or any mark of D or higher.

Parents should be informed in a timely manner in the event of a student who is not satisfactorily performing in a course or activity.

**HONOR ROLL**

The Honor Roll is a recognition of academic achievement. In addition, good conduct is a requirement to receive 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 First or Second Honors even though marks might warrant it.

**ACADEMIC CRITERIA FOR HONOR ROLL**

<b>Grades 3—8</b>	First Honors	93% average no mark less than 90% (AP Math 87%)
	Second Honors	87% or higher average; no mark less than 85%.

## **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.*

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

## **PROMOTION/RETENTION**

Very few decisions we make about children are more important than recommendations to promote or to retain a student. When a school accepts a student, that school accepts the responsibility for providing appropriate instruction to help the student achieve the prescribed goals. If the student successfully achieves the program's objectives, the student progresses to the next level.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. Therefore, the decision to retain a student indicates 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.

## **ASSESSMENTS**

In addition to class and school exams, your child will also take part in the Archdiocesan testing program which includes the Archdiocesan Religion tests, interim assessments, and New York State Education Department assessments. All students enrolled at our school are expected to participate in all exams and assessments. No alternative assignments will be provided.

### **MAP Assessments**

ELA	Grades K—8	January, and May
MATH	Grades K—8	January, and May

### **Archdiocesan Tests**

Religion Midterm & Final Exams	Grades 3—8	January & June
--------------------------------	------------	----------------

### **NY State Tests**

English/English Language Arts	Grades 3—8	March
Mathematics	Grades 3—8	April
Science	Grades 4—8	May & June

The faculty of St. Augustine School reviews these test results regularly. These tests, in conjunction with classroom performance, determine promotion or retention, academic intervention services (AIS) for those who need extra assistance, and grouping for reading and mathematics

## **ACCIDENTS**

A student accident insurance fee is included in every instructional fee. In the event of an accident at school 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, or 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 within the Archdiocese.

For admission to St. Augustine School, parents must complete the school application form and provide all required documents. Following evaluation of the materials, and an interview with the principal, parents will be notified about the status of the admission. St. 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.

## **ANNOUNCEMENTS**

Informational announcements are handled through the school public address system (PA). Courteous attention is expected when any message is presented over the PA system.

## **ASBESTOS COMPLIANCE**

We are in compliance with AHERA. All of the asbestos is in good condition and is inspected every six months.



## **ATTENDANCE**

**COVID-19 Protocol**—*During the time that schools are governed under the Moving Forward Together document (Covid-19 remote learning) and schools are participating in remote learning, students who are absent due to illness may participate in the entire school day via remote learning.*

- *If a student remains home due to illness and is able to participate via remote learning for the entire school day, parents must write to the school informing the principal that the student is ill but will be participating remotely. The note from the parent must be sent prior to the start of the school day.*
- *The student will be marked present (remote) if the student participates remotely for the entire school day.*
- *If the student is unable to participate for the entire school day, the student will be marked absent.*
- *This remote option is not available for students who are not attending school due to an unexcused absence.*

**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.

**Legal 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 illegal.

**When a child is absent, parents are required to phone the school nurse (944 – 0826) by 9:00 A.M.** When the child returns to school, an absence note must be given to the teacher. Excessive absences due to illness may require a physician's note to return to school. The note should have the child's name, date of absence, class, reason for absence, and the signature of a parent or guardian.

**Absence notes are always required** in addition to the phone call.

**Appointments:** *Doctor or dental appointments should be scheduled for after school or on Saturdays.* If it is necessary for a child to be dismissed during the school day, the school must be informed in writing ahead of time, and the parent/guardian must sign out the child in the nurse's office in the log book.

## **BIRTHDAY PARTIES**

**COVID-19 Protocol**—*NO traditional in school Birthday Parties per NYS Board of health and the CDC. However, we will be offering a "Birthday Cart" for Pre-K through Grade 5. This special service can be ordered and prepaid to celebrate your child's birthday in a safe way with his/her classmates. The cart will have a selection of prewrapped, individual, nut free snacks delivered to their classroom.*

*When the restrictions are lifted, parties may recommence following the guidelines below.*

Birthday parties for Grades Pre K – Grade 3 may be held monthly in each homeroom with the teacher's permission. Parents should notify the teacher in writing. Parents may bring small individual items such as cupcakes, brownies, etc.. Parents may not bring in favors or "goodie" bags for the students. NO PEANUT PRODUCTS ARE ALLOWED DUE TO ALLERGIES.

## **BOOKS**

All other resource materials chosen for use in academic courses must be consistent with the religious nature of our schools. Books, DVDs, or other electronic-based supplementary resources that contain profanity, inappropriate sexual references, and other immoral information would be in violation of this policy.

All books must be properly covered. Contact paper is NOT to be used to cover any books. 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 and the teacher evaluates the return condition.

## **BOOKS CONT.**

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 child 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—**COVID-19 Protocol**—*Library books will NOT be exchanged per NYS Board of health and the CDC. When the restrictions are lifted, all enrichment classes will be reevaluated to recommence following the appropriate guidelines.* 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. If books are returned late, there will be a five cent fine per day per book, payable by the child. All lost library books must be paid for so that the school can purchase a replacement copy. If the book is located after a new order is placed, the child may keep the old book since he/she has paid for it.

## **BUSES**

Busing is provided within a 15-mile limit to students from their residence. The public school district where the student resides provides this service.

**Bus discipline**— 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.

- Students should obey the driver and bus monitors at all times.
- Students should do nothing to cause annoyances or distraction to the driver, as this places the safety of all in jeopardy.
- In cases of extreme or persistent misbehavior, St. Augustine School will work in consultation with the public school district about possible consequences.

## **CAFETERIA**

**COVID-19 Protocol**—*St. Augustine School will be offering a GRAB & GO LUNCH. Each child will be able to receive a hand delivered pre ordered lunch. A menu is posted on the School Website, with lunch and snack and drink options. Lunch and snacks are available EVERYDAY to order. Children also have the option to bring their own lunch from home. Please refer to our website for FAQ, menu & prices regarding lunch procedures during this time. When the restrictions are lifted, regular cafeteria service will recommence following the recommended guidelines.*

Children may bring their own lunch or purchase lunch at school according to their wishes. If a child forgets his/her lunch money, the School Office staff will lend the child money to purchase lunch at school. **This money is to paid back to the Office on the following day.** Children having outstanding debts will not be able to borrow additional money until debts are paid. No peanut products will be sold by the cafeteria and none should be included in products sent to school for classroom snacks, bake sales or parties. A peanut free table will be available in our cafeteria. Please contact the Health Office in writing at the beginning of the school year if you choose to have your child utilize this table during his/her Lunch period .

First Lunch Period Grades 6, 7, 8: 11:20 am; Second Lunch Period Grades 3, 4, 5: 11:45 am; Third Lunch Period Grades K, 1 , 2: 12:15 pm .

## **CHANGE OF ADDRESS, E-MAIL, PHONE**

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

## **CHARTER FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE**

- All institutions and programs of the Archdiocese will comply with the Safe Environment Policies of the Archdiocese.
- The Department of Education has developed a curriculum for the children in our parishes and schools, entitled "Right, Safe, Good Relationships", which provides age-appropriate instruction in child sexual abuse. The lessons in this curriculum must be given annually to all children in all grades..
- Parents reserve the right to remove their children from the classes. The school administration should take care to cause as little embarrassment of students as possible.
- If parents choose not to have their child participate in the safe environment classes, the parents will be offered training materials, and will be asked to sign a form acknowledging that the materials were made available to them. This form will be maintained in the records of the school. If the parents decline to sign such a form, a notation of this will be made in a record maintained by the school.

## **CHILD ABUSE LAWS**

Under NYS law, school personnel 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.

## **CHILD CUSTODY**

At the time of school entry or at any other time where a change in custody status/ arrangements occurs, it is the responsibility of the parent(s) to provide the principal a copy of the legal document from the parent for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents must identify in writing other adults who may have access to information regarding their child.
- Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

Non-custodial parents may pick up a child only if written permission has been granted by the custodial parent.

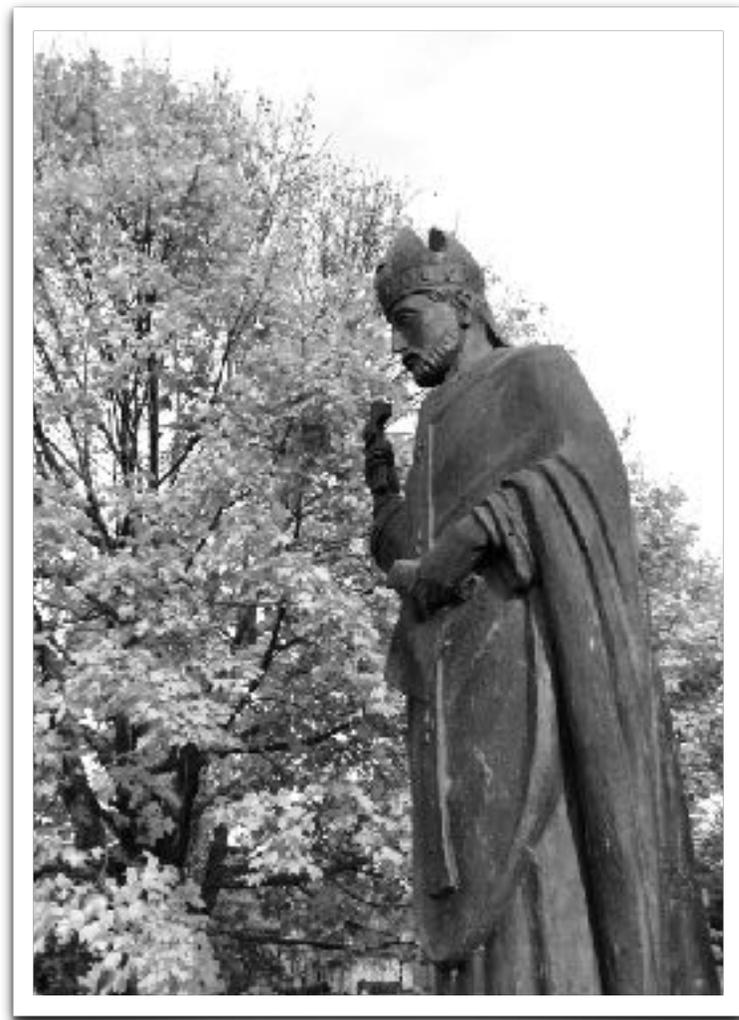
## **COMMUNICATION**

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.

TADS Educate/Cornerstone Student Information System. Parents have access to student assignments, grades, test results, and attendance. Each parent has a User ID and password assigned to them. To obtain your User ID and password contact Leone Stangle at [lstangle@staugustineschool.org](mailto:lstangle@staugustineschool.org).

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

**COVID-19 Protocol**-Following the NYS Board of Health restrictions, Parent conferences will now be held over Zoom. **NO parent may enter the school building WITHOUT a PRIOR appointment. The teacher conference should be arranged so that safety and health of both the teacher and the parent(s) is protected.**



## **CONFIDENTIALITY**

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

- If there is evidence or 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.
- Contacts with the Media

Parents have the right to exclude their children from videotaping, audio recording, school pictures, other photography or participation involving printed materials or on the Internet. Parents should provide such documentation to the school office, otherwise, they must fill out the photo/video release form.

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 the sense of the sacred should prevail.**

## **CRISIS PLAN**

Should a crisis require evacuation from the St. Augustine School building, students will be brought to a safe place located at :

**The Dobbs Ferry Middle/High School located at 505 Broadway, Dobbs Ferry, NY** and parents can meet them there.

Catholic schools throughout the Archdiocese of New York utilize the **Immediate Response Information System (IRIS Alert)** to notify parents directly about the crisis.

Reminder: **Always make sure that the School has your current Emergency Contact Information!**

For further information concerning a specific crisis, parents can refer to the following:

**St. Augustine School Website**—School Delays and Closures button on the main page, or in the news section, or on the home page banner.

<https://www.staugustineschool.org>



<b>Radio</b>	<b>On the Dial</b>	<b>Internet</b>
WHUD	100.7 FM	<a href="http://www.whud.com">www.whud.com</a>
		<a href="https://www.staugustineschool.org">https://www.staugustineschool.org</a>

## DAILY SCHEDULE

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

7:40 am	Enter School
8:05 am	School begins/Late Bell
11:20-12:00	First Lunch — Grades 6, 7, 8
11:45— 12:35 pm	Second Lunch— Grades 3, 4, 5
12:15— 1:00 pm	Third Lunch— Grades K, 1, 2
2:25 pm	Dismissal

Before 7:40 AM and after 2:30 PM St. Augustine School does not have staff available to watch out for problems on school grounds nor to supervise children on school grounds. Students **should not** arrive on the school grounds prior to 7:40 AM and parents must arrange pickup at dismissal times.

**COVID-19 Protocol**—***DISMISSAL***—*Parents, PLEASE pickup your children in a timely fashion, and leave the school grounds directly. During this time of COVID-19 there are many new restrictions that MUST be followed. We ask that you not gather in the parking lot, or play on the playground, nor wander on the grounds. As soon as your child(ren) are with you, please depart from the parking lot. We appreciate your understanding and cooperation.*

IN THOSE INSTANCES WHEN STUDENTS ARRIVE ON THE SCHOOL GROUNDS PRIOR TO 7:40 AM, PARENTS MUST PROVIDE FOR THEIR PROTECTION AND SUPERVISION.

**COVID-19 Protocol**—***ARRIVAL***—*NO ONE will be admitted to the school building unless their temperature has been taken, and is not 100.00 F or above, and they have answered the security health questions satisfactorily. Temperatures will be taken while the child is still in the car, parents are not to get out of their car.*

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

**COVID-19 Protocol**—*Per the NYS Board of Health, parents **may not** enter the school building without a previously arranged appointment. This restriction applies to dropping off forgotten items, dropping off lunch, picking up books or assignments, really for ANY reason to come to the school—you MUST PLEASE make an appointment first, by emailing the teacher, or calling the office.*

*All of the above new protocols are in place to protect your health as well as the health and safety of the students, teachers and staff working within the building.*

*Thank you for your understanding and cooperation.*

## **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 according to Christian principles and exhibit the values of their family, the Church, and our school community. Good classroom order and a tight school structure help to insure the safety of all children, facilitate the learning for all students, 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 administration of this school does not engage in debates with parents about our rules and regulations, nor can it be supportive of parents who are interfering with a child's growth in accepting personal responsibility for his or her actions. By enrolling a child in this school the parent agrees to be supportive 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 insure 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 are 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; 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.

For more serious acts of misbehavior such as fighting, stealing, vandalism, swearing at or being disrespectful to an adult in the building, and harassment, 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.

In cases in which a child engages in a fight which causes injury to another child or adult, the police will be summoned 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 summoned, 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) and prohibited use of personal electronic devices including but not limited to cell phones, cameras, camera-phones, pda's and the like. (See also -Telecommunications Policy) Such misconduct could result in any number of punishments including the possibility of suspension and/or expulsion.

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.

## **DISCIPLINE CODE FOR STUDENT CONDUCT CONT.**

Individual-directed threats of violence or harm communicated directly or indirectly by any means, as well as building-directed threats of violence or harm communicated directly or indirectly by any means (e.g., shooting, bomb threats), or to harm students, employees, or visitors are taken seriously. Upon knowledge of the threats, the Principal will notify the Regional Superintendent and call the parents. The Office of the Superintendent will also be notified and along with the administration, will determine the course of action to be taken up to and including calling law enforcement, requiring a mental health referral and/or expulsion.

## **DRESS CODE**

Your school uniform confirms your attendance at St. 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 .

**Girls K** Plaid pants, yellow uniform blouse with round collar (peter pan)

**Girls 1 – 4** Plaid jumper, yellow uniform blouse with round collar (peter pan)

**Girls 5 – 8** Plaid skirts or skorts and blue uniform golf shirt with pointed collar

(In winter months, November thru March, students may wear either uniform sweat pants or flannels to and from school.)

**Girls K—4:** Girls wear navy blue knee socks or tights and black, brown or navy shoes.

**Girls 5—8:** Girls wear navy blue knee socks, crew socks or tights and black, brown or navy shoes.

Sneaker type shoes are not permitted.

No high top shoes or boots allowed. Boat shoes in Brown or Navy are permitted.

No jewelry is permitted.

No makeup is allowed.

Girls may wear navy blue, white or gold hair ribbons in their hair or simple barrettes.

**Boys K – 8** Navy trousers (purchased from Flynn & O'Hara),  
Navy Blue Uniform Walking Shorts (Flynn & O'Hara) may be worn for the First & Fourth Quarters of the school year.  
Belt,  
Cardinal golf shirts (long or short sleeves),  
Black leather shoes. No sneaker type shoes or boots are permitted.

**ZOOM dress code-** Boys are to wear either their Maroon SAS Polo shirt or their St. Augustine School Gym Shirt  
Girls are to wear either their Yellow Blouse, Blue SAS Polo Shirt or their St. Augustine School Gym Shirt

## **COVID-19 Protocol for GYM-At this time students will WEAR their Gym Uniform to School. They are not to change clothes at school.**

**Gym Uniform:** Navy blue school uniform shorts, navy blue school uniform sweat pants or school flannel pants with the St. Augustine School name on the shorts, yellow St. Augustine School tee-shirt and sneakers. On the day the children have gym, children in Grades 1 – 4 may wear their gym clothes to school. Students in Grades 5 – 8 may wear their gym clothes under their uniform or bring them to school. They will be given time to change before and after gym class.

**Girls and Boys:** Wearing anything that is a current fad is not permitted.  
During the cold weather, students may wear the authorized navy blue uniform sweatshirt, fleece top or hoodie sweatshirt.



### **PERSONAL APPEARANCE**

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

Uniforms should always be neat and clean. All shirts must be tucked inside and a belt worn on boys pants.

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 office will be made by school officials.

### **DRUG AND ALCOHOL POLICIES**

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 parents.
- Should it be determined that the suspicion is accurate, parents will be expected to follow the recommendations of the school principal if the child is to continue in the 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, a party, dance, or school outing. Parents will be notified and appropriate action will be taken.

### **ELECTRONIC DEVICES**

**Any electronic device such as cell phones, iPods, iWatches, and the like, or any hand-held or other personal electronic devices that may distract the student, other students, or the class as a whole is prohibited. Cell phones must remain in the book bag, in the locker at all times during the day.** The office telephone remains available until 5:30 pm for urgent calls. Failure to adhere to this rule will result in the electronic device being taken away. It will only be returned to the parent during a conference with an administrator.

## **EMERGENCY CLOSINGS/DELAYED OPENINGS**

In case of a delayed opening or an emergency closing, an IRIS ALERT outreach message will be sent to the **primary home phone number on record** as directed by the Principal. Parents should also check the St. Augustine website **www.staugustineschool.org**, listen to **WHUD radio**, or check the **School Closings list on WHUD Storm Center**, listings are updated in real time---**www.whud.com/stormcenter**.

If the Ossining School District ([www.ossiningUSFD.org](http://www.ossiningUSFD.org)) is delayed or closed, St. Augustine School likewise will be delayed or closed.

Phone calls to the school are strongly discouraged. Tying up the phone lines to the school jeopardizes the safety of all during early dismissals and delayed openings and hinders timely communications with our school districts and you the parents.

## **EXPECTATIONS AND RESPONSIBILITIES FOR STUDENTS**

Students attend St. Augustine School in order to fully develop 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.
- refrain from cheating, including plagiarism, whether from books, the internet or another person.
- 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 immodest or inappropriate 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.
- 

## **EXTENDED DAY PROGRAM—*Suspended at this point until further notice due to Covid 19 restrictions.***

An extended day program is available. The program begins at 2:30 p.m. and **ends sharply at 5:30 p.m.**

The cost of this program per day is \$15.00 for one child, \$27.00 for 2 children and \$30.00 for 3 or more children.

The extended day program is **not** held on half days.

**New policy:** Payments for this program may be made either daily, on the last day of the week, or on the last day of the month.  
Payment by check is recommended.

## **EXTRACURRICULAR ACTIVITIES—*All Extra Curricular activities are suspended until further notice due to Covid-19 restrictions.***

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. 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**

Faculty meetings are scheduled usually on the First Friday of the month, with early dismissal at 12 Noon. Please refer to the school calendar for these dates.

## **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 all fees are paid. Problems or difficulties involving finances must be taken up with the Pastor 941 – 0067 and / or the Principal. 941- 3849.

Families who do not attend Mass at St. Augustine Church and who do not contribute each Sunday will no longer be eligible for the parishioner rate and will be assigned the tuition rate for non – participating families. **IMPORTANT:** In order for a family to qualify for the parishioners' tuition rate, parents must contribute a minimum of \$15.00 in each Sunday envelope provided.

Families just moving into the parish and registering as parishioners may be given parish tuition rates at the discretion of the Pastor.

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 your cooperation and the support you give to St. Augustine School.

## **FIELD TRIPS**—*All Field trips are suspended at this time due to Covid-19 restrictions.*

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.

It is the policy of the Archdiocese that overnight trips, trips to water parks, amusement parks, dude ranches, beaches/pools, and ski slopes are strictly prohibited. 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 insure a successful learning opportunity.
- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal permission cannot be accepted. Permission slips are due in the office 48 hours before the day of the trip.

## **FIRE DRILLS/EMERGENCY EVACUATIONS**

Fire drills and evacuations are required by the law and are an important safety precaution. It is essential that when the fire or evacuation signal is given, everyone obeys promptly and follows teacher directions as given. 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.

## **FUND RAISING ACTIVITIES WILL BE ANNOUNCED LATER IN THE SCHOOL YEAR.**

**Annual Candy Sale** – Each family PreK – Gr 8 must participate in the Fall Candy Sale by selling a minimum of \$60 worth of candy. —Spring  
**Walkathon** – Each family must donate a minimum of \$15 to our annual Walkathon in October.

## GUIDELINES FOR THE EDUCATION OF NON-CATHOLICS

Parents must be made aware of the intentional Catholic witness in our schools. St. 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 the 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/BULLYING POLICIES

Harassment/bullying regulations need to be grounded in the belief that all persons have a right to be treated with dignity. In a Catholic Christian environment, all demeaning behavior is unacceptable.

St. Augustine School provides a safe environment for all. Verbal, Internet, telephone, 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. The principal investigates all complaints of harassment/bullying. Students involved in harassing/bullying behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services and/or to the local authorities. If you believe that your child is being harassed/bullied, 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 is unable to control drooling.
- The student is unusually physically aggressive, with a documented history of biting or harming others.

## ILLNESS

**COVID -19 PROTOCOLS—ST. AUGUSTINE SCHOOL IS FOLLOWING ALL THE REQUIREMENTS FROM THE CDC AND THE NYS BOARD OF HEALTH REGARDING TEMPERATURE TAKING, DAILY HEALTH SCREENINGS, SYMPTOM CHECKS, SOCIAL DISTANCING ETC. ADDITIONALLY WE HAVE A FULL TIME NURSE ON THE SCHOOL CAMPUS AND TWO ISOLATION ROOMS. PLEASE REFER TO OUR WEBSITE UNDER SCHOOL NURSE FOR FURTHER HEALTH AND SAFETY SPECIFICS, OR TO OUR REOPENING PLAN ALSO POSTED ON OUR WEBSITE.**

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.** St Augustine School reserves the right to call 911 in any case of a medical emergency.

## IMMUNIZATIONS - NEW YORK STATE REQUIREMENTS FOR SCHOOL ENTRANCE AND ATTENDANCE

**NY State Department of Health has issued changes to the immunization regulations.**

**Please see special Insert outlining these important changes!**

## LATENESS

Student lateness interrupts the learning process for your child and all other children in that classroom.

Any student arriving at school after the published opening time is considered late. If late, the student must obtain a late pass from the office to be admitted into class.

## LITURGY/RELIGIOUS EDUCATION

### Covid-19—Revisions to Mass Schedule

All *In Person* students in Grades 1 to 5 will attend Mass one day a week and other times as indicated in the school calendar. For grades 6,7 & 8 the *In Person Cohort* will attend Mass every Wednesday following an every third week rotation. (ie-Grade 6 week 1, Grade 7 week 2, Grade 8 week 3, then back to Grade 6 and so on each Wednesday.) Respectful participation of every child is required at school liturgies.

Students in grades 3 through 8 are required to take the Archdiocesan Mid-Term and Final Religion Examinations in January and June.

Non-Catholic students are expected to participate in the religious formation and education programs of the school, including, but not limited to, liturgies, religious functions, and religion classes for credit.

Parents of non-Catholic students must be willing to accept the standards, values, and regulations of the school. They must understand the religious education program of the school at the time of enrollment.

## LUNCHROOM

**Covid-19—St. Augustine School has pivoted to a GRAB & GO format for LUNCH. We are providing a preordered hand delivered lunch, made to order that morning in our school cafeteria. Menus of lunch selections, sides, snacks and drinks are posted on the website along with prices. Please send your order in with exact change. The actual Lunchroom is not available due to Covid-19 restrictions, the students will eat, socially distanced, and supervised, in their classroom. There will be a short outdoor recess period, again with all health protocols in place and supervised, weather permitting.**

St. Augustine School provides a hot lunch program. In order to participate in the state milk program, parents must complete a form distributed in September. Criteria for eligibility is noted on the form. Each month St. Augustine posts the new menu for reference.

During the lunch period:

- Children are to remain in their seats 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 lunchroom monitors.
- In good weather, the children go directly from the lunchroom to the play area.
- During inclement weather, the children report to the homeroom after eating.

## MEDICATIONS

If a student needs any kind of medication during the school day, it is the parent/guardian's responsibility to bring the medication to the school nurse (or school office in the absence of a nurse) and kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

### **MEDICATIONS CONT.**

Medication must be presented in a properly labeled container. 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 and dosage
- frequency of administration

Medication should not be transported daily to and from school. Parents should be advised to ask the 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 insure the child is carrying and taking the medication as ordered.

### **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 ***IN AN ENVELOPE separate from their lunch order.*** . 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 , school will not provide a non-custodial parent with access to academic records and other school information regarding your child. It is the custodial parent's responsibility to provide the school with a copy of the court order and procedures to follow.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc if set forth in the court order. 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 with the office and court order allows.

## **PARENTS AS PARTNERS IN EDUCATION**

Just as the parents expect the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school expects the parents to take an active role in the child's education.

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 are 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 the school's authority in the home, then the children will likely reflect the same positive attitudes.

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.
- enforcing the dress code, including the gym uniform, and insisting that 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.
- always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal or physical harassment may result in your child being asked 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 ORGANIZATION /FUNDRAISING**

A Home-School Organization provides an effective channel of communication between parents and teachers for the benefit of the students and the whole community. Its main purposes are:

- to create mutual support and understanding between home and school, and thus bring about a total learning environment for students
- to provide a means for keeping parents informed of school activities, programs, etc.
- to assist the school in meeting its financial obligations, primarily through fund-raising activities

## **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, may indicate that some students cannot follow the school's complete course of study. Therefore, the decision to retain a student indicates 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.

## **RELEASE OF STUDENTS (DURING SCHOOL DAY)**

The school has a sign-out book located in the nurse's office. When a student is released to a parent or guardian during school hours, that adult must sign the book.

Occasions for the use of the sign-out book are:

- for liturgies and services when altar servers leave school; the students will sign out and in
- for 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 sheet. Emergency sheets are completed annually in June and **must be updated as necessary.**
- for a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the book in the nurse's office. (Please note: only the principal may approve the release of a student for a prearranged appointment.)

## **SCHOOL PUBLICATIONS**

Eagles Eye News is published periodically during the School year and posted on our Website. The School Yearbook is issued in June.

## **SCHOOL'S RIGHT TO AMEND**

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

## **SECURITY**

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

All doors will be monitored during school hours/after school hours and all visitors will be required to push the intercom button located by the front door of the school in order to enter.

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

## **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 strange
- 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.

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 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

[ajjustice.state.ny.us](http://ajjustice.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.

## **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.

## **SPECIAL LEARNING NEEDS**

Students with learning differences are children of God and members of the Church. St Augustine School makes every effort to meet individual student needs by providing accommodations. 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, parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school. The parent/guardian must make an appointment to meet with the principal to discuss the results of the evaluation and the recommendations, and provide a copy of the Individualized Education Services Plan (IESP).

If a student transfers in from a public school with an Individualized Education Plan (IEP), the parent/guardian must go back to the Committee on Special Education (CSE) to get an IESP.

When a student qualifies for a 504 Plan, the principal will meet with the parent/guardian to review and discuss the 504 Plan, and will then notify the parent of any reasonable accommodations/modifications that can or cannot be made at St. Augustine School. If reasonable accommodations can be made, a Student Assistance Plan (SAP) will be written and a copy of the plan will be placed in the student's confidential file. The accommodation/modifications will be reviewed yearly. If the school cannot make reasonable accommodations, the school reserves the right to negate enrollment of the student.

## **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 signing the Contract Form once conditions are clearly understood. Parents also have the option of denying permission for their child to use the Internet independently at school.



## TELECOMMUNICATIONS POLICY CONTINUED

### STUDENT EXPECTATIONS IN USE OF THE INTERNET--SPECIFICALLY REMOTE LEARNING

Please read carefully our “Zoom Rules” for each student who is either a fully virtual student or when the students cohort is at home for remote zooming into the classroom. This list will be updated as needed and posted on the school's website. Please refer to it there for the most up to date information.

#### Official Zoom Commandments

2020-2021

1. Remote Students will wear their Uniform Shirt or Gym Shirt.  
**Grade 5-8-Girls**—Blue Polo shirt-**Boys**—Maroon Polo. .  
**K-4 Girls** will wear their Yellow Blouse, **Boys** the Maroon Polo
2. Remote students will be online from a table or similar space which allows for a computer or tablet set up from which to work during the school day. (A bed is not considered an appropriate desk)
3. Remote Students will put **on** their cameras and their sound should be muted until a question needs to be asked. Remote Students may choose an APPROPRIATE virtual Zoom background. HOWEVER-the choice must be set at the beginning of class, and must stay the same all day until dismissal. Choose carefully.  
It is **not** a requirement to use the virtual background.
4. Remote Students will login to the Zoom session **on time each day**. While there may be connectivity issues which can cause delays, teachers expect that all students whether In Person or Remote will be in attendance and on time each day for the start of school.
5. On Time means:
  - In time for the opening of school- logged in and on screen for Attendance, Prayer and the Pledge of Allegiance.
  - On time means after Lunch/Recess they are properly back on screen ready for instruction.
  - On time means after the gym period is over they return on screen.
  - The Zoom session will be continuous all day in the classroom from the start of school until dismissal.
6. Remote Students will be allowed a bottle of water, as In Person students.
7. Remote Studets will NOT be allowed to eat during class time. They will have their lunch period as the In Person students do and are expected to eat at that time. They do **not** need to be on screen for lunch/recess.
8. Remote Students will keep all pets, toys, and other non school distractions eliminated from their Zoom classroom. This does not pertain to items requested by a teacher for a particular lesson.
9. Remote Students are expected to participate in the class, following all the usual protocols such as raising their hand or modeling respectful behavior towards their teacher and other in person or virtual classmates.
10. St. Augustine School's goal is to achieve as close as possible to a seamless integration of the Remote Students into the classroom, creating a hybrid classroom community of students. Therefore, *we request that parents not participate* in the Zoom classroom sessions directly on screen or in the Zoom chat. Any concerns or questions should be emailed to your child's teacher . The teacher will respond in a timely fashion, but please remember that they are teaching all day and most emails will be read after school is dismissed for the day.

**Thank you everyone for your cooperation!!**

## 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 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.

## USE OF SCHOOL GROUNDS

**COVID-19 Protocol—ARRIVAL—NO ONE** will be admitted to the school building unless their temperature has been taken, and is not 100.0 degrees F or above, and they have answered the security health questions satisfactorily.

*Students should not arrive earlier than 7:40 for the daily temperature taking and health screening. Temperatures will be taken while the child is still in the car, parents are not to get out of their car. Only then will your child be allowed to enter. There are NO MORNING DROP OFFS.*

**COVID-19 Protocol—DISMISSAL—Parents, PLEASE** pickup your children in a timely fashion, and leave the school grounds directly. During this time of COVID-19 there are many new restrictions that **MUST** be followed. We ask that you not gather in the parking lot, or play on the playground, nor wander on the grounds. As soon as your child(ren) are with you, please depart from the parking lot. We appreciate your understanding and cooperation this is for everyone's safety.

## WITHDRAWALS AND TRANSFERS

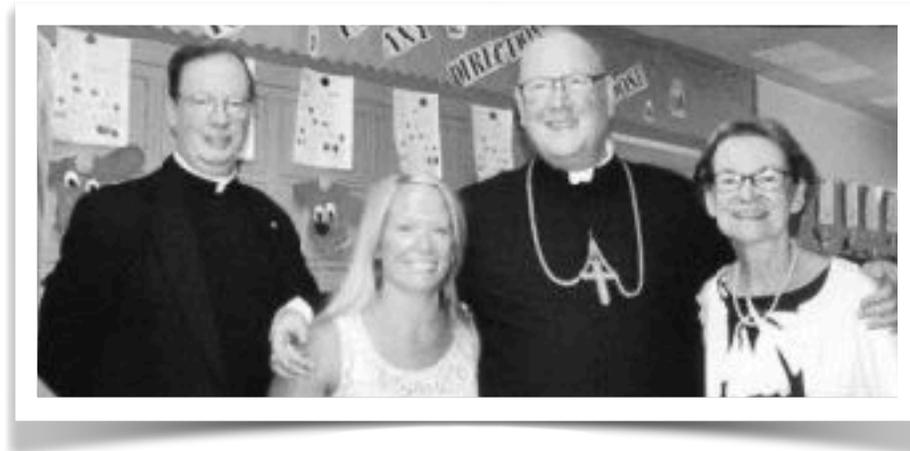
**Withdrawals**-Families agree that by registering their child for the school year beginning in August 2020, and by paying the non-refundable registration fee of \$100, a space will be reserved in the applicable class specifically for your child. Families must also understand that by registering their child, without enrolling him/her, or withdrawing during the academic year, will cause difficulty, since the student spaces cannot or may not be filled. Parents also recognize that as a private school, St. Augustine School's budget is based largely on tuition revenues and contributions. Therefore, parents specifically agree that once their child is registered and guaranteed a space, if their child is withdrawn or dismissed for any reason, they are obligated to forfeit the \$100 non refundable deposit and pay for any outstanding tuition and/or fees through to the end of the semester—be it Fall or Spring.

**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. When a student transfers from one school to another, or enters high school, the new school may request a copy of the permanent record and health card from the former school.

Schools may disclose a student's cumulative record (i.e. permanent record, attendance record, test results) to another school with legitimate educational interest if a written request is made and when a custodial parent/guardian has given written permission for the release of the child's records. Parent/guardian signature is required for release of a student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct).

The school reserves the right to request the parent withdraw his/her child from the school due to serious disciplinary issues.



# CHURCH OF ST. AUGUSTINE

Eagle Park, Route 9  
Ossining, New York 10562



## POLICY STATEMENT FOR SCHOOL PARENTS 2020-2021

St. Augustine School is a Parish Catholic School. The tuition policy attempts to recognize our Catholic values, provide quality education and encourage active participation in the Parish community.

**Tuition** is to be paid over a **10** ten month period (**August-May**).

For the 2020-2021 school year the family tuition rates (K-8) are as follows:

### Children Attending St. Augustine K-8

	1	2	3	4 or more
<b>Parishioners:</b>				
Annual	\$5,500.00	\$9,000.00	\$11,000.00	\$13,000.00
Monthly	\$550.00	\$900.00	\$1100.00	\$1,300.00
<b>Non – Parishioners:</b>				
Annual	\$8300.00	\$13,800.00	\$19,300.00	
Monthly	\$830.00	\$1,380.00	\$1,930.00	

**Note:** An instructional Fee of \$275 per child will be withdrawn along with the regular tuition payment – half in September (\$137.50) and half in October (\$137.50). The SMART tuition fee of \$45 will be added to the **AUGUST** payment.

1. **Parishioner Status:** St. Augustine School is supported spiritually and financially by the parish. In order to benefit from this status, families must act responsibly. Parishioner Status involves 2 components – Spiritual and Financial.

**Spiritually:** Families are expected to be registered parishioners of St. Augustine’s and meet their Sunday and Holy Day obligations at the Church of St. Augustine.

**Financially:** St. Augustine Parish relies upon voluntary sacrificial offerings. *It is vital that school families financially support their Parish in a responsible manner.* A fiscally viable School is dependent on a fiscally sound Parish, and vice versa. *The minimum weekly contribution for a family with children in St. Augustine School will remain at \$15.* Families enrolling for grades Kindergarten and above for the first time in 2020-2021 will be required to satisfy the minimum contribution via a recurring donation using WeShare, our automated giving program.

2. **Payment:** There are two payment options available –

**SMART Tuition Plan** – This plan uses an outside service to collect tuition, which is then remitted to the School. All payments are done by direct debit from your bank account. Enrollment is done online at [www.enrollwithsmart.com](http://www.enrollwithsmart.com), for first time registrants and rolls over each year afterward.

**Payment in Full** – Families may opt to pay the entire year’s tuition in full prior to the start of the school year. Bills are sent July 1<sup>st</sup> and all tuition is due in full by August 15<sup>th</sup>. Families can elect this option at registration, and it will remain in effect until the parent indicates they would like to switch to the auto debit program detailed above.

3. **Late Registration:** Families registering after the August payment deadline will have all missed payments collected with the first payment. For example, a family registering in late August will have the August payment debited along with the September payment.
4. **Withdrawals:** Families withdrawing from school after August 1, 2020 will be held responsible for any payments due on or before the withdrawal date. To avoid confusion, all withdrawal notifications should be made in writing by the parent/guardian. No pro-ration or refunds will be made.
5. **Past Due Accounts:** It is important to the successful operation of the School and Pre-K program that parents act responsibly and meet their financial obligations. Failure to meet these obligations may result in the following:
  - Report cards will be held when tuition accounts are not current.
  - No student will be accepted in school for the coming year without satisfying their entire financial obligations of the current year.
6. **Pre-K Program:** The Pre-K is an optional program, the goal of which is to offer to our parents an early childhood program that focuses on the development of the whole child. Tuition for the various Pre K programs is as follows, payable over 10 months – August, 2020 to May, 2021.

**PRE K PROGRAM**

Morning Only – 5 days **\$3,500** Plus Instructional Fee **\$150**

5 Mornings Plus 3 Afternoons **\$5,400** Instructional Fee **\$175**

Full Day – 5 Days **\$6,500** Instructional Fee **\$200**

**NOTE-**The Instructional Fee will be withdrawn with the regular tuition payment—half in September and half in October.  
The SMART tuition fee of \$45 will be added to the August payment.

**Fees**

<b>ANNUAL FEES</b>	<b>Pre K 3, Pre K 4*</b>	<b>Grades K-8</b>
Instructional Fee and Insurance Fee	Morning Only Students-\$150 Full Day MWT students-\$175 Full Day MTWTF students-\$200	Policy: \$275 per student. 1/2 the fee will be withdrawn automatically through SMART Accounts in September and the other half withdrawn in October.
Computer Fee	Not Applicable	K-Grade 2 — \$75 per student. Grade 3-8—\$100 per student.  The Computer Fee is due by to the Main Office in envelopes provided.
Home & School Association Annual Fee	\$35 per Family	\$35 per Family. This fee is due 9/18/20 to the mail Office in the envelopes provided.

**Important Phone Numbers:**

**Parish Office/Rectory: 941- 0067**

**CCD/Religious Education Office: 941- 6663**

**Convent: 941 -2316**

**Parish Website Address:www.staugny.org**

**St Augustine School: Phone 941- 3849  
FAX 941 - 4342**

- #1—Main Office – Leone Stangle
- #2 —Health Office – Toni Anne Hirsch, R.N.
- #3 —Sr. Mary Elizabeth, O.P. Principal
- #4 —Mrs. Fessman, Asst. Principal

**School Website Address:www.staugustineschool.org**



### ***SUMMARY STATEMENT***

***Once students have met the necessary admission requirements and have been accepted in St. 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 St. 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, St. 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 St. 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 St. 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 St. 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*