

# **SAINT AUGUSTINE OF CANTERBURY SCHOOL**

*AdvancED Accredited*



## ***PARENT/STUDENT HANDBOOK***

*"America's future will be determined by the home and the school. The child becomes largely what he is taught; hence we must watch what we teach, and how we live."*

---

45 Henderson Road Kendall Park, New Jersey 08824 732-297-6042

Website: [www.staugustinenj.org](http://www.staugustinenj.org)

Revised September 2018

## ***Table of Contents***

History of St. Augustine of Canterbury School .....	2
MISSION STATEMENT .....	4
SCHOOL SYMBOLS.....	4
Asbestos Management Plan .....	5
Accreditation.....	5

### **SCHOOL POLICIES**

#### **GENERAL SCHOOL CLASSROOM POLICIES**

Office Procedures .....	5
Parent Support.....	6
ADMISSIONS .....	6
IMMUNIZATION REQUIREMENTS FOR ADMISSIONS.....	6
NON-DISCRIMINATION POLICY.....	7
AFTER-SCHOOL PROGRAM.....	9
APPOINTMENTS/CONFERENCES.....	9
ATTENDANCE.....	9
ASSEMBLIES .....	10
BUSES TO AND FROM SCHOOL.....	11
Student Conduct In Respect to Bus Regulations .....	11
CAFETERIA PROCEDURES .....	12
Cafeteria Recess.....	13
CAMPUS ARRIVAL AND DISMISSAL.....	13
CHANGE OF ADDRESS/PHONE.....	14
CHRISTIAN SERVICE .....	14

COMMUNICATION.....	14
CONFIDENTIALITY.....	15
COUNSELING SERVICES.....	15
COURT ORDERS.....	15
CRISIS PLAN.....	16
DANCES AND ACTIVITY NIGHTS.....	16
DANGEROUS ITEMS.....	16
EMERGENCY FORMS.....	16
FIELD TRIPS.....	17
FIRE DRILLS/EMERGENCY ACTION PLAN.....	17
PROJECT SAFEGUARD.....	17
HALL REGULATIONS.....	17
HEALTH AND HYGIENE.....	18
HOMEROOM.....	18
LITURGIES.....	19
LOCKERS.....	19
LOST AND FOUND.....	19
MONEY/PERSONAL BELONGINGS.....	19
PARKING/DROPPING OFF AND PICKING UP CHILDREN.....	20
PERSONAL ENTERTAINMENT ARTICLES.....	20
POLICY ON ADMINISTRATION OF MEDICATION.....	20
STATIONERY/SUPPLIES.....	21
SUBSTANCE ABUSE.....	21
TELEPHONES.....	21

TEXTBOOKS.....	21
TRANSFERS.....	21
TUITION .....	22
VANDALISM.....	23
VISITORS .....	23
WITHDRAWAL FROM SCHOOL .....	23
SCHOOL CLOSINGS .....	23
CURRICULUM AND INSTRUCTION .....	24
Family Life Curriculum.....	24
EXAMINATIONS.....	24
POWER SCHOOL.....	24
GRADING .....	24
Exception .....	25
CLASSIFICATION .....	26
HOMEWORK.....	26
PHYSICAL EDUCATION.....	28
SUMMER SCHOOL .....	28
STANDARDIZED TESTING .....	28
ETHICAL USE OF THE TECHNOLOGY POLICY .....	28
Preamble .....	29
Policies.....	29
SOCIAL NETWORKING .....	30
SEXTING POLICY .....	30
ST. AUGUSTINE OF CANTERBURY SCHOOL-ISSUED DEVICES.....	32

BRING YOUR OWN DEVICE POLICY .....	33
Personal Devices .....	34
Educational Purposes .....	34
Inappropriate Use.....	35
Liability.....	36
Acceptable Use Agreement.....	36
GENERAL DISCIPLINE POLICY .....	37
ACCEPTANCE AND RESPECT FOR EACH PERSON .....	37
MEMORANDUM OF AGREEMENT .....	37
HARASSMENT AND BULLYING POLICY .....	38
STUDENT REPORTING SYSTEM .....	39
CONFLICT vs. BULLYING .....	40
CHEATING AND PLAGARISM .....	42
General Discipline Policy Grades K-3.....	42
General Discipline Policy Grades 4-8.....	42
Detention.....	43
Suspension Probation/Expulsion .....	43
Suspension .....	43
Out of School Suspension.....	44
Expulsion .....	44
Transfer of grounds of Parental Behavior.....	44
SCHOOL UNIFORM AND HAIR.....	45
Guidelines .....	45
GYM UNIFORMS.....	45

UNIFORM COMPANY INFORMATION .....	46
BELL SCHEDULE.....	47
ADDENDUM--SCHOOL SUPPORT ORGANIZATIONS .....	48
Home-School Association .....	48
Athletic Association.....	49
Student Council.....	49

#### APPENDIX

Parent/Student Handbook Policy Agreement .....	50
ASP Parent Responsibility Form .....	51
St. Augustine of Canterbury School Personally Owned Computing/Network Device Acceptance of Responsibility and Device Use Agreement Permission Form.....	52
Personally Owned Computing/Network Device Acceptance of Responsibility and Device Use Agreement Permission Form.....	56
Student Use of Technology Acknowledgement .....	57

## **STUDENT/PARENT HANDBOOK OF SAINT AUGUSTINE OF CANTERBURY SCHOOL**

This handbook exists to foster the efficient operation of Saint Augustine School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Pastor and Principal have the discretion to take action other than those specified in the handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

This handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians will be notified promptly.

This handbook is intended to acquaint students and parents with the philosophy, policies, programs and regulations of Saint Augustine School. Enrollment in the student body of Saint Augustine School indicates the acceptance of these policies and regulations by the students and their parents. All are expected to be familiar with the contents of this guidebook and abide by the rules set forth.

Observance of the regulations outlined will create a more efficient and pleasant school environment that will be beneficial to all in the Saint Augustine of Canterbury School.

### **School Telephone Numbers**

Main Office	(732) 297-6042
Nurse's Room	(732) 297-8966

## HISTORY OF SAINT AUGUSTINE OF CANTERBURY PARISH AND SCHOOL

After World War II, many families moved to suburban Central Jersey. Bishop William Griffin of Trenton was aware of the needs of the Catholics in the Franklin Park area. The priests of St. Peter's Parish in New Brunswick were chosen to serve the people for Sunday services. They would celebrate Mass in various places to accommodate the Catholics. As attendance grew, larger accommodations were needed even the Franklin Park Fire House was used.

The Diocese of Trenton purchased a large track of land on Henderson Road. It was on this location that the Parish's "Little Church" was constructed. Saint Augustine of Canterbury officially became a Parish on September 24, 1958.

The populations of Kendall Park and Brunswick Knolls in North Brunswick continued to grow at a rapid pace. A shopping center was opened and new schools were constructed throughout the township. Public transportation to New York was available along Route #27. For the Parish the year 1959 was one of work and activities. Sidewalks, landscaping, and a parking lot were completed on the parish property. The diocese approved plans for a rectory and a school, On August 28, 1960 the new rectory was opened. It was given the name "Canterbury House".

In 1963, Reverend Mother Agnes, Superior of the Sisters of St. Francis of Philadelphia, notified the Parish that the Sisters of her congregation would staff the school and become part of the parish family. Construction of the school was completed during the summer and the Sisters arrived on August 15, 1963. "Canterbury House" lost its identity as the rectory and became the convent for the Sisters.

The school officially opened on September 5<sup>th</sup>, 1963 with 125 students, ranging from kindergarten to fourth grade. Sister Lillian Francis served as the first principal.

In 1966, a large Italian marble statue of the late President Kennedy and his son was purchased and placed in the entrance of the school. It was entitled "Father's Love". Since 1967, the school's Athletic Association has conducted a basketball tournament under that name. The tournament is currently one of the largest and most popular in the State of New Jersey for elementary schools.

The first graduation took place on June 6th, 1968.

In 1970, Sister Felisa Marie was appointed second principal of the school. At that time, 502 students were in attendance and over 800 children were enrolled in CCD classes, It was evident that there was a need for additional classrooms; the estimated cost for the new structure was over \$100,000, a large sum for those days.

In the spring of 1970, Father Reilly called for volunteers to construct an annex to the existing school. For fifteen weekends over 100 volunteers shared their talents in the construction of the new wing. Through their efforts and donated materials, the cost to the parish for the project was a mere \$20,000. When completed; this structure provided two large classrooms, and an all-purpose room. Today, this annex is used to house the pre-school programs.

The class of 1974 holds the distinction of being the largest ever to graduate from the school. There were 69 students and the first class to attend school from kindergarten through eighth grade.

In 1975 Sister Maurita was appointed the third principal of the school. The Parish celebrated its 20th Anniversary the weekend of September 22, 1978. Shortly after the celebration, Father Reilly died suddenly. Monsignor William Capano became the second pastor of the parish.

Sister Rose Teresa was appointed the school's fourth principal in 1982. She served in that capacity till June 1988. In September of that year, the Brothers of the Sacred Heart took over the administration of the school. Brother Dennis Wermert was appointed Principal. In 1994 Brother Kevin Finnegan became the sixth principal followed by Brother Ronald Cairns in 1997.

The Parish celebrated its Fortieth Anniversary in 1998. At that time the school had 300 students from kindergarten



through the eighth grade as well as 750 students in CCD. The facilities have been constantly upgraded and technology has been added to the curriculum. The faculty employs the latest teaching techniques and has kept abreast with changes in education.

The Parish is noted for two outstanding qualities; community spirit and support of the education of their children in the Catholic Faith for those attending the school and in the CCD program. St Augustine of Canterbury is a leader in Catholic Education and was the first elementary school in the Diocese of Metuchen to be accredited by the Middle States Association of Schools and College.



## MISSION STATEMENT

Celebrating the past and shaping the future, the mission of Saint Augustine of Canterbury School is to foster in its students a love and respect for the values found in Catholicism within the framework of an education that fosters self-discipline, creativity, and flexibility.



## SCHOOL SYMBOLS

The basic blue shield with Pallium is the shield of the Archbishop of Canterbury in the county of Kent in England. The Cross on the top center is the Cross of Christ, which led Augustine to England. The Keys are the symbol of St. Peter. The keys have two meanings: The official meaning is: St. Augustine was sent by Pope Gregory to England. The Keys stand for the Pope. Augustine was sent directly by the Pope, not by a bishop or monarchy, but by Pope Gregory directly. The other meaning is unique to St. Augustine of Canterbury in Kendall Park, New Jersey. St. Augustine's here in Kendall Park, is an off shoot of St. Peter's Church in New Brunswick - St. Peter's is our Mother Church. The second meaning is the keys represent our Mother Parish. The "V" like piece in the center is the Pallium. The Pallium is the vestment worn by an Archbishop. St. Augustine was the first Archbishop of England. The only differences between our Roman Catholic coat of arms in Kendall Park, New Jersey and the Anglican Coat of Arms of the Archbishop of Canterbury in England are: there are no keys for St. Peter in the Anglican one, and the Archbishop's Miter (hat) is in place of the crown at the top. We have the original coat of arms, and the original crown was for King Ethelbert. (The one whom Augustine converted to Catholicism in 597.)

*The School Mascot is the **Knights**. School Colors are **Blue and White**.*

## **ASBESTOS MANAGEMENT PLAN**

### Annual Re-Notification Required by AHERA

The Asbestos Hazard Emergency Response Act (Ahera) or 40 CFR 763 requires all schools from Pre-K to Grade 12 to conduct inspections to determine if they contain asbestos containing building materials (ABCM). If they do, the ABCM must be categorized according to the type of material, its locations, current damage, and its potential for future damage and detailed Asbestos Management Plan must be developed. The Management Plan details the inspection findings, and outlines the response actions the School Board intends to implement.

To accomplish these goals, the School now has on file in the Main Office; a NJ State Department of Health approved Asbestos Management Plan for all school facilities. The provisions of the plan are being implemented in a timely and on-going fashion. It is our school's desire to provide a safe and healthy facility for all students, employees, and visitors.

The purpose of this memorandum is to satisfy requirements of AHERA for written notice of the availability.

### **Accreditation**

Saint Augustine of Canterbury School *is accredited* by AdvancED.

## **SCHOOL POLICIES**

### **GENERAL SCHOOL CLASSROOM POLICIES**

#### **OFFICE PROCEDURES**

The school office is open from 7:30 am to 2:30 pm. After 2:30 pm phone calls are received through the After School Program. Contacting students during the school day is generally not permitted, but may be warranted in an emergency. Please call the main office in such a case.

Neither students nor teachers are permitted to use cell phones in school. If you need to contact your child or teacher, please do so via the Main Office. Messages will be appropriately relayed.

Administrators are available for conference by appointment. Please free to contact administrators with your concerns, questions, or suggestions.

## PARENT SUPPORT

Parents are recognized as being primarily and principally responsible for their children's education. Saint Augustine School aims to assist parents in this privilege and responsibility of leading people to develop their own personalities and potentials in order to be prepared as responsible members in today's society.

*Parents' attitude toward the school and teachers is most important, as it will be reflected in the attitude of the child.* Parents are asked to maintain a united authority between themselves and the school. Children should view the classroom teacher as an extension of parental authority.

Parents are reminded that criticism, complaints, and gossip are absorbed by the child and become part of his/her education. Respect and self-control cannot be taught in school if it has not been taught at home.

## ADMISSIONS

### **IMMUNIZATION REQUIREMENTS FOR ADMISSION**

**Immunizations are required in the Diocese of Metuchen and students cannot be present in a school in the Diocese unless immunized.**

In complying with this Policy, the following Procedures will be observed:

- Schools will comply with and enforce Chapter 14 of the *New Jersey Sanitary Code, Immunization of Pupils in Schools*.
- Chicken Pox immunization is required for admittance to a Catholic school in the Diocese of Metuchen. [NJAC 8:57-4.4(b) allows religious and affiliated schools to grant or withhold enrollment to non-immunized students without challenge by a secular health authority.]
- A student shall not be required to have any immunizations which are medically contraindicated.
  - A written statement must be provided by the child's physician (M.D. or D.O.), who is duly registered and licensed to practice medicine in the United States. The statement must declare that the required vaccine is injurious to the child's health or poses a significant risk to the health and well-being of the child.
  - The exemption statement is valid for only one academic year from the date signed by the physician; it must be submitted to the principal prior to the child attending school. It will be reviewed annually.

- Catholic Schools will grant religious exemptions from immunization if the parents state that it is a matter of conscience for them. [See Appendix A.17)
  - Requests for religious exemptions which are not based on religious beliefs and practices shall be denied. The New Jersey legislation and regulations have never recognized nor permitted philosophical or moral objections as reasons for securing a religious exemption. Except for medical and religious exemptions, all children are expected to comply with the school immunization regulations.
  - A parent/guardian may request a religious exemption to the New Jersey mandatory immunization regulations by submitting a written statement to the school which explains how the administration of immunizing agents conflicts with the student's exercise of religious tenets and practices. The pastor will make the final determination on the validity of the request.
  - The request for a religious exemption from immunization will be honored as long as the language mentions the specific religious belief (normally the conscience of the parent) in the letter.
  - Non-immunized students may be excluded from the school, for their own protection, if there is an epidemic situation. The exclusion will be based on the judgement of the principal. **(New—September 2018, Diocesan Policy Section 2.5.1)**
  - Non-immunized students may be excluded from the school if there are concerns about the safety of the pregnancy of a teacher or health issues of staff members. **(New—September 2018, Diocesan Policy Section 2.5.1)**
- Principals who have questions about specific required immunizations should call the local Department of Health or the local Board of Education offices for details and updates.

### **NON-DISCRIMINATION POLICY**

Saint Augustine of Canterbury School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Saint Augustine of Canterbury School does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

While the philosophy and education is based upon Catholic Christian principles and values, Saint Augustine welcomes students with other religious backgrounds.

\*A 1-20 INS is required for non-American citizens.

Whenever available spaces are limited in any grade level, preferences will be given to:

- Registered parishioners of the supporting parishes who currently have siblings in the school.
- Registered parishioners of the supporting parishes who currently have no siblings in the school.
- Catholic students registered in parishes other than those supporting the school and who currently have siblings in the school.
- Catholic students register in parishes other than those supporting the school and who currently have no siblings in the school.
- Non-Catholic students.

A child, who is three years of age on or before *October 31st*, may be admitted to the Pre-k three-year-old program.

A child who is four years of age on or before *October 31<sup>st</sup>*, may be admitted to the Pre-K four year old program.

A child, who is five years of age on or before *October 31st*, may be admitted to the Kindergarten program.

A child who is six year of age on or before *October 31st*, .may be admitted to the first grade program.

Parental cooperation is essential for the welfare of students. Normally, a child is not deprived of a Catholic education or otherwise penalized for actions of parents/guardians. However, the Principal may require the dismissal of a student when parents/guardians have been persistently and overtly uncooperative regarding school policies, regulations, or programs. Student dismissal may also be required when parents/guardians have interfered in matters of school administration to the detriment of the school's ability to serve their own or other children. If, in the opinion of the administration, parent/guardian behavior interferes with the teaching/learning process, the administration may require parents/guardians to withdraw their children and sever the relationship with the school. Harassment of administration, teachers, or students by parents/guardians may result in the dismissal of students. Tuition and fees will not be refunded if student is dismissed.

**There are no exceptions.** Upon registration, parents present a copy of both the child's birth and baptismal certificates. In accordance with state health laws, all children entering school as new students must have a physical examination and comply with immunization requirements as set forth by the State of New Jersey.

*New families sign a tuition agreement after completion of registration forms and payment of a non-refundable registration fee. Catholic families must complete a Faith Covenant Form and are required to be faithful to it. A family may be dismissed at the Pastor's discretion if it is not taken seriously (same procedure for Re-Registration). Students entering by transfer from another school are admitted upon application and proof of satisfactory completion of work at the previous grade. These students must present the appropriate transfer card and copy of health records and verification is received from the transferring Catholic school that the tuition agreement has been met.*

In the event a family registered and relocates prior to the opening of school, only half of the Registration Fee will be refundable.

By signing a tuition agreement, parents indicate their awareness of and a willingness to comply with the policies and procedures of the school as set forth in the handbook and amended by the administration. Students are accepted on probation for two marking periods. If during this period, it is found that information was not given during the application process that would have made the student unacceptable to the school, the student will be asked to leave. (See form)

### **AFTER-SCHOOL PROGRAM**

An After-School Program is available for students who need to be supervised after the conclusion of the regular school day. Requirements of the program are set forth in the **ASP HANDBOOK**. Before a child can participate in the program, a separate emergency form must be completed and given to the director of the program. For additional information, please request a copy of the handbook from the school office.

### **APPOINTMENTS/CONFERENCES**

Appointments should be made whenever a parent wishes to see a teacher or the principal. **Visitors may never go directly to a classroom nor meet a teacher for a conference without first stopping at the receptionist desk.**

### **ATTENDANCE**

Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future.

Only a legitimate excuse, such as illness of the child, death in the family, or exceptional cases should keep a child from attending school. Doctor or dentist appointments should not be scheduled during school time except in an emergency, and then for only 1/2 day. If a child must leave school early for any reason, the parent or other authorized person recognized by the school must pick up the child at the main office. Identification is required before the child is signed out.

If a student is absent, the parent must call the school by 8:30 AM. to report the absence and reason for the absence. If no call has been received by 8:30 AM. the School Nurse will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

Upon return to school, the child must bring a note stating the dates and reason for absence. Children absent more than three consecutive days must present a doctor's note on the day of return. Students to be excused from gym for more than one day must have a note from their doctor.

Absences for personal vacations are discouraged and should be checked against student progress with the school. While a teacher does not have the obligation to provide work

for unexcused absences, work will be provided for lengthy excused absences at the parent's request.

Prolonged absence or excessive scattered absence may cause the student to exhibit unsatisfactory mastery of required academic material. If the student does not successfully complete the requirements or show mastery of the required academic material he/she will not be permitted to advance to the next grade level.

The following breakdown is used to calculate absence/tardiness: a school day is considered a six-hour (8:00 —2:00) day. A child is late arriving before 9:30 AM. is absent a half-day arriving after 9:30 or leaving before 12:30 PM, has an early dismissal leaving after 12:30 PM. Students signed out during the day and returned the same day have a minimum half-day absence regardless of time elapsed between departure and return. A structure of equivalent proportion applies to days of early dismissal.

Any student absent from classes is required to make up all the work missed. Although it is impossible to make up much of what occurs in the structured classroom setting, it is the responsibility of the student to obtain this work.

Students should plan to get assignments missed during an absence from a classmate, or, upon his/her return to school, from his/her teacher(s). Work should then be completed according to the individual's guidelines. In case of extended absences, arrangement should be made to obtain books and assignments to be brought home.

If a student is absent from school because of a disciplinary action, he or she will not be permitted to take part in extracurricular activities that afternoon or evening. If a student is absent from school for a reason other than illness or disciplinary action, the school reserves the right to make an individual judgment regarding same-day extracurricular participation.

The school does not encourage family vacations that will deprive the students of school time, If a student is to be absent for an extended time, the student should make arrangements with individual teachers for work that will be missed. Responsibility for missed work rests entirely on the student.

A student, who deliberately avoids coming to school, contrary to the wishes of his/her parents or guardian, is considered truant. Habitual truancy will be reported to the appropriate authority. A student who is truant will be subject to discipline.

### **ASSEMBLIES**

Assemblies of educational value and entertainment are offered. Students are to report to such assemblies as directed and in an orderly and prompt manner. Students are to sit in the assigned area with their class and under the supervision of their teachers.

The individuals involved in presenting the assembly are deserving of the students attention and respect, as are their classmates. School assembly programs are a privilege. Students demonstrating the inability or unwillingness to exercise proper conduct may be restricted from future assemblies.



## **BUSES TO AND FROM SCHOOL**

Transportation is a local school district service. Please refer all questions and problems to your school district transportation office.

Applications for bus transportation are available in the school office. You are eligible if you live 2.0 miles or more from the school. If you live in areas where children are not serviced, your township reimburses you twice yearly. Please be consistent in the manner in which your child will arrive and leave school. For his/her safety and welfare, inform the school if there will be a change in your usual procedure.

**Only students from St. Augustine's School listed on the board of education roster may ride the bus, and then only the assigned route with the listed pick-up/drop-off site. Friends may not ride the bus, nor may students be picked-up/dropped-off at alternate locations, nor at anytime may parents arrange pick up or drop off at alternate routes.**

If a problem exists on a bus, parents of the involved children should handle problems directly with the bus company, as these problems occur outside of school. If necessary, the school will try to assist if the situation continues. The school will handle students reported to the school by a bus driver for problems encountered enroute. Students who fail to exercise self-control on the bus or who are disrespectful to the driver may lose their bus privileges.

### **Student Conduct In Respect to Bus Regulations**

Students must adhere to the bus schedule. Missing the bus is not an acceptable excuse for absence. Students who miss the bus must find other means of transportation that day.

- Students are required to conduct themselves in an orderly, well-behaved fashion.
- Students are not to distract the driver from his/her duties.
- The use of tobacco in the bus is not permitted.
- Possession of matchers or lighters on the bus is not permitted.
- Littering the bus or throwing items out bus windows is prohibited.
- Students are to remain seated while on the bus.
- Students are to keep head and hands inside of bus windows.
- Students who deface or damage the bus in any way shall be, along with the parents or guardians, financially responsible for restitution.
- Students may not leave the bus except at the regular stops.
- Courtesy and respect must be shown to fellow passengers, persons along the route and the bus driver.
- Profanity on the bus will not be permitted.
- Any complaints concerning the bus, its driver, or individuals on the bus are to be reported to the transportation coordinator.

The school will handle students reported to the school by a bus driver for problems encountered in route. Students who fail to exercise self-control on the bus or who are disrespectful to the driver may lose their bus privileges.

If a student misbehaves on the bus, the bus driver will prepare and submit a written bus conduct report. Upon receipt of the first bus conduct report by the office, a copy of the

report detailing the unacceptable behavior will be sent home. Upon receipt of a second bus conduct report, a letter and copy of the report will be sent home and the student will be suspended from the bus for two days. Upon receipt of a third bus conduct report, a letter and copy of the report will be sent home and the student will be suspended from the bus for five days. During these suspensions, it will be the responsibility of the parent/guardian to transport the student to and from school. Further bus conduct reports may result in permanent suspension from the bus. Please note that New Jersey School Law states: "A pupil may be excluded from the bus for disciplinary reasons by the Principal and his/her parents shall provide for transportation to and from school during the period of such exclusion."

Parent complaint protocol is contact with the bus driver, the bus company and Saint Augustine School. If necessary, the school will try to assist if the situation continues.

All regulations for buses, where applicable, extend to school buses and vans used for curricular and extracurricular activities.

Parents who decide to pick up children who normally ride the bus should inform the office so that the child may get on the proper dismissal line.

Parent should not take children from the bus line to go to a car

### **CAFETERIA PROCEDURES**

Students eat lunch in school and are expected to conduct themselves properly, cooperating with the adult supervisors. A student who fails to observe directions may be subject to disciplinary action. If necessary, parents will be contacted.

Students have the option of buying a hot lunch in the cafeteria or bringing their lunch to school. In the latter case, please observe the following:

- no bottles or glassware in the cafeteria;
- tops of containers should be able to be opened without an opener;
- avoid lunches that leak or get soggy for they could penetrate the lunch sack.

It is strongly recommended that all students have a lunch box of some kind as opposed to simply a paper sack.

A monthly menu is published and sent home so parents and students can make a choice. Hot pretzels and beverages are also available at lunch. Food is restricted to the cafeteria. Students are not permitted to have food delivered or brought in by parents.

During the lunch period students remain seated at all times in their assigned areas. At an indicated time and when tables are cleaned, students may begin leaving the cafeteria for the schoolyard. Children are expected to go outside unless they have a doctor's note to the contrary.

Once out of the cafeteria, students may not re-enter. They stay in assigned areas of the schoolyard until the afternoon bell signals them to line up. When the weather is inclement, students will go directly to their classrooms after lunch.

**The moderator of the lunch period has the final authority on cafeteria procedures and behavior management.**

No one but cafeteria personnel is to be in the kitchen or serving area.

Should a student display any form of misconduct or cause destruction of any property, he/she will receive disciplinary action and will be responsible for restitution.

Students are to remain in assigned seats during lunch and raise their hands when assistance is needed.

### **CAFETERIA RECESS**

Good sportsmanship is to be exhibited at all times. Tackling, fighting, keep away, running (unless in an organized game) or any form of rough play is not allowed at recess.

## **CAMPUS ARRIVAL AND DISMISSAL TARDINESS**

CHILDREN SHOULD NOT ARRIVE AT SCHOOL BEFORE 7:30 A.M.

Once students arrive at school, a closed campus policy is in effect. i.e., they must stay on campus until dismissal.

Upon arrival, students report to their assigned areas in the gymnasium. No student should be elsewhere on campus unless accompanied by a faculty member. This is a period of time for social interaction. Students can read over lessons for that day.

A student is considered late if he/she is not seated in the classroom when the 8:00 bell rings. Students, who are late, report to the receptionist's desk for a late pass before going to class.

If a student arrives at school after 7:55 AM, parents will be required to walk their child(ren) in to the building. The student will be issued a late pass and directed to go to his/her classroom.

Excessive lateness (more than 3) will result in a Check Mark on the left side of the Report Card.

*Repeated tardiness is inexcusable* and must be discouraged from the very beginning of the year.

While the school realizes that tardiness may be the parent's fault, it must take a stand against continual lateness for homeroom. The three times permitted in a quarter should more than cover the exceptional emergency.

Parents are discouraged from signing out children early. Parents helping at school should wait until dismissal before expecting children to be available to leave.

*Parents are asked not to wait for children in the gathering area of the school at dismissal.* Children will meet parents outside after classes are dismissed.

At dismissal, no student reenters the building once dismissed. Students working with teachers and/or all after school activities, stay with that teacher, or carry a corridor pass when traveling elsewhere.

Parents are responsible for prompt pick-up at dismissal. Students not picked up on time will be sent to the After School Center. Once a child has been received by the Center there is a charge for this service.

### **CHANGE OF ADDRESS/PHONE**

Parents are obliged to inform the school immediately in the event of change of address, telephone, employment or other pertinent information particularly that which appears on the emergency form. It is extremely important that the school be kept-up-to-date with changes of home and work telephone numbers. In the August mailing an emergency form is sent to each family. It is to be returned at the opening of school. Pertinent information on single parent or custody information should be included. In an emergency only persons 18 years of age or older will be permitted to pick up a child from school and after due identification has been made.

**PARENTS MUST INSTRUCT THEIR CHILDREN WHAT TO DO IN THE EVENT NO ONE IS AT HOME WHEN THEY ARRIVE AFTER SCHOOL OR IF THEY ARE SENT HOME IN AN EMERGENCY, SUCH AS A MORNING SNOWSTORM.**

*The school will not give out family addresses or phone numbers except to class parents, who will use such lists for official school business. Likewise, the classroom teacher should not be expected to provide parents with address lists or distribute birthday invitations.*

### **CHRISTIAN SERVICE**

Children are encouraged to render service to the school community as well as to local, civil and global communities

### **COMMUNICATION**

In addition to an “opening-of-school” packet, each family receives memos from the school office at the beginning and middle of each month. Information packets are sent home as needed in “Kids Mail.” (White envelope) Monthly calendars will be distributed with the school mailings. ***Please read all communications thoroughly***, sign and return the white envelope the following day to school. Hard copies are limited. School information is posted on our website, [www.staugustinenj.org](http://www.staugustinenj.org). The school also uses Power School, Constant Contact and Honeywell Instant Messaging Service to communicate with parents. It is extremely important that email addresses and phone

numbers are updated to ensure reception of these messages. Open communications should always be maintained to avoid misunderstandings regarding school policies.

*It is important that there be a consistency of authority between parent and teacher.* It is a good policy to withhold judgment on what appears to be a grievance until all the facts are gathered. The following guidelines are offered as useful tools in solving difficulties of this nature:

1. Contact the proper person(s) as soon possible.
2. *Classroom teachers appreciate first calls.*
3. Contact the administrators if unsatisfied. An administrator, teacher, parent conference will be scheduled. In some circumstances the student will be invited to attend the conference.

In most cases, problems can be resolved with little difficulty. Problems discussed with neighbors and friends at times become exaggerated and cause greater misunderstanding than the situation warrants.

### **CONFIDENTIALITY**

Students may share information with a member of the faculty or staff in confidence. However, if it is a matter of health, life or safety, the faculty or staff member must tell the principal or call the parents immediately.

### **COUNSELING SERVICES**

Doctor William F. Walsh, Ph.D., P.A. a trained psychologist and counselor is available on the last Friday of the month and whenever necessary. If a parent requests a student to meet with Dr. Walsh, it must be made in writing to the principal's attention. Parents are encouraged to follow up with Dr. Walsh after a session.

**NEW JERSEY STATE LAW REQUIRES THAT ANY PERSON, WHO HAS REASONABLE CAUSE TO BELIEVE A CHILD MAY HAVE BEEN SUBJECTED TO ABUSE OR NEGLECT, MUST MAKE A REPORT TO THE NEW JERSEY DIVISION OF YOUTH AND FAMILY SERVICES.**

### **COURT ORDERS**

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the School with an official copy of the court order. The custodial parent may wish to supply the Principal with the "custody section" of the divorce decree if it contains information, which may be useful to the School in fulfilling its obligation. Saint Augustine of Canterbury abides by the provisions of *applicable law* with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the non-custodial parent will be given access to unofficial copies of the student's records. The school abides by the Buckley Amendment (Family Rights and Privacy Act 1974).

Upon request parent/guardian has the right to view his/her student's

- a) Academic record
- b) Academic standardized test results
- c) Health record
- d) Emergency sheet

Transcripts of academic and health records will not be given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in written form by a parent/guardian. Transcripts will be sent directly from school to school after the sending school receives an official request from the receiving school. If the parent/guardian does not submit a request for transfer that includes an authorization to send a transcript, the receiving school must secure permission from the parent/guardian to request the transcript from the sending school.

### **CRISIS PLAN**

The school has a Crisis Plan which reflects the Diocesan Plan and the NJ Fire Safety/Emergency Action Plan. The school works with the South Brunswick Police Department in implementing and practicing procedures.

### **DANCES AND ACTIVITY NIGHTS**

Dances are sponsored by the Home-School Association primarily for the enjoyment and benefit of students. Under special circumstances the Principal may authorize guests. Students bear some responsibility for their guest's behavior.

The Student Activity Sponsor specifies the rules, including dress code regulations, for each dance and Activity Night. The Administration has the right to restrict students from school dances and other school social events.

Saint Augustine School students under suspension, on disciplinary ineligibility, or unexplained absence from school the day of the dance or Activity Night, may not attend the event. This applies to all Sports related activities as well.

### **DANGEROUS ITEMS**

Under no circumstances are students to possess dangerous items at any time during the school day. These items are of potential hazard to other or to property. Such items will be confiscated and parents contacted.

*The Principal and the Pastor have signed a diocesan approved memorandum of agreement with NJ law enforcement agencies to report serious offenses and crimes if they should take place at Saint Augustine of Canterbury School.*

### **EMERGENCY FORMS**

These forms are distributed to the children at the beginning of the school year. It is imperative that you are reasonably sure that the people whose phone numbers are listed

on this form will be in their homes during the school day. The information on this form should be updated if there is any change in names and numbers given.

### **FIELD TRIPS**

St Augustine School will sponsor and conduct field trips for the educational enrichment of the students. Participation is a privilege. Students will be representing themselves, their families, their school and their community while on school trips. Full cooperation and excellent behavior is required.

No student may participate in a field trip unless a parent/guardian asks permission for the student to participate in each specific event. The school provides forms.

Where disciplinary matters are involved, students may be denied the opportunity to attend a particular outing at the teacher's discretion.

Normally parents are solicited as chaperones for field trips in grades Kindergarten through grade eight. If a parent feels strongly that their child cannot go on a trip without his/her own parent, the parent may request that the child not go on the trip. Following a bus or meeting a class at a location is not recommended.

Children who do not take part in a class trip may not stay in school on that day. They are considered absent for the day.

### **FIRE DRILLS/EMERGENCY ACTION PLAN**

Exit directions for each room in the building are posted. These directions specify the route that must be taken during the drill. Procedures for safety drills are followed as noted in the Safety Procedure Manual.

Project Safeguard and Emergency Education are necessary for the safety of the students and faculty. For all practical purposes, every fire drill should be treated as an actual fire. Fire drills are life and death affairs and must be considered as such by all.

### **PROJECT SAFEGUARD**

Saint Augustine of Canterbury School has Project Safeguard in place in the event of a need to exceed our regular emergency lock-in and evacuation plans.

Specific information has been forwarded to our Catholic Schools Office and the local police department.

### **HALL REGULATIONS**

During the passing of classes, students are to keep to the right of the corridors and proceed in a prompt and orderly manner. Students are to remain quiet while moving through the corridors. Do not linger in the halls or congregate at the lockers.

Students are permitted to be in the corridors or stairwells only during passing time. No student will be permitted in the corridor or in the lavatories during class time without a pass. Passes will be issued at the discretion of the subject teacher. Students are never to assume permission to leave class or to leave the school grounds.

For safety and a smooth transition from class to class the first door will be considered the “*entrance door*” and the back door of the classroom the “*exit door*” This will facilitate students arriving on time for class and time to settle themselves before class begins.

### **HEALTH AND HYGIENE**

If a child becomes ill or is injured, every effort is made to notify parents immediately. Sick children must be picked up at school via the procedures noted in the emergency form. If the child comes down with a communicable disease, the school nurse must be contacted immediately.

**PLEASE DO NOT SEND YOUR CHILDREN TO SCHOOL IF YOU FEEL THEY ARE NOT REALLY WELL.** This often necessitates the parent being called for pick-up shortly after the child is in school.

**IF THE NURSE FEELS THE CHILD IS TOO ILL TO STAY IN SCHOOL, IT IS EXPECTED THAT PARENTS WILL ARRANGE FOR PICKUP.**

*No child may carry any type of medicine during the day. Medication to be administered is to be retained by the nurse with specific directions as well as written permission to dispense said medicine.*

If you take your child to the doctor or dentist for a routine examination, please request a form from the school nurse to be filled in and returned to our health office.

Health services provided by the school include the following:

1. Height/weight screening (students from all grades)
2. Maturation education (grades 5/6)
3. Hearing screening (all grades)
4. Scoliosis screening (age 10+)
5. Visual screening (all grades)
6. Blood pressure screening (all grades)
7. Emergency care (all grades)
8. Dental education (Kindergarten to grade 3)

The school nurse sends a letter home to parents periodically with important health service information Please consult these letters for additional information.

### **HOMEROOM**

Teachers will escort their classes to homeroom for taking of attendance. Morning prayers, the Pledge of Allegiance and announcements will be conducted in the classrooms via closed circuit television/intercom at 8:00 am. The first class will begin at 8:08 am.



## **LITURGIES**

The integration of religious truth and values with the rest of life is brought about in the Catholic School. The religion curriculum and liturgies are appropriately planned for the children, and we expect all members of the student body to attend and participate in both regardless of religious affiliation.

## **LOCKERS**

Student lockers remain the property of the school and are on loan to students. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, and enforcement of school regulations and to search by law enforcement officials if it were to become necessary.

Students in grades 6,7and 8 are permitted at lockers only during teacher specified times.

Leaving lockers open, or giving out of the lock's combination to others, encourages many problems, principally the loss of personal property. Do not leave money or valuables in your locker. The school is not responsible for lost or damaged articles.

Lockers are to be kept clean at all times. Periodic cleaning out of lockers will be held during the school year. Food is not to be left in the student's locker overnight. Students are responsible for the care of their locker. Any damage by the user directly or through neglect will be the financial responsibility of the student and/or parents.

## **LOST AND FOUND**

Each year, many items found in school go unclaimed. Please check in the reception area for missing books, clothing, etc. It is recommended that the student's name be placed inside clothing and that books are clearly labeled.

## **MONEY/PERSONAL BELONGINGS**

Students should never carry large amounts of cash. Unofficial collections in school are prohibited. No items should be brought from home and sold in school. This includes but is not limited to fundraising items connected with sports and other activity groups. Teachers should not be asked to hold money, jewelry, or other personal belongings of a student. The student is responsible at all times for his/her personal items.

These items should not be brought to school:

Pen-knives, caps, toys, radios, Walkman etc. and other items which have no place in school. Such items will be confiscated, and disciplinary procedure may also be invoked.

**Magazines should not be brought in from home unless so directed by the teacher.**

## **PARKING/DROPPING OFF AND PICKING UP CHILDREN**

**PLEASE DO NOT PARK YOUR CAR ON THE BLACK TOP IN FRONT OF THE SCHOOL CAFETERIA OR ON THE SIDE OF THE SCHOOL BY THE TERRACE BETWEEN 7:30 AM AND 2:15 PM.**

This area must be clear for school buses, playground time, and the safety of your children. When dropping children off, do so directly in front of the main entrance. Be patient in waiting to drop off and cautious in pulling away. Use the parking lot to the west of the school to pick up children. You are asked not to wait inside the school or in the front of the school for your children. When driving on school property during school hours, please keep **the speed limit down to 10 mph and be alert for students.**

## **PERSONAL ENTERTAINMENT ARTICLES**

Cell phones, pagers, radios, CD players, tape players, walkmans, recorders, cameras, electronic games, beepers, miniature televisions, water pistols and balloons, inappropriate cards or games, etc., because of their value and the potential for disturbing classes or individuals, are not permitted in school. Any such item found in the school will be confiscated and retained by the Principal/Assistant Principal until claimed by the parent or guardian (Cell phones are to be kept in the locker or cubby during the school day or during after-school activities /events).

No toys from home should be brought to school, unless for educational purposes (e.g. show and tell), and then displayed only during appropriate times. These items should be carried in a bag, labeled with the child's name.

## **POLICY ON ADMINISTRATION OF MEDICATION**

Saint Augustine of Canterbury school strongly discourages the administration of either prescription or non-prescription medication in school or on school-sponsored activities. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply:

A parent/guardian should come to the School and personally administer the medication. If this arrangement is not possible, the School Nurse or the Principal (or his/her designate) will administer the medication under the following conditions:

- The medication must be given to the School Nurse or Principal by the parent/guardian.
- The medication must be in the original pharmacy-labeled container, and the parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the school.

Students will be permitted to self-administer medication only for life-threatening illness or conditions. The parent/guardian must schedule a conference with the School Nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medication in School" form. This form is available from the School.

## **STATIONERY/ SUPPLIES**

Students are expected to purchase required supplies from school (assignment pads, theme tablets, pencil cases, notebooks, etc.). Loose-leaf binders are not permitted. The school provides some art supplies of a general nature; special materials may be required of the students to supplement activities.

In July/August a list of required school supplies is sent home in an information packet. A school store is available for several items and is open on a regular schedule for the convenience of students and parents.

## **SUBSTANCE ABUSE**

Saint Augustine of Canterbury School follows the guidelines of the Diocese of Metuchen and the Drug-free Schools and Communities Act of 1987 in developing its policies on substance abuse. These policies include but are not limited to those set forth by the South Brunswick Board of Education for its district schools. A copy of the policies/ procedure is available from the administration upon request.

## **TELEPHONES**

Students are not to use the cell/office phones from the time of arrival through dismissal unless the office has given express permission. These permissions are granted only in an emergency. Students do not call home to have a 'forgotten' item brought to school. It is a good practice for your child to have school materials organized the night before so as to be ready in the morning.

Please do not call the school to give students messages. Only in an emergency will a message be delivered to a child. Where the office deems it necessary, a child will be allowed to make a phone call.

## **TEXTBOOKS**

**All textbooks and workbooks must be covered.** Soft-covered books should be reinforced to give strength and endurance to the book. Book covers should contain the student's name, grade and subject. Graffiti on the covers or in the books is unacceptable.

Textbooks should be transported in a sturdy, protective book bag. Damaged/lost books will be charged to the student. Notebooks used in the subject areas should also be protected in this manner and **must be kept neat and free of non-essential writing.** As a reminder, books may not be brought to the cafeteria during the lunch period, and there is no writing in the workbooks or notebooks before homeroom period.

## **TRANSFERS**

Transfers should be requested as soon as possible in anticipation of a change. Parents/Guardians must sign a release of record slip at the school office before any transcripts be sent to the receiving school. All financial arrangements must be up-to-date before transfer papers are forwarded.

## **TUITION**

All financial arrangements and tuition concerns are made through the bookkeeper in the Parish Center. The tuition contract with the school and the authorized collection agency requires the full payment of tuition under all circumstances. Withdrawal, suspension, or expulsion does not terminate a parent/guardian responsibility to pay the full tuition.

All financial obligations must be met by May 1. The school has the right to suspend service to a student for non-payment of tuition and/or fees. All fees are non-refundable. No exams may be taken until all fees are paid. Grades K-8 will receive an incomplete on their Report Card and jeopardize re-registration for the new school year until fees are paid.

### **NO REFUND POLICY REGARDING REGISTRATION, RE-REGISTRATION, TUITION PAYMENTS**

Your registration/re-registration fees and tuition payments are an important part of the school budget for the academic year and guarantees a place for your child(ren) in Saint Augustine of Canterbury School. If for some reason a family prior to the academic year should choose not to send your child(ren) to Saint Augustine School, it is important for you to realize there is a **NO REFUND POLICY** with **no exceptions** which would include requesting a **transfer, relocation, and prolonged vacations**. Please note that the registration/re-registration fees and **not refundable**.

#### **PLEASE NOTE:**

If a family chooses to pay the entire tuition amount in full by August 1<sup>st</sup>, 75% of the amount would be returned to the family prior to the school year if they should choose not to send their child(ren) to St. Augustine of Canterbury School. If during the school year, it will be prorated.

If a family chooses to pay the tuition in 2 payments, the first payment being August 1<sup>st</sup>, 50% of the amount would be returned to the family prior to the school year if they should choose not to send their child(ren) to St. Augustine of Canterbury School. If during the school year, it will be prorated.

If a family chooses to pay the tuition through FACTS by having the amount deducted from their checking account for the months of July and August there is **NO REFUND** since those monies have been allocated towards the school budget, especially in the funding of salaries.

If a family should transfer their child during the school year and are enrolled in FACTS, if the tuition payment has already been deducted for the present month or the following month, there is **NO REFUND**. The School Office will notify FACTS not to deduct any future payments.

## **VANDALISM**

One of the goals of educating children is to “foster love and respect for the values found in Christianity,” respect for property is also demanded. Any damage done to school property must be repaired/replaced at the offender’s expense. Disciplinary measures will also be taken. Vandalism includes marking up desks and textbooks.

## **VISITORS**

Parents and other visitors must use the main entrance of the school and present themselves to the receptionist before going elsewhere in the building. **AT NO TIME MAY A VISITOR GO DIRECTLY TO A CLASSROOM WITHOUT FIRST CHECKING WITH THE RECEPTIONIST.** Pre-K and After School Program participants may be picked up directly from the Early Childhood Center located behind the gym entrance.

School Office            732-297-6042  
Nurse/Health Office   732-422-0271  
Fax                        732-297-7062

Parish Center            732-297-3000  
Religious Ed Center    732-297-3011

## **WITHDRAWAL FROM SCHOOL**

Any student wishing to withdraw from Saint Augustine of Canterbury School must follow this procedure:

1. Obtain a form from our school office and indicate the name of the school to which records should be sent. The form will be signed by our Principal
2. Pay all outstanding debts.
3. Return all school properties, textbooks, library books, etc. When all routine matters are satisfactorily cleared, and we have received a signed request from the receiving school, the student’s records will be forwarded to that school. There is no refund on fees paid to Saint Augustine School.

Please do not assume that students withdrawn from Saint Augustine School to attend another school will be readmitted to Saint Augustine School upon request.

**SCHOOL CLOSINGS**  
**HONEYWELL INSTANT**  
**MESSAGING**  
  
**OR**  
  
**LOG ON TO:**  
**[www.staugustinenj.org](http://www.staugustinenj.org)**

## CURRICULUM AND INSTRUCTION

### FAMILY LIFE CURRICULUM

The Family Life education program is an integral part of the religious education curriculum and is mandated by the Bishop for all Catholic elementary schools.

### EXAMINATIONS

Students in grades 5 through 8 take final examinations in the major subjects. The exams are comprehensive reviews of the subject matter covered during the preceding term. Examinations are given in May/June. The results of the examinations are part of the grade averages for the fourth quarter.

### POWER SCHOOL

PowerSchool is a student information system which enables parents to access results of tests and assignments as soon as they are recorded. Teachers have one week to post grades. It also enables parents to communicate with teachers and monitor grades, attendance, and homework assignments in real time from home or the office or anywhere there is an internet connection.

### GRADING

Report cards are distributed quarterly to students in the first through the eighth grades. Parents sign the report card as an indication that they have seen it, and have it returned to the school the next school day. *Parent-Teacher Conferences are held at the end of the first quarter and as necessary.*

Grading system:

A+	97—100	C+	80-84
A	93-96	C	75-79
B+	89-92	D	70-74
B	85-88	F	0-69

Comments:

<b>O</b> —	<b>OUTSTANDING</b>	Performs excellent work
<b>S</b> -	<b>SATISFACTORY</b>	Performs work at student's potential
<b>I</b> —	<b>IMPROVEMENT NEEDED</b>	More work required to attain potential
<b>U</b> —	<b>UNSATISFACTORY</b>	Unacceptable work related to potential

Teachers record grades for classes 1-8 using Power School. Semesters and final grades are averaged electronically. Numerical values are translated into letter grades for the report cards.

## Exception

**If a student failed the last two marking periods, the student will receive a failing grade (F) for the year—even if the student has a passing grade.**

If a student is performing unsatisfactorily (unacceptable work related to student's ability), the teacher will send home a progress report early in the quarter. This form must be signed by the parent and returned the next day to the school.

In grades 1-8 all students receive a progress report in all major subjects on the date noted for each quarter using Power School. It is the parent's responsibility to know these reports can be reviewed through Power School. Grades can be reviewed daily by following the application procedures of Power School.

Teachers may ask that tests and other assignments be signed by parents and returned to school. If a week passes and no test papers or homework assignments have been brought home, it is recommended that parents contact the teacher.

Integrity is a priority with test taking, projects and the like. Each teacher sets classroom policy for violations in this area.

- Academic Honors are recognized for students in grades 5-8.

*First Honors:* All A+'s and A's in major subjects

*Second Honors:* All A's and B+'s in major subjects

*Honorable Mention:* All A's and B's in major subjects.

*Achievement Award:* Exemplary effort and attitude, no F's.

- Grades 4-8: No grade in penmanship
- Grade 5 receives no grade in World Language
- Grades 6-8: Enrichment Classes (Art, Physical Education, Computer, Italian/Spanish), an 80 or above would need to be attained to qualify for the Honor Roll. However, it does not pertain to the Honor Roll Categories. (e.g. If a student has all A+'s and A's in all subject areas except gym/art which is an 80, he/she will still attain First Honors).
- If a student receives a checkmark on the left side of the Report Card (Personal/Social Growth), he/she will be disqualified from Honors; if behavior, Accountability Form
- X's under subject area simply means improvement

- + outstanding
- No X or + means doing OK
- Three (3) or more tardies eliminated from Honor Roll (Observes School and Classroom Rules)

#### KINDERGARTEN REPORT CARDS

Report cards are issued to kindergarten students *three times each year*. The code for a kindergarten report card is:

C	Consistently Observed
S	Sometimes Observed Practice and support needed
N/A	Not assessed during this marking period

*Occasionally, an acceptable academic performance for the beginning part of the marking period is followed by a poor performance for the latter. Under these circumstances a student may fail a subject for a marking period even though a progress report indicated satisfactory performance at the midpoint. Teachers are encouraged to notify parents. However, parents need to be reviewing their child/ren's grades before, during and at the closing of the marking period.*

#### CLASSIFICATION

If a student is classified during the course of the year, and he/she needs additional support and/or resources other than the school can provide, he/she will be asked to seek other options.

**In some cases, the teacher and administration may feel that the child would be best served by spending one or more years in another school in order to attend smaller classes or a resource room environment. Re-enrollment of a child in this circumstance is the decision of the administration.**

#### HOMEWORK

Teachers in their electronic grade book will record indications of homework performance. Homework must be reflected in the student's overall grade independent of other evaluations. The emphasis or weight of homework in the overall grade can reasonably be expected to differ by grade levels and teachers. The quantity of homework is grade appropriate.



Students are expected to complete homework assignments, whether written, electronically, reading, studying, or otherwise, in a timely manner. Assignments, especially studying, are to be faithfully undertaken with a serious approach. Each student should have an assignment book. They are not permitted to return to the classroom after dismissal to retrieve forgotten books or materials unless they and a supervising parent have checked into the office for permission.

Consequences and notification of incomplete homework varies with grade levels. These age appropriate procedures are explained in individual classrooms at Back To School Night by each teacher.

Posting homework, projects and test schedules, should assist parents to become more directly involved in their child's education. It will foster communication between home and school.

Homework is neither a reward nor a punishment. It is a supplement and reinforcement to help develop certain skills. Parents can help their children by arranging for a definite supervised homework study period. Proper hours for sleeping and supervision of TV programs are duties, which parents must not neglect.

A few suggestions in this area:

1. Homework should be without distraction (TV, radio, background conversations)
2. Do not do the homework for your child, though you are encouraged to point out principles involved, give illustrations. etc.
3. Do not confuse the student with methods not in use in the school
4. Encourage your child to complete work neatly and carefully, then check the results; a teacher will not accept work that is done carelessly
5. Teachers, for their part will post homework assignments for student reference.
6. Homework is rarely done in school. All students should have assignment pads and parents are encouraged to sign completed assignments. The teacher may require this.

7. Students are expected to put in the following amount of time for assignments daily:

Grades 1-2	15-20 minutes	Grades 5-6	40-60 minutes
Grades 3-4	25-40 minutes	Grades 7-8	60-90 minutes

*Students are responsible for knowing their individual teachers' policies regarding homework. When a student is absent, it is a parent's responsibility to consult with a teacher regarding make-ups when the student returns to school. Adequate time will be given to make-up missed assignments.*

Posting homework, projects and test schedules, should assist parents to become more directly involved in their child's education. It will foster communication between home and school. Homework is assigned to reinforce previously taught instruction.

## **PHYSICAL EDUCATION**

*All students take part in the physical education program. A doctor's note is necessary for a student to be excused and this for a specific length of time. When a student is to be excused from one particular class, a note from the parent must be presented to the teacher stating the reason for excuse. Notes are kept on file for the year.*

Being unprepared for class will affect the student's grade. Students excused for lengthy periods receive assignments in lieu of class. Students will not be excused from participation if they do not have notes. Verbal excuses are unacceptable.

## **SUMMER SCHOOL**

Any student who fails a major subject for the year must attend summer school or an equivalent program acceptable to the school administration. Permission must be obtained by the parent/guardian for the child to take a makeup course outside the school before the course begins.

Students with a final average of "F" in more than two major subjects may make up only two of those subjects in the summer session. They return to St. Augustine's the following year on academic probation, viz.:

**If they receive an "F" in a major subject for the first semester average, they will be asked immediately to withdraw from the school.**

If, in the opinion of the administration, a student would best be served by repeating a grade, this decision will be communicated to the parents in a meeting with the teacher and the administration. The final decision in this area will be made by administration in consultation with the teacher.

Eighth graders who fail a major subject for the year do not participate in graduation ceremonies. They must successfully complete the subject (s) in the summer session before they receive a diploma.

## **STANDARDIZED TESTING**

The Terra Nova Achievement Test is administered in the spring to the students in Grades 1-8. The Terra Nova Writing Assessment Test is administered in the fall to students in grades 4 and 7. Profile reports are given to parents upon return of the test results. They are usually included with the last report card. It is only one form of evaluation. The results are entered on each student's permanent record card.

## **ETHICAL USE OF THE TECHNOLOGY POLICY**

*In agreeing to the articles in this Handbook, parents acknowledge they have read the following policies on technology and have discussed them with their child (ren) and know that their child is bound by the policies. The policy covers every grade level.*

**PREAMBLE:**

- The purpose of school-provided technology is to facilitate legitimate school endeavors, which are educational and administrative in nature.
- The use of technology must always be in conformity with the law and the religious mission of the Diocese of Metuchen.
- Each school as an educational institution will have the resources to exchange information within its facility and with other institutions throughout the world.
- ***The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of the user's privileges. The administration has the right to monitor all communication on the network.***

**POLICIES:**

1. The student will use Saint Augustine of Canterbury School technological resources for Educational purposes, and only under adult supervision.
2. The student will treat with respect and exercise care in the use of all school computer hardware and software.
3. The student will not reveal addresses or phone numbers, photographs or other personal information to individuals whom they contact through Saint Augustine of Canterbury School technological resources.
4. The student will not disclose personal password (s) or access code (s) assigned to them or use any other person's password (s) or access code (s).
5. The student will make responsible use of school supplies such as paper, electronic media and printer ink and toner.
6. No unauthorized student shall alter, install, modify, upgrade, repair or remove any school software or hardware, including but not limited to computers, interface cards, monitors, printers, scanners, modems, wiring or cabling, mouse or other accessories.
7. Students who damage any hardware or software will be responsible for replacing the damaged articles at their own expense.
8. The student will not develop, acquire, display or transmit any material by electronic means or hardcopy that is considered by Saint Augustine of Canterbury School policy as obscene, racist, abusive, degrading, or demonstrating intolerance or prejudice towards any individual or ethnic or religious group, nor harass, insult or attack others.
9. The student will not trespass in another's folders, sub-directories, work or files,
10. The student will not use school technological resources to support candidates for public or elected office, nor use the network for commercial purposes.
11. The student will not violate any copyright laws regarding print, electronic or visual information.
12. The student will not meet in person any individual whom he/she may contact through Saint Augustine of Canterbury School technological resources without first informing the adult supervisor in charge, the school

administration, and the child's parents, or legal guardian.

13. The student will report any message received through Saint Augustine of Canterbury School technological resources, which makes them nervous or uncomfortable to the adult supervisor in charge and the school administration.

14. Students should not access their own accounts while on the Internet.

If the student does not adhere to these policies, the child could lose computer privileges or have these privileges restricted. If deemed necessary, the student could also be subject to disciplinary proceedings.

## **SOCIAL NETWORKING**

- Involves illegal, dishonest or unethical conduct;
- Involves the use of drugs or alcohol;
- Is offensive;
- Involves discrimination or harassment;
- Can harm the reputation of, cause embarrassment to, the School, the diocese, co-workers or students;
- Is sexual in nature;
- Is contrary to the teachings of, or reflects unfavorably upon, the Catholic Church; or
- Infringes upon another's copyright or trademark without appropriate attribution.

The widespread ownership of mobile devices among our students requires that school

Students shall not comment, post, join or otherwise affiliate with or publish on Social Networking Websites any information (including, but not limited to, statements, comments, photographs, groups, profiles or links to third-party websites) that, in the discretion of the School or the Diocese, contains inappropriate content. Inappropriate content includes, but is not limited to, information that:

administrators, teachers, students, and parents take steps to ensure that these devices are used responsibly at St. Augustine of Canterbury School. These devices include, but are not limited to, electronic readers, digital music players, cell phones, netbooks, and tablets. This addendum to our existing Acceptable Use Policy (AUP) is designed to ensure that proper use of mobile devices is clearly identified and addressed, ensuring the educational and safety benefits that mobile devices provide. The use of all mobile devices should always be in accordance with the Student Code of Honor as well as St. Augustine of Canterbury School's [Acceptable Use of Technology Policy](#).

## **SEXTING POLICY** (New—September 2018, Diocesan Policy Section 5.16)

**The mission of all Catholic schools is to bring students closer to Jesus Christ by teaching and living the gospel message in an environment where the unique value of**

**each person is recognized, protected and respected. Certainly, issues of morality demand a strong partnership between the school and the family to protect students from dangers they do not foresee. The Catholic Church believes and teaches that human bodies are gifts from God and temples of the Holy Spirit. The Church defines chastity as “the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being.” (CCC2337)**

**Educators, when teaching the first, sixth, eighth, and ninth commandments, are called upon to include the use of social media as a significant part of the instruction they give. As our schools partner with families to model Catholic Social Teachings emphasizing the dignity of the human person takes on a new and different meaning while discussing sexting and related issues. In teaching our children about human sexuality within the framework of God’s plan, we provide opportunities for moral decision making based on solid Catholic teachings.**

**The Diocese of Metuchen prohibits acts of harassment, intimidation or exploitation of all students. Each school must insure a safe environment that reflects the gospel and is conducive to student learning. With more students having access to phones and social media accounts, it is becoming easier for them to send and receive explicit messages and images. All students are expected to refrain from any and all conduct involving sexting. They are to respect the dignity of others and of themselves at all times. Sexting shall not be tolerated on school property, on the school bus, at any school sponsored function or off school grounds.**

In complying with this Policy, the following must be considered:

- Sexting is the production, possession or dissemination of sexual materials, including sexually suggestive text messages, nude/semi-nude photographs, or videos of themselves or others via cellular telephone or the internet by students on school property or at any school sponsored function. Sexting does not fuel committed, eternal love as God desires for us. It stands in opposition to God’s plan for us, and for that reason it is wrong.
- Pornography consists in removing real or simulated sexual acts from the intimacy of the partners, in order to display them deliberately to third parties. It offends against chastity because it perverts the conjugal act, the intimate giving of spouses to each other. It does grave injury to the dignity of its participants (actors, vendors, the public), since each one becomes an object of base pleasure and illicit profit for others. It immerses all who are involved in the illusion of a fantasy world. It is a grave offense. (CCC 2354)
- Creating or sharing explicit images of a child is illegal, even if the person doing it is a child. A young person is breaking the law when they take an explicit photo or video of themselves or a friend; share an explicit image or video of a child, even if it is shared between children of the same age; or, possess, download or store an explicit image or video of a child, even if the child gave his/her permission for it to be created. Images covered under the law include, but are not limited to, naked pictures, photos of intimate body parts, including topless photos of girls, any sex

act and any sexually suggestive image, which includes photos of a person in undergarments/underwear. If it is found that a child under the age of 18 is in possession of any of these, has been sending them or taking these types of photos, the police can record it as a crime and the offender may be prosecuted.

In complying with the Policy, the following procedures must be observed:

- All reported incidents of sexting shall be dealt with immediately.
- The school will take immediate measures to protect the victim and others involved in the incident.
- Report to the Diocese of Metuchen Diocesan Response Officer
- Report immediately to the Office of Schools, either the Superintendent or Assistant Superintendent
- Report immediately to the local Police Department.
- Secure all cell phones, computers or other electronic devices that may contain or have disseminated sexual materials, including sexually suggestive text messages and nude or semi-nude photographs. Cell phones should be placed in Airplane mode to preserve the evidence.
- Secure all potential witnesses.
- Contact the parents of all students involved in the reported incident.
- Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices may face some or all of the listed consequences:
  1. Temporary removal from the classroom;
  2. In-school or out-of-school suspension;
  3. Parent conference;
  4. Deprivation of privileges;
  5. Suspension from sports participation;
  6. Removal from After-School programs;
  7. Counseling;
  8. Therapy;
  9. Expulsion

***St. Augustine of Canterbury School -Issued Devices***

All aforementioned mobile device rules apply. In addition, the following measures are in place to ensure student safety and proper use of devices issued to students by St. Augustine of Canterbury School.

All school-issued devices are the sole property of St. Augustine of Canterbury School. Students have no expectation of privacy in the use or contents of these devices. The contents of all school-issued devices are subject to inspection by St. Augustine of Canterbury School faculty and staff, with or without notice and with or without cause.

The use of a school device is a privilege, not a right. Such use may be suspended, terminated, or restricted, with or without cause, and with or without notice, at the sole discretion of St. Augustine of Canterbury School. In the event that privileges are suspended, the student will be responsible for all class assignments.

Device malfunctions are not an acceptable excuse for not submitting work.

- Mobile devices must never be left unattended.
- Mobile devices are not permitted in the Cafeteria during the lunch period or the playground during recess periods.
- School-issued devices must remain free of any writing, drawing, stickers, or labels that are not the property of St. Augustine of Canterbury School.
- Food/liquids/moisture should be kept away from devices as they can cause damage to the devices.
- Devices should always remain within the protective cover, where applicable.
- If a handheld device is placed in a book bag, it should be in a way that avoids placing pressure and weight on the screen.
- Mobile devices are never to be taken into a locker room or school bathroom.
- Music is only allowed on a device at the discretion of the teacher.

School-issued mobile devices are tracked according to serial numbers. Devices are labeled in a manner specified by the school. Students are not to remove labels for any reason.

## **BRING YOUR OWN DEVICE (BYOD) POLICY**

**In order to foster the creation of 21<sup>st</sup> century learning environments, schools may allow students to bring their own technology devices to the classroom for educational purposes. If this decision is made, a school policy and guidelines must be developed and an acceptable use agreement, delineating appropriate behavior, must be signed by the student and the parents. The policy will pertain to: laptops, iPads, tablets, netbooks, and cell phones with browsing capabilities for educational use only.**

**The device may not be used for: (a) text messaging, (b) game playing, (c) picture taking, (d) email access, or (e) harassment or threatening another person.**

**Students are never required to bring in outside technology to school. All students will continue to be able to utilize school equipment, and no student will be left out of the instructional process.**

### **Grades 6, 7 and 8**

**Cell phones will be handed in to your Homeroom Teacher at the beginning of the day. Please label your cell phone with your name and grade. They will be distributed at the end of the day.**

In order to comply with this policy and the specific guidelines in each school, the

following Procedures will be observed:

- Students will only use appropriate technology at teachers' discretions.
- Students will only use appropriate educational applications on their device (i.e. not games and/or non-school related tasks and functions).
- Students are permitted to access only the school's network through personal devices, not private networks.
- Students will not attempt to gain unauthorized access to the school's network resources. Unauthorized access includes logging in through another person's account or accessing another person's files.
- Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day.
- Students are not permitted to use any electronic device to record audio, video, or take pictures of any student or staff member without their permission.
- Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction.

### **Personal Devices**

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device shall include but is not limited to: MP3 players and iPods; iPads, Nooks, Kindles, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities.

### **Educational Purposes**

Personally owned devices are permitted for use during the school day for educational purposes only in approved locations. Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use. Students must be aware of



appropriateness of communications when using school or personally owned devices.

### **Inappropriate Use**

Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is told to stop sending communications, that student must cease the activity immediately.

Personally owned devices used in school are not permitted to connect to the Internet through a 3G, 4G, or other content service providers. Personally owned devices must access the internet via the school's secured wireless network. The school prohibits use of personally owned devices in locker rooms, restrooms, and nurses offices.

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.

The school reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or well being of the school is subject to disciplinary action.

## **Liability**

The school shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to school. Students bring their own devices to school to use at their own risk. It is the student's responsibility for the upkeep and protection of their devices as follows:

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

## **Acceptable Use Agreement**

After reading the Policy, parents will sign yearly the "Personally Owned Computing/Network Device Acceptance of Responsibility and Device Use Agreement Permission Form". [See Appendix - Personally Owned Computing/Network Device Acceptance of Responsibility and Device Use Agreement Permission Form]

## **GENERAL DISCIPLINE POLICY**

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements for the learning environment at St Augustine of Canterbury. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well being of others. Home and School will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the School or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the Principal. Accountability for uncooperative, disruptive or unsafe behavior may take any misconduct referrals or warnings; punishment assignments; denial of privileges; detention; in-school suspension; out-of-school suspension; or expulsion. The principal is the final recourse in all disciplinary matters in consultation with the Pastor, and may waive any and all regulations for just cause at his/her discretion.

*Actions, which violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the School community, or bring discredit to the School will not be tolerated. Such actions or other severe violations of School rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, Principal/Parent/School Staff/Student conference will be scheduled. All subsequent discipline, counseling, consultation and corrective action plans will be viewed as positive Home-School efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the School.*

### **ACCEPTANCE AND RESPECT FOR EACH PERSON**

Each and every student has the right to a safe school environment and the expectations that he/she has equal rights and responsibilities among students at Saint Augustine School Campus. Harm or perceived harm, even when it is threatened, directly or indirectly, by another student will not be tolerated.

It is strongly encouraged that parents monitor the use of the Internet following the recommendations given at parent sessions to protect your child from unnecessary harm through (e.g. chat rooms, bloggings, etc.)

### **Memorandum of Agreement**

The Principal and Pastor have signed a Diocesan approved Memorandum of Agreement with NJ law enforcement agencies to report serious offenses and crimes if they should take place at Saint Augustine School.

## ***HARASSMENT AND BULLYING POLICY***

School policy prohibits the harassment, intimidation and bullying on school property, school sponsored functions and school buses. This policy includes student and staff behavior off-campus when it becomes known to the School administration.

In complying with this Policy, the following Procedures shall be observed:

- The policy shall define harassment, intimidation and bullying and indicate that the school prohibits this behavior. This definition shall be no less inclusive than it is defined in Section 2 of P.L.2002, c.83 (C.18A:37-14) as amended.<sup>1</sup>
- School employees shall take seriously a student's complaint of bullying/harassment by (a) bringing the complaint to the principal's attention, (b) speaking to the students named in the complaint, and (c) informing the parents that the complaint has been made.
- Reprisal or retaliation toward the person who reports an act of harassing behavior shall be prohibited.
- Parents shall be informed each year that bullying is a form of harassment and will be treated as such.
- The School will administer the New Jersey Child Assault Prevention Program (NJ CAP) to all children in K-8 when available with funding.

The revised State Law (2010) can be accessed in New Jersey's website.

All forms of bullying are unacceptable and are disruptive of the educational process. Offenders shall be subject to appropriate staff intervention and administrative discipline.

Parents and teachers work together to share our Catholic faith with the children by

---

<sup>1</sup> "Harassment, intimidation or bullying" means any gesture or written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school sponsored-function, on a school bus, or off school grounds as provided for in section 16 of P.L. 2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that: (a) a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; (b) has the effect of insulting or demeaning any student or group of students; or (c) creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student. {New Jersey State Department of Education, in complying with the New Jersey State Legislation, Section 2 of P.L.2002, c.83 (C.18A:37-14 as amended)}

helping them to realize that God loves them. Our God is a God of love, and there is no place in our school for harassing or bullying behavior. We need to help them become loving, compassionate, caring persons with values and morals built on our Catholic faith.

The gospel values emphasize respect, appreciation and care for all of God's creation. Each person in this school is a beautiful creation of our God. Each person is unique, gifted, valued, has the right to feel accepted, and is an important part of our school community.

Any child who has been the victim of ongoing, persistent, intentional and hurtful behaviors needs to tell his/her parent, a teacher, or an administrator. Parents need to contact a teacher or administrator with this information.

**Procedure:**

1. Students will meet with the Principal/Vice Principal to determine that the behavior is bullying or harassment. Parents of student(s) involved will be contacted immediately.

A written report from the victim and the bully will be required by the school administration. Parent/Student meeting with each family involved will be arranged by the school. If it is determined to be a case of harassment, the bully will be required to make amends for his/her actions and accept appropriate consequences. Parents will be required to work on improving and changing the behavior of their child.

Formal written documentation will be kept on file in the Principal's office for the entire time the student (bully) remains in the school.

2. If at any time, the same behavior persists with the same victim or another victim, a second parent meeting will be held with the administration and the school counselor.

Parents of the victim will be informed of their right to file a formal police report. Ongoing counseling of the bully will be required as well as a formal notice from the school counselor that the bully is attending sessions. The bully will receive a two-day at-home suspension.

3. If the same behavior persists, the complaint will be handed over to the South Brunswick Township Police Department. The bully will be expelled from the school.

**STUDENT REPORTING SYSTEM (New—September 2018, Diocesan Policy Section 2.15.8)**

**Schools shall provide a system for students to use in the schools that will enable them to anonymously report to the administration incidents of: bullying,**

**harassment, cyberbullying, violence, threats, weapons possession, alcohol or drug related issues, hazing, discrimination, ethics violations such as cheating or plagiarism, or other harmful or inappropriate conduct.**

In complying with this Policy, the following Procedures shall be observed:

- StopIt is the mobile and web reporting tool selected by the Diocese of Metuchen to be implemented in each school.
- Administrators are to establish protocols on monitoring the system and responding to the information received.

### **CONFLICT vs. BULLYING (New, September 2018)**

Conflict is different than bullying. Not all disagreements and fights are bullying. Conflict is a normal part of human interaction and arises frequently in our day to day lives. Part of learning to be independent and grown up is learning how to deal with and respond appropriately to conflict at home, at school, and in your community. Recognizing the difference between conflict and bullying will help students, parents and teachers know how to respond.

#### **Conflict is:**

- A disagreement
- All parties have equal power to solve the problem
- All parties have an equal interest in the outcome
- All parties are of relatively equal size, age or status
- A conflict can be resolved by talking or working things out together or with help from an adult.

#### **Bullying is:**

- Not a disagreement
- A repeated form of mistreatment where the victim cannot defend him/herself
- An imbalance of power – usually one person is either bigger or older than the other or has a higher social standing (is more popular) and uses this against the other person
- Usually involves repeated acts of harassment, harm or humiliation

#### Differences in Addressing Conflict and Bullying

Conflict is an important part of growing up but bullying is not. Conflict teaches kids how to give and take, how to come to an agreement and how to solve problems. When it comes to conflict, it's good for kids to learn conflict resolution and resiliency skills. These skills promote listening and working together to come to an agreement or plan to move forward. Conflict resolution works based on the assumption that both people are in

part responsible for the current problem and need to work it out. In this situation, both kids make compromises and the conflict is resolved.

Bullying is different. It is about the bully making a choice to intentionally hurt another person. There is nothing to work out. When bullying occurs, the bully is fully responsible for the situation. And the bully bears all the responsibility for change. Bullies usually do not negotiate with others. They want power and they blame others for their actions. Even if an adult can get them to apologize, bullies will often retaliate when no one else is around. As a result, it is crucial to recognize the difference between conflict and bullying.

## ***CHEATING AND PLAGIARISM***

### ***Cheating***

To cheat is to give or receive assistance with an assignment, or during an exam, which is not authorized by the teacher. Examples include, but are not limited to:

- Referring to class materials during a test without the teacher's permission
- Copying from another student's paper or allowing another student to copy from your paper
- Attempting to secure copies of a test before the test date or securing a copy of a test before a test date
- Working together on an assignment without the teacher's approval
- Submitting for a grade an assignment that was completed by another person or giving an assignment to another student so that he or she can submit it as his or her own work
- Discussing answers during a test

### ***Plagiarism***

To plagiarize is to copy someone else's writing or ideas and to present them as your own. Types of plagiarism include:

- Copying word for word without giving credit to the author
- Paraphrasing without giving credit to the author
- Using language that is almost identical to the language of another author

Plagiarism and cheating directly violates the Code of Honor. The student will receive a **zero** for the assignment. Additionally, violations may disqualify the student from that marking period's honor roll, if applicable, or from receiving academic achievement awards.

### **Grades K-3**

At Back To School Night the teachers will discuss classroom procedures for classroom management, discipline, class work and homework. Generally, parents are contacted after a warning and a consequence has been given to a student and there is no improvement. *Each new school day gives the child the opportunity to begin anew.*

### **Grades 4-8**

An accountability form will be issued to a student whose behavior is inconsistent with school rules. This report must be signed by a parent/guardian and returned the following school day to the issuing teacher. Failure to return the accountability form signed the next day will warrant a second form and/or a telephone call to the parent by the issuing teacher. *Each new school day gives the child the opportunity to begin anew.*

Accountability forms may be issued for all on campus infractions, during and after school hours, including evening activities, and for all off-campus activities sponsored or



authorized by the school. These are considered to be of a serious nature and therefore cumulative throughout these grades.

Students are encouraged, supported and teacher/school expectations are discussed with the students. It is expected that students adhere to the policies and that consequences do ***not need to be enforced which become painful for all. Self-control is always advocated.*** *Each new school day gives the child the opportunity to begin anew.*

#### DETENTION

Teachers have the authority to detain a student who disregards class and/or school regulations. A detention notice is sent home and the parents are asked to sign the notice and return it to school the next day. Parents are responsible for their child's transportation after detention. If, due to unusual circumstances, there is an exception to the procedure stated, parents will be notified by telephone. We realize this procedure can be inconvenient for you and for us. However, no student will be excused from serving if he/she has been given a detention notice.

When a student has received more than one accountability form he/she will be scheduled for a detention. Other reasons for detention would include, but are not limited to:

- Three unexcused lateness within the marking period (scheduled once a month)
- Serious behavioral infraction of the school's discipline code.

A one-day notice to parents is required.

#### SUSPENSION PROBATION/EXPULSION

Students are suspended from school and placed on probation when behavior warrants such action, in the judgment of the Administration.

#### SUSPENSION

In school suspension is issued for serious infractions, including misbehavior during detention and detention *in excess of three and/or three accountability forms*. In-school suspension removes the student from the classroom environment and places him/her under the supervision of a faculty/staff member through recess. The student may then be returned to the regular classroom to demonstrate improved behavior or attitude when suspension time is completed. On occasion, for the student's safety, the administration may request that a parent have the child assessed by a mental health expert before returning to school following a suspension.

Parents will be notified of an in-school suspension by a telephone call from the Principal/Vice-Principal.

A student receiving an in-school suspension remains on probation for the following *20 school days*. Probationary status limits a student's activities to academic areas only. A

*student on probation is ineligible for extracurricular activities unless reprieved by an administrator.*

### **OUT OF SCHOOL SUSPENSION**

Out of school suspension would be issued to students who continue to behave in ways inconsistent with school disciplinary policy. Out-of-school suspension generally occurs *after a student has served an in-school suspension*; however, the administration reserves the right to issue an immediate out-of-school suspension when warranted. Out-of-school suspension for a student is limited to two: a one-day suspension and three-day suspension. A student returns to school on strict probation following an out-of-school suspension. This status remains for *35 school days*.

Parents will be notified of an out-of-school suspension by a telephone call from the Principal/Vice-Principal at which time a conference will be arranged between parents and Administration.

### **EXPULSION**

Expulsion is an extreme response by the school, reserved for individual behaviors that are serious threats to the school community.

Expulsion is also warranted noted when repeated attempts to reform student behavior have failed. In all cases involving a possible expulsion from school, the parents of the student will be notified as soon as possible. An appointment shall be mutually arranged for the school administrator(s), parents, and student to confer.

Situations which may merit expulsion include, *but are not limited to*: possession of a weapon or look alike, continual and willful defiance of authority, continual and willful disobedience, physical assault, arson, grave effacing or destruction of school property or possession of alcohol and other drugs.

### **TRANSFER OF GROUNDS OF PARENTAL BEHAVIOR**

Normally a child is not deprived of a Catholic Education or otherwise penalized for actions of parents, however, the principal may recommend the transfer of a student when parents have been persistently and overtly uncooperative regarding school policies, regulations or programs. A transfer may also be recommended when parents have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children.

## THE ADMINISTRATION RESERVES THE RIGHT TO DEFINE “APPROPRIATE OR ECCENTRIC” FOR SCHOOL UNIFORM AND HAIR

### Guidelines

#### *GRADES K-5*

*GIRLS*: A Navy & Khaki plaid belted tunic jumper. The colors will coordinate with our middle school uniforms. The traditional Peter Pan collar shirt will be worn. The winter uniform will now include a *white turtleneck with the St. A's logo*. This can be worn with the jumper during the cold months. The navy crew neck cardigan with the St. 's logo is always an option. We recommend that the girls wear tights vs. knee socks.

*BOYS*: The traditional boys uniform will remain blue trousers with a white shirt, black belt and shoes. *From September to Columbus Day*, white polo shirt with the St. A's logo may be worn. From Columbus Day to Easter Vacation, the boys are required to wear either a white button down shirt with a **navy blue tie** or a white turtleneck with the St. A's logo. A navy V-neck cardigan is also available. ***The turtlenecks are to be worn only with a navy V-neck sweater.***

#### *GRADES 6-8*

*GIRLS*: Khaki skirt with long or short sleeve navy logo polo shirt, navy cable-type knee socks and black shoes (tied or penny-loafer style are preferred with a heel no higher than one inch). The school logo navy cardigan may also be worn.

*BOYS*: Twill khaki trousers with black, navy or burgundy belt, and long or short sleeve navy logo polo shirt. Black shoes (tied or penny loafers are preferred) are also required. The school logo navy cardigan may be used in colder weather. *Please note that for special occasions the boys will be required to wear a white dress shirt and navy blue tie.*

For uniform policy regarding school shoes, visit our website.

### GYM UNIFORMS

Students will be required to wear the following uniform to school on gym days only: school logo sweatpants and sweat shirt over the school logo tee shirt and logo shorts with white socks and appropriate white gym sneakers. **Please note that this privilege will be revoked if any abuse of the uniform occurs.** The gym uniform is to be purchased directly from Flynn O'Hara. (*Address and phone numbers are listed at the end of this section*)

#### General:

Shoes should be appropriate to the rest of the outfit and kept clean and polished at all times. No boots, high heels, clogs, work boots, shoes with “hiking boot -style” soles or walking shoes may be worn in school.

**Sweaters/Outerwear:**

Except for school sweaters, no outerwear is worn during the school day.

**Cosmetics:**

No cosmetics, including lip-gloss and nail polish are permitted for any reason.

**Slacks:**

Boys' slacks are worn above the hips; cuff is not turned up.

**Jewelry:**

“Excess jewelry (bracelets, chains, rings) is discouraged - keep it simple. No buttons or other ‘advertisements’ are attached to the uniform. Tiny stud, pierced earrings may be worn; no long or dangling earrings permitted - one earring per ear.

Dress-up-days are moderated by the Student Council. Dress is expected to be neat, clean and appropriate.

**Hair:**

Neat, clean, groomed; no eccentric styles, shavings, colorings, severe “bowl” cuts, tails, etc.

No variations on the uniform code are allowed; this includes turtleneck sweaters under shirts’ blouses, or shorts longer than skirts; jumpers. Skirt/jumper length is to the bottom of the knee. *Skirts are not to be rolled up at the waist and/or knit tops not tucked in. Students will be issued a uniform violation form if and when necessary by a teacher-not necessarily the homeroom teacher.*

**Parental Cooperation:**

Parental cooperation is expected in full. If a child is out of uniform, a note from the parent should accompany the child. Lack of a note or chronic violations will result in disciplinary action. A good general guideline; when in doubt, don’t buy it and don’t wear it.

The “Dress/Appearance Code” is not meant to be all-inclusive. The school does not intend to keep up with changes in fashion and grooming each year. When necessary, the code may be amended by the administration during the school year.

**UNIFORM COMPANY INFORMATION**

*All School and gym uniforms are available from Flynn & O’Hara Uniform Company, 10905 Dutton Rd, Philadelphia, PA 19154 (215) 637-4600, (800) 441-4122. Boys navy blue ties must be purchased from Flynn & O’Hara Uniform Company.*

## BELL SCHEDULE

### A DAY—REGULAR SCHEDULE 42 MINUTE CLASSES

HOMEROOM	7:50-8:06
PERIOD 1	8:08-8:49
PERIOD 2	8:51-9:32
PERIOD 3	9:34-10:15
PERIOD 4	10:17-10:58
PERIOD 5	11:00-11:40
PERIOD 6	11:42-12:22
PERIOD 7	12:24-1:04
PERIOD 8	1:06-1:47
HOMEROOM & DISMISSAL	1:47-2:00

### B DAY—EARLY DISMISSAL SCHEDULE 30 MINUTE CLASSES (No Recess Grades 1-5)

HOMEROOM	7:50-8:06
PERIOD 1	8:08-8:35
PERIOD 2	8:35-9:02
PERIOD 3	9:02-9:29
PERIOD 8	9:29-9:56
PERIOD 4	9:56-10:23
PERIOD 5	10:23-10:50
PERIOD 6	10:50-11:17
PERIOD 7	11:17-11:44
HOMEROOM & DISMISSAL	11:44-12:00

### C DAY—AFTERNOON ASSEMBLY SCHEDULE (35 MINUTE CLASSES)

HOMEROOM	7:50-8:06
PERIOD 1	8:08-8:43
PERIOD 8	8:43-9:18
PERIOD 2	9:18-9:53
PERIOD 3	9:53-10:28
PERIOD 4	10:28-11:03
PERIOD 5	11:03-11:38
PERIOD 6	11:38-12:13
PERIOD 7	12:13-12:48
ASSEMBLY	12:50-1:50
HOMEROOM & DISMISSAL	1:50-2:00

### D DAY—MORNING ASSEMBLY SCHEDULE (35 MINUTE CLASSES)

HOMEROOM	7:50-8:06
PERIOD 2	8:08-8:43
PERIOD 4	10:20-10:55
PERIOD 3	9:45-10:20
ASSEMBLY	8:45-9:45
PERIOD 5	10:55-11:30
PERIOD 6	11:30-12:05
PERIOD 7	12:05-12:40
PERIOD 8	12:40-1:15
PERIOD 1	1:15-1:50
HOMEROOM & DISMISSAL	1:50-2:00

(SUBJECT TO CHANGE)

### E DAY—ROTATING SCHEDULE

## ADDENDUM

### SCHOOL SUPPORT ORGANIZATIONS

#### HSA HOME SCHOOL ASSOCIATION

The Home-School Association is composed of all parents and guardians of the students at Saint Augustine of Canterbury School. The faculty and administration are included in membership.

The objectives of the HSA include:

1. Promoting the spiritual and academic growth of each student
2. Creating better parental awareness of and involvement in school programs
3. Serving as a vehicle of communication between faculty and parents
4. Assisting the school administration attain its goals through active parental involvement.

The HSA is not a board of education. Specific concerns relating to school policies and procedures or faculty-student matters should be directed to the faculty and/or administration.

Four general meetings are held during the year:

- |            |                      |
|------------|----------------------|
| September: | Back to school Night |
| January:   | Speaker              |
| March:     | Speaker              |
| May:       | Choral/Band Recital  |

Meetings may be held at other times during the year as needed to keep parents informed regarding curriculum and other school related matters.

#### **Fundraisers**

are held throughout the year to benefit our students. Parental support is required **for their success** — please become involved!

**Parent volunteers** are needed for each homeroom for different activities throughout the year. They are called upon to coordinate class activities and help out with field trips and other school related activities. Assistance is always needed for the cafeteria and playground. Volunteers must complete the “Protecting God’s Children” course and finger-printing required by the Diocese. They are asked to be part of a counting team for the parish generally once during the year.

## **ATHLETIC ASSOCIATION**

The Athletic Association is composed of all parents whose children take part in athletic activities during the school year. The Athletic Association conducts various sports during the year and is interested in hearing from parents who would like to serve as coaches or assistants for the teams. Members are asked to support the various activities coordinated by the Association, especially the “Father’s Love” tournament each year and the annual Awards Celebration.

**All players must have an updated yearly physical form completed and on file with the school nurse before he/she is allowed to practice or compete.** This includes a health history form completed by the physician, noting any restrictions.

Coaches must complete the “Protecting God’s Children” course required by the diocese, and be fingerprinted.

Guidelines are disseminated through the Athletic Director under the direction of the Pastor.

## **STUDENT COUNCIL**

The Student Council is made up of officers and class representatives elected from grades 4-8. The officers and representatives must follow the criteria outlined in order to be in good standing. They meet twice a month and work on school spirit activities as well as in-house fundraisers for student services. The Council works with a faculty moderator and the Assistant Principal for Student Services; the president and the vice-president meet with the principal of the school on a regular basis.



# St. Augustine of Canterbury School

## *Parent/Student Handbook Policy Agreement*

Family Name (print) \_\_\_\_\_

WE HAVE AND AGREE TO BE GOVERNED BY THE  
PARENT/STUDENT HANDBOOK\*

\*REFER TO PARENT/STUDENT HANDBOOK\*

LOCATED AT [www.staugustinenj.org/School](http://www.staugustinenj.org/School)

Student's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date: \_\_\_\_\_



**AFTER-SCHOOL PROGRAM  
PARENT RESPONSIBILITY FOR CHILD IN THE AFTER SCHOOL  
PROGRAM**

Please read, sign and return this form to the school office. *I understand that it is my responsibility...*

1. To notify the school office if my child is not going to be present on a scheduled day.
2. To pick up my child promptly at the appointed time; and that failing to do so will result in a late fee.
3. To sign my child out in the presence of an ASP staff member before leaving.
4. *To send a written note authorizing us to allow another individual to pick up my child when I am unable to do so; ID will be required and their signature should already be on the registration form;*
5. To inform us, by means of writing, of any dissatisfaction with the program.
6. To realize that dismissal from the program will occur if there are behavioral or continual late pick-up problems.
7. *To understand that children will not be allowed to stay in the program if payments have not been made on time.*
8. To provide adequate snacks for the children remaining longer than half the entire after-school program time, and/or a lunch for noon dismissal days.
9. To provide playwear for participation in recreational activities.
10. *That neither the school nor the ASP staff can be held responsible or liable for personal injuries, or the loss or damage to my child's personal items.*

***An After-School Handbook is given to each participating family. An Acknowledgment Receipt form signed by the parent is required.***

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

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

## ***APPENDIX TO PARENT/STUDENT HANDBOOK***

### **ST. AUGUSTINE OF CANTERBURY SCHOOL PERSONALLY OWNED COMPUTING/NETWORK DEVICE ACCEPTANCE OF RESPONSIBILITY AND DEVICE USE AGREEMENT PERMISSION FORM**

**St. Augustine of Canterbury School** strongly believes in the educational value of electronic services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation, and communication. By utilizing a filtering system, **St. Augustine of Canterbury School** will make every reasonable effort to protect students and teachers from any misuses or abuses as a result of their experience with an information service. This places **St. Augustine of Canterbury School** in compliance with CIPA (Children’s Internet Protection Act). You and your child’s signatures will indicate acknowledgment and understanding of the following standards. These standards have been cross-referenced with other sections of the **St. Augustine of Canterbury School Student Code of Conduct** to provide information to students and parents regarding possible violations and consequences. Please refer to other sections of the **St. Augustine of Canterbury School Student Code of Conduct** for additional information for violating these standards. As a user of this service, your child will be expected to abide by the following rules of network etiquette.

#### **1. Personal Safety**

- a. I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address or telephone number.
- b. I will not agree to meet with someone I have met online without my parent’s approval.
- c. I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate.

#### **2. Illegal Activities**

- a. I will not attempt to gain unauthorized access to **St. Augustine of Canterbury School** network resources or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person’s account or access another person’s files. These actions are illegal, even if only for the purposes of “browsing.”
- b. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. I will not use **St. Augustine of Canterbury School** network to engage in any other illegal act, such as arranging for the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person.
- d. I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others.

- e. I will not install software on any **St. Augustine of Canterbury School** computers or on the **St. Augustine of Canterbury School** network without direct supervision of **St. Augustine of Canterbury School** staff.
- f. I will not alter hardware or software setups on any **St. Augustine of Canterbury School** computer resources.

### **3. Security**

- a. I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account.
- b. I will immediately notify a teacher or the system administrator if I have identified a possible security problem with the network or peripheral computers. I will not go looking for these security problems, because this may be construed as an illegal attempt to gain access.
- c. I will take all precautions to avoid the spread of computer viruses.
- d. I will not attach non- **St. Augustine of Canterbury School** computer equipment or peripherals to the **St. Augustine of Canterbury School** network or its infrastructure. This is not to include data storage devices such as USB drives, flash drives, floppy disks, or CDs.

### **4. Inappropriate Language**

- a. Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages.
- b. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. I will not engage in personal attacks, including prejudicial or discriminatory attacks.
- d. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
- e. I will not knowingly or recklessly post false or defamatory information about a person or organization.

### **5. Respect for Privacy**

- a. I will not repost a message that was sent to me privately without permission of the person who sent me the message.
- b. I will not post private information about another person.

### **6. Respecting Resource Limits**

- a. I will use the technology at my school only for educational and career development activities.
- b. I will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.

- c. I will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing applications, programs, executables, or anything else unless I have direct authorization from a teacher, it is legal for me to have the files, and it is in support of a classroom assignment.
- d. I understand that **St. Augustine of Canterbury School** personnel may monitor and access any equipment connected to **St. Augustine of Canterbury School** network resources and my computer activity. **St. Augustine of Canterbury School** personnel may delete any files that are not for a classroom assignment.

#### **7. Plagiarism and Copyright Infringement**

- a. I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own.
- b. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher to answer my questions.

#### **8. Inappropriate Access to Material**

- a. I will not use district network resources to access or store material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people.
- b. If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again.
- c. My parents will instruct me if there is additional material that they think it would be inappropriate for me to access. The **St. Augustine of Canterbury School** fully expects that I will follow my parent's instructions in this matter.
- d. I understand that internet access is provided for support of classroom assignments, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use.

#### **9. Personal equipment**

- a. I will be fully responsible, at all times, for the personally owned device brought to school.
- b. **St. Augustine of Canterbury School** is not liable for any loss/damage/theft of a personally owned device.
- c. I will be responsible for the condition of the device brought to school, including updates, antivirus software, configuration, and any other applicable normal maintenance.
- d. My authorized personal devices should be charged and recharged outside of school, unless specific permission is granted.

- e. Device use is limited exclusively to the classrooms policies of teachers participating in the BYOD Program.

### **Consequences for Violation**

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the **St. Augustine of Canterbury School** Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

### **Supervision and Monitoring**

The use of **St. Augustine of Canterbury School** owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

**St. Augustine of Canterbury School** reserves the right to determine which uses constitute acceptable use and to limit access to such uses. **St. Augustine of Canterbury School** also reserves the right to limit the time of access and use.

## ***APPENDIX TO PARENT/STUDENT HANDBOOK***

### **PERSONALLY OWNED COMPUTING/NETWORK DEVICE ACCEPTANCE OF RESPONSIBILITY AND DEVICE USE AGREEMENT PERMISSION FORM**

I, \_\_\_\_\_ agree to let \_\_\_\_\_  
Name of parent or guardian    Name of student

bring their personally owned computing device for instructional use in St. Augustine of Canterbury School. I understand that the student named above will be permitted to use their personally owned device, subject to the conditions in this document.

I understand that if I agree to allow my student to use their own device that St. Augustine of Canterbury School is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at home as a result of participation in this program. I understand that St. Augustine of Canterbury School Staff will be unable to store, support or troubleshoot student owned devices. The student named above will take full responsibility for the device and will appropriately secure all devices when not in use.

St. Augustine of Canterbury School uses technological measures such as filtering to promote internet safety. Filtering limits students' ability to access harmful internet sites from any device connected to the St. Augustine of Canterbury School network, but only when this equipment is used in school on the St. Augustine of Canterbury School network. Access through cellular networks does not provide the same measures of filtering. Students should only use the St. Augustine of Canterbury School network (not private cellular service) for internet access while on St. Augustine of Canterbury School property.

I have read and concur with the Internet Acceptable Use Policy. I further understand that any violation of the above may result in the loss of network and/or device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of their personal device.

I understand that the purpose of allowing my student to use their own device is to participate in teacher approved activities in support of the St. Augustine of Canterbury School curriculum. Uses of these devices for unrelated activities beyond or outside the St. Augustine of Canterbury School educational program are prohibited.

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## ***APPENDIX TO PARENT/STUDENT HANDBOOK***

### **Student Use of Technology Acknowledgement**

I acknowledge and understand the Code of Conduct for the Computer lab, the Ethical Use of Technology policy as outlined in the St. Augustine of Canterbury Parent/Student Handbook and website, and the strict confidentiality of my personal user name and password assigned to me for my PC Computer in the lab, any laptop, tablet or any other electronic devices used anywhere in the school or lab, and any password-protected Internet based programs; such as Type to Learn4 and Writing Roadmap, Online Text Books, but not limited to these programs. This was reviewed and discussed with me by Mrs. Knox during my first Computer Class this September 2013.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Grade: \_\_\_\_\_ Date Signed: \_\_\_\_\_