



Building A Foundation For Life

# **FAMILY HANDBOOK**

## **2018-19**

### **St. Augustine School**

[www.s-augustine.org](http://www.s-augustine.org)

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**“Be it known to all who enter here that  
CHRIST  
is the reason for this school.  
He is the unseen but ever present teacher in  
its classes.  
He is the model of its faculty and the  
Inspiration  
of its students.”**

**Author Unknown**

## **MISSION AND PURPOSE**

### **MISSION STATEMENT DIOCESE OF LAFAYETTE – IN - INDIANA**

The Mission of the Catholic people of Northcentral Indiana is to proclaim the Kingdom of God, to praise the name of Jesus and follow Him by:

- loving God and our neighbor especially those in need;
- worshipping God as a faith community in word and sacrament;
- responding to ongoing personal conversion;
- teaching of the Gospel message in the Catholic tradition; and
- engaging in renewal, outreach evangelization and ecumenical cooperation.

We, the people of the Local Church, gathered by the power of the Holy Spirit, are committed to responsible stewardship of our human and financial resources.

### **MISSION STATEMENT OF THE CATHOLIC SCHOOLS IN THE DIOCESE OF LAFAYETTE-IN-INDIANA**

The mission of the Catholic Schools in the Diocese of Lafayette in Indiana is to partner with families in providing a Christ-centered learning environment in which all persons can grow in faith and knowledge in order to serve God in this world and be eternally happy in the next.

### **PASTORAL OFFICE for EDUCATION**

The Pastoral Office for Education serves the youth of the diocese in Catholic schools from Pre-K through grade twelve. The goals of the office are to:

- provide leadership, direction, and service to the schools of the Diocese to fulfill the teaching mission of the Church;
- support schools in the implementation of policies, best practices, and accreditation;
- serve as liaison between school, parish, central office and the Bishop;
- serve as liaison between the Diocese and state and national organizations;
- provide consultation and professional development for administrators and teachers; and
- provide consultation and support for school governing bodies.

To accomplish these goals, in addition to the director, the Associate Director of Education facilitates and assists in the development of curriculum, assessment, and textbook adoption. The Associate Director also serves as the Diocesan Education Safety Specialist.

The office collaborates with the Pastoral Office for Catechesis in the implementation of training for catechetical leaders and catechists, development of curriculum for religious education, and assessment for religious education programs.

### **CATHOLIC SCHOOLS STATEMENT OF PURPOSE**

The purpose of the Catholic schools in the Diocese of Lafayette-Indiana is to collaborate with and support families in the formation of their children as faith-filled leaders and participating members in the building up of our Church, now and in the future.

We do this by:

- Celebrating faith together
- Demonstrating service within the parish and civic community
- Teaching Catholic beliefs and traditions
- Modeling Catholic practices and values

In this way the “kingdom of God” is established in our world.

## **SAINT AUGUSTINE PARISH MISSION STATEMENT**

The mission of St. Augustine Parish is to secure a better future for our parish families by providing a welcoming and supportive atmosphere to all families and students. We reach out to all through an inspiring liturgy, along with a grateful service of our time and talents to our Lord, to each other, to the Church and to the community at large. We, as a family of believers, inspired by the Precious Blood of Jesus, come together to learn, to live and to share the Gospel values in the Roman Catholic tradition.

## **SAINT AUGUSTINE SCHOOL VISION STATEMENT**

St. Augustine School will be a caring community that has a strong Catholic identity and enthusiasm for learning and teaching. 2009

## **SAINT AUGUSTINE SCHOOL MISSION STATEMENT**

The mission of the St. Augustine School family is to provide a quality Catholic education, which prepares each child to be a successful, productive, and loving human being. St. Augustine School accomplishes this by developing Catholic values in each student and providing academic excellence through a core curriculum strong in the basic skills while recognizing each student's ability and striving to inspire an enthusiasm for life long learning. 2002

## **SAINT AUGUSTINE SCHOOL PHILOSOPHY**

- ◆ Saint Augustine School shares with the parents their duty of educating their children according to Catholic beliefs.
- ◆ Diversity and creativity are enhanced and encouraged.
- ◆ Students are given the opportunity to learn according to their own growth pattern and to develop self-confidence.
- ◆ The curriculum enables students to acquire and develop skills, understandings, attitudes and values, which help them to live as effective and happy persons in their environment.
- ◆ Students are made to feel needed and respected.
- ◆ The faculty and staff work closely to create an atmosphere where the Gospel Values permeate all learning.
- ◆ The education program at Saint Augustine School develops students intellectually, spiritually, emotionally, physically and socially.

## **SAINT AUGUSTINE SCHOOL GOALS**

- ◆ Provide a quality Catholic value-based education.
- ◆ Encourage every child to work to the best of his/her ability .
- ◆ Integrate the Gospel Values throughout the curriculum.
- ◆ Prepare each child to be a successful, productive, and loving human being.
- ◆ Provide a caring atmosphere where every child can develop intellectually, spiritually, emotionally, physically, and socially.
- ◆ Maintain a high standard of conduct that's helps students attain self-discipline through a positive self-image.

## **ST. AUGUSTINE SCHOOL MOTTO**

*BUILDING A FOUNDATION FOR LIFE*

## **ACCREDITATION**

St. Augustine School and all schools in the Diocese of Lafayette-in-Indiana are accredited by the Indiana Department of Education and the North Central Association Commission on Accreditation and School Improvement (AdvancED) and will comply with the requirements of both organizations.

## **AFFILIATIONS**

St. Augustine School maintains membership in the National Catholic Educational Association which provides helpful information for Catholic schools and The Indiana Nonpublic Education Association a state-wide organization representing the needs of nonpublic schools to the broader state community specifically to the Indiana Legislature.

## **CATHOLIC SCHOOLS WEEK**

The pastor and principal encourage communication programs which highlight the excellence of a Catholic value-based education at St. Augustine School. The significance of a Catholic school education is its contribution to Church and civic communities, both locally and globally. The school is the parish's investment in its own future and the future of the Church. Catholic Schools Week is a time when this is particularly important to communicate. All teachers will assist with the plans and activities for Catholic Schools Week.

## **STEWARDSHIP**

Christian stewardship calls us to recognize that everything we have is a gift from God. This concept, therefore, drives our development programs and plans. In addition, there must be a conscious effort to integrate the concept of stewardship throughout the curriculum, as well as all school and parish operations.

## SPIRIT PAGE

Mascot: Indian



School Colors: Green and White

### **Fight Song:**

When Saint Augustine dribbles down the floor,

We're going to win this game tonight.

And for the green and white we'll fight, fight, fight,

And for the green and white we'll fight with all our might.

Oh, yes we'll fight, fight, fight in every gym,

We'll hit the rim, we'll sink it in.

We'll bury all our opponents beneath the score, beneath the score,

We'll fight, fight, fight.

S. T. A U G, U S T, I N E

S. T. A U G, U S T, I N E

Saint Augustine!!

## **RESOLUTION OF NONDISCRIMINATORY PROCEDURES FOR THE LAFAYETTE CATHOLIC SCHOOL SYSTEM POLICY STATEMENT**

It is the policy of the Lafayette Catholic School System of the Diocese of Lafayette-in-Indiana to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations discussed thereto, to the end that no persons in this diocesan educational system (with additional listings in The Official Directory published by P.J. Kennedy and Sons) shall, on the grounds of race, color, national or ethnic origin, gender, with regard to public assistance, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program, or in employment, or recruitment, consideration of selection, whether part-time or full-time, under any educational program, employment, or activity operated by the school. All Catholic Schools in the Diocese are equal opportunity employers. Employment is available to all persons based on their job-related merits and qualifications, and without discrimination on the basis of race, color, age, disability, handicap, national or ethnic origin, or sex. Consistent with the religious mission and teaching of the Catholic Church as well as federal and state law, the Diocese reserves the right to require that employees for some positions within the Pastoral Office for Education, as well as some positions within the schools, be held by practicing Catholics.

### **ADMISSIONS POLICY**

- Our admission and enrollment deadline for the 2018-19 school year is May 1, 2018.
- Creative solutions will be sought so no children of families of Saint Augustine Parish will be denied a Catholic school education because the parents are unable to pay the required fees. The parents must meet with the pastor or principal to discuss the terms of their child's enrollment.
- Enrollment in St. Augustine School is open to all students regardless of race, color, sex, national origin, or ancestry. All students are expected to participate in the Catholic religion instruction and worship services.
- Admission is based on available space and the school's ability to meet the student's individual educational needs.
- Class sizes are limited for all grades; number of students accepted depends on the grade level.
- Students with disabilities may be enrolled when minor adjustments can be made for their education. St. Augustine School works cooperatively with Cooperative School Services to provide the best possible placement and accommodations.
- All children entering **Kindergarten** must be 5 by August 1. No exceptions will be made for early admittance. All children admitted to first grade must be six by August 1.
- St. Augustine School reserves the right to assess and appropriately place new students.
- The order of priority for accepting new students in grades K-5, if there is space in the class, is as follows:
  1. Children of families who are active members of Saint Augustine Parish.
  2. Children of families who are non-parish members, but have other children attending St. Augustine School.
  3. Non-Catholic children who attended Saint Augustine School Preschool or Junior Kindergarten.
  4. Children belonging to another Catholic parish.
  5. Non-Catholic children who have been approved by the principal.
- Admitted students must be registered prior to the first day of school. The following are required at registration:

- |                           |   |
|---------------------------|---|
| 1. Certificate of Health  | 5. Baptismal Certificate (if Catholic & not baptized at St. A.) |
| 2. Birth Certificate      | 6. Payment of all book, supply, and computer fees and PFA dues  |
| 3. Record of Immunization | 7. Tuition payment according to signed Tuition Agreement form   |
| 4. Social Security Number | 8. Official records from previous school (grades 1-5)           |

### **ADMISSION OF CHOICE SCHOLARSHIP (“VOUCHER”) APPLICANTS**

1. Our admission and enrollment deadline is May 1, 2018.
2. Gr. K-5 Choice Scholarship applicants must first meet our admission criteria BEFORE being considered a potential Choice Scholarship recipient.
3. If there are more potential Choice Scholarship recipients than available Choice Scholarship spaces for a particular K-5 class, then a public lottery will occur.
4. If St. Augustine School has sufficient space (or can make sufficient space) for any potential Choice Scholarship recipient that meets our admission criteria, then a public lottery will not be necessary.
5. If necessary, St. Augustine School will conduct a public lottery on May 2, 2018 for the 2018-19 school year.
6. St. Augustine School will not submit Choice Scholarship applications until after the lottery date of May 2, 2018.

### **CHOICE SCHOLARSHIP LOTTERY PROCESS**

- Our admission and enrollment deadline is May 1, 2018.
- St. Augustine School will apply its written admissions policy fairly and without discrimination to all applicants.
- St. Augustine School will conduct a public lottery on May 2, 2018 for Choice Scholarship applicants who met the criteria for admission and the enrollment deadline has not passed if the school receives more Choice Scholarship applications for enrollment than available spaces.
- St. Augustine School will NOT conduct a public lottery on May 2, 2018 for Choice Scholarship applicants who met the criteria for admission and the enrollment deadline has not passed if the school does NOT receive more Choice Scholarship applications for enrollment than available spaces.
- After the lottery date has passed, the school will continue to admit students via a first-come, first-served basis until desired capacity has been reached. However, ‘first-come, first-served’ implies that the school has first admitted any students who were part of the lottery pool that the school did not originally have room for.

### **PRESCHOOL AND JR. KINDERGARTEN**

- The two day Preschool program is for those children two years prior to entering Kindergarten.
- The three day Preschool program and Junior Kindergarten are for those children one year prior to entering Kindergarten.
- All Preschool students must be toilet trained.
- The order of priority for accepting children into the Preschool and Junior Kindergarten is as follows:
  1. Children of families who are active members of Saint Augustine Parish.
  2. Children of families who are non-parish members, but have other children attending St.

- Augustine School.
3. Children belonging to another Catholic parish.
  4. Children of families who are non-parish members who do not have another child attending Saint Augustine School.

### **NEW STUDENT ADMISSIONS PROCESS - GRADES 1-5**

1. Submit completed application and include unofficial copies of the following:
  - Report cards
  - Standardized test scores
  - Attendance records
  - Disciplinary records
  - IEP and/or Special Services records, if applicable
2. The school principal reviews application and records and makes final approval. A meeting with the parent and child may be requested.
3. Applications for admission are accepted in order of receipt to the school and according to the admission priorities set forth in the admission policy. Approval is subject to change pending

receipt of the student's official records from the previous school. New students may be accepted conditionally for one semester.

4. Application deadline will be established each spring based on class numbers. For classes that are not full, that deadline will be extended until the class size limit is reached.

## **REGISTRATIONS AND WITHDRAWALS**

The principal, in consultation with the pastor, finalizes all admissions, re-admissions and withdrawals.

## **TRANSFER OF RECORDS**

When a student in grades Kindergarten through five, transfers from another school, St. Augustine will request the records from the other school after receipt of the record release form signed by the parent.

When a student in grades Kindergarten through five transfers to another school, records are sent upon request from the other school to which the student is transferring.

If a parent of a child who has enrolled in an accredited nonpublic school is in breach of a contract that conditions release of student records on the payment of outstanding tuition and other fees, the accredited nonpublic school shall provide a requesting school sufficient verbal information to permit the requesting school to make an appropriate placement decision regarding the child (IC 20-33-2-10). Withholding of student records for non-payment of fees is strongly discouraged.

## **STUDENT NAME CHANGE**

In the event that a child is in a living situation where the parents have a different surname, the school records must be placed under the child's surname. To change a name on a student's record it is required that there be a birth certificate or legal notification of change by court papers.

# **ACADEMICS AND TECHNOLOGY**

## **HOMEWORK**

Homework is assigned to reinforce daily lessons, to supplement and enrich class work, to instill responsibility, and to build organizational skills. Students will normally have homework assignments Monday through Thursday. Parents are requested to check the student's assignment book and direct and assist their child if help is needed, however, the assignments are for the student to complete not the parent. Homework should **generally not exceed** 30 minutes for grades one and two, 45 minutes for grade three, and 60 minutes for grades 4 and 5. If your child continuously asks for help or spends an unreasonable amount of time doing homework, it should be discussed with the teacher.

## **PROGRESS REPORTS**

Interim Progress Reports are sent home midway between each nine-week grading period. The grading codes are on the reports. Scheduled dates will be listed on the monthly calendar.

## **REPORT CARDS**

Report Cards are sent home every nine weeks. The grading codes are printed on the report cards. Scheduled dates will be listed on the monthly calendar.

## **GRADING SCALE**

The grading scale is explained on the report cards and is set by the Diocese of Lafayette.

A - 94% to 100%

B - 85% to 93%

C - 75% to 84%

D - 70% to 74%

Grades below passing are indicated by a percent

I - Improving

S - Satisfactory

U - Unsatisfactory

## **RELIGION GRADING**

Religious education is to provide opportunities for information, worship, and service of the students. The only element to be graded is that of information. Therefore, a religion grade is to reflect the student's knowledge of doctrine, principles, practices, and liturgy flowing from the Catholic Christian message and not the quality of formation or transformation taking place in a student's everyday behavior. All students receive a grade in religion as religious education.

## **FAILURE**

If a student is failing a subject, the teacher will notify the parent before report cards and/or interim progress reports are sent home.

## **RETENTION**

Parents are the primary educators of their children. Therefore, when a student experiences academic difficulty it is the parent's responsibility, after consultation with the classroom teacher and principal, to determine if a child is to be retained. If the school cannot meet the child's academic needs as indicated by the parent's decision in either the present grade placement or future placement, it is the school's responsibility not to accept the registration of the student.

## **ACADEMIC HONESTY**

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, the student's work will be collected by the teacher and given a failing grade. The parents/guardian will be notified by the teacher.

## **COPYRIGHT**

All copyright laws are to be observed in regard to use and distribution of print materials, software, DVD's, videos, and internet resources.

## **STANDARDIZED TESTS**

Standardized tests are administered annually to all students in grades Kindergarten through five; NWEA Measures of Academic Progress in grades K-5, I-READ 3 for grade 3, and ISTEP in grades 3-5.

## **CLASSROOM AND SPECIAL FIFTH GRADE AWARDS**

At the end of the school year classroom teachers will present eligible students with awards for Perfect Attendance, Excellent Attendance, Accelerated Reader, Book It, Spelling, Math and Penmanship (gr.2).

**Fifth grade** students are eligible to receive the following special awards at the May awards program:

President's Outstanding Academic Achievement Award: a certificate and letter from the President of the United States for the fifth grade student with the highest academic average.

Principal's Educational Improvement Award: sponsored by the Association of Elementary and Secondary School Principals for the fifth grade student who has shown improvement in academic achievement.

Principal's American Citizenship Award: sponsored by the National Association of Elementary and Secondary School Principals for a fifth grade student who has shown positive spirit of citizenship within their school and community.

Kingman Family Literary Award: sponsored by the Kingman Family for a fifth grade student who has shown particular ability in the literary area.

Phil Challis Creativity Award: sponsored by Mr. and Mrs. Wayne Pickett for the fifth grade student who has shown particular creative talent.

Eloise Mason Spirit Award: sponsored by Dr. and Mrs. John Egan for the fifth grade student who has shown an all around good spirit.

Patti Halligan Good Samaritan Award: sponsored by Dr. and Mrs. John Egan for the fifth grade student who shows sensitivity and empathy toward the cares and needs of others.

Joe Burvan Health/Fitness/Athleticism Award: sponsored by Mrs. Judy Burvan, in memory of her late husband and a beloved coach, for the fifth grade student who has shown good attitude and achievement toward health, fitness and athletics.

5 Star Merit Award: sponsored by Brian Egan, Jason Post, Steve Myers, Mike Garrity, and Dave Stephanich for the fifth grade student(s) who excel in the areas of Academics, Leadership, Christianity, Sportsmanship, and Loyalty.

The Spirit of St. Augustine Award: sponsored by Dick and Shelli Maxwell for the fifth grade girl and boy who exemplify the spirit of our patron saint. They are an example of how St. Augustine students should live their daily lives: with a positive attitude and a smile on their face.

Jerry and Mary Krintz Academic Award: sponsored by Dr. and Mrs. John Egan for the fifth grade student who has shown outstanding scholastic ability.

George Shuster Servers' Award: sponsored by Dr. and Mrs. John Egan for the fifth grade student who shows faithful service at the altar of our Lord.

Egan Family Music Award: In honor of Dr. and Mrs. John Egan for their continued support of St. Augustine School and their gift of music to the parish and Rensselaer community. This award is given to the fifth grade student(s) who displays music ability.

Larry Jenkins Community Service Award: In honor of Larry Jenkins as recognition of his valuable contributions to St. Augustine School, Church, and Rensselaer Community. This award is for a fifth grade student who has shown loving care and outstanding service to St. Augustine School, St. Augustine Church and the Rensselaer Community throughout his or her school career.

Kent E Mahnesmith Memorial Scholarship: In memory of Kent Mahnesmith for the fifth grade student who excels in the area of Academics, Community Service, Leadership, Christianity, Sportsmanship and Loyalty, sponsored by Rhonda and George Eldridge and Kara and Greg Fishburn. The winner will receive the scholarship as a Rensselaer Central High School graduating senior.

BAE: sponsored by Bombers for Academic Excellence. Achievement awards for all A's in the 6 core subjects for the first 3 nine weeks, one B is permitted per nine weeks.

Chaganti Family Geography Award: in memory of Vivek, Anusha and Dr. Malik Chaganti and their love of Geography for the winner of the school Geography Bee

## **Computer and Internet Acceptable Use Policy**

In each classroom of St. Augustine School internet access is available to the students and teachers. Our goal in providing the use of the Internet and electronic mail to teachers-and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication. The use of the Internet must be in support of education and research consistent with the educational objectives of the school.

While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. St. Augustine School has taken precautions to restrict access to controversial web sites by the use of Watch Guard Internet Firewall software. However, on a global network, complete control is impossible.

If a St. Augustine School student chooses to violate the following rules the consequences will be termination of access privileges to the Internet and electronic mail and other school disciplinary action. The signatures on the attached document indicate each party who signed has read the terms and conditions and understands their significance.

### RULES

- Students will not use the computer resources for non-academic purposes.
- Students will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school.
- When in the computer lab, students will talk softly and work in ways that will not disturb other users. They will keep their computer work area clean and will not eat or drink in the computer lab.
- Students will not use teacher computer passwords.
- Students will not copy, change, read, or use files from another user without prior permission from that user or attempt to gain unauthorized access to system programs for computer equipment.
- Students are not be allowed to bring software applications, games, or CD-ROMS from home to be used on school equipment without proof of licensure and prior approval of computer or classroom teacher and school principal.
- Students will only access and search the internet with teacher permission and supervision.
- Students will only use e-mail or other forms of direct electronic communication with teacher permission and supervision.
- Students must be polite and use appropriate language in on-line communications and will not use computer systems to disturb or harass other computerusers.
- Students will not reveal their last name, home address, phone number, or other personal information, nor those of others, over the Internet.
- Students are not allowed to access inappropriate matter on the Internet and must use good judgment in deciding whether or not an Internet site is appropriate.
- The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in the cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The school principal and faculty will deem what is appropriate use, and their decision is final.

# **St. Augustine School Student iPad Usage Guide**

## **1. GENERAL INFORMATION**

All information in this guide applies to all iPads used at St. Augustine School. Teachers may set additional requirements for use in their classroom. **The iPad is school property and all users will follow this guide and the St. Augustine School Computer and Internet Acceptable Use Policy for technology.**

## **2. CARE OF THE IPAD**

- Students are responsible for the general care of the iPad they have been assigned by the school.
- Students are responsible for any and all damage to their assigned iPad.
- iPads that are stolen or lost must be reported immediately to the school.
- iPads that are damaged, broken or fail to work properly must be reported promptly to the teacher.
- The protective case must be kept on the iPad at all times.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- No student writing, drawing, stickers, or labels are allowed on the iPads or iPad's case .
- iPads must never be left in bookbags/backpacks or any unsupervised area.
- When the iPad is taken home, students are responsible for bringing the iPad back to school the next day with the battery fully charged.
- iPads must be placed in bookbags/backpacks very carefully to avoid placing too much pressure and weight on the iPad screen
- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Only clean the screen with a soft, dry cloth or anti-static cloth, never use any type of liquid cleanser.

## **3. USING THE IPAD AT SCHOOL AND HOME**

- Students will only take their iPad home when assigned by the teacher.
- If students leave their iPad at home, rules of the classroom discipline plan will be applied.
- Students may not download screensavers or background photos on the iPads, without approval.
- Sound must be muted at all times unless permission is granted otherwise by the teacher.
- Music and games on the iPad will be used at the discretion of the teacher.
- All software, apps, photos, and music must be school appropriate and approved by the teacher.
- Students are allowed to set up home wireless networks and printers on their iPads.
- Home wireless Internet access is not required by St. Augustine School; while helpful, educational activities can be completed without home access.
- The software/Apps originally installed by St. Augustine School must remain on the iPad in usable condition and be easily accessible at all times. The school may add software applications throughout the school year.
- Students may not download apps to their iPads without teacher approval.
- Periodic checks of iPads will be made to ensure that students have not removed required apps or added apps that are not school approved.
- Internet access at school is filtered with Watch Guard Internet Firewall, this filter does not work outside of the school building.
- Using the school iPad for personal texting, Face Time and photos is not allowed.
- Student use of the iPad may be taken away for violation of any policies in the iPad Usage Guide and/or Internet Acceptable Use Policy.

**St. Augustine School principal retains the right to amend this guide for just cause and parents and students will be given prompt notification of the changes made.**

## ATTENDANCE

### ARRIVAL AND DISMISSAL

The school will assume ordinary responsibility for students between the hours of 7:45 a.m. and 3:00 p.m. No principal wants to be insensitive to those parents who find it convenient to drop the children at school early or pick them up late. However, it is not fair to assume that teachers, staff or principal who arrives early or stays late should be responsible for those children. **Students who arrive before 7:45 am are to go to Early Birds and students who are not picked up by 3:10 will be sent to After-Care.**

Driving or parking on the parking lot is not permitted during school hours, except for drop off and pick up. There is no parking in the bus stop space on Susan St. before and after school.

All students are to arrive and depart by the back parking lot door except for bus riders.

**Car Riders** Parents who transport their children by car are asked to park on the parking lot or Weston St. **Please enter the lot by the Angelica St. driveway and exit by the Susan St. driveway only.** Please do not use the Weston St. driveway to enter or exit the parking lot and do not park in front of any of the driveways.

**We encourage parents to allow their child/children (especially K-5), the responsibility to enter and exit the school building without being escorted by their parents.**

**Bike Riders** should walk their bikes across the parking lot and park their bikes in the bike rack. No bikes may be ridden on or around the premises during the school day.

**Bus Riders** only are to arrive and depart by the front door. Rensselaer Central School Corporation provides bus transportation for the students. The students are required to abide by all bus rules and policies in the **RCSC Bus Handbook found on pages 30 – 33 of this handbook.** Bus situations requiring a written note from the parent:

1. Parents of a child who is a regular bus rider want their child to ride a different bus, a note from the parent is necessary. The note is to be signed by the principal before the child boards the bus.
2. If a parent wants his/her child to ride the bus and the child is not a regular rider, arrangements must be made ahead of time with Rensselaer Central Schools Administration office. A note must also be sent to the principal to be signed before the child boards the bus.
3. If more than one child is going home with another child and those children are not regular riders on that bus, the parent must call the Rensselaer Central Schools Administration office and ask permission for those students to ride the bus. A note must also be sent to the principal to be signed before the child boards the bus.

**You must advise the school if there is a change in the usual plan as to how your child will be going home.**

### CANCELLATION, DELAY AND EARLY DISMISSAL

When it is necessary to cancel, delay, or dismiss school due to extreme weather, or public crisis, St. Augustine School follows the decisions made by the Rensselaer Central School Corporation and it is announced on local radio WLQI and WRIN, WLF1 Lafayette TV, WLF1 website, and an email notice sent to parents through School Speak. If St. Augustine School needs to close due to an equipment failure, we will have it announced on WLQI, WRIN, send a School Speak email and attempt to call you by phone. **If there is a delay, there is no before school care. If there is an early dismissal, there is no afterschool care.**

## **ALTERNATE PRESCHOOL SCHEDULE FOR DELAYS**

When there is a two hour delay, the preschool morning classes will meet from 10:00 am – 11:45 am, no change for the afternoon classes.

## **STUDENT ABSENCE**

There is a direct relationship between regular school attendance and success in school. School attendance is a mutual responsibility of the parent/guardian and the student. **Make up work is not a true substitute for classroom participation.** A parent/guardian is to notify the school by 9:00 a.m. if a child is not able to attend school and state the reason for the non-attendance. When the student returns to school, a note from home must be presented giving the reason for the absence. Students who are absent due to illness for 5 consecutive days or more must bring an explanation from a doctor. **Students should be free from fever and vomiting for 24 hours before returning to school.** A student who is absent from school for the day, due to illness, may not participate in an extra-curricular activity that day or evening. **If a student has accumulated more than 20 days of absence, the parents will be contacted and it will be reviewed to determine if the student is sufficiently progressing for the next grade level. Excessive absences & tardiness can be regarded as educational neglect by the parent.**

**A student who arrives later than 9:30 am will be recorded as ½ day absent for the morning. A student who leaves school for the day before 1:30 pm will be recorded as ½ day absent for the afternoon. Late arrival or early departure from school due to medical related appointments or family related event, will count against perfect attendance, but not excellent attendance if it is earlier than 9:30 or later than 1:30.**

**Parents wishing to have their child kept indoors at recess time or not participate in PE due to illness or injury must send a note to the classroom teacher.**

## **TARDINESS**

When children arrive late to school, it is disruptive to their routine and also to the other students, teachers, and the principal during morning assembly. A student is marked tardy if she/he arrives after the **8:00** a.m. bell. **A parent/guardian of students arriving after 8:00 must sign their student in at the school office.** Excessive tardiness will not be tolerated, the number of times a student is tardy will be monitored and a parent will be contacted. If a student reaches 10 tardies, the principal may request a conference with the parent. **Tardies do count against perfect attendance. A maximum of 1 tardy per nine weeks will be allowed for excellent attendance.**

## **PERFECT ATTENDANCE**

To qualify for perfect attendance the student may not miss any time at school; no absence, tardiness, late arrival or early dismissal.

## **EXCELLENT ATTENDANCE**

Students are allowed one absence or one tardy or one late arrival or one early dismissal per nine weeks to qualify for excellent attendance.

## **LEAVING DURING THE SCHOOL DAY**

A student is excused from school during the school day only with written notice from the parent/guardian who also signs the student out in the office at the time of pick-up. The student will not be released from the classroom until the parent/guardian arrives.

## **MAKE-UP WORK**

If you wish to pick up work for your absent child, please call the school office prior to 11:00 a.m. The work will be available in the school office between 3:00 and 3:30 p.m. After 3:30 p.m., the work will be left with the person in charge of After-Care in the gym.

## **FAMILY VACATION POLICY**

St. Augustine School does not encourage students to miss structured classroom work, class assignments, or the opportunity for individual educational attention. This type of absence always places a hardship on the teachers and students.

1. Pre-arranged absences due to family vacations must be in writing at least one week prior to the vacation.
2. Requests must have principal approval.
3. Students may not miss more than five days per semester due to a family vacation.
4. Days missed with pre-arranged approval will be excused up to five days.
5. Days missed without pre-arranged approval will be unexcused.
6. Missed homework, classwork and tests will be allowed to be made up if absence is excused.
7. Arrangements are to be made with the classroom teacher concerning when and how make-up work will be completed.
8. It may not be feasible for the teacher to give the student assignments prior to the vacation.

## **CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES**

### **CLASSROOM PARTIES**

Classroom parties during school time are kept to a minimum. Treats may be sent to the classroom for a child's birthday with consideration for promoting student health and well-being as stated in the school Wellness Policy found on p. 29 of this handbook. The teachers and room parents plan parties for special days throughout the school year. If a student receives flowers or balloons at school, they may take them from the office at the end of the day.

### **EXTRA CURRICULAR ACTIVITIES**

Some extra-curricular activities that St. Augustine School incorporates that support its mission statement and enhance its curriculum are: Girls and Boys Basketball grades 4 & 5, Cheerleading grade 5, Girl and Boy Scouts, Art Show, Running/Fitness Club and Geography Club. Policies concerning athletics are listed in the St. Augustine School Athletic Handbook. Additional extra-curricular activities may be added during the school year.

## **BIRTHDAY PARTY INVITATIONS**

Please be sensitive to student's feelings and do not send birthday party invitations to school to be distributed to your child's classmates unless the whole class is being invited or all the girls for a girl or all the boys for a boy. We have had several situations where student's feelings are hurt because they have not been invited to a party.

## **PUBLIC LIBRARY**

Each classroom teacher walks her class to the Public Library weekly. Students need one permission form for the year, signed by the parent/guardian, to go. Only students who have library cards will be permitted to borrow books. The library cards are kept in the classroom during the school year.

## **SCHOOL PICTURES AND YEARBOOK**

School pictures of each student are taken every year. Purchasing the pictures is optional. Students may order a school yearbook in the spring. Yearbooks must be paid for in advance.

## **FIELD TRIPS**

Field trips are privileges; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. Parents also have the right to refuse their child to participate in a field trip.

**Permission form signed by the parent is always required for a student to participate in a field trip.**

St. Augustine School uses a signed blanket permission form, included in the registration packet, for all walking field trips. Teachers will inform parents in advance when their child will be gone from school on a walking field trip.

A standard permission form for all other field trips will be sent home with the student, each time he/she participates in a field trip. No other form is acceptable. If a student forgets to return the signed permission form, he/she will not be allowed to participate in the field trip. TELEPHONE CALLS WILL NOT BE ACCEPTED IN LIEU OF THE PROPER SIGNED FIELD TRIP FORM. No student is permitted to leave a field trip, to go with another person, without written permission from the parent and teacher's approval. Field trip chaperones should expect to get specific directions from the teacher as to the procedures to be followed. In most circumstances, pre-school age or younger children should not attend a field trip with the parent chaperone.

## **WEEKLY MASS**

The St. Augustine School students and faculty celebrate the Liturgy each **Friday** and on Holy Days at 8:30 a.m. planned by the students and teachers. We encourage parents, parishioners and guests to attend Mass with us.

## **COMMUNICATION**

**St. Augustine School values good and open communication between the parents and the school.**

### **NEWSLETTER**

The school newsletter containing pertinent information is published every other Thursday and sent home in the green folder with the oldest child in the family.

### **PARENT-TEACHER CONFERENCES**

The Parent-Teacher Conferences are scheduled at the end of the first nine weeks. If you wish a conference at any other time with a teacher, please make arrangements directly with the teacher.

### **NON-CUSTODIAL PARENT**

It is the responsibility of the parents to share with the school any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the school office. A custodial parent is responsible for providing school-related information to the non-custodial parent. Upon request, the school will provide all information to a non-custodial parent that is in accord with the legal custodial agreement.

### **PARENT-FACULTY ASSOCIATION**

The Parent Faculty Association (P.F.A.) meets monthly on the first Wednesday at 6:30 pm. The meetings are open to all parents, faculty, and staff. The dues are \$25.00 per family per year to be paid at registration. The P.F.A. is consultative and responsible to the principal. The main objective and duties of the P.F.A. are to organize and carry out the school fund raising activities.

### **SCHOOL COUNCIL**

The School Council is a consultative group of persons having expertise and interest in development of a long-range plan and future funding for the school, the review of school policies in accord with diocesan policy, marketing, and public relations. Members are appointed by the Principal and Pastor. The council does not get involved in personnel or student issues. The council meets the second Monday of September, November, January, March and May.

### **TELEPHONE USE**

The office telephone is to be used by students only in emergency situations; not to make plans that could or should have been made before coming to school. Students must seek permission from their teacher, principal or secretary to use the phone. Phone messages will be delivered to a student, but please do not expect to have a student leave the classroom to take a phone call. Cell phones **may not be used by the students during school hours. If a parent deems it is necessary for their child to bring a cell phone to school, it must be turned off and kept in the student's backpack.**

### **VISITORS**

St. Augustine School is open to visits by parents/guardians. To keep our school safe and orderly, all visitors are required to enter the school building by the McKinley Avenue entrance, check in at the office and seek permission before going elsewhere in the building. The school secretary will deliver messages to the students or teacher.

## **VOLUNTEERS**

St. Augustine School benefits greatly from volunteers. **All volunteers are required by the Diocese of Lafayette to have Safe and Sacred Conduct Protocol training.** This online training is available on this website: <https://safeandsacred-dol-in.org>. We encourage parents, grandparents, and other adults to get involved as volunteers. Volunteers are asked to check in at the office when arriving at school.

## **POLICY AND PROCEDURE FOR CONFLICT RESOLUTION**

It is the intent of the Diocese of Lafayette-in-Indiana to provide a means for the resolution of problems and complaints of individuals which may arise from the application or interpretation of staff and/or student personnel policies, practices, or procedures. This should be accomplished in an atmosphere of Christian charity and fairness, as well as mutual respect and openness to discussion. When this process is engaged, administrators must keep thorough written documentation including a log with days, times, and content of communications. Email is NOT to be used for written correspondence.

The following steps are recommended for staff, parents, and student personnel if they are having difficulty resolving disagreements.

### **Step One: The Oral Process**

The individual must discuss the problem or complaint, as well as any proposed resolution/relief that he/she may be seeking with the principal within three (3) workdays after the problem or complaint arises. The principal will obtain pertinent information and provide the individual a verbal decision within five (5) workdays following their discussion.

### **Step Two: The Written Process**

If the problem or complaint is not resolved to the satisfaction of the individual in Step One, the individual must present the problem or complaint in writing, as well as any proposed resolution/relief that he/she may be seeking to his/her Pastor or Chief Administrator within three (3) workdays after the completion of Step One. The Pastor or Chief Administrator will obtain any additional pertinent information and provide the individual with a written decision within five (5) workdays following the submission of the individual's written complaint.

### **Step Three: Review by Dean**

If the problem or complaint is not resolved to the satisfaction of the individual in Step Two, then he/she may request a review of the process by the proper Dean. (In the event that the priest/pastor involved in the process is, in fact, the Dean of the area, then the process is referred to another Dean.) This request must be in writing and be given to the Dean within five (5) workdays of the receipt of the report from the Pastor or Chief Administrator.

The Dean should request a copy of the written recommendation from the Pastor or Chief Administrator. In addition, he should meet privately with the aggrieved individual and then with the supervisor or the pastor to obtain any additional pertinent information in the matter. Within five (5) workdays of meeting the involved parties, the Dean is to provide a written recommendation to the individual. Copy of this written recommendation is also to be provided to the supervisor or pastor.

### **Step Four: Review by Director of Education**

If the problem or complaint is still not resolved to the satisfaction of the individual, then the individual may write to the Director of the Pastoral Office for Education. The written request must be sent to the Director within seven (7) calendar days of the receipt of the recommendation given in Step Three. The

Director of Education may involve the Director of Human Resources in seeking to resolve the conflict. The decision of the Director of the Pastoral Office for Education will be final.

No person in authority should proceed with the grievance process unless each of the following descriptive steps has been followed completely.

These steps are designed to provide a prompt and fair means of resolving problems or complaints. Time limits provided in this policy may be waived or amended by mutual agreement of the individual and the person to whom the individual appeals in each step of the process. This process begins with the principal. In the case that there is a conflict between individuals under the jurisdiction of the principal, it is assumed that the local conflict resolution procedures have already been followed.

The principles which should be observed when resolving conflicts are:

- 1) Deal with the conflict constructively;
- 2) Strive for effective and honest communications; and,
- 3) Help the involved parties to feel better about themselves and the other.

## **DISCIPLINE**

### **DISCIPLINE STATEMENT**

St. Augustine School has the responsibility to provide a safe environment and an atmosphere that is conducive to learning for all individuals. Therefore, we have established guidelines for behavior consistent with our school mission statement and school philosophy. We respect the dignity of each student and self-esteem and self-discipline are fostered at every stage of development. We make every effort to educate our students about the danger of stereotyping, harassment, bullying, and violence, which are so prevalent in our society today.

A discipline process is to provide opportunity for student growth and development. The discipline punishment is to be commensurate with the offense and/or the repeated violation of discipline criteria. Teachers will inform the parents at the beginning of the school year of her classroom discipline plan.

An atmosphere of Christian respect is to be maintained at all times. Disrespectful or annoying behavior towards any adult or amongst students will not be tolerated and will be reported to the Principal.

St. Augustine School refrains from using corporal punishment as a means for disciplining students. **The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.**

### **DUE PROCESS PROCEDURE**

Students are provided due process in discipline situations. This process provides the student an opportunity to be heard in a situation. All situations are to be discussed between the teacher or supervising adult and student. Situations at this level may require that parents be included in the explanation and discussion of corrective actions. Due process provides for a hearing, not resolution.

Situations not able to be resolved at this level are to be represented and resolved at the level of the principal. Situations leading to suspension or expulsion are to be discussed with the pastor.

## **GENERAL RULES**

1. No excessive noise or running in the halls.
2. Students may not chew gum anywhere on the property during the school day.
3. No electronic games, toys or equipment from home are allowed at school or aftercare.
4. The school assumes no responsibility for bikes or scooters. Bikes are not to be ridden during school time, are to be locked to the bike rack, and walked on and off the parking lot.
5. All students in grades K-5 wear a uniform according to the uniform code or the dress code for non-uniform days. Parents will be notified if their child is not dressed according to the policies and will be requested to bring the correct clothing to school. Any type of dress or grooming, which is disruptive or not according to the dress code, will not be permitted.
6. Soda pop is not permitted at lunch.
7. Restaurant food is not to be brought to the school for a student's lunch.
8. Parents wishing to have their child refrain from recess or P.E. due to illness or injury must send a note to the classroom teacher.
9. A note from a parent is required for a student to leave school during the school day.
10. Permission form signed by the parent is required for a student to participate in a field trip.
11. School bus riders are to follow all bus rules and policies as stated in the bus handbook on p 31-34.
12. Purchased school lunch food may not be taken from the lunch room unless it is unopened.

## **PLAYGROUND/RECESS RULES**

1. If balls, jump ropes, games, etc. for recess are brought from home, it is at your own risk.
2. Gym equipment may not be used for recess without permission.
3. Students play on the outside playground equipment on the assigned day for their class.
4. Tackling is never permitted during recesses.
5. Keep-away or dodge ball are not allowed.
6. Balls must not be thrown against the buildings or walls inside or outside.
7. Frisbees, hard balls, baseball bats and golf balls are not permitted.
8. Soccer may be played on the Susan lot only.
9. Jump ropes are for jumping only.
10. Wrestling and fighting are never permitted.
11. Snowballs, snow, or ice may not be thrown or kicked.
12. No sliding on icy patches.
13. No food allowed during recess on playground or in the gym.
14. Students may not re-enter the building during recess without adult permission.
15. Students must stop playing when the first bell rings to end recess and go to their assigned places to line up.
16. Students are to stand quietly in line and keep their hands and feet to themselves.
17. Playing in the snow is only allowed if boots are worn and with permission from adult on duty.
18. Kicking and throwing balls are not allowed in the gym during inside recess.
19. Special rules for Knockout and Football will be shared with the students.
20. Students may not play on or near Rectory yard fence or planting beds by back door.
20. Students must always be prepared for outside recess with the proper coats, hats, gloves.
21. All students will go outside for recess unless a parent note is sent to the teacher.
22. Recess will be outside unless it is raining, snowing or below 30 degrees with wind chill.
23. Students must stay on sidewalk and walk at a fast pace for the recess walk around the block.

## **BULLYING AND STUDENT HARASSMENT**

The school is to be free of discrimination and inappropriate and unlawful harassment and bullying. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, disability, or religion are inappropriate and will not be tolerated in our Catholic school environment. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face disciplinary action by the principal. Bullying is a conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. A safe and civil environment in school is necessary for students to learn and achieve high academic standards.

"Bullying" (per IC 20-33-8-.2) means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours. Bullying can include **physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.**

**Physical bullying** involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

**Verbal bullying** involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

**Social/relational bullying** involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

**Electronic/written communication** involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

## **HAZING**

Hazing refers to any activity expected of someone joining a group or to maintain full status in a group that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate. Administrators, teachers, supervisors, and support staff can be held responsible for this

activity if they know or should have known about it. The following duties can help to prevent harassment in general or hazing in particular:

- a) Minimize risks by examining student practices and routines on and off school
- b) campuses;
- c) Educate the students showing how word or deed can demean others;
- d) Investigate if a student expresses discomfort or reports being hazed or witnessing
- e) someone else being hazed;
- f) Report any conduct which may constitute hazing to administrators immediately;
- g) Discipline students with prompt corrective action who engage in hazing;
- h) Monitor and be watchful of student activities that intimidate or threaten mental health, shame, humiliate, embarrass, or affect the student's dignity.

Retaliation against any student for complaining of harassment, bullying or hazing or enforcing these policies is a violation of these policies and is strictly prohibited. Any overt or covert act of reprisal, interference, restraint, penalty, discrimination, coercion, intimidation or harassment against an individual for exercising rights under this policy will be subject to prompt and appropriate disciplinary action up to and including expulsion from the school.

### **SUSPENSION, EXPULSION AND EXCLUSION**

While suspension or expulsion are not desirable, both forms of discipline are within the jurisdiction of the principal. Expulsion will be used only after conferences with the parents and student. A student may be suspended for misbehavior without a conference. Reports to civil authorities will be made as necessary.

Grounds for expulsion or suspension include but are not limited to the following:

1. Reasonable cause of possible harm to another person such as the use of force, violence, noise, coercion, threat, intimidation, fear, passive resistance, or behaviors interfering with school purposes or urging others to engage in such behavior.
2. Setting fire to or substantially damaging school property or building.
3. Possessing, handling, or transferring an object that could be considered to be a weapon or urging others to do so.
4. Possessing, using, or transmitting any controlled or abused substance, such as a narcotic or alcoholic beverage
5. Unlawful soliciting or selling of a controlled or abuse substance.
6. Substantial number of instances of disrupting classroom, or educational function, or unlawful meeting on school property.
7. Continuously and intentionally making noise or acting in any manner so as to interfere with the ability of a teacher or other school personnel to educate.
8. Stealing or attempting to steal school property or private property.
9. Intimidating any student with the intent of bodily harm
10. Taking something of value from another person.
11. Any activity interfering with the ability of a teacher or any other school personnel to conduct the educational function under one's supervision.
12. Repeated violation of any rules.
13. Engaging in unlawful activity on or off school grounds if it is considered to be an interference with school purposes or educational function.
14. Excessive violation of the school Computer and Internet Acceptable Use Policy.
15. Harassment, bullying of students or staff including hazing, cyber-bullying and sexting.

**SECLUSION AND RESTRAINT** - A full copy of our school's plan is available by request in the school office.

St. Augustine School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

### **CODE OF CHRISTIAN CONDUCT**

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school. Should a revision of a policy or procedure be necessary during the school year, it will be addressed in the monthly Parent Newsletter.

It shall be an expressed condition of enrollment that the parents/guardians of a student shall also conform themselves to standards consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents/guardians include, but are not limited to: all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

## **BEHAVIOR OUTSIDE OF SCHOOL**

Students may be disciplined for off-campus behavior that may endanger the health or safety of students of the local school community or behavior that adversely affects the educational process or damages the reputation of the school. Possible events that may be a cause of endangerment include:

- a) threats of violence to other students or teachers;
- b) off-campus use of addictive substances such as alcohol, cigarettes, controlled substances;
- c) off campus fighting linked to school behaviors;
- d) internet activity that is threatening or offensive to others; or
- e) criminal activity.

## **CRISIS CONFRONTATION**

The safety and well-being of every student, the school staff and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities, therefore, must often make judgments which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events occurred, is underway, or may occur absent intervention:

- a student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
- a student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may, or would represent a risk of physical harm to any person or persons, whether or not on school property;
- a student has voluntarily participated in or assisted in any conduct which, although not illegal, encourages, invites or entices, by word or example, any other person to engage in conduct violative of the law or violative of the Code of Christian Conduct;
- a student knowingly possessed, used, transmitted or has been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;
- a student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
- a student knows but fails to disclose to school authorities, that another student either:
  1. has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
  2. has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student and reporting to civil authorities where applicable by law.

## FINANCIAL MATTERS

**The annual cost of educating one K – 5 student at St. Augustine School is approximately \$5000.00.** This per student expense is covered by a combination of fundraising activity profits, donations, parish subsidy, and tuition. The members of St. Augustine Parish have a strong commitment to the mission of the school and to the ministry of education. In the past year, the fundraising activities, donations, and tuition and fees covered about 88% of the total cost of operation of the school. St. Augustine Parish subsidizes the other 12%.

### **TUITION**

There are two levels of tuition for students in grades Kindergarten through five at St. Augustine School: **Parishioner** and **Non-parishioner**.

For our purpose, a family will be charged according to these definitions:

**Parishioner:** at least one parent of the student is a Catholic who is registered at St. Augustine Parish, regularly attends Sunday liturgy and contributes to the support of the parish using Sunday envelopes. A reminder letter may be sent during the school year to those who are not following the definition of a parishioner in regards to the amount of tuition paid.

**Non-Parishioner:** neither parent (Catholic or Non-Catholic) is a registered member of St. Augustine Parish.

All parents are expected to give of their time and effort to the school by volunteering and supporting the fundraising projects.

	Per Month (12 months)	Per Year
2 Day Preschool – per child	\$ 94.00	\$ 1,128.00
3 Day Preschool – per child	\$ 103.50	\$ 1,242.00
Jr. Kindergarten – per child	\$ 122.25	\$ 1,467.00
Grades K–5 Parish – one child	\$ 252.75	\$ 3033.00
two children	\$ 505.50	\$ 6,066.00
three children	\$ 631.88	\$ 7,582.50
Grades K-5 Non-Parish – per child	\$ 315.33	\$ 3,784.00

### **BOOKS, SUPPLIES, TECHNOLOGY, PFA FEES**

The following fees must be paid before the first day of school in August:

2 Day Preschool	\$50.00
3 Day Preschool	\$55.00
Jr. Kindergarten	\$60.00
Grades K–5	\$112.00 Books \$63.00 Technology
Preschool - 5	\$25.00 <b>PFA Dues Per Family</b>

**Each K-5 family is required to earn \$50.00 SASBucks profit for the school year. Any unearned amount will be due before May 23, 2017.**

## **DAILY HOT LUNCH AND MILK FEES**

Student	\$1.80 (includes milk)
Adult	\$2.95 (includes milk)
Milk only	.45 (children and adults)

Milk may be purchased for a mid afternoon milk break and extra milk is available at lunch if ordered at A.M. lunch count.

**No soda pop is permitted at lunch.**

**Please do not bring restaurant food to your child in the lunchroom.**

## **PAYMENT AGREEMENT**

Every family, parish and non-parish, must sign a tuition payment agreement at pre- registration. Parents should choose the payment plan that best fits their situation. Payment may be made by the year, semester, or month. It is mandatory that monthly tuition payments be paid by preauthorized debit. All tuition payments must be paid according to the agreement on or before the payment is due. All payments must be made no later than last day of school. If parents are not able to maintain their tuition agreement, they must contact the pastor or principal to discuss the problem.

## **FUNDRAISING ACTIVITIES**

Throughout the academic year, St. Augustine School and the Parent Faculty Association sponsor a number of fundraising projects. Parents of St. Augustine School students have a responsibility to support these projects. The projects are most successful when all parents help. Parents should not assume others will that others will take care of all the fundraising efforts.

**Each K-5 family is required to earn \$50.00 SASBucks profit for the school year. Any unearned amount will be due before May 23, 2017.**

## WELLNESS AND SAFETY

### IMMUNIZATIONS

The guidelines for immunization by the Indiana State Board of Health will be followed for all students. Immunizations required by the Indiana Administrative Code (IC 20—1-1-6; IC 20-1-1.2-16) and St. Augustine School for the 2015 – 2016 school year are:

<b>3 to 5 years old</b>	3 Hep B (Hepatitis B)	1 MMR (Measles, Mumps, Rubella)
	3 Polio (Inactivated Polio)	1 Varicella
	4 DTaP (Diphtheria, Tetanus & Pertussis)	
<b>Kindergarten &amp; Grade 1</b>	3 Hep B	2 MMR
	5 DTaP	2 Varicella
	4 Polio	2 Hep A (Hepatitis A)
<b>Grades 2 - 5</b>	3 Hep B	2 MMR
	5 DTaP	2 Varicella
	4 Polio	

### EXEMPTION FROM IMMUNIZATION

Indiana Code 20-34-3-2 requires that parents/guardians requesting an exemption for their child to submit: (1) a written document; (2) signed by the parent/guardian; and (3) delivered to the school. Immunization is not contrary to the teaching of the Catholic Church.

### HEALTH POLICIES

1. **Physical and dental examinations** are required for all students entering kindergarten or for students entering first grade who have not attended kindergarten.
2. **Audiometric and vision screening** tests are given annually by a nurse or technician to specific grades and students who seem to be experiencing some audio or visual problem.
3. St. Augustine School faculty and staff have been trained in **CPR and Emergency First Aid**.
4. All students with **Asthma and/or Allergies** are to have an Asthma and/or Allergy Action Plan, as written by the doctor, on file with the school.
5. St. Augustine School will comply with Indiana Law regarding the education of the school community, prevention, diagnosis, & management of **concussions & head injuries** of students.

### EMERGENCY INFORMATION

An emergency form is kept on file in the school office for every student. The emergency form provides the school with necessary information in case the student has an accident or becomes ill during the school day. **The parent must notify our office immediately of any changes in information such as doctor, telephone numbers and names to contact in case of an emergency.**

### CHILD ABUSE LAWS

St. Augustine School abides by the Child Abuse laws of the State of Indiana. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

## ILLNESS AND COMMUNICABLE DISEASES

Students who are ill during the night or early morning are often not able to function normally at school.

**Students should be fever free for 24 hours before returning to school.**

Students with a communicable disease should not attend school, they may expose their teacher and classroom to the illness. Consult a public health nurse or your physician and let the school know if the student has communicable disease. A doctor note must accompany a student before returning to school.

**Lice:** St. Augustine School will follow the recommendations of the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN), which can be found at the following link: <https://www.cdc.gov/parasites/lice/head/schools.html>

Students found to have active head lice will be sent home, and evidence of treatment will be required before they may return to school. St. Augustine School staff conduct a thorough inspection of the effected student's scalp upon his/her return to school. The student's return to school is at the discretion of the school Principal, or designee.

**Pink Eye:** Do not attend school until adequately treated or eyes clear.

**Meningococcal Disease:** See pages 33 – 34

## MEDICATION

**If your child must bring medication (including cough drops) to school they are not permitted to keep it in their personal possession.** All medications will be kept in the school office and dispensed by the school secretary. No more than one week of medication may be sent at one time, refrigeration is available and the following requirements must be met:

### **Prescription Medications:**

1. Must be clearly identified as to the name and type of medication.
2. Must be current and in the original container.
3. Must carry a prescription label with the child's name and prescription date.
4. A prescribed medication form, dated and signed by the parent/guardian, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary.

### **Non-prescription Medications:**

1. Must be in the original container
2. Must be clearly identified as to the name and type of medication and dosage instructions.
3. A note signed and dated by the parent/guardian giving the child's name, medication name, dosage instructions, specific dosage times, and other necessary instructions must accompany the medication.

## CRISIS INTERVENTION AND SCHOOL SAFETY PLAN

St. Augustine School has a school safety plan in case of an emergency. All teachers and staff are aware of the procedures to follow to keep your children safe. In the event of an emergency, circumstances permitting, the students will be evacuated to one of two secure designated locations: St. Augustine Church basement or Van Rensselaer School (if an off campus location is needed). Two emergency drills are conducted each school year. A full copy of our school's plan is available by request in the school office.

## SPECIAL HAZARDS

Pesticides will be applied by certified pesticide applicators when student and staff are not present such as during non-instructional time or school vacation periods. Questions concerning hazardous materials should be addressed to the principal.

## **UNIFORM and DRESS CODE**

The nature and intent of requiring school uniforms and enforcing uniform policies is based on the premise that student behavior and acceptance will be influenced in a consistently positive manner. We strongly believe our “Uniform and Dress Code will:

- Encourage exemplary school conduct
- Promote a humble and Christian-like school climate
- Eliminate pressure to buy trendy and expensive clothes
- Diminish economic and social barriers between students
- Increase a sense of belonging and school pride
- Improve school attendance

**PLEASE PUT THE STUDENT’S NAME IN ALL UNIFORM CLOTHES**

### **GIRLS GRADES K-5**

- Belair plaid jumpers (K-3) to be worn at appropriate length, which is defined as a hemline no more than 1 inch above the knee while in a standing position (order from Dennis Uniform Co.)
- Belair plaid skirt or skort (4-5) to be worn at appropriate length, which is defined as a hemline line no more than 1 inch above the knee while in a standing position (order from Dennis Uniform Co.)
- Red or white knit polo shirt (long or short sleeve) or turtleneck White Peter Pan collar blouse (long or short sleeve)
- Navy cardigan (**no hood**), sweater vest, St. SA. uniform sweatshirt or St. A fleece (all optional from Dennis Uniform Co)
- Navy skort only from Dennis Uniform Co. or Walmart online (pleats, no belt) (optional item)  
Navy twill or corduroy slacks, no cargo pockets and no holes in the knees
- Navy twill shorts worn knee length (Bermuda or walking style short) only May 1 until the end of the first week in October.
- Solid colored white, black or navy blue socks, knee socks, crew socks, or tights. Socks must be visible (above ankle bone). NO pantyhose. No emblems or symbols on socks.
- Sandals (with back straps and socks) only during short’s season.
- No boots, high-tops, backless, platform, high heeled, zippered sneakers, clogs, crocs, wheeled, neon colored, gold or silver shoes, glittered, sparkly, beaded, or light-up shoes.
- Shoes should be only black, white, gray, or navy. Laces should also be black or white. Emblems and accent colors should be black, white, gray, or navy (The accent colors must be one of the approved accent colors. For example black shoes with white).

**For PE:** gym shoes are required; navy blue sweatpants are allowed, no nylon or tear away pants.

**When students attend Mass:** jumper, skirt or plaid skort with white knit shirt, white turtleneck, or white blouse. Navy cardigan (no hood), sweater vest or St. A. full-zippered fleece may be worn but No pullover sweatshirts. All shirts and blouses must be tucked in and no long sleeve shirts worn under short sleeve shirts.

### **For all girls including preschool:**

No makeup (including lip gloss), tattoos, hoop, dangling or cuff and chain earrings. No extreme hair colors/bleaching. No nail polish or fake nails. Bows must be navy, black, white, or red and be 4 inches or smaller in total length. Headbands must be navy, black, white, or red and not contain emblems or patterns. Religious necklaces, such as crucifixes or religious medals, may be worn under clothing.

## **BOYS GRADES K-5**

- Red or white knit polo shirt (long or short sleeve) or turtleneck White oxford cloth shirt (long or short sleeve)
- Navy cardigan, sweater vest, St. A. uniform sweatshirt or St. A fleece. (all optional from Dennis Uniform) Navy twill or corduroy pants, no cargo pockets and no holes in the knees.
- Navy twill walking shorts, only May 1 until the end of the first week in October.
- Athletic shoes should be only black or white. Laces should also be black or white. Emblems and accent colors should be black, white, gray, red, or navy (The accent colors must be one of the approved accent colors. For example black shoes with white).
- Solid colored white, black or navy blue crew socks, NO low cut sport socks, socks must visible.
- Sandals (with back straps and socks) only during shorts season.
- Only brown or black leather shoes or low-cut white, black, navy, red or gray athletic tie shoes, No boots, high-top, zippered sneakers, clogs, crocs, wheeled, or neon colored shoes.
- **For PE:** gym shoes are required; navy blue sweatpants are allowed, no nylon or tear away pants.
- **When the students attend Mass:** Navy pants and white knit shirt, white turtleneck, or white oxford cloth shirt. Navy cardigan, sweater vest or St. A. fleece may be worn but No sweatshirts. All shirts must be tucked in, no long sleeve shirts worn under short sleeve shirts. Boys may wear a tie that is navy, black, or Dennis brand with coordinating uniform colors.

### **For all boys including preschool:**

Hair must be above eyebrows, at least half the ear showing, and off the collar with no shaved designs. No tattoos or body piercing.

*Any type of dress or grooming, which is disruptive or not according to the dress code, will not be permitted.*

## **DRESS CODE FOR NON-UNIFORM DAYS**

Throughout the school year, the Principal will announce certain days as non-uniform days. For those days the following are not allowed:

Short that are more than 1” above the knee	T-shirts with inappropriate writing
Cut-off shorts (shorts must have a hem)	Spandex shorts or pants
Jeans that are distressed and/or have holes	Skinny jeans
Tight skirts or dresses	Dresses with spaghetti straps
T-shirts with inappropriate writing, symbols, messages	Tank or cami tops (unless worn with sweater/jacket)
Midriff or crop tops	Low cut tops
Tight tops	Boots
Flip Flops	

## **SCHEDULES**

### **Daily Schedule**

#### **Grades K-5**

8:00 a.m.	School Begins
10:00-10:15 a.m.	Morning Recess
11:15 – 12:00 p.m.	Lunch then Recess grades K, 1, 2
11:15 – 12:00 p.m.	Recess then Lunch grades 3, 4 & 5
3:00 p.m.	Dismissal

#### **Preschool and Jr. Kindergarten**

Two Day: Tuesday and Thursday 8:00 - 11:00 AM

Three Day: Monday, Wednesday, Friday 8:00 – 11:00 AM or 12:00 - 3:00 PM

Jr. Kindergarten: Daily 12:00 – 3:00 PM

### **Office Hours**

The school office hours are 7:30 AM – 3:30 PM.

## **PRINCIPAL’S RIGHT TO AMEND HANDBOOK**

The principal retains the right to amend the handbook for just cause and parents will be given prompt notification of the changes made.

**St. Augustine School**  
**Wellness Policy**

The administration, faculty, parents, and parish community of St. Augustine School recognize the importance of sound health practices in the educational development of the students. We acknowledge that good nutrition and physical activity affect the health and well-being of all students and that our students' food choices and level of physical activity directly influence their ability to learn. We are aware that childhood obesity has become an increasing problem and know school can play an important role in the development of good health and nutrition habits that will follow the student into adult life. We recognize that these good habits begin in the home, but we also acknowledge that the school can assist parents in teaching wellness attitudes and actions by providing nutritious meals and snacks, supporting the development of good eating habits and promoting increased physical activity both in and out of school.

Therefore, the following goals have been set in an effort to enable students to establish good health and nutrition habits:

- A. With regard to nutrition education and promotion, the School shall:
1. Include nutrition education in the classroom Health curriculum to provide students with the knowledge, attitudes, and skills necessary to lead healthy lives.
  2. Display nutrition education posters in classrooms and the gym.
  3. Provide adequate nutrition education resources to teachers.
  4. Nutrition education will include lessons that cover topics such as how to read and use food labels, choosing healthy options and portion control.
  5. Nutrition education resources will be provided to parents/guardians.
  6. School staff will collaborate with community groups and organizations to provide opportunities for student projects related to nutrition.
- B. With regard to physical activity, the School shall:
1. Provide a sequential, comprehensive physical education curriculum, which provides students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
  2. Provide 15-minute morning recess to all students in grades K-5, outside, weather permitting.
  3. Provide 20-minute lunch recess to all students in grades K-5, outside, weather permitting.
  4. Not use physical activity as a form of discipline or punishment.

- C. With regard to other school-based activities the School shall:
1. Schedule lunchtime so there is minimum disruption by recess, special programs or events and other schedules.
  2. Encourage physical activity and health habit formation at after-school programs.
  3. Require after school functions that serve or sell food and drinks to include healthy food and drink choices among their offerings.
- D. With regard to foods available during the school day the School shall:
1. Adhere to the policies set forth by the Rensselaer Centrals Schools Corporation in regard to the Food Service program (Policy 8500) and Free and Reduced Price Meals (Policy 8531) for lunches prepared by the Rensselaer Centrals Schools Corporation served at St. Augustine School.
    - a. Policy 8500 states: *the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.*
    - b. Policy 8531 states: *the guidelines for reimbursable school meals meet or exceed the regulations issued by the U.S. Department of Agriculture(USDA).*
  2. Provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
  3. Require that all foods available to students in school programs, other than the lunch program, will be served with consideration for promoting student health and well-being.
- E. With the objectives of enhancing student health and well being and reducing childhood obesity, the School states:
1. The principal of St. Augustine School has the operational responsibility for measuring and evaluating the School's implementation and progress under this policy.
  2. This policy will be reviewed and assessed annually by the School Council.

**St. Augustine School  
328 N McKinley Ave  
Rensselaer, IN 47978**

August 2016

Dear Parents and Guardians,

The information in this letter is being transmitted in order for the Diocese of Lafayette to fulfill its annual obligation under the Asbestos Hazard Emergency Response Act (or AHERA).

More specifically, the Diocese of Lafayette, as the Local Education Agency (or LEA) is required by AHERA to:

Ensure that workers and building occupants or their legal guardians, are informed at least once each year about inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress.

At this time, we can report that the following activities and milestones have occurred since our last notification:

1. The required surveillance activity has been completed for the current six-month period.
2. The Operations and Maintenance plan has been implemented to ensure asbestos in the school buildings are maintained in a non-hazardous condition.
3. Cleaning and response actions have been completed to patch, repair, and/or remove asbestos, as necessary.
4. The required three year AHERA re-inspection has been completed for the current three year cycle.

If you have any questions, or would like further information, please feel free to contact me or St. Augustine Church pastor, Fr. Don Davison, C.P.P.S, 866-5351.

Sincerely,

Mrs. Anne Dumas  
Principal

**St. Augustine School  
328 N McKinley Ave  
Rensselaer, IN 47978**

## **Meningococcal Disease**

August 2016

Dear Parent/Guardian,

Indiana law requires each year that parents/guardians be informed “about meningococcal disease and its vaccine” (IC 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.

Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman. The current vaccine, MCV4 (Menactra TM) used to prevent Meningococcal disease, is licensed for use in ages 11 – 55.

Attached is a ‘quick fact’ sheet on Meningococcal Disease. Resources to obtain more information in addition to your physician/health care provider and local health department include the following Websites:

The Indiana State Department of Health

<http://www.in.gov/isdh/23853.htm>

The Centers for Disease Control and Prevention

[http://www.cdc.gov/nip/vaccine/mening/mening\\_fs.htm](http://www.cdc.gov/nip/vaccine/mening/mening_fs.htm)

Academy of Family Physicians

<http://www.aafp.org>

Academy of Pediatrics

<http://www.aap.org>

Please contact your health care provider for specific instructions regarding your child.

Mrs. Anne Dumas  
Principal

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## quick facts

### About... Meningococcal Disease

#### What is meningococcal disease?

Meningococcal disease is caused by bacteria. Meningococcal disease can cause an infection of the covering of the brain and spinal cord (meningitis) or the blood. The bacteria can live in the membranes of the nose and throat, usually with no symptoms. In a small number of people, the bacteria pass into the blood, causing either a serious infection of the blood or meningitis.

#### How is it spread?

The bacteria are spread from person to person by direct contact with an infected person's nose or throat secretions:

#### What are the signs of being sick with this germ?

**Illness often starts with a sudden fever, headache, stiff neck, a rash and possibly nausea and vomiting. An infected person may be very sick within a few hours and should seek medical care**

#### Who is at highest risk for getting the disease?

Babies, children and young adults are most likely to get the disease. People living in crowded places are at higher risk for infection. Outbreaks usually do not occur in school or workplace settings.

#### Can meningococcal disease be prevented?

Yes, the disease can be prevented by good hygiene. Cover nose and mouth when sneezing or coughing, throw used tissues away and wash hands often. Is there a vaccine available?

#### What vaccines may prevent a child from getting this germ?

Two vaccines are available to prevent this infection:

Meningococcal Conjugate Vaccine (MNV4), which is given to

**This vaccine is licensed in the U.S. for persons 11-55 years of age. It is likely that this vaccine or a similar vaccine will be licensed for younger age groups in the future. This vaccine is recommended**

- **Young adolescents at the pre-adolescent visit (11-12 years old)**
- **Adolescents at high school entry (about 15 years old)**
- **Groups that have a higher risk of meningococcal disease, such as students that will be college freshmen living in dormitories.**

Meningococcal Polysaccharide Vaccine (MPSV4), which is given to

Please contact your health care provider for specific instructions regarding your child.

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**Rensselaer Central School Corporation**  
**Bus Handbook**

**STUDENT DISCIPLINE**

Indiana Code 20-27-10-2 Discipline on bus (2007-08 Indiana School Laws and Rules)  
Sec. 2 When students are being transported on a school bus, the students are under the supervision, direction, and control of the school bus driver and are subject to disciplinary measures by the school bus driver and the governing body of the school corporation.

1. Bus rules should be clearly understood by the driver, the student and the parents.
2. Bus rules should be enforced by the school bus driver in a consistent and fair manner. Failure to enforce the rules on a daily basis may lead to the students thinking that the rules are not important and they may respond accordingly.
3. Observe the rights and privileges of each student only as long as he/she obeys the rules of good bus behavior. The moment a student "gets out of line", deal with him/her fairly, partially, and in the same manner you treat all similar offenders. In the eyes of students, one fault an adult may commit is to "play favorites".
4. When dealing with behavior problems, try to handle them before they become major problems. Many times, just talking with the student in private, before he/she gets off the bus, may solve the misbehavior.
5. If behavior problems persist, then a change of seat or an assigned seat may be necessary.
6. If the behavior problem is a serious one or if the student does not respond to actions taken prior to this point, then a **Bus Conduct Report** needs to be completed. This report will alert the school principal and the parents that a problem exists. Further misbehavior that warrants additional Bus Conduct Reports, warrants disciplinary measures by the principal/asst. principal with bus privileges being withdrawn as a last resort.
7. Do not put up with misbehavior over a long period of time without taking action.
8. Insist on good behavior and follow consistent procedures to achieve it.
9. Enlist the aid of the school administrators to help you solve serious problems. The principal's or asst. principal's office is always a better place for a calm discussion of a problem than attempting to solve the problem on a crowded bus.
10. School Bus Drivers may invoke a one (1) day suspension from the bus for any student, but he/she will follow a procedure that notifies all parties of the disciplinary action.
  - a. If the problem occurs during the morning route, the student may be suspended for the entire next school day.
  - b. Fill out the Bus Conduct Report and give the Report to the building principal/ asst. principal. The student needs to be informed that he/she will not be riding the bus the next day. The suspension should be served as soon as possible after the misbehavior.
  - c. Obtain the parent's telephone number and notify them the day the child may be suspended from the bus. By making this parent contact, you are communicating to the parents your authority in dealing with disciplinary problems. This provides the parents an opportunity to make transportation arrangements for the student.
  - d. Make sure all necessary parties obtain a copy of the Bus Conduct Report including you.
11. If the problem occurs during your afternoon route and the misbehavior warrants suspension, but not the next day, uses the same procedure that occurs during the morning route.
12. If the problem occurs during your afternoon route and the misbehavior warrants next day suspension, you are to proceed as follows.

- a. As soon as you return home, contact the principal/asst. principal at school or home and explain the problem. Obtain the parent's telephone number from the school so that you can notify them of the suspension that evening.
  - b. Fill out the Bus Conduct Report before calling the parents.
  - c. Contact the parents and notify them of the suspension.
  - d. The next morning, supply the principal/asst. principal with the Bus Conduct Report. At this time, you and the school official can determine if there is any need for additional suspension.
13. As school personnel, we have the obligation to communicate with the parents concerning their child's misbehavior and ensuing fair and consistent disciplinary action. The following rules and policies are located in the Student Handbooks at all schools including St. Augustine Catholic School.
  14. School bus drivers are responsible for all students conveyed between the homes of students and the schools. The driver will keep order and maintain discipline among the students while they are on the bus and when students are picked-up and dropped-off. The driver shall treat all students in a civil manner and will see that no student is imposed upon or mistreated while in his/her charge. The driver will use care in the safety all of students under his/her charge.

### **Rule Violations and Disciplinary Policy**

A. **Alcohol and/or Drugs:** Any student in possession of, using, dispensing and/or selling drugs or alcoholic beverages on a school bus shall be in violation of State law and School Board Policy.

Disciplinary Action: Student has bus riding privileges revoked for the remainder of the school year. Student will be suspended from school for ten (10) days and recommended for expulsion.

B. **Smoking-Tobacco** (including smokeless tobacco): Indiana statutory law prohibits the sale and use of tobacco to minors and the School Corporation does not permit its use or possession on school property, including school buses.

Disciplinary Action: Student has bus riding privileges suspended for 5-10 school days. The City Police will be notified for them to issue a citation/ticket to the offender.

C. **Fighting:** Fighting is prohibited while on school property.

Disciplinary Action: First offense—bus riding privileges suspended for 3-5 school days. Second offense—bus riding privileges revoked for the remainder of the school year.

D. **Use of Abusive Language, Profanity and/or Defiant Insubordination**

Disciplinary Action: First offense—bus riding privileges may be suspended for 3-5 school days. Second offense—bus riding privileges may be revoked for the remainder of the school year.

E. **Stealing from the School Bus or Another Student, Damaging or Destroying School Bus Property**

Disciplinary Action: First offense—bus riding privileges may be suspended for 3-5 school days and student(s) or School Corporation reimbursed for stolen or damaged/destroyed item(s). Second offense—bus riding privileges may be revoked for the remainder of the school year. Reimbursement is the same as above.

F. **Dangerous Actions**

Any other action that is considered dangerous to any individual on the bus may result in the loss of bus riding privileges for an indefinite period of time and is to be decided by school officials.

G. **General Rules and Disciplinary Action**

1. Students should “care about others” while on the school bus. They are also given the charge to “be the best they can be” and always “do the right thing”.
2. Each student will take his/her seat or assigned seat immediately upon entering the bus. Older students are advised to be seated at the rear of the bus so that, in the event of an emergency, they are to assist smaller and younger students exit the bus through the rear door.
3. No student will stand or move from seat to seat during the trip without the permission of the driver.
4. Loud, boisterous or indecent conduct will not be tolerated.
5. Windows and doors will not be opened or closed except by permission of the bus driver.
6. No student will enter or exit the bus until it has come to a complete stop and the door has been opened by the bus driver.
7. Squirt guns, water balloons, large portable radios, “jam boxes”, fireworks or any objects determined to be dangerous by the bus driver, will be prohibited on the school bus.
8. No snowball throwing will be allowed in the bus parking lot nor will snowballs be allowed on the busses.
9. No “pop”, candy or gum will be consumed on the busses.
10. Students will not be allowed to tease, scuffle, trip, hold or use their hands, feet or body in any objectionable manner.

**Disciplinary Action for General Rules #2-#10 above**

1. First Offense—the driver calls the parent(s) and completes a Bus Conduct Report (and gives it to the principal/asst. principal of the student’s school). A conference will be held with the student, parent, principal and bus driver. (Disciplinary action for additional infractions will be explained.)
2. Second Offense—bus riding privileges may be suspended for 3-5 school days.
3. Third Offense—bus riding privileges may be revoked for remainder of the semester.

All rule violations and disciplinary actions will be documented in writing (using the Bus Conduct Report) and kept on file in the student’s respective school office and at the office of the Director of Transportation. Students may be subject to other sanctions as covered in their respective RCSC Student Handbooks.

H. **Students and Bus Drivers**

Students who interfere in any way with the bus driver’s commands or ability to drive are subject to the above stated disciplinary policies. And in addition may be subject to immediate suspension from the school bus.

## **Use of Electronic Devices on School Buses**

Many students use electronic devices as part of their daily lives. iPods, handheld games, iPads, etc. are fun to use and often can make the ride to and from school more enjoyable.

Unfortunately, misuse of these items can be detrimental to the safety and well-being of other students and the bus driver. The transportation department will follow the guidelines below:

- Students are allowed to use MP3 players, CD players, iPads, iPods, cell phones, and other similar electronic devices on school buses.
- Electronic devices must be kept at an acceptable volume level. It is strongly encouraged that these devices be placed on mute or operated with headphones.
- Students who allow their electronic devices to become a distraction or disruption on the school bus will be asked to put them away. Failure to do so may result in the item being confiscated. Parents will then be required to pick up the item at the student's school during normal hours of operation. .
- Video! audio recordings and pictures are not allowed to be taken by students riding district buses.
- The use of any electronic device is a privilege. Students may lose this privilege if they fail to follow safety instructions from the driver.
- The school district will not be held responsible for the loss/theft of portable electronic devices that are lost on school buses.

Approved. 12/18/12

## **Transportation Related Information**

- A. Arrival of busses in the morning:  
The student should be waiting at his/her boarding station when the school bus arrives. In case of an emergency causing late arrival by the student at his/her station, the school bus driver will be required to wait no longer than one (1) minute for the student. If a student is continually late arriving at his/her boarding station, the Director of Transportation and/or the bus driver will contact the parents of the student. Parents should notify the driver if their child(ren) are not riding on a day or week or longer.
- B. School Closing or Delay at the start of the school day:  
If RCSC should be closed or delayed due to bad weather, etc., the announcement will be made on TV-18 (Lafayette), WLQI (97.7 FM), and WRIN (1560 AM) radio between 6:00-6:30 A.M. If students have boarded buses in the morning and school must be closed, the busses will return the students to their homes immediately.
- C. High School/Middle School Bus Shuttle Parking Lot:  
If a parent must take his/her child off a bus in the afternoon, the parent should not drive into the bus shuttle lot. Please park your vehicle along the curb on Bomber Blvd. and walk into the lot. It is dangerous to have vehicles in and out of the shuttle lot while the students are changing and boarding busses.