

# **St. Augustine School**

## **Student/Parent Handbook**

**2020-2021**

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**Faith † Service † Academics †**

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**St. Augustine School**  
**STUDENT/PARENT HANDBOOK 2020-2021**

**MISSION STATEMENT**

St. Augustine School is a Catholic parish community. Our mission is to proclaim God's word through our actions, our thoughts, our service, and our academic excellence.

**PHILOSOPHY OF CATHOLIC EDUCATION**

The faculty of St. Augustine School believes that a philosophy of Catholic education begins with faith that God, in creating, gifted us with life, became one of us in His Son Jesus and in the person of the Holy Spirit, and awaits our response to His unconditional overture of love. Jesus remains with the community He formed, witnessing and sharing the Good News in every age and with all people, ever yearning for a return of love either by a sincere response to conscience or by membership in His Church. It is from this perspective that the educational ministry of the Catholic community flows.

We believe that education begins with life in the heart of the family. Parents, the primary educators of their children, seed and nourish values deeply human and deeply spiritual. Affirmed, treasured, and supported by the loving witness of Christian faith communities, the child continues a lifelong response to God's love in growing and excelling through responsible involvement in the academic, cultural, and civic concerns of daily life.

We believe that the Catholic school is sensitive to the mandate of Jesus: "Love one another as I have loved you." The school community, in sharing this vision within an atmosphere designed to celebrate and practice love of God and neighbor, is the most effective means available to the Church for the education of youth. This vision motivates students to grow spiritually, academically, culturally, and socially. Among the values prized in the Catholic school are self-worth, self-discipline in the search for a moral way of life, and appreciation of our American heritage. With deep concern for their brothers and sisters, young people in Catholic schools form their personal response in truth, justice, and love to God.

The rules and regulations in this handbook are subject to change. These rules and regulations are not all-inclusive. It is the right of the principal, after consultation with the pastor, to make final decisions about an issue/incident that may not be specifically stated in these pages.

## EXPECTATIONS DURING A HEALTH CRISIS

Parents, students, and school personnel have a right to these expectations:

- A clean, sanitized environment
- Reasonable safety from ill or infected people
- Reasonable safety from violence, harassment, and bullying
- A quality learning environment with high instructional expectations
- Respectful treatment physically, emotionally, and spiritually

Because we are in the midst of a pandemic as of summer 2020, parents are expected to:

- Monitor their children's physical symptoms and keep ill children at home for 72 hours after symptoms subside without medication and for ten days after symptoms subside if diagnosed with a positive case of COVID 19
- Encourage students to use the technology available to keep current in their learning to the best of their ability due to illness
- Be able to pick up will students within a reasonable amount of time or have someone trustworthy who is able to act in this capacity
- Be the first and most important educators of their children.
- Ensure that children attend school regularly and on time unless the children are ill
- Provide a regular place and time for children to study and complete assignments.
- Communicate regularly with their children's teachers about academic progress and behavior issues. This can take the form of checking Progress Book regularly, sending emails and other written communication, telephoning, and conferencing with the teachers. Children whose parents take an interest in academic progress and good behavior perform better in school.
- Positively support the work of the teachers of St. Augustine School as they participate in community, academic, or athletic events.

Because we are in the midst of a pandemic as of summer 2020, students are expected to:

- Follow all directives from school personnel about physical distancing
- Try their best to participate in lessons, complete their work, and use technology according to the Acceptable Use Policy distributed
- Model Christ-like behavior, living the greatest commandments, love of God and love of neighbor
- Demonstrate self-respect, respect for others, and respect for all things in the school environment

- Help maintain standards at school and at school-related activities for a safe and orderly environment through the use of self-discipline
- Handle all conflicts without the use of violence or threats of violence and with respect for the rights and human dignity of all
- Be on-task at all times while in the classroom or engaged in activities outside of the classroom
- Wear a mask (required in grades 3-8, recommended in grades K-2)
- Attend school regularly and on-time
- Model acceptable behavior to others who may be misbehaving

Because we are in the midst of a pandemic as of summer 2020, school personnel are expected to:

- Monitor students for physical distancing
- Provide meaningful, age-appropriate, ability-appropriate instruction utilizing technology
- Screen students for fevers each morning and as appropriate
- Wear a mask
- Assess student learning in a timely manner and share those results with parents via Progress Book Parent Access

#### ADMISSION POLICIES

St. Augustine School is a Catholic elementary school providing a quality Catholic education to children whose families desire a Catholic school education. St. Augustine School does not discriminate on the basis of race, sex, creed, or ethnic background. Admission and readmission to St. Augustine School are on an annual school year basis.

Students will be considered for admission to St. Augustine School according to the following priorities:

1. Active parishioners of St. Augustine Parish and Immaculate Conception Parish;
2. Non-active parishioners of St. Augustine Parish and Immaculate Conception Parish;
3. Parishioners of other Catholic parishes that do not operate an elementary school;
4. With the permission of their pastor, parishioners of other Catholic parishes that do operate an elementary school; and
5. Non-parishioners of other faith traditions who desire a Catholic education for their children.

Normally, admission begins with kindergarten. Students may be accepted into other grades as space permits with priority given to parishioners and those children

transferring from other Catholic schools due to relocation. All students are enrolled on a probationary basis, with a review at four and nine week intervals, to determine if St. Augustine School best meets the educational and social needs of the student and parents.

Kindergarten enrollment is reserved for children who reach their fifth birthday on or before September 1 of the current school year.

Final acceptance of newly-enrolled students transferring from another school is dependent upon receipt, review, and approval of official school records. Students transferring from other Catholic schools must be in good financial standing with their previous school. Tuition balances must be paid in full prior to enrolling at St. Augustine School.

Continued enrollment at St. Augustine School is dependent upon support of the school's mission, adherence to school and parish policies, and prompt payment of tuition and fees.

#### WITHDRAWAL

In the event that a family chooses to withdraw students after the school year begins, the students' records, including academic, assessment, and health records, will be released to the new school in a timely manner as long as all financial obligations have been met at St. Augustine School.

#### ACADEMICS

St. Augustine School follows the Diocese of Cleveland's rigorous curriculum and graded course of study, which is in line with the Ohio Department of Education's academic content standards.

#### INSTRUCTIONAL PROGRAM

All students of St. Augustine School are provided with a quality academic and religious program. Enrichment and intervention are offered in each subject as needed.

#### FACULTY AND STAFF

The faculty and staff of St. Augustine School are here to help the children to learn and grow into good citizens. All faculty and staff are licensed or certified by the state of Ohio in their academic content and all members of the faculty possess Diocese of Cleveland religion certification or are in process of earning this religion certification.

#### FIELD TRIPS

Field trips are an extension of the learning occurring in the classroom. They are educational in nature. No child may attend a field trip without a completed field trip permission slip. Handwritten parent notes expressing permission for the field trip are not acceptable, nor are verbal permissions.

#### HOMEWORK

All students are expected to complete homework. Homework is an extension of the school day and is helpful for practicing concepts introduced during the school day. Homework should be completed independently by the child in order to gain maximum benefit. It is important that the teachers see what the students do and do not understand, and one way for this to occur is through independent work on homework. Homework comprises 10% or less of the overall grade in any subject. As a general rule, students should complete about ten minutes of homework daily per grade level.

#### WORK DURING ABSENCES

Students will be given as many days as they are out for excused absences to make up work missed. (If a student is absent for five days, he will have at least five days to complete work missed.) If a student is absent, his or her work will be compiled for the return to school or made available via Google Classroom. Teachers are usually not able to compile work on a daily basis for absent children to complete at home. Make-up work for unexcused absences will be handled on a case-by-case basis.

#### LATE WORK

Any work, other than work missed due to excused absence, that is submitted past its due date will receive either reduced or no credit, depending on the assignment and the grade level. It is important for children to complete their work in a timely manner.

#### STUDENT RECORDS/FILES

St. Augustine School maintains a complete file for each student enrolled in the school. Student records are confidential and may not be released without the prior consent of the parent.

#### PROGRESS BOOK

St. Augustine School uses Progress Book, an online grade book that allows parents to access their child's grades and performance. Log-in codes and instructions will be provided for parent access for Progress Book.

#### DIOCESAN GRADING SCALE

A+ (100-98)                      C+ (84-82)

A	(97-95)	C	(81-79)
A-	(94-93)	C-	(78-77)
B+	(92-90)	D+	(76-75)
B	(89-87)	D	(74-72)
B-	(86-85)	D-	(71-70)
		F	(69 and below)

### PARENT-TEACHER CONFERENCES

Parent-teacher-student conferences are held twice a year to discuss academic progress and behavior issues. Additionally, a parent, teacher, or administrator may request a conference at any other time to address issues that should not wait for the next scheduled parent-teacher-student conference day.

### PROMOTION/RETENTION POLICY

St. Augustine School reserves the right to promote or place a child into the next grade at the conclusion of the school year after consideration of what is in the best interest of the child. St. Augustine School also reserves the right to retain a child in the current grade at the conclusion of the school year if that is what is deemed to be in the best interest of the child. Parents who disagree with retention decisions will be supported in their pursuit of another school that meets their needs. In addition, in accordance with Ohio's "Third Grade Reading Guarantee," students must successfully demonstrate proficiency on state testing to be promoted to the fourth grade.

### TESTING

All students take the Measures of Academic Progress assessments in math and reading. These tests are administered three times per school year. This adaptive standardized test allows comparison with previous achievement and provides information about the effectiveness of our curriculum. Additionally, all students in grades three through eight take the appropriate state-wide assessments each year.

### STUDENT ASSESSMENT

The teachers of St. Augustine School utilize a variety of assessment strategies to monitor student achievement. These assessments include but are not limited to tests and quizzes, constructed responses, essays, projects, research reports, oral reports, PowerPoint presentations, workbook assignments, and graphic organizers.

Assignment and assessment scores are posted on Progress Book shortly after the assignment is submitted. Parents are urged to check Progress Book regularly, as well

as to communicate with the teachers so as to create a system to encourage student achievement.

Report cards are issued four times a year. The report card envelope must be signed and returned to school within two school days. Parents may keep each quarter's report card. The final report card will be available for parent pick-up shortly after the conclusion of the school year.

## STUDENT SERVICES

St. Augustine School provides tutoring and intervention for students who need additional academic or developmental support. A speech/language pathologist, nurse/nurse's aide, math/reading tutor (Akron residents are eligible to receive this service for K-5), and intervention specialist are available to serve children with demonstrated need. Please speak with your child's teacher if you feel your child needs additional educational services.

## ACADEMIC HONORS

Students in grades four through eight who earn a grade point average of 3.75 to 4.3 will receive highest academic honors. Students in grades four through eight who earn a grade point average of 3.3 to 3.74 will receive academic honors. Students in grades four through eight who earn a grade point average of 3.0 to 3.29 will receive academic merit. Earning academic honors and merit is challenging; academic honors and merit are given to the very top academic students. Most students do not earn academic honors and merit.

## ATTENDANCE

Absence from school is legal for the following reasons under the Ohio Administrative Code:

- personal illness;
- illness in the family;
- quarantine of the home;
- death of a relative;
- work at home due to the absence of parents or guardians;
- observance of religious holidays;
- family emergency; or
- set of circumstances which, in the judgment of the principal, constitutes a good and sufficient cause for absence from school.

Vacations do not constitute a good and sufficient cause for absence from school and will be marked as unexcused. Absences for any reason that are unreported and absences other than those cited above will be marked as unexcused.

## REPORTING ABSENCES

If a student is absent, it is the responsibility of the parents to call the school BEFORE 8:00 AM. Calls can be made at any hour; the school voicemail system will record the message. If the parent fails to contact the school, the absence is considered unexcused. In addition to the call, the student is required to bring a dated, written excuse on the day of return. This written excuse should indicate the reason for absence. Failure to submit a dated, written excuse on the day of return will cause the absence to be unexcused. Per Ohio EdChoice law, EdChoice scholarship students forfeit their scholarships if they have in excess of twenty unexcused absences.

Doctor and dentist appointments should not be routinely made during the school day. If such appointments are necessary, a written letter of notification is appreciated. In all cases, before a student leaves the building during regular school hours, the parent must call the school office and school personnel will sign the student out and escort the student to the parent waiting outside.

In the event of unavoidable appointments that allow the student to arrive at school prior to 8:30 am, an excuse or note from the doctor or dentist is required. Failure to provide an excuse, note, or other documentation from the doctor or dentist will result in a tardy or absence for that day's attendance.

If a student is absent for three or more consecutive days, a written doctor's excuse is required for all students. If the reason for the absence of three or more consecutive days is not for illness, please contact the principal to discuss the situation.

Students are considered tardy if they are not present in their classrooms at 7:50 am. (This does not include bus riders who arrive after 7:50 am for reasons beyond their control, including a two-hour delay of the public school bus due to weather). Students arriving after the start of the school day must report first to the school office. Excessive tardiness is very disruptive for the tardy child. Habitual tardiness may require a conference between principal, pastor, and parents to discuss solutions.

Students who arrive after 8:30 am will be marked absent for a half day. Students leaving before 2:00 pm will also be considered absent for a half day.

## STUDENT CODE OF CONDUCT

Students are subject to probationary enrollment each school year. During this probationary period, usually the first grading period, student grades in relation to effort, attendance, and behavior will be assessed to determine continued enrollment.

## DISCIPLINE POLICY

St. Augustine School is a Catholic parish community. Our mission is to proclaim God's word through our actions, our thoughts, our service, and our academic excellence.

All disciplinary action must support the mission statement of St. Augustine School. The focus of all discipline procedures is to reduce the negative impact that misbehavior has on a safe, orderly, and productive learning environment, and, most importantly, to help students to become more Christ-like. The discipline process must protect the time assigned to learning. It is important to decrease the amount of interference that misbehaviors cause in the academic engagement time for both the class and the misbehaving student. The handling of all discipline situations must support the teaching and learning of the curriculum for all students and support our Christian values.

The goal for student discipline is not to punish the students who misbehave but to correct the behaviors to ensure the safety of all students at St. Augustine School. St. Augustine School uses a positive behavior intervention plan that divides typical behavior into three tiers:

Tier I is where the majority of our students will fall. In this stage, the rules and expectations are explained and modeled to all students. Students not following these expectations may receive but are not limited to the following: verbal warnings; restriction of privileges, including field trips; demerits; and written warnings.

For those students for whom Tier I interventions are not successful, Tier II interventions will be attempted. These students will have received multiple demerits and/or written warnings or will have committed more serious offenses. The goal of Tier II is to still try to work with the student to correct the behaviors. In addition to continued use of Tier I interventions, some possible Tier II interventions may include but are not limited to the following: various behavior modification strategies, social skills lessons, mentoring, and suspensions.

If students are not successful in modifying their behaviors in Tier II, students will move into Tier III. This consists of parent/teacher/principal meetings to create behavior plans.

The behavior plan will outline the unacceptable behaviors and the roles expected from the student, parents, and teachers.

If Tier III interventions, including behavior plans, are unsuccessful, the parent may be asked to withdraw the child or the child may be expelled. However, if any behavior is deemed serious enough by the principal and/or pastor, the child can be expelled without moving through these tiers.

Typically, students will receive a written warning or demerit for behaviors like failure to wear the complete uniform or not completing work. More serious issues may result in in-school suspensions. More serious issues can be defined as those that significantly disrupt student learning or the safety of others. Students will complete school work during in-school-suspensions, but they receive no more than 50% credit for that work. Three in-school-suspensions may necessitate a three day out-of-school suspension, at which point a behavior plan may be created to help the student to comply with school policies. During out-of-school-suspension, students may complete school work to keep current with their learning, but all work due during the OSS period is worth 0% credit.

The rules and consequences of this discipline guide are subject to change. These rules are not all-inclusive. It is the right of the teacher and principal, after consultation with the pastor, to make the final decision about an issue or incident that may not be specifically stated in this discipline guide.

## HARASSMENT

Harassment, intimidation, or bullying behavior by any student or school personnel in St. Augustine School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, intimidation, or bullying in accordance with House Bill 276, is any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students and/or personal property; and
2. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

St. Augustine School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee, or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events, or from any computer not on school property.

St. Augustine School's complete harassment policy is available in the principal's office.

#### DRUGS/ALCOHOL/TOBACCO

St. Augustine School does not allow the use of illegal drugs, alcohol, or tobacco by students and staff during school hours or on school grounds.

#### FIRE ARMS/WEAPONS

St. Augustine School prohibits the use, possession, sale, transmission or discharge of any weapons or look-alike weapons, explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in St. Augustine Parish School and/or Parish.

This policy includes, but is not limited to, any weapon, look-alike weapon, dangerous object, firearm, knife, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon: (O.R.C. 2923.11A). Firearms shall include any loaded or unloaded gun of any caliber or type. This also includes the threat to use or harm another person through the use of fire arms/weapons.

This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles. Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator will immediately contact the police department. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

#### GANGS

YOUTH GANGS and GANG-RELATED ACTIVITY ARE PROHIBITED. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any

action that threatens the welfare of others. Gang activity includes: recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang, displaying gang markings or slogans on school or personal property or clothing, having gang tattoos, possessing literature that indicates gang membership, fighting, assault, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames, possession of beepers or cellular phones, possession of weapons or explosive materials, possession of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, exhibiting behavior fitting police profiles of gang-related drug dealing, being arrested or stopped by police with a known gang member, selling or distributing drugs for a known gang member, helping a known gang member commit a crime, or any other action directly resulting from membership or interest in a gang.

St. Augustine School's complete gang policy is available in the principal's office.

#### THREATS

Any and all student threats to inflict any harm to self or others must be taken seriously. St. Augustine School follows the policy of the Diocese of Cleveland. This complete policy is available in the principal's office.

#### UNIFORM POLICY/DRESS CODE

Proper dress and neat appearance help to develop a climate of learning. The proper school uniform is to be worn daily, unless otherwise directed. If your child is in violation, he or she may be removed from the classroom until the correct uniform can be brought to school.

ALL SCHOOL UNIFORM ITEMS MUST BE PURCHASED FROM Kids Kloset.  
CARGO STYLE PANTS AND SKINNY STYLE PANTS ARE NOT PERMITTED.

#### UNIFORMS and PHYSICAL EDUCATION ATTIRE:

Kids Kloset

Xxxxx Portage Trail

Cuyahoga Falls, OH 443xx

(330) xxx-xxxx

#### UNIFORM SHIRTS AND PHYSICAL EDUCATION ATTIRE:

The Shirt Factory

2977 Barber Road, Unit 11

Norton, OH 44203  
(330) 753-1112

#### APPAREL FOR GIRLS – Grades K-8

- Navy and green plaid jumper or skirt (purchased at Kids Kloset only)
- Uniform jumpers and skirts should not be shorter than the top of the knee.
- Hunter green, navy blue, or white polo shirts (purchased at Kids Kloset or Shirt Factory)
- Navy pants (cargo, skinny style pants or leggings ARE NOT permitted)
- Sweaters - solid navy ONLY for cardigans or pullovers
- Sweatshirts – St. Augustine sweatshirts or solid navy blue sweatshirts may be worn (No hooded sweatshirts of any kind may be worn)
- Black, navy or brown belt to be worn with pants and shorts
- White, navy or hunter green knee or ankle socks (socks must completely cover the ankles)
- White, navy or hunter green tights
- Pajama pants may not be worn under skirts

MASKS are required for grades 3-8 and recommended for K-2 as of 7/31/2020

#### APPAREL FOR BOYS – Grades K-8

- Navy pants (cargo style pants ARE NOT permitted)
- Hunter green, navy blue, or white polo shirt (purchased at Kids Kloset or Shirt Factory)
- Sweaters - solid navy ONLY for cardigans or pullovers
- Sweatshirts – St. Augustine sweatshirts or solid navy blue sweatshirts may be worn (No hooded sweatshirts of any kind may be worn)
- Black, navy or brown belt to be worn with pants and shorts
- PANTS ARE TO BE WORN AT THE WAIST

MASKS are required for grades 3-8 and recommended for K-2 as of 7/31/2020

#### SHOES

- Tennis shoes of any color may be worn in lieu of dress shoes.
- Solid black, navy, or brown shoes
- Boots of any kind MAY NOT be worn in place of shoes

#### WARM WEATHER UNIFORM (All Students)

- AUGUST, SEPTEMBER, OCTOBER, APRIL, and MAY
- Navy shorts for both boys and girls
- Black, navy or brown belt only to be worn with pants and shorts

#### HAIR

- Hair should be neat and properly groomed
- Boys' hair should not go below the neckline, top of ears and above eyebrows
- Unusual, drastic, or 'fad' haircuts (Mohawk styles) may not be worn
- Initials, symbols, designs cut into the hair may not be worn
- Chemically altered hair and/or hair dyed a color not bestowed at birth is not permitted for boys or girls
- Girls' headbands and other hair accessories must match the uniform

#### JEWELRY

- Girls may wear only one pair of small post earrings
- Girls may wear a watch. No other jewelry is permitted
- Makeup and nail polish ARE NOT permitted
- Boys may not wear jewelry of any kind, except a watch
- Boys may not wear earrings

#### PHYSICAL EDUCATION ATTIRE (All students)

- Students may wear St. Augustine gym shirts, navy blue knit shorts and/or navy blue knit sweatpants (purchased at Kids Kloset or Shirt Factory) in lieu of the regular uniform.
- Gym shorts may be worn from April 1 to October 31 only

#### GENERAL SCHOOL INFORMATION

##### ARRIVAL AND DISMISSAL PROCEDURES

All cars should enter the school parking lot from Paige Ave. No cars should enter from Seventh St. NW.

In the morning, cars should enter the school parking lot from Paige Ave. and form one single-file line coming to a stop at or near the sidewalk. Students should exit their cars, crossing carefully in front of their car if necessary. Students should walk toward the school building and enter the building near room 102.

Please do not drop off from the street. This hampers the safe flow of traffic on the street. For the safety of the children, please pull into the parking lot using the driveway from Paige Ave.

Bus riders should enter the building near room 102 and wait in the cafeteria until they are dismissed to go to their classrooms.

Students arriving prior to 7:30 AM must wait to be dismissed to the classrooms. There is no adult supervision prior to 7:25 AM.

In the afternoon, Akron and Barberton buses will be dismissed at approximately 2:45 PM. After the buses depart, car riders will be dismissed. Cars should enter the school parking lot from Paige Ave. and form many single-file lines facing Seventh St. NW. At dismissal, students will walk to their cars. When all students are safely in their cars, the teachers on duty will dismiss traffic to exit the parking lot. Cars on the left side of the lot will exit to the left only; cars on the right side of the lot will exit to the right only. All cars must exit the parking lot to prevent a backlog of cars. Cars may circle the block and re-enter the parking lot from Paige Ave. if students are not ready. For the safety of all students, students whose cars are waiting on Sixth or Seventh St. NW will be kept inside the building for their safety until all cars in the parking lot have departed. Students will not be allowed to cross the street to parked cars. Cooperation with this policy is needed to ensure the safety of all students.

#### DISMISSAL CHANGES

Changing a child's dismissal plan is extremely hard on the child and the school. Messages about changes are easily misunderstood in communication and the hectic nature of a school office at the end of the day does not prevent confusion when plans are changed on children. Please have a regular dismissal plan that is shared with the students. If necessary, please provide a written plan of dismissal to the teacher so that he or she can aid the child at the end of the day.

Please avoid changing dismissal plans, especially at the end of the school day. The school office is very busy at dismissal time and often the phone will not be answered promptly. By the time messages are retrieved, dismissal changes may have been overlooked.

If changing dismissal plans is unavoidable due to unforeseen emergencies, please contact the school. In the event of an unforeseen emergency, school personnel will remain with the child until either suitable arrangements can be made or the Barberton police assume responsibility of the child.

#### TRANSPORTATION

Both Akron Public Schools and Barberton City Schools transport students from their districts to and from St. Augustine School. Busing service will be available from the first to the last day of school. Neither district will transport St. Augustine School students when that district is closed due to inclement weather or other emergency, but both districts will transport St. Augustine School students on days in which that district is scheduled to be closed due to teacher in-service or vacation.

School buses are provided for transportation to and from school only. A child may ride a bus if his or her name is on the list for the bus run. Call (330) 753-1025, extension 13141, for information about Barberton busing. Call (330) 761-2738 for information about Akron busing. Bus regulations are set by the local public school district. Buses are provided as a kindness of Akron and Barberton; it is a privilege to have busing for the students of St. Augustine School. While on the bus, students are expected to follow all directives given by the bus driver. Failure to do so will result in a written report to parents and possible suspension or expulsion from the bus. All St. Augustine School rules apply while riding an Akron or Barberton bus, but the child is under the authority of and directly responsible to the bus driver.

#### DAILY TIME SCHEDULE

St. Augustine School provides no adult supervision before 7:25 AM. In addition, students must depart from the school premises by 3:00 PM unless arrangements have been made for adult supervision (scheduled practices, tutoring, detention, etc.). Families who experience difficulties with arrival and dismissal times may want to consider St. Augustine School latchkey to provide extended day supervision.

7:50 AM	Tardy bell rings/morning prayer
2:45 PM	Bus rider dismissal begins
2:50 PM	Walker/car rider dismissal

#### SCHOOL OFFICE HOURS

St. Augustine School's office is open from 7:30 AM to 3:30 PM. Please use the school voicemail to leave a message prior to 7:30 AM or after 3:30 PM.

#### BIRTHDAY CELEBRATIONS

All birthdays are a cause for celebration. Children may bring birthday treats to share with the whole class. Please check with the teacher about any food allergies or dietary needs of the group before sending a birthday treat. Avoiding peanut and peanut butter ingredients is recommended. Balloon bouquets and flower arrangements should not be delivered to school and will not be delivered to students if received at school. Such deliveries are disruptive to the learning process.

Students may distribute invitations to birthday celebrations while at school only if all students (or all of the boys or all of the girls) are invited. If only some classmates will be invited, invitations need to be issued some way other than through school. Teachers are not responsible for distributing invitations for birthday parties.

#### CONTACTING TEACHERS

Parents are encouraged to contact their children's teachers on a regular basis to discuss academic progress and/or behavior issues. The best ways to communicate with teachers is by email, written note, or phone call to the school requesting that the teacher return the phone call. Teachers cannot usually respond to emails or phone calls during the teaching day. E-mails and phone calls will be returned when the teacher is not directly responsible for the supervision of children, usually after school hours.

#### LOST AND FOUND

St. Augustine School maintains a lost and found box, located inside the school building outside the school office. Any items left in the hallways, SAC, or cafeteria will be placed in the lost and found. Students are responsible for looking for their own belongings.

To prevent items from ending up in the lost and found, all lunch boxes, binders, and clothing should be labeled with the child's name.

#### CELLPHONES/MONEY/ELECTRONICS/VALUABLES AT SCHOOL

All money should be sent to school in an envelope marked with the child's name and the purpose of the money (i.e. lunch money, calculator money, field trip money). Checks made out to St. Augustine School are always preferable to cash as checks can be more easily tracked.

Valuables, including expensive electronics, should be left at home and should not come to school. St. Augustine School is not responsible for the loss, theft, or damage to electronics, including cell phones.

Posting to social media sites, including but not limited to Facebook, Instagram, Twitter, Snapchat and TikTok, during school hours will constitute violation of St. Augustine School's policy on cell phone use and will result in disciplinary action.

Under ordinary circumstances, students may not receive phone calls during the school day. Students will not be called to the office to take or make phone calls.

Following the policy of the Barberton City Schools, students are not allowed to use or carry cell phones from the time they enter the building until the time they leave the building (typically 7:30 AM to 2:50 PM). Phones must be turned off and secured in the student's bookbag. St. Augustine School is not responsible for any damage or theft of personal devices. Cell phones that are seen or heard will be confiscated and returned only to a parent. This rule is in place to improve the learning environment. Cell phones have become a distraction for students, whether that distraction takes the form of cheating on tests and work or posting to social media, particularly in a way that demeans, harasses, or intimidates another person.

#### EMERGENCY CLOSING PROCEDURES

In the event of inclement weather or loss of electricity, heat, or water, St. Augustine School will utilize the OneCallNow parent notification system to call, e-mail, and/or text parents about emergency closing news. Information will also be provided to television stations as well as radio stations WKDD and WAKR. St. Augustine School is not automatically closed if Barberton City Schools or Akron Public Schools are cancelled. St. Augustine School will not operate under a two hour delay even if area schools, including Barberton, are doing so. Students arriving on the bus of a district operating under a two hour delay will not be marked tardy.

#### HOME-SCHOOL COMMUNICATIONS

St. Augustine School utilizes several methods to communicate with parents:

- The OneCallNow parent notification system can be used to communicate important information through voicemail and text and to communicate routine information through email.
- Progress Book Parent Access can be accessed twenty-four hours a day, seven days a week, to see student grades and notification about projects and tests..
- Many a graded-paper folder that is sent home daily or weekly. Please look at the graded papers in these folders and contact the teacher with any concerns.
- Weekly newsletters from the principal will be sent via email. Please be sure to provide working email addresses to the school.

#### MESSAGES DURING SCHOOL HOURS

St. Augustine School asks that parents refrain from calling the school, especially at the end of the school day, with changes in home-going instructions, as it is not always possible to communicate those changes to the children in a timely and thorough

manner. Students are not allowed to call parents to ask about home-going instructions. Please instruct students clearly prior to the school day's start about any changes in after-school transportation. In the event that a child does not know his or her home-going instructions, he or she will be sent home in whatever manner is used most often. For instance, bus riders will be sent home on the school bus and car riders will be dismissed at 2:50 pm to the parking lot if there is any doubt about arrangements. Please send a written note to the school office and teacher detailing any changes in after-school transportation. Your child's safety is important to us. Please consider having a regular, known procedure for after-school transportation.

Under ordinary circumstances, children will not be called to the office to take phone calls or to use the phone. Students will not be permitted to call home for lunches, gym clothes, or school assignments left at home.

In the event of an unavoidable emergency, please call the school to speak with either the school secretary or principal. Do not leave a message about any time-sensitive information as the information may not be received in a timely manner.

#### BREAKFAST/LUNCH PROGRAM

St. Augustine School provides a breakfast and lunch program. Cafeteria fees are paid in advance for the entire month. A check made payable to "St. Augustine Cafeteria" is the preferred method of payment. In the event of absence during the month, deduct the amount from the next month's payment. Eligible students may qualify for free/reduced-price lunches, either on a yearly or temporary basis, as need arises. Forms for this government program are sent to parents at the beginning of the school year and are available in the school office during the remainder of the school year.

Failure to complete free/reduced-price lunch application or failure to pay for lunches may result in the child eating an alternate selection. St. Augustine School cannot provide regular meals to children without payment or acceptable applications.

Students who pack their lunches should have their lunch containers clearly marked on the outside with their names.

No carbonated beverages and no glass containers may be brought to school as part of a packed lunch.

#### PLAYGROUND REGULATIONS

In order to provide for the safety and well-being of all children, the following rules apply on the playground during recess time:

- Rough play (tackling, hitting, etc.) of any kind is prohibited
- For the safety of the children, play areas may be assigned
- Because of the limited size of play areas and the close proximity of busy street traffic, certain games may not be allowed. These may include softball, football, Frisbees, roller skating, and other games prohibited by the teachers or playground supervisors
- At the sound of the bell or whistle ending the recess period, all children are expected to walk to their assigned lines before entering the building quietly

Repeated disregard of rules will result in loss of recess, demerits, and/or detentions.

When it is necessary to have indoor recess, students will go to their classrooms using the northwest stairs. They are expected to follow the rules that the teachers have established, to remain in the classroom, and to respect the authority of the supervising personnel. No student may leave the classroom without permission.

#### SCHOOL YEAR VACATIONS

Students learn best when they have regular attendance. Taking vacations during the school year is discouraged. It may not be possible for the teacher to provide work in advance of the absence due to the always changing educational needs of the children.

#### CUSTODY SITUATIONS

An increasing number of families are experiencing transitions in parental custodial relationships. For this reason, it is imperative that parents communicate with the school office in the event of changes or modifications to custody arrangements.

In two parent families, it is assumed that both parents are living at the same address unless the school has been notified otherwise. School communication will be sent home with the child. Parents are expected to communicate regarding the child and the child's progress. This communication includes but is not limited to conference appointments, report cards, Progress Book access, discussions with school personnel, and tuition issues.

In families experiencing separation of parents or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared by and between parents. Since this situation frequently affects a child's achievement and interactions at school, parents are asked to

inform both the principal and the teacher of this fact so that appropriate support can be given to the child. School personnel cannot proceed on hearsay, rumor, or demands of one parent; appropriate documentation is required to alter dissemination of communications.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the decree with case number, the pages referring to custody and the bearing that has on the school's communication, and the final page with the judge's signature, are to be submitted to the principal.

Unless the decree indicates otherwise, school communication will be sent home to the custodial parent. Custodial parents should understand that unless the divorce decree specifically limits the non-custodial parent's right to access records, the non-custodial parent has a right to the same access as the custodial parent.

The school will, unless instructed by court order, release records upon request to the non-custodial parent. "Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary action. It does not include daily classwork and papers, or routine communications sent home with the child. We ask the custodial parent to cooperate with the school and share information, correspondence, and conference appointments with the non-custodial parent. It is not feasible to provide two sets of all information.

Unless restricted by court order, any non-custodial parent has the right to attend any school activity including sports activities and class programs. Parents should inform one another about these activities so as to allow the school to attend to the duty of teaching the child.

In cases of joint custody (shared parenting agreements) entitling both parents to school personnel and activities, it is assumed that one copy of communication and information will be sent home with the child and that this will be shared by and between parents.

If a non-custodial parent or a joint custody parent wants report cards or school communication mailed separately, please provide forty self-addressed stamped business envelopes to the homeroom teacher during the first weeks of school. Otherwise, it is assumed that information is being shared as expected.

Visitation should begin at the home of one of the parents, or at another location, and not at school. St. Augustine School hopes that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be accomplished during the school week.

If there are questions about these policies or circumstances that necessitate discussion, please contact the principal.

#### HEALTH AND MEDICAL 2020-2021 COVID-19 POLICY

Parents/caregivers are responsible for conducting a health screening every school day before sending children to school. They should assess the children for fever, lethargy, cough, respiratory symptoms, sudden loss of taste and smell, or other unusual symptoms.

Students will be screened for fevers and respiratory symptoms upon arrival at school.

Because many of the symptoms of COVID-19 mimic many other common child illness and issues (common cold, seasonal allergies), any child exhibiting excessive coughing, fever above 100 degrees Fahrenheit, sneezing, runny nose, sore throat, stomach upset, change in appetite, loss of smell and taste, lethargy, or any other unusual behavior should remain at home for 72 hours beyond the end of the symptoms and for at least ten days from the onset of symptoms if diagnosed with a positive case of COVID 19. Students exhibiting these symptoms at school will be isolated as they await pick-up from parents or other caregivers.

As it is imperative for the safety of both the ill children and those remaining in school, parents must keep St. Augustine School informed of changes in phone numbers. If the school needs to contact parents but receives no answer, appropriate authorities may be contacted to take custody of the children.

#### ADMINISTRATION OF MEDICATION

If it is medically necessary for a child to take any type of medication at school, either prescription or over-the-counter, a medical authorization form and the medication in its original container, marked with the child's name, must be sent to the office. **CHILDREN ARE NOT PERMITTED TO KEEP MEDICATION WITH THEM, IN THEIR DESKS, OR IN THEIR BOOKBAGS AT ANY TIME.** Epi pens, insulin and other diabetic materials,

and inhalers are exceptions to this policy. Appropriate paperwork must be on file in the school office in these cases.

Parents are required to fill out a medication form for over-the-counter medication. The child's doctor will complete a medication form for prescribed medication.

The school will keep a log of medication administered. The child's name, name of the medication, dosage, and time given are listed on the form.

Medication is kept in the office/clinic. The bottle and the doctor's orders must match. The bottle is checked to insure the proper name is on the bottle. No medication will be administered without written documentation.

#### EPI PENS

Students with allergies may have prescriptions for Epi Pens. Please arrange to speak with the health aide or the principal about the applications and use of Epi Pens, including where to store the medication and what procedures to follow subsequent to the use of the Epi Pen.

#### INHALERS

Asthmatic students may have prescriptions for inhalers. Please arrange to speak with the health aide or the principal about the use and storage of any inhalers, including what procedures to follow subsequent to the use of the inhaler.

#### EMERGENCY MEDICAL AUTHORIZATION

Parents will complete emergency medical authorization forms at the beginning of each school year. This form is kept on file in the school office for use in emergencies. Please notify the school if any information on the form changes. Be sure to list any medications the child is taking and for what medical purpose so that this information can be shared with emergency medical personnel, should the need arise.

#### FOOD ALLERGIES

In the event of a peanut or other food allergy, the school will work with the parent to design a plan to ensure student safety. Please notify the school in writing about any peanut or other food allergy.

#### IMMUNIZATIONS

The goal of the Ohio Department of Health's immunization program is to reduce and eliminate vaccine-preventable diseases including hepatitis, diphtheria, tetanus,

pertussis, invasive Hib disease, polio, measles, mumps, rubella, varicella, and influenza among the state's adults and children.

Students who are missing immunizations may be excluded from school.

#### VISION AND HEARING SCREENINGS

St. Augustine School will provide vision and hearing screenings periodically. Atypical results of these screenings will be provided to parents so they may follow up with the child's healthcare provider.

#### SAFETY

##### ACCEPTABLE USE POLICY FOR INTERNET SAFETY

All students are required to have an acceptable use policy for internet safety on file in the school office. This acceptable use policy for internet safety states that the student and parents will follow all St. Augustine School rules for acceptable use of the internet, including use of social media outside school and use of the internet and school server while at school. Negative comments posted on social media about St. Augustine School, its employees, or its students may result in termination of enrollment.

#### CRISIS AND SAFETY PLAN

The children of St. Augustine School practice tornado, fire, evacuation, and lockdown safety drills. The staff and students have been trained in the ALICE program for active shooter response. In the event of an emergency that necessitates evacuation of the school building, students will be directed to evacuate to a predetermined rally location. Parents will then be contacted with pick-up instructions.

#### MEDIA CONSENT FORMS

All students are required to have a media consent form on file in the school office. This media release form can give or deny permission to allow the child's picture, name, or work posted in the media, including but not limited to the school and parish websites, the local newspapers, and any parent communications.

#### RELEASE OF STUDENTS

Students will be released during the school day only from the school office. Parents are not permitted to enter the building to pick up their children. Please call the school office and school personnel will sign the child out of school and escort the child to the parent waiting outside.

To facilitate release during the school day due to appointment, please send a written explanation of what time the child will be picked up and to whom the child is being released if not a parent.

Students will only be released to their parents for appointments and at the end of the day UNLESS St. Augustine School has been informed in writing that another adult is authorized to pick up. While this may be inconvenient, this policy protects the children. If there are extenuating circumstances regarding custody, please see the principal to discuss a plan.

#### VISITORS TO THE BUILDING

Visitors to the building will be limited due to safety. Please understand that the objective of St. Augustine School is to educate children safely. Visitors to the school must have a legitimate purpose. Any other purposes can be disruptive to the students as well as the staff and cannot be permitted.

Drop offs of lunches, textbooks, house keys, and the like will occur outside the school in a container for school staff to retrieve and sanitize. Parents will not enter the building for routine drop off of this type.

Parents coming for student pick-up during the day will be met outside where the exchange of the student will take place. Parents will not enter the building to sign out and retrieve students.

#### TUITION POLICIES AND GUIDELINES

For establishing the rate of tuition to be charged per student, parishioner is defined as an adult who is a registered parishioner of and who (via attendance) participates in the celebration of Eucharist at weekly Sunday Mass at St. Augustine Church or Immaculate Conception Church.

Parishioners of other Catholic churches and other faiths will be required to pay the non-parishioner rate of tuition. Parishioners of other Catholic churches and other faiths are encouraged to seek possible financial assistance from their home parishes or churches.

#### TUITION PAYMENTS

**IN FULL:** A five percent discount will be given if all tuition is paid by September 1, 2020.

This discount is available only to families not receiving financial aid from St. Augustine Parish.

**FOUR PAYMENTS:** Four equal payments due 9/1/20, 11/1/20, 1/1/21, and 4/1/21.

**TEN PAYMENTS:** Monthly on the first of the month from August 2020 to May 2021.

Please contact Denise Moore, St. Augustine Business Manager, at (330)745-0011 extension 113 to discuss options for tuition payments.

Payments should be made by check or money order, with the student's name clearly written on the memo line of the check. Credit card and ACH payments may be made through our school website ([www.staugschool.net](http://www.staugschool.net)). A \$25.00 service fee will be charged for returned checks, along with the possible stipulation that all future payments be received via money order.

#### **EDCHOICE SCHOLARSHIP**

Parents whose children receive Ohio EdChoice scholarships are required to sign tuition checks two times per school year, usually in October and February. Opportunities for evening appointments will be offered, but it is ultimately the parent's responsibility to arrange to sign these checks within thirty days. Failure to sign EdChoice scholarship tuition checks in a timely manner will result in an invoice for the amount of tuition represented by the check.

#### **PAST DUE TUITION/LATE TUITION**

If tuition payments become past due, parents will be contacted and efforts will be made to collect the past due amounts.

If any part of the current year's tuition is not paid by the registration date, the student may not be enrolled for the next school year. Student records, including report cards, test scores, and health records, will not be released until all tuition is current.

Financial circumstances can change due to loss of employment or injuries. In these cases, please contact the pastor to make him aware of any difficulties in meeting tuition obligations and to make arrangements for an acceptable payment plan. The pastor is committed to working with all families who are experiencing difficulties.

Diocesan policy states that in the case of divorce, it is the custodial parent's responsibility to pay all tuition in full. The tuition rate for a child will be based on the parishioner status of the custodial parent. Unresolved conflicts concerning tuition payments should be discussed with the pastor.

#### VOLUNTEER REQUIREMENTS

Volunteers are considered legally gratuitous employees and must therefore be held to the same standard of personal behavior and professional performance as paid staff. BCII records checks in accordance with Ohio Revised Code 3319.39 shall be completed for volunteers having contact with children. Volunteers must also complete Virtus training. Prior to volunteering, these requirements must be satisfied. For the purpose of this policy, the definition of a volunteer is anyone who works in the school or with children more than once a month or for more than four hours.

#### HANDBOOK ACKNOWLEDGMENT

After receiving this Student/Parent Handbook, please sign below acknowledging that you have read it and reviewed its contents with your child/children. It is important that you note changes for the year. Please return this form no later than September 1, 2020. Thank you for your help and cooperation.

Each child must return this form.

Our family has read and discussed the entire St. Augustine Student/Parent Handbook. We will do our best to uphold and follow the policies contained therein.

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Parent Signature

Date

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Student Signature

Grade

Do you give us permission to provide your contact information (name/phone #) to your child's room parent for purposes of contacting you for upcoming events?

Yes \_\_\_\_\_ No \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_