

# **Saint Kevin School**



## **Parent Student Handbook**

**2021-2022**

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## Mission Statement

**Saint Kevin School educates students in the Roman Catholic tradition providing academic excellence in a nurturing environment. Our curriculum and spiritual support prepare students to be life-long learners and enlightened Christians who share their time, talent, and treasure within the community.**

### Philosophy

Saint Kevin School is founded upon the teachings of Jesus Christ and the doctrine and practices of the Roman Catholic Church. God is made known to students in a theoretical sense and also in the real sense as an integral part of the school day. Emphasis is on knowledge and understanding the Word of God and the translation of that Word into loving service to God and community. Each child is recognized as a special and unique gift of God, worthy to be treated with dignity and respect. Faculty, staff and students are encouraged to see Christ as the role model and to follow his example in their daily actions towards one another. The involvement of the parents and guardians is pivotal to the spiritual and educational growth of each child. Parents are recognized as the first teachers, and their efforts in teaching their children the faith through prayer and Mass attendance is crucial to the child's faith development.

Our educational programs combine traditional as well as current teaching strategies, to deliver excellence in all areas of the curriculum. Focus is on giving students a strong base in the academic skills and knowledge necessary for students to become independent learners capable of communicating effectively. We encourage students to develop the reasoning and processing skills necessary to problem solve effectively in an ever-changing world.

Saint Kevin School accepts students of any race, color, nationality and ethnicity to the rights, privileges, programs and activities generally accorded or made available to the children of the school.

### Goals and Objectives.

**Goal 1: To communicate to students the mission of Jesus Christ and his Church and the importance of their roles as members of the Catholic Church in fulfilling the mission of daily Christian living.**

Objectives:

- To teach all students the doctrine, morals and values of the Catholic faith in accordance with the Catechism of the Catholic Church.
- To model Christian behavior as an example for students to follow in their daily interactions with each other and all of God's people.
- To promote spiritual growth by providing opportunities for participation in liturgies, prayer services, sacramental preparation and practice, and special devotions.
- To foster social action in the surrounding community.

**Goal II: To establish and maintain a loving Christian environment that nurtures the development of the whole child.**

Objectives:

- To develop in each student confidence and self-esteem
- To nurture love and respect for each person as a unique and special gift from God.
- To provide opportunities to increase physical fitness and to learn sportsmanship, fair play and cooperation.
- To develop a respect for the human body as a temple of the Holy Spirit.

**Goal III: To provide a broad range of educational opportunities to enable optimum student achievement.**

Objectives:

- To equip students with the basic academic skills necessary to become independent learners.
- To enhance student appreciation for art and music.
- To encourage students in the development of thinking and processing skills necessary for problem solving.
- To provide the support resources necessary for student inquiry.
- To provide students with the skills necessary to utilize today's technological resources.

**Goal IV: To effectively attain and utilize community resources and parental involvement to enhance the educational and spiritual growth of each child.**

Objectives:

- To encourage parents to give their time and talents in volunteer programs at the school.
- To collaborate with the local library to augment resources available to students.
- To persuade local businesses to donate technological equipment, educational materials or funds for acquisition of school supplies.

**General Policies, Programs and Information**

**Office**

The office is open 8:00 A.M. – 4:00 P.M. Monday through Friday, except for vacations and holidays.

**Telephone**

The school number is 401-737-7172. This number may be called when the office is open. There is an answering machine if you need to leave a message during non-office hours. The office telephone is a business phone and should only be used by students for emergencies.

## **Before School Care**

Before school care is available, cost free, mornings from 7:00 AM to 8:30 A.M. St. Kevin School faculty/staff supervise this program.

## **After School Care**

Extended day care is offered to school age children ages 3 and up. It is available on all school days from 3:00 PM to 6:00 PM. Students who are not picked up by 3:15 PM are sent to After School Care. The price is \$7.00 per hour and must be paid online via the Parish Giving Tuition Management System. If payments are not made in a timely manner, your child will not be allowed in the program. All students must be picked up by 6:00 PM. Parents will be contacted if they are late. If all emergency numbers have been exhausted and no one can pick up the child, the police will be called to take care of the student. This program is supervised by Saint Kevin School staff/faculty.

## **Attendance**

Refer to Saint Kevin School's Reopening Guidelines for morning procedures and protocols.

## **Excused Absences and Attendance Procedures**

The reporting of an absence and signing out to leave school are vital procedures enabling the school to account for the whereabouts of the student. Since the absence procedure also protects the academic integrity of the school, parents are urged to request excused absences for valid unavoidable reasons. Students who have been absent more than five (5) consecutive days due to illness must have a doctor's note indicating that he/she has been seen. The state mandates that there be no more than 25 absences per year. Warwick Public Schools indicate that 15 absences are excessive.

Excused absences for activities planned ahead should be cleared through the principal's office at least three days in advance. **Vacations during school time are discouraged.** Students are required to make up all class work upon their return. Students will have the same number of school days to make-up their work equivalent to how many days they are absent. While an outline of the work to be missed may be provided it may not reflect that work which will actually be taught during the course of the week.

Guardians of any student whose absence is not planned must call the school. The answering machine is always on if you wish to call before school starts. The call should be repeated on each subsequent day of the student's absence. **A note from the parent or guardian will be required for re-admittance to the classroom. This note must verify the reason for the absence and include both the date and the parent's signature.**

## **Punctuality**

Children should be on time for school, as tardiness disrupts class time and procedure. Students who walk to school or are driven by car must be in their classroom by **8:45 AM**. Children who are late to school must report to the office and sign in. **If a student is late five times a month or more, the student will either receive a detention or loss of recess. Warwick Public schools indicate that 15 tardies or more are considered excessive.**

## **Early Dismissals**

Parents are discouraged from making dentist or doctor appointments during the school day. However, if a student must leave school for any reason before the end of his or her school commitments, including sports, service projects, activities – parents should send a written note to the office. Frequent early dismissals result in a lack of learning and will impact your child's education and it is the students' responsibility to make-up any work missed resulting from this.

## **Truancy**

Truancy is a willful absence from school by a student for one or more days without the permission of the parents or guardians. In all cases, parents will be notified, followed by a conference with the parent, child and principal to formulate a plan to prevent future reoccurrences. In serious cases, appropriate action will be taken to obtain compliance with the State Law pertaining to compulsory education.

## **Access to School Records – Diocesan Policy 4.14**

**Federal regulations require that an educational agency or institution shall give full rights under the Family Rights and Privacy Act to either parent, unless the agency or the institution has been provided with evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.**

If parents are divorced or separated, the school presumes that both parents have access to the children and the records, unless we have been otherwise notified. It is the responsibility of the custodial parent to provide the school with an official copy of the court order stating otherwise. If duplicate school notices, report cards, etc. are needed, the school office must be notified in writing.

## **Emergency School Closings**

Schools may be closed, dismissed early or be delayed in the event of inclement weather or other emergencies. You can also go online to [www.turnto10.com](http://www.turnto10.com) as well as register via the same website to receive text messages for both Saint Kevin School and Warwick Public Schools to be notified for delays and closings. Closings/Delays will also be posted on the school's Facebook Page, emailed out to families, and via telephone message.

Our school will follow the Warwick School system, unless otherwise announced. If no report is heard it can be assumed that school is in session. If you think we will have an early dismissal due to inclement weather, please do not call the school since lines must be kept open. **Parents need to plan in case of an early dismissal. The after school program is not open on early dismissal days. In the event of a one-hour delay, the morning program will also have a one-hour delay. This program will begin at 8:00 AM rather than 7:00 AM with an hour delay. If Warwick Public Schools cancel afternoon activities, Saint Kevin School will do the same. This will include after school care or Extended Day.**

**In the event that the school needs to evacuate for any reason, the students will be brought to either the church for a minor emergency, or in the event of a threat to the well-being of the school, to the Knights of Columbus Hall at the corner of Sandy Lane and Warwick Avenue.**

In the event of an outside biological or chemical threat, the children will be sheltered in place. This means that the children will be sheltered on the second floor of the building. They will not be released to parents or guardians until the all clear has been given from the Warwick Emergency Awareness Team. This will be broadcast over the radio and television stations, as in the event of an emergency dismissal.

### **Emergency Forms**

Each family is requested to fill out an emergency form supplied by the school. The following information is required:

- 1) The address and phone number where the parents can be reached during the day.
- 2) The addresses and telephone numbers of at least two relatives or close friends who have previously agreed to take the parent's place in case of emergency. Either of the two just mentioned should live within a reasonable distance from the school and should have a car and be free to come for the child.
- 3) Please have instructions on the form for emergency closings due to storm conditions.
- 4) Only those who are listed on the emergency forms will be allowed to pick-up your child from school. No exceptions will be made.

In the event that you procure new employment, change phone numbers or move, it is the parent's responsibility to contact the office with the new information. Failure to do this puts your child at risk.

### **Health Services**

All medical information is to be sent in to the school nurse. Physicals are required for those entering pre-school, kindergarten and grade 7.

**Any student whose health information is not complete prior to school will not be admitted until his/her health records are complete. This is State law.**

## **Dispensing Medication**

**Non-emergency medication cannot be dispensed according to the Department of Health regulations. There will be no medication or over the counter medications given without a doctor's note. Nurses cannot give medication of any kind even with permission over the phone by a parent. If your child needs medication during the day, such as Tylenol for a headache, you can come in and give your child the medication.**

If a child needs medication during school, a note from the physician needs to be supplied. Please do not send the child to school with medication to self-administer. Parents may be required to come to school to administer prescribed medication if a nurse is not available.

## **Student Illness During School Time**

Refer to Saint Kevin School's Reopening Plan for guidelines and protocols for student illness during the school day.

## **School Parents and Visitors**

Refer to Saint Kevin School's Reopening Plan for guidelines and protocols for visitors.

## **Field Trips and Field Trip Transportation Issues**

Field trips are taken to broaden the students' knowledge of an area that is being studied in class. At all times, students must remember that they represent Saint Kevin School and respect is expected. Field trips are a special privilege. **The school reserves the right to deny student participation in a field trip for failure to meet academic and/or behavior requirements.** All rules and regulations pertaining to school policy and bus transportation are in force.

**At times, parents may be called upon to be chaperones. The classroom teacher determines the number of chaperones needed and the process for selection. Any parent that is selected to be a chaperone, must have an up to date BCI check. For insurance purposes, siblings are not allowed to participate unless they are of legal age. Any parent who refuses to let their child attend a field trip because they were not chosen as a chaperone must realize that they are interfering with their child's learning and that they are responsible for keeping that child home on the day of the field trip.**

The parents must complete a permission slip before the student will be allowed to participate in the field trip. **E-mail signatures and phone call permission are not allowed.**

**Due to liability concerns, all students and chaperones must ride the school bus. All students and chaperones must leave and return to school on the school buses that are provided. Students cannot be dismissed to a parent or guardian from the field trip site unless a waiver form has been completed and signed by parent/guardian.**

**Likewise, parents are responsible for transporting students for all sport program activities such as basketball and soccer. The coaches and teachers are not responsible for transporting students to and from the games.**

### **Homework**

Homework is given to:

1. Help the student fully grasp what has been taught in school.
2. Afford an opportunity for exploring and discovering on one's own.
3. Enrich one's background and develop new interests.

If your child will only be absent for one day, his class work and homework will be given to him/her upon their return the next day. If your child is absent more than one day, please call before 10:00 AM on the day you will be picking up the work at the end of the day. This will allow the teachers enough time to gather the work and materials needed.

If parents show interest and concern, then the children benefit. Some homework will be given on a daily basis while some may be given on a long range basis, e.g. projects, research, papers, book reports, and reading assignments.

Each teacher gives specific homework guidelines at the beginning of the year. If you have any questions, please clarify them with the teachers. If your child is not doing homework, please contact the teacher.

### **Progress Reports/ Report Cards**

Progress reports will be sent to all parents in grades K – 8 during each trimester. Please sign them and return them to school.

Report cards for grades K – 8 will be distributed each trimester. Report cards will be received in December, March and June. Please sign the report card and return them to school.

Evaluations for our Pre-School Program will be done in October, February, and May.

### **Promotion**

Students are promoted to the next grade when they have successfully completed the course of studies and have successfully mastered the concepts for the current school year.

Retention is suggested when the student did not master the concepts of the grade. However, the student may not attend Saint Kevin School if the parent doesn't agree with the retention.

### **Academic Probation**

A student is placed on academic probation when he or she is failing two or more subjects and is not in need of accommodations or an Individual Education Plan. This student is given six weeks to achieve good academic standing. At the end of the six weeks, the teacher(s) in conjunction with the Principal will determine whether the student may continue at Saint Kevin School, or would be better suited to attend another school for his/her education. In the case of a Grade 8 student, academic probation and multiple failures may impact graduation.

### **Honor Roll**

Schools are not required to have an Honor Roll, but if they do, they must conform to the guidelines as noted below. The Honor Roll is for use in grades 6 – 8 only.

The Honor Roll includes all academic subjects: religion, mathematics, science, English, literature, social studies, and foreign language.

- High Honors with Distinction – all 96% - 100% in every major subject and demonstrate Christian Values.
- High Honors – 91% - 95% in every academic subject and demonstrate Christian Values.
- Honors – 85% - 90% in every academic subject and demonstrate Christian Values

Special subject areas include: art, music, physical education/ health, foreign language and computer. To qualify for Honor Roll, a student must have at least a 3 in each of the special subject areas and demonstrate Christian Values. If a student lacks more than 2 Christian Values in any subject area, he/she will not make honors.

### **Parent Conferences**

Either the teacher or the parent may request parent conferences. Arrangements can be made by a phone call or in writing for a mutually convenient time. Space is provided on the report card or on the progress report for a requested conference.

### **School Lunch Program**

Cozy Caterers will provide the hot lunch service for Saint Kevin School. The cost of Lunch is \$4 and includes a milk. Lunch orders need to be done a month in advance and need to be emailed to Jessica from Cozy Caterers at [jess.cozycaterers@gmail.com](mailto:jess.cozycaterers@gmail.com). **There will be no ordering of lunches when your**

child is in school. All lunches must be ordered through this process. **Please note, microwaves will not be available for student use during lunches.**

**As part of the Saint Kevin School Reopening Plan, there will be no food or drink based parties until further notice. Please refrain from sending in any type of food based item for your child's birthday.**

### **Lost/Damaged Textbooks**

Students who either lose or damage their textbooks, parents will be held responsible to replace the book for that school year. Failure to pay for the textbook requires a penalty of a withheld report card until payment is made.

### **School Lockers**

As part of Saint Kevin School's Reopening Plan, lockers will not be used as of now. If they are used, please refer to the guidelines below.

Lockers are school property that may be searched if there is probable cause. Locks may be purchased by the individual student. The locker combination must be given to the homeroom teacher. Students need to maintain these lockers in a neat and orderly way with no unseemly pictures or decorations. The principal reserves the right to determine what is inappropriate.

### **Computer Use Policy**

Each year students are required to sign the computer use policy to gain access to the computers in the computer laboratory. Students failing to hand in this form are not allowed to take the class. Please make sure that your child has fulfilled this requirement.

### **Personal Belongings**

**Bringing personal belongings to school is discouraged. Items such as electronic devices, iPods and cell phones, etc. should not be brought to school. Cell phones and other electronic devices will be collected by the homeroom teacher each morning and will be kept in the classroom. Cell phones will be returned at the end of the day. Students may use the office phone if they need to make a call to a parent or guardian. Students who use electronic devices during school time will have them taken away from them by the teacher. If the item is removed a third time, the parent must retrieve the item from the principal.**

## **Transportation**

### **Private Transportation/Dismissal to the Parking Lot**

Refer to Saint Kevin School's Reopening Plan for guidelines and protocols for arrival and dismissal to the school.

### **Student Walkers: Safety Reminders**

1. Always use sidewalks when provided and look both ways before crossing the street.
2. Obey all traffic signals and markers, crossing only at the crosswalks with a crossing guard. Always be cooperative with the safety patrol at all times.
3. Any student riding his/her bike to school must wear a bicycle helmet.

### **Bus Transportation**

Bus transportation is a service provided by the City of Warwick to the students of Saint Kevin School, (K – 8). There is no bus service for Pre-K students.

Parents may choose to utilize this service or provide their own transportation. Students using this mode of transportation must adhere to the following regulations:

1. The bus driver and the monitor are in complete charge when transporting students to and from school.
2. Students must obey the driver and the monitor at all times and they must be respectful. The driver has the right to report a student to the principal for consistent misconduct.
3. Students are to board the bus quietly and remain seated without excess noise so as not to distract the driver.
4. While on the bus, students must keep their heads and hands inside the bus.
5. Bus riders are never permitted to leave their seats while the bus is in motion and they should wait until the bus comes to a full stop before boarding or disembarking.
6. Students at bus stops and in the bus lines should exercise self-discipline.
7. Respect should be shown to all passersby while students are riding the bus or waiting at the bus stop.
8. Students are to assist in keeping the bus clean by not eating, chewing gum, or by not throwing papers on the floor. Throwing items out of the bus windows can be extremely dangerous and is strictly prohibited. Bringing food or drinks on the bus is also prohibited.

9. A written note of permission from parents should be given to the principal and the bus driver if a student is to be getting off at a stop other than the regular one.
10. Students who do not ride the bus are not allowed, at any time, to ride the bus with a friend.

### **TUITION POLICY**

Saint Kevin School is financed primarily through tuition. In order to preserve the financial stability of Saint Kevin's, tuition must be collected.

1. Payment in two installments;
2. Payment in four installments;
3. Payment in monthly installments;
4. Payment may be paid in full.

Failure to maintain current tuition payments can result in indefinite suspension from classes and all school related activities. It is the responsibility of the family from Saint Kevin School, particularly the parents, to know when tuition payments are due and to notify the school principal in the event of difficulties that arise with regard to timely tuition payments.

In the event that a student withdraws from Saint Kevin School, tuition will be refunded based on the time remaining in the academic year and pro-rated on a monthly basis.

If a student withdraws prior to the beginning of the school year, tuition paid will be reimbursed except for a \$100 non-refundable service fee.

If a student withdraws during the course of the year, tuition will be charged to the end of the month of the student's withdrawal. Tuition paid in excess of that date will be reimbursed. For example, if a student withdraws on November 12<sup>th</sup>, tuition will be charged through the month of November and any remaining tuition will be reimbursed.

Please be advised that the school reserves the right to amend this policy at any time and will notify parents as soon as reasonably possible.

Information concerning this service is provided at the time of registration. Any questions regarding payment may be addressed to Father Marciano or the school (737-7172). In the event that your tuition is not current, the school will be notified. A child's attendance may be in jeopardy if tuition payments do not remain current.

**Parish Giving maintains tuition records. Any questions regarding this may be directed to Parish Giving at 1-866-307-7140 Monday-Friday between 8:30am – 4:30pm.**

## **Tuition Aid Policy**

Saint Kevin Parish also manifests a concern for families that need financial assistance in sending their children to the school. However, certain requirements must be made to receive aid:

1. The family must be a registered and active member of Saint Kevin parish. Families from outside the parish should make application to their own parish for the financial assistance available there. Families living outside the parish boundaries must be registered for one year at Saint Kevin's before becoming eligible for tuition aid as members of the parish.
2. Parents are expected to attend Mass weekly and contribute to the parish budget.
3. Family members must be willing to participate in all parish fundraising activities as these make up the bulk of parish subsidy to the school.

Volunteering to help with school activities and services also helps to keep the tuition costs down.

4. The family must keep up with the monthly payments of their portion of the tuition and must be paid in full for the current year.
5. The family must fill out a student aid form provided by FACTS that will serve as a basis for determining the amount of aid to be given to each family. It is provided in January and is due in early February. Late applications jeopardize any chance of financial assistance.

## **School Board**

The Diocese of Providence, by policy, requires that each Catholic school have a consultative board. Saint Kevin has an active school board consisting of nine selected members with the Pastor, Principal and the Parent-School Organization.

## **Parent-School Organization**

All parents are urged to join the Parent-School Organization.

The objectives of the Association are as follows:

1. To promote open communication and cooperation among parents, staff and administration.
2. To direct and coordinate parental support of the school through assistance activities, social functions and fund-raisers. Parents wishing to volunteer must have a BCI check.

## **Dress Code**

Saint Kevin School has a dress code that must be strictly observed. To dress properly is part of the training that we are trying to impart to our pupils. Obedience to the rules and regulations of the school is part of that character that we believe is essential in a good Catholic education. Full uniform is expected on Mass Days, some field trips and special occasion days. Uniforms must be purchased through Donnelly's.

## **UNIFORM REQUIREMENTS**

Proper dress is part of the training that we are trying to impart to students. Following the dress code is part of that character that we believe is essential in a good Catholic education.

We appreciate your cooperation in regard to uniform. Children's sweaters, school bags, etc. should be marked with the child's name. Additionally, parents should make sure that their children are wearing the correct uniform and that it is worn properly. Failure to do your part is embarrassing for your youngster, particularly if he/she is not attired properly. As the school year progresses, the older children need to be reminded of the dress code. Please refer to the discipline code policy for dress code violations.

Donnelly's (Cranston, RI) is the uniform supplier for Saint Kevin School. Uniform images are available on Donnelly's website, [www.donnellysclothing.com](http://www.donnellysclothing.com). (401-942-5202).

## **GIRLS' SCHOOL UNIFORM**

**Girls Pre-K:** Navy blue sweatpants or fleece shorts (with school logo) and light blue polo shirt (short or long sleeve, depending on the weather, with the school logo).

A long-sleeve sweatshirt with the school logo may be worn in cooler weather.

### **Girls -Grade K-5:**

- Plaid box pleat jumper (For Grades K-4 only) Plaid box pleat skirt (Grade 5 only), white round collar blouse (short or long sleeve, depending on the weather, with school logo) and plaid crossover tie.
- Black or brown shoes, with navy blue knee socks or navy blue tights may be worn. No leggings allowed.
- A navy blue sweater with the school logo should be worn on mass or special occasion days for grades 3-5 only. It is optional for K-2. Sweater choices are the v-neck pullover, v-neck vest, and v-neck cardigan with school logo.

- **Physical Education Uniform:** Navy blue sweatpants or fleece shorts (with school logo), light blue polo (short or long sleeve, depending on the weather, with school logo). A long sleeve sweatshirt with the school logo should be worn in cooler weather. Sneakers are worn on gym days with neutral colored socks. Sneakers of any color can be worn.

### **Girls - Grades 6 – 8:**

- Plaid box pleat skirt (no more than one (1) inch above the knee), white dress shirt (short or long sleeve, depending on the weather, with school logo) and plaid crossover tie.
- Black or brown shoes, with navy blue knee socks or tights. No leggings allowed.
- An optional navy blue sweater with the school logo. Sweater choices are: v-neck pullover, v-neck vest and v-neck cardigan.
- Navy blue blazer will be worn daily (except for gym days) from November 1<sup>st</sup> – May 1<sup>st</sup> and on special occasions.
- Physical Education **UNIFORM:** Navy blue sweatpants or fleece shorts (with school logo), light blue polo (short or long sleeve, depending on the weather, with school logo). A long sleeve sweatshirt with the school logo may be worn in cooler weather. Sneakers are worn on gym days with neutral colored socks. Sneakers can be worn on gym days.

### **Grades K-8 – Cold Weather (November 1 – May 1):**

Girls are allowed to wear khaki pleat front twill slacks with the above white blouse and belt. If cold weather arrives prior to November 1<sup>st</sup>, this date may be adjusted.

### **BOYS SCHOOL UNIFORM**

**Boys Pre-K** – Navy blue sweatpants or fleece shorts (with school logo) and light blue polo shirt (short or long sleeved, depending on the weather, with the school logo). A long sleeved sweatshirt with the school logo may be worn in cooler weather.

### **Boys – Grades K – 8:**

- There will be an optional elastic waist khaki for Grades K and Grade 1. Buckles seem to cause a problem for these grades.
- A white polo shirt with school logo will be the shirt for Kindergarten and Grade 1 boys with no ties. Girl's uniform will remain the same.

- Khaki (flat or pleat front fit) pants with a black or brown belt, white oxford button down shirt (short or long sleeve, depending on the weather, with the school logo, and plaid tie
- Khaki (flat or pleat front fit) shorts may be worn until November 1 and after May 1.
- Black or brown socks, which come over the ankle, must be worn. **NO SPORT SOCKS.**
- Black or brown **shoes** that tie or loafers are acceptable.
- An optional navy blue sweater with the school logo. Sweater choices are v-neck pullover, v-neck vest and v-neck cardigan. (See below for Grades 3,4, and 5).
- Grades 3, 4 and 5 will be required to wear the navy blue sweater with school logo when going to events.
- **Grades 6 – 8 Only:** Navy blue blazer to be worn on a daily basis (other than gym days) from November 1<sup>st</sup> – May 1<sup>st</sup> and for special occasions
- Physical Education **UNIFORM** – Navy blue sweatpants or fleece shorts (with school logo), light blue polo (short or long sleeve, depending on the weather, with school logo). A long sleeve sweatshirt with the school logo may be worn in cooler weather. Sneakers are worn on gym days with white socks. Sneakers can be worn.

### **ALL GRADES ADDITIONAL REQUIREMENTS**

*The principal reserves the right to determine if the students are in violation of any of the below additional requirements. Parents will be notified and appropriate action will need to be taken as determined by the principal.*

#### **Grooming Requirements:**

Boys and girls are to be well groomed at all times. Hair must be neat, not appear unkempt, bushy or disheveled. Large or flashy hair accessories are not allowed. Bows and headbands should be colors that match school uniforms. No hats or decorative headbands should be worn.

It is expected that boys will have a traditional style haircut. Long hair is unacceptable. Students are to avoid extremes in hair styles (either too long or too short), unnatural hair coloring and/or other ornamental hair products. This includes carving lines or numbers, and completely shaving one's head. Girls must maintain their hair in styles that are appropriate for their age. Jewelry and earrings must be discreet and kept to a minimum. Girls may wear one earring in each lobe; no dangling earrings because they are a safety hazard at gym or playing outside. Boys are not allowed to wear earrings. Nails need to be neatly manicured; clear nail polish is acceptable. Make-up is not allowed.

#### **Casual/Dress-Down Days**

Occasionally, students are given the opportunity to wear “everyday” clothes to school. These must be tidy in nature, with no holes. Shirts may not have any offensive sayings or logos on them, and tank tops are not allowed for boys or girls. Flip flops, crocs and the like are not acceptable as they pose a safety hazard.

Shorts and skirts need to be of a modest length; short shorts or mini-skirts are not allowed. It is important to note that students are not required to participate in Dress Up or Dress Down days. If they choose not to participate, they can simply wear their uniform.

### **Footwear**

Respectable shoes are required for all grades. Black or brown shoes that tie or loafers are acceptable. Clogs, Crocs, or any other type of open back shoes and heels are not allowed. Sneakers are worn only on gym days. Sneakers can be a color other than black, but must be plain, preferably without black soles as they scuff the floors.

### **Behavior Code**

Students attending Saint Kevin School are expected to adhere to Catholic values, cultivate cooperative attitudes, and continually maintain appropriate conduct. Pupils must exert responsible behavior, show courtesy and respect to teachers, staff members, as well as to each other, and conscientiously uphold school policies and regulations including those that apply to the uniform dress code, and study requirements for courses.

It is important that students understand that breaking a rule will automatically be followed by a natural consequence. Our goal is not to punish, but to emphasize the fact that we must all live together; and those who choose to disregard the rules, especially after repeated warnings, will be dealt with firmly.

### **Student Responsibilities**

**A. We agree to make the school a safe place by promising to follow common sense rules. We agree the following are unsafe behaviors in the classroom, play area and lunch room:**

1. Fighting, punching, pushing, shoving, jousting, or wrestling
2. Running in the building and in the school yard.
3. Throwing hard objects.
4. Disregard of fire drill procedures.
5. Bringing potentially dangerous objects to school.

**B. We agree not to interfere with another person’s right to learn. Some examples that interfere with those rights are:**

1. Loud talking or shrill noises in the corridor, stairway or classroom areas.

2. Running through the corridors.
3. Disturbing others when they are trying to work.
4. Continually leaving seat without permission.
5. Speaking out during class.

**C. We agree to show respect and courtesy to each other at all times. Some examples of discourteous or disrespectful behavior are:**

1. Booing, swearing or offensive gestures.
2. Interrupting
3. Disrespect to teachers, staff members, adults or fellow students.
4. Name-calling, insulting remarks or offensive language towards individuals.
5. Disrespect for the presence of the Eucharist before or during Mass or other liturgies.

**D. We agree to respect the property rights of the school and other individuals. Some examples that violate this rule are:**

1. Dirtying lavatories.
2. Writing on partitions or walls.
3. Littering
4. Stealing
5. Writing on desks or disfiguring furniture, walls or school materials.
6. Using another person's property without permission.
7. Improper care of textbooks, workbooks and school supplies
8. The defacing or the breaking of lockers.

### **Rules of the Cafeteria**

As of now students will be eating lunch in their own classroom and outside per the Saint Kevin School Reopening Plan. If this were to change, please refer to the guidelines below.

Children are seated according to class in the cafeteria. There is always an adult monitor on duty. The children are to speak in low tones to those at the same table. The table and floor should be cleared completely before that group is allowed out for recess. Table manners expected at home are the same as those expected at school.

### **Fire, Lockdown and Evacuation Drills**

Fire, lockdown and evacuation drills are held at regular intervals within the mandated guidelines of the State Fire Marshall. Every drill should be approached with seriousness. For fire and evacuation drills, all occupants must vacate the building immediately. Students are expected to follow school fire drill rules and all adult directives being given during the time of

the drill. The students need to understand the seriousness of the drill and to treat this practice with seriousness and respect.

Lockdown drills require students to report to their teacher immediately and remain in the classroom until the drill is over.

### **Discipline**

Although classroom teachers constantly strive to provide prudent direction, advice and discipline, there are certain problems considered serious enough to come under the jurisdiction of the principal.

A. Some examples of corrective measures which may be employed by teachers for less serious offenses:

1. Verbal reprimand
  - a) student/teacher conference
  - b) student/administrator conference
2. Time Out place
3. Constructive written assignments
4. Counseling by teacher, school administrator or special counselor
5. Behavior contracts
6. Temporary withdrawal of privileges
7. Progress reports
8. Reasonable task to restore defaced or damaged property or equipment
9. Conferences with parent or guardian, student, teacher (if necessary), and/or administrator.
10. Detention after school
  1. Detention after school is held at the teacher's discretion. Students are given 24 hours notice so that other transportation arrangements can be made. They may be assigned to detention for the following reasons:
    - a) excessive or unexpected tardiness to school or to class.
    - b) failure to complete homework after several warnings
    - c) continual disregard of the uniform code – 3 violations
    - d) infractions for which the corrective measures above have not been successful.
    - e) failure to return non passing test/quiz after 3 days unsigned by parent or guardian.
11. Students who receive three detentions in a month or have been suspended will not be able to participate in upcoming school events, i.e. school dances, field trips, and dress-down days.

B. Extreme misconduct and continued disregard for school rules and regulations will be brought to the attention of the principal. **In the event that the principal is not in the building, the**

**Teacher in Charge has the authority to determine whether the offender should be suspended.**

Students will be held accountable for their conduct. Serious behavior problems will be dealt with firmly. Certain acts which may result in suspension from school (1 – 5) days are persistent truancy, unexcused absence from any class including detention, excessive or continued detention for the same offenses, flagrant disregard of school rules that are in the behavior code, grave defiance and/or vile reprehensible conduct directed at a teacher, staff member or school official, willful destruction of school property, theft within the school, and any inexcusable or injurious acts which can, by their nature, cause harm to oneself or to the well-being of others.

### **School Policy on Violence/Bullying**

**Each student in this community has the right to be free of verbal, physical and psychological harassment.**

**Any action by any student of the school community that disrupts the peace of the community is unacceptable. Therefore, intimidation, harassment, threats of violence, and actual violence of any kind in any form, including the use of e-mail, instant text messaging, photo-phones or any other devices used by any student of the school community to any other student of the school community or to an outsider, inside or outside of the school, subjects an individual to sanctions by the school including, but not limited to, suspension, medical/psychological evaluation and exclusion. Some laws require that the Police Department be notified in various circumstances.**

**All threats of violence will be taken seriously. Excuses such as “I was only kidding” are not acceptable. In addition, threats of violence and acts of violence will be reported to the police when it is appropriate. Students infringing on these rights may be liable for dismissal from the school.**

### **Suspensions**

Suspensions and expulsions are the most serious disciplinary measures used when a student acts in an irresponsible manner on/or about school. Grave and/or repeated infractions may result in the suspension of a student after sufficient warning. The principal will take action after consultation with the teacher(s). In the principal’s absence, the Teacher In Charge has the authority to suspend a student for the following infractions:

Among the types of conduct which make a student liable for suspension are:

1. Dishonest behavior (cheating, stealing)
2. Truancy
3. Use of obscene language – written and/or spoken
4. Disruptive behavior which may endanger the safety of others (fighting)

5. Continual disrespect or defiance
6. Vandalism (payment will be made for destroyed property)
7. Smoking on school buses or anywhere within the borders of the school grounds or inside the school
8. Any action which is illegal
9. Harassment of teachers or other students via verbally, text message, or social media
10. Offenses related to mood altering substances

Suspension may be of two types, depending on the nature of the infraction.

- A. In-school suspension may be applied to some serious transgressions for a first time offender. A parent will be notified to discuss measures that must be taken to correct and prevent the reoccurrence of unacceptable behavior. The student will be responsible for the completion of all assignments while not attending classes.
- B. Suspension to the student's home until one or both parents/guardians contact the principal and return to school to discuss the problem and reach a mutual agreement. Upon reinstatement, a pupil will be put on probation. His/her conduct will be scrutinized very carefully. If there is no change in conduct and attitude, the student will be required to leave Saint Kevin School.

Certain acts can never be tolerated and may be the cause for expulsion from Saint Kevin School:

- a) Possession of, selling, or being under the influence of illicit drugs or alcohol
- b) Possession of, and/or bringing any type of dangerous or life threatening weapon to school.
- c) Threats or acts of violence and harassment on the rights of a person/persons of the school community or outside the school community.

Parents will be notified in conjunction with the Warwick Police Department if necessary. "Expulsion of a pupil from school is always a serious matter and will be exercised as a last resort. The principal has the right to expel a student." Per the Manual of Policy and Regulations, Diocese of Providence.

### **SCHOOL POLICY ON SOCIAL MEDIA**

Although the school has no control over what is posted in social media, we can react to it. We have the right to withdraw any student whose parent/guardian, or any other person known to the student who posts hurtful, damaging and untruthful statements that reflect on Saint Kevin School or any individuals affiliated with Saint Kevin School in a negative way or that are deemed not appropriate. This also applies for the student themselves. It is up to administration to determine if it is detrimental to the school. This is the last thing any of us want, but we cannot and will not accept comments that are not true and may damage a person's or the School's reputation.

## **Distance/Remote Learning**

The School may utilize virtual or distance learning during all or part of the school year. In-person instruction may not occur depending on many factors, including, but not limited to, laws, regulations, and government orders in effect at the time, and the School, in its sole discretion, may take additional measures and provide instruction in the manner it deems most appropriate to ensure the health and safety of all students, faculty, and staff. Other activities normally sponsored by the School, including, but not limited to, sports and after school programs, may also be limited, postponed or canceled as the School may deem appropriate to protect the health and welfare of the School community.

**PLEASE SIGN AND RETURN TO SCHOOL**  
**SAINT KEVIN SCHOOL**  
**PARENT/STUDENT HANDBOOK**

**2020-2021**

**I have read the Saint Kevin School Student Handbook and agree to abide by all the policies. (Grade 3 – 8)**

<b>Student Name (Print)</b>	<b>Student Signature</b>	<b>Date</b>

**I have read the Saint Kevin Student Handbook and agree that my child will abide by all the policies. (Parents – Pre K – 8)**

<b>Parent Name (Print)</b>	<b>Parent Signature</b>	<b>Student Name</b>	<b>Date</b>

**At various times, photographs are taken of our students. I/we give permission for my child/children to be used for newspaper and other materials/social media of Saint Kevin School.**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**