

*Parent-Student Handbook*  
*Saint Margaret School*  
*2023-2024*

*42 Bishop Avenue Rumford, R.I.*  
*401-434-2338*  
*[www.stmargaretsch.org](http://www.stmargaretsch.org)*

## **Mission:**

The mission of Saint Margaret School is to provide a strong, Christ-centered education in a caring, Catholic environment. The school community, with the support of family and parish, encourages in each student spiritual growth, academic achievement and social responsibility. The students are given the opportunity to develop their individual gifts and talents enabling them to confidently face the future.

St. Margaret School leads students to an awareness of themselves and others within the context of Catholic values:

By providing an environment which awakens an awareness of their uniqueness, their innate talents and abilities.

By teaching respect, appreciation, and tolerance of others by offering classrooms which foster the sharing of knowledge, students as teachers, and cooperative projects.

The school community seeks:

To clarify students' ability to recognize truth and beauty in their lives

By showing examples of and exposure to universal standards of truth and beauty in literature, the arts, science, music, and humanities as well as in daily life.

To develop their critical skills:

By providing various problem solving and learning methods

By recognizing the use of different intelligences in the approach to problem solving

By sparking curiosity, hunger for knowledge, and love of learning

To foster a belief in self-worth:

By developing responsibility

By challenging students academically on the appropriate level

By fostering self-discipline and enforcing consequences to inappropriate behavior by providing a safe and comfortable environment in which the student can assume the risks of failure by recognizing and appreciating various intelligences and abilities

To awaken a sense of responsibility toward themselves and others

By providing information in all areas of curriculum, which show cultural diversity, community responsibility, environmental awareness, and religious values.

## **General Policies, Programs and Information:**

### **Office:**

The office is open 7:30 a.m. - 3:00 p.m. Monday through Friday, except for vacations and holidays. Summer hours are usually Tuesday and Wednesday from 9:00-1:00.

### **Telephone:**

The school number is (401) 434-2338. This number may be called when the office is open. The office telephone is a business phone and should only be used by students for emergencies.

### **Assembly:**

At St. Margaret School, we plan a varied schedule of programs including speakers, plays, musical events, and para-liturgies. Special liturgies are prepared regularly with student participation. We wish to encourage and welcome you to celebrate these liturgies and assemblies with us.

Assembly is an essential element in the life of the school, symbolizing the presence of and desire for community at St. Margaret School.

### **Field Trips:**

Field trips are taken to complement the students' knowledge of an academic area that is being studied in class. At all times students must remember that they represent St. Margaret School and respect is expected at all times. Field trips are a special privilege. The school reserves the right to deny student participation in a field trip for failure to meet academic and/or behavior requirements. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.

Some Middle School field trips will require students to wear the dress uniform.

Parents must complete a special permission slip created for each field trip before the student will be allowed to participate in the field trip. Phone calls from parents do not fulfill the obligation of filling in this specific form. The student is responsible for getting permission slip signed and returned.

At times parents may be called upon to be chaperones. The classroom teacher determines the number of chaperones needed and the process for selection. For insurance purposes, siblings are not allowed to participate unless they are of legal age.

### **Extended Day Child Care:**

Extended day childcare is offered to any student registered at St. Margaret School. It is available on all school days from 2:30-5:30 PM. Parents interested in utilizing this program may request an extended day care policy and rate schedule from the office.

### **Student Support Initiative:**

This program is designed to help students cope with learning difficulties. Teachers will meet with the Principal to determine what engagement strategies can be made so those students can achieve success within the classroom. Parents will be consulted and will be kept informed of all measures that will be taken. Some students may receive support help, and parents will be informed of these recommendations. In consultation with parents, students may be referred for outside interventions as needed.

### **School Publicity:**

The school uses candid photographs and videotaping of students as they participate in school events or classroom activities. These photos may be submitted to the local newspapers or used on the school's Facebook or webpage. To revoke implied consent to have your child appear in school publications and media, submit the Publicity Consent/Revocation Form found on the website.

### **Tuition:**

Tuition for Pre- Kindergarten through Grade 8 is paid on a ten-month plan, Two Installment Plan or Pay in Full. Payments begin in June and are completed in March.

To be eligible for our Parishioner tuition rate you must contribute \$10.00 per week (\$520.00 per calendar year) to your church budget. To ensure proper credit you must use Faith Direct.

Family members must be willing to participate in all parish fundraising activities as these make up the bulk of parish subsidy to the school. Volunteering to help with school activities and services also helps to keep the tuition costs down.

A Family Technology Fee of \$225.00 is added to your tuition each year.

If Tuition is not paid in full by the last day of school, the student will not receive their report card. Likewise, if the student is in Eighth Grade, they will not receive their diploma.

### **Full tuition is paid by:**

- Non-Parishioners
- Parishioners registered with no budget
- Parishioners registered with a budget that contributes less than \$10.00 per week.

### **Withdrawal and Tuition Obligation:**

If a family decides to withdraw its student from the school or a student is dismissed from the school, for whatever reason, the following schedule shows the family's financial obligation to the school:

Withdraw or dismissed on or before this date:	Family must pay this portion of tuition:
September 30	25%
October 31	50%
January 1	75%
February 1	100%

### **Tuition Assistance:**

Tuition assistance is provided for non-parishioners through their parishes. Please contact your pastor if you are in need of financial assistance. There are also limited monies available through the Diocese of Providence and there are funds available from the Fitzpatrick Endowment. In order to qualify for this tuition assistance, you must apply to [www.factstuitionaid.com](http://www.factstuitionaid.com). Please contact the principal for more information.

### **Blogs:**

Engagement in online blogs such as, but not limited to Facebook, Instagram, TicTok etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

No parent should open a Facebook account under the name of the school or a particular grade or organization. The only official Saint Margaret School Facebook page is the one created and monitored by the school. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school.

### **Attendance:**

#### **School Day**

Cars should enter the parking lot on the Clifford Street side of the school for 8:10 drop off. Students in Pre-K, 1-3 should enter the school through the door closest to Clifford St. Students in grades 4-8 will enter the school through the door closest to the church. **Students are late at the 8:20AM bell. Students are to be in homerooms before the 8:20 bell.** If students arrive after 8:20 they should enter the school through the main entrance on Bishop Ave to receive a late slip.

Classes begin at 8:30AM for all students. At 2:30PM all students are dismissed.

### **Punctuality:**

Children should be on time for school, as tardiness disrupts class time and procedure. Children must be in school by 8:20. Children who are late to school must report to the office to receive a late slip. If a student is late five times a month or more, the student will either receive a detention, or be denied dress-down day privileges. East Providence Public Schools indicate that 15 tardies or more are considered excessive.

### **Excused Absences and Attendance Procedures:**

The reporting of an absence and signing out to leave school are vital procedures enabling the school to account for the whereabouts of the student. Since the absence procedure also protects the academic integrity of the school, parents are urged to request excused absences for valid, unavoidable reasons.

Excused absences for activities planned ahead should be cleared through the principal's office at least three days in advance if work is expected to be provided. Parents of any student whose absence is unplanned must call school between 7:45 a.m. and 8:45 a.m. The call should be repeated on each subsequent day of the student's absence. If the school does not receive a call, the student's parents may be called at home or at work. Students should be fever free for 24 hours before returning to school.

If a student must be late for school or must leave school for any reason before the end of his or her school commitments, including sports, service projects, and activities--parents should send a written note to the homeroom which will be sent to the office.

### **Student Illness During School Time:**

Each year parents are asked to submit emergency phone numbers. If a student becomes ill during the school day, you will be contacted. If parents cannot be reached, the person whose name is on the emergency form will be notified. No student will be sent home without a designated person to release him/her. If work/home phone numbers change during the school year, it is vital for parents to inform the office immediately.

**Attendance:**

In the event of an absence of two days or more, homework assignments may be obtained by asking the school secretary **before 8:30 a.m.** These assignments may be picked up **after 2:30** that day.

The school strongly discourages vacations outside of the regularly scheduled holidays and vacation times listed in the school calendar. **Teachers are not required to give make-up tests or assignments for absences due to vacations. It is the student's responsibility to make up any missed work.**

Students are given 2 days for every day of absence to complete missed work. Any work not completed will be reflected in the next report card.

**Evacuation:**

In the event that the school needs to evacuate for any reason, the students will be brought to either the church for a minor emergency, or in the event of a threat to the well being of the school, to the Wolf School, 215 Ferris Ave.

**Health Services:**

All medical information is to be sent to the school nurse. Physicals are required for those entering Preschool, Kindergarten and Grade 7.

There is a health room for use by children who become ill and need a place to rest while waiting to be picked up.

Non-emergency medication may no longer be dispensed by the school administration according to the Rhode Island Department of Health regulations. If a child needs medication during the school day, a parent/guardian will need to come in to dispense the medication (this includes Tylenol, Advil, cough medicine, etc.). A note from the physician stating the need for the child to be medicated during the day also needs to be supplied. Please do not send medication into school with the child for self-medication. This is also prohibited in the new Rhode Island Department of Health regulations.

**Emergency Form:**

Each family is required to fill in an emergency form during enrollment. The following information is required.

1. The address and phone number where the parents may be reached during the school day.
2. The address and telephone number of at least two relatives or close friends who have previously agreed to take the parent's place in case of emergency. Either of the two just mentioned should live within a reasonable distance of the school and should have a car and be free to come for the child.

**Behavior Code:**

St. Margaret School sets standards of reasonable expectations and reasonable responses to infractions of rules. We believe that most disciplinary situations can and should be handled when and where they occur. At the same time, we believe it is desirable to have certain clear-cut rules that govern situations, which are unacceptable to the school community, together with specific responses, which students may expect to encounter.

All St. Margaret students are expected to be responsible representatives of the school when they are off campus and when school is not in session. **Regular school rules are in effect for all students at all school functions at home or away.**

Behavior, which reflects poorly upon the image of the school, will not be condoned and makes the student liable to disciplinary action.

**General Conduct:**

Any action by any member of the school community that disrupts the peace of the community is unacceptable. Therefore intimidation, harassment, threats of violence, and actual violence of any kind in any form, including use of e-mail or social media, by any member of the school community to any other

member of the school community or to an outsider subject an individual to sanctions by the school including but not limited to suspension, medical/psychological evaluation, and exclusion. All threats of violence will be taken seriously. Excuses such as "I was just kidding" are not acceptable. In addition, threats of violence and acts of violence will be reported to the police where appropriate. Saint Margaret School has a **zero tolerance** to illegal drugs. The use, sale or possession of any drug may result in exclusion from school and notification of the police department.

Eighth-grade students should plan to visit high schools carefully so that they miss as few school commitments as possible. One day is arranged for high schools to exhibit their programs and answer questions in a manner similar to a college fair. One day is set aside, as an excused absence, for high school shadow day. Any other high school visit days must be cleared with the eight-grade teachers three days in advance. A written note from the parent(s) must be provided for permission to be granted.

Students will refrain from yelling, screaming, and shouting when going from one class to another and at lunchtime.

Rubber bands, paper wads, water balloons, squirt guns, throwing objects, etc., are not allowed in school.

Gum is not allowed in school.

Hats and caps are not to be worn in school.

Skateboards, roller blades, baseball cards, basketball cards, unauthorized toys, etc., are not to be brought to school. They are often expensive, distracting, and easily stolen. Any of these items brought in to school in violation of this policy may be confiscated and returned to the parent.

Fireworks or any such explosive material is not allowed in school or at any school-related activity. Discipline will be at the discretion of the principal.

No **person** has permission to smoke in the school building or on school property (**within 25 feet of school**).

Possession or use of any object that might be considered a weapon is prohibited. Violation of this policy may be cause for expulsion from school.

Vandalism of any kind will not be tolerated. Pupils will be expected to pay for any damage. Further disciplinary action may be taken by the administration.

Any language that does not reflect the Catholic tradition of our school will not be tolerated. Parents will be notified. Further disciplinary action may be taken by the administration.

A student found guilty of theft or deliberate destruction of property will be liable for expulsion.

Students involved in possession of inappropriate photos on their cell phones or other electronic devices face suspension/or expulsion. In accordance with the law, the East Providence Police Department will be notified.

### **RI Statewide Bullying Policy/Safe Schools Act**

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

The RI Statewide Bullying Policy, also known as the Safe Schools Act went into effect June 30, 2012. The policy ensures a consistent and unified statewide approach to the prohibition of bullying at school. This policy applies to all students in the state of Rhode Island, including St. Margaret School. This policy in its entirety is available below and on the homepage of our school website.

STATE OF RHODE ISLAND Department of Elementary and Secondary Education

## INTRODUCTION: RHODE ISLAND STATEWIDE BULLYING POLICY

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

### 1. DEFINITIONS

**BULLYING** means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

**CYBER-BULLYING** means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include but are not limited to:

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting of

materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the

definition of bullying.

**AT SCHOOL** means:

- a. On school premises,
- b. At any school-sponsored activity or event whether or not it is held on school premises, c. On a school-transportation vehicle,
- d. At an official school bus stop,

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- e. Using property or equipment provided by the school, or
- f. Acts which create a material and substantial disruption of the education process or the orderly operation of the school.

## 2. SCHOOL CLIMATE

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

## 3. POLICY OVERSIGHT and RESPONSIBILITY

The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy. The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

## 4. INFORMATION DISSEMINATION

The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- a. Distributed annually to students, staff, volunteers, and parents/legal guardians
- b. Included in student codes of conduct, disciplinary policies, and student handbooks
- c. A prominently posted link on the home page of the school /district website

## 5. REPORTING

The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon (See attached sample Report Form). The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents / Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the principal, director or head of school.

**Responsibility of Staff:** School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

**Responsibility of Students:** Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the



bullying. Student reports of bullying or retaliation may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report. Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False Reporting/Accusations: A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code. Reports in Good Faith: A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

## 6. INVESTIGATION/RESPONSE

The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations. The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

Protection: If a student is the victim of serious or persistent bullying:

- a. The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
- b. The interventions will be developed, if possible, with input from the student, his or her parent/ guardian, and staff.
- c. The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

## 7. DISCIPLINARY ACTION

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/Guardian notification and meetings
- c. Detention
- d. In-school suspension
- e. Loss of school-provided transportation or loss of student parking pass
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- i. Police contact-
- j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary

consequence of the violation of this Policy.

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8. SOCIAL SERVICES/COUNSELING

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

9. SOCIAL NETWORKING

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

10. OTHER REDRESS

This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

11. ADOPTION OF POLICY

The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.

REPORT FORM (SAMPLE)

(Bullying and/or Cyberbullying)

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Grade:

\_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ School: \_\_\_\_\_

\_\_\_\_\_ Please answer the following questions about this reporting incident:

List the name of the alleged bully, and/or cyberbully. If name is not known, provide any other identifiable information:

\_\_\_\_\_

\_\_ Relationship between you and the alleged bully, and/or cyberbully:

\_\_ Describe the incident:

\_\_\_\_\_

When and where did it happen?

\_\_\_\_\_ Were there any witnesses? [ ]

yes [ ] no If yes, who? \_\_\_\_\_ Other information,

Including previous incidents or threats:

\_\_\_\_\_

Student or parent declines to complete this form: Initial: \_\_\_\_\_ Date:

\_\_\_\_\_

I certify that all statements made in the complaint are true and complete. Any intentional false statement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provide only as necessary in pursuing the investigation.

Signatures:

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

School official receiving complaint: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ School official conducting follow-up: \_\_\_\_\_

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

This document shall remain confidential

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### **ELECTRONIC DEVICES**

All electronic devices are strictly prohibited while on school property without the specific consent of the teacher. Such items will be confiscated and may require a parent/guardian to be notified before return of the item. Cell phones must be kept locked in the student's locker (middle school) or secured in a backpack and in the off position while on school property.

While on school property students may not use cell phones to take photos and/or videos without the express permission of a teacher or administrator. Any student in violation of this policy will have his/her phone confiscated and will result in disciplinary action.

I-watches, or similar are not allowed at school.

Kindles, Nooks, etc., specific to assignments may be used with the express permission of a teacher and/or administrator.

Saint Margaret School does not accept liability for loss or damage of any such items.

#### **The following uses of school-provided Internet Access are NOT permitted:**

- a. To access, upload, download or distribute pornographic, obscene, or sexually explicit material.
- b. To transmit obscene, abusive, sexually explicit, or threatening language.
- c. To violate any local, state or federal statute.
- d. To vandalize, damage, or disable the property of another individual or organization.
- e. To access another individual's password, materials, information, or files without permission.
- f. To violate copyright or otherwise use the intellectual property of another individual or organization

**Any violation of school policy and rules may result in loss of school provided access to the Internet.** The principal in keeping with existing procedures and practices regarding inappropriate language or behavior may determine additional disciplinary action. When and where applicable, law enforcement agencies may be involved.

#### **Lockers:**

Lockers are school property loaned to the students for their use and are subject to periodic inspection and searches by school administrators.

#### **Rules of the Cafeteria:**

Children are seated according to class in the cafeteria. There is always an adult moderator on duty. Students are permitted to get up to throw their papers and refuse away after they have finished eating and tables have been called upon to go to class. The table and floor should be cleared completely before that group is allowed to return to class. Table manners expected at home are the same as those expected at school.

#### **Suspension:**

Suspension and expulsion are the most serious disciplinary measures used when a student acts in an irresponsible manner in or about school. Grave and/or repeated infractions may result in the suspension of a student after sufficient warning. The principal will take this action after consultation with the teacher(s). Among the types of conduct which make a student liable to suspension are

1. Dishonest behavior (cheating, stealing)
  - a. Stealing  
Stealing damages the trust we seek to build among our students and faculty. Students who steal may be asked to leave Saint Margaret School.
  - b. Cheating  
Cheating undermines the value of a Saint Margaret School education for everyone and especially the student who cheats. Copying another student's homework, or test answers; bringing notes into a test, using the Internet, books or magazines to gather information without giving the author credit are examples of cheating. Also, using cell phones to take pictures to transmit information is also cheating. Always do your own work, prepare for tests in advance and always give credit to the author when you use someone else's work on reports.
  - c. Not telling the truth  
Telling the truth is a strong character trait and reflects well on the student. Honesty in all things large and small determines how others will trust you. Always tell the truth to your parents; teachers, administrators and others who seek to learn the truth.
2. Truancy
3. Use of obscene language (written or spoken)
4. Disruptive behavior which may endanger the safety of others (i.e. fighting)
5. Consistent disrespect and defiance
6. Vandalism (payment will be made for the destroyed property)
7. Smoking on school buses or on school property
8. Any action, which is illegal.
9. Harassment of teachers or other student
10. Inappropriate touching

Suspension may be of two types:

1. Suspension out of class to some other part of the building for a time. The student may also receive detention for an in-school suspension. The student will be responsible for the completion of all assignments while not attending classes.

2. Suspension to the student's home after a meeting with one of both of his/her parents or guardians. The length of suspension will be determined on an individual case basis. The student will be responsible for the completion of all assignments while not attending classes.

## **Expulsion :**

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

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

Expulsion of a pupil from school is always a serious matter and will be exercised as a last resort. The principal has the right to expel a student. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

## **Safety Concerns:**

For the safety of our students and staff, our school building must be locked at all times. Anyone entering the school building at any time during the school day must enter at the front door on Bishop Avenue and must report to the office. A visitor's pass will be issued and the visitor will be allowed to proceed through the building. Visitors must sign in and sign out.

## **Safety:**

No child is allowed to leave the school grounds during school time.

When you drop your children off in the morning, please drop them off on Clifford Street. If you must park across the street either on Bishop Avenue or Clifford Street please get out of your car and walk your children across the street. Please pick up your children in the parking lot.

Reminder about the parking lot: Our students feel safe leaving school and very often run into the lot. **The gate will be closed at 2:30. Please park in the lined parking spots and not against the school building.**

### **Asbestos:**

Asbestos management plans have been developed for Saint Margaret School. This plan is available and accessible to you in the Principal's office.

The asbestos containing materials, which remain in the school are in excellent condition and inspected regularly.

### **Access to School Records:**

Diocesan Policy 140-G: Federal regulations require that an educational agency or institution shall give full rights under the Family Rights and Privacy Act to either parent, unless the agency or the institution has been provided with evidence that there is a court order, State statute, or legally binding document relating to such matters of divorce, separation, or custody that specifically revokes these rights. (20 U.S.C. 1230, 1232G)

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

### **Emergency School Closings:**

**Saint Margaret School follows the East Providence School system.** If they are closed we are closed. We also use an emergency call system, which will alert all parents on their home, cell or work phone as to the closing, or delay in opening or early dismissal of school. In the event of inclement weather or other emergencies, school may be closed, dismissed early, or be delayed in opening.

### **Early Dismissals:**

Parents are discouraged from making doctor or dentist appointments during the school day; however, any necessary request for dismissal must be in writing. Your child's safety is our concern. Parents requesting early dismissal must come in to meet their child at the office and sign him/her out of school. If the child is returning to school after an appointment the parent must come to the office and sign the student back in to school.

### **Fire and Lock Down Drills:**

Fire Drills and **Lock Down Drills** are held at regular intervals within the mandated guidelines of the State Fire Marshall. Every drill should be regarded as a real fire and approached with seriousness. All occupants must vacate the building immediately. Students are expected to follow school fire drill and lock down drill rules and all adult directives being given at the time of the drill. The students need to understand the seriousness of the drill and to treat this practice with seriousness and respect.

### **Bus Regulations:**

Bus transportation is a service provided by the East Providence School Department to the students of St. Margaret School who live in East Providence. Parents may choose to utilize this service if eligible or provide their own transportation. This service is a privilege provided by the city to our school. There for the students who use this privilege must adhere to those rules required by the East Providence School Department and/or St. Margaret School. You must apply in person at East Providence City Hall – 145 Taunton Ave. East Providence and show proof of residency.

The following rules have been formulated to insure the safety of all children. It should be the duty of each parent to familiarize themselves and their children with these regulations to insure proper conduct while riding the bus. The East Providence School Department and/or St. Margaret School has the right to deprive the child of the privilege of riding the bus.

1. The bus driver and monitor are in complete charge when transporting students to and from school. Students must obey the driver at all times and be respectful. The driver has the right to report a student for consistent misconduct.
2. Students are to board the bus quietly and remain seated without excessive noise so as not to distract the driver.
3. While on the bus students must keep their heads and hands inside the bus.
4. Bus riders are never permitted to leave their seats while the bus is in motion and should wait until the bus comes to a complete stop before disembarking or boarding.
5. Self-discipline should be exercised by students at bus stops and in the bus lines in the schoolyard.
6. Respect should be shown toward all passers-by while the students are riding the bus or waiting at the bus stop.
7. Students are to assist in keeping the bus clean by not eating, chewing gum, or throwing papers on the floor. Throwing items out of the bus windows can be extremely dangerous and is strictly forbidden.
8. A written note of permission from parents should be given to the principal and the bus driver if a pupil is getting off at a stop other than the regular stop.
9. Students who do not ride the bus are not allowed at any time to ride the bus with a friend.

### **Instruction:**

**Pre-Kindergarten:** This is a half or full day option.

**Kindergarten:** The Kindergarten at St. Margaret School is an all-day program.

### **Academic Program:**

The course of study at Saint Margaret School follows the guidelines of the Catholic Church, the Diocese of Providence and the State of Rhode Island. Our program provides for a full range of academic, physical, spiritual and creative activities. The integrated curriculum is designed to challenge and broaden the knowledge of each child, to help them develop their own individual gifts and talents and to help them to recognize their own personal worth.

### **Elementary:** K-5

The curriculum includes: computers, religion, literature, mathematics, language arts, spelling, social studies, science, music, art, penmanship, foreign language, and physical education.

### **Middle School:**

The curriculum includes: computers, religion, mathematics, pre-algebra, algebra, language arts, literature, Spanish, French, social studies, science, music, art, and physical education.

### **Physical Education:**

Physical education is required unless excused by a written request of a physician. The appropriate gym uniform must be worn in order to attend physical education class. Proper attire and participation are important parts of the Physical Education class. The principal must approve any modifications in attire or participation requirements.

### **Grading and Report Cards:**

**A child's grades are determined by daily class assignments, oral participation, tests, projects, and homework. Any child failing courses for the year may be required to make up or show proficiency prior to advancing to the next grade at the discretion of the principal. Students may not be retained in grade without prior approval of the principal.**

**Ethics, Christian Values, Good Citizenship and Work Habits are important in school and in life. These are some of the most important characteristics we nurture and assess at St. Margaret School. Poor work habits often lead to low or failing grades. Please give special attention where both areas are deficient.**

### **Homework:**

In order to insure complete understanding of the material presented and to retain knowledge, homework is given nightly. In addition, students should be reading each night appropriate to their grade level. Some assignments are long range in nature and require planning. Students will be given opportunities to practice preparing for a long-term assignment. Long-range assignments will often require research and ample time will be given to complete the assignment. Each teacher gives specific homework guidelines at the beginning of the year. If you have any questions please clarify with specific teachers. If your child is not doing homework please contact the teacher for a conference.

### **LEARNING DISABILITIES**

In order to receive accommodations, the student's parents/guardians must submit to the Principal a comprehensive report from a qualified learning specialist or psychologist, outlining the following information:

- The specific disability or diagnosed disorder;
- A recommendation for specific accommodations, including an explanation of why the disability requires each requested accommodation;
- Relevant educational, developmental and medical history of the student;
- Thorough documentation of the techniques or methods of evaluation;
- Test results and subtest scores;
- Professional credentials of the evaluator (licensure, certification, area of specialization).

Once the report has been submitted to the school and accepted by the Principal it will be kept on file, and the school's confidentiality procedures will be followed. To the best of our ability St. Margaret School will accommodate the students' educational needs.

### **Parent-Teacher Conferences:**

**A parent-teacher conference is ordinarily held after the first Progress Report goes home in October. The format is a "Review of Student Work with Parents." It is tentatively scheduled for October 20th. Notices will be sent home confirming day and time.**

Should any further conferences be desired during the school year, arrangements should be made by written request or by a phone call. Space is provided on the report card for a requested conference.

### **REMOTE LEARNING**

Remote Learning will only be used in certain situations approved by the principal.

#### **General Expectations for Elementary School Students**

- Students in Grades K - 2: Weekly checklists will be sent home to families electronically for students to complete by Friday at 2:30pm, or teacher communicated deadline.
- Students in Grades 3 - 8: A Learning Management System will be used to distribute student work with a Friday at 2:30pm completion goal, or teacher communicated deadline.
- Work received after 2:30 pm on Friday or teacher communicated deadline, will be considered late, and grade will reflect that.
- Teachers will evaluate student participation, work completion, and progress.
- Special Area (Art, Library, Music, PE,) activities/lessons will be posted on Sunday and students will have the entire week to complete all four assignments by Friday at 2:30 prior to the next week.
- Instruction, class assignments, and homework should be designed to fall within the below listed timeframes.
  - 10 and 25 minutes per subject area for K-2 students

- **20 and 35 minutes** per subject area for 3-5 students
- **30 and 45 minutes** per subject area for 6-8 students
- Teachers will be available via email during the typical school day (8:30am - 2:30pm) in the event that students or parents/guardians have questions.
- If the lesson is for multiple days, teachers will note this in the lesson explanation for students. Assignments will be posted for the week on Sunday. This will allow students to self-pace themselves throughout the week. The assignments can be due anytime throughout the week or at the end of the week, however this will be reflected in the expectations posted on Sunday.

#### Zoom Meetings

- Zoom meeting attendance is mandatory and students will be marked as absent if not in attendance.
- Students are expected to be dressed appropriately for learning. See Student Handbook regarding dress down days.
- Students should be in a quiet location with supplies, ready to learn.
- Cell phone use during meetings is not allowed
- Unless there is a technical error, cameras should be on during meetings

## Saint Margaret School Dress Code Regulations

**Students who are not in uniform are considered unprepared for school.**

**Parents will be called to bring appropriate uniform clothing.**

At St. Margaret School we take pride in the appearance of our students. The way they look reflects their attitude towards school and about themselves. All students are expected to dress in compliance with the uniform guidelines and to groom themselves neatly and appropriately at all times.

Regulation uniforms are worn daily in Grades Kindergarten-Grade 8.

Pre-School wears our regulation gym uniform.

Uniforms are purchased through Donnelly's School Apparel.

### Pre- School-Grade 8:

Jackets, coats, non-uniform sweatshirts, non- uniform sweaters or snow boots cannot be worn in school.

### Pre-School

**Their uniform is our gym uniform.**

**PANTS:** Navy uniform sweatpants with Saint Margaret School logo.

**SHORTS:** Navy uniform-Warm weather uniform may be worn from the first day of school until November 1st and in the spring from May 1<sup>st</sup> until the end of school.

**SHIRTS:** Navy uniform T-Shirt with Saint Margaret School logo.

**SWEATSHIRT:** Navy uniform sweatshirt with Saint Margaret School logo.

**SHOES:** Solid low black sneaker with black sole and no logos.

Physical Education Day: Any color sneaker.

#### HAIR:

**Boys'** hair must be kept neat and well groomed. No initials or letters or words may be cut into hair and hair may not be outlandish in any way (ex. Mohawk, ponytail (except for girls), spiked, or dyed any unnatural color. Hair cannot touch the shirt collar or cover eyes.

**Girls** may wear plaid headbands that are available through Donnelly's. Solid navy blue or white headbands without decoration may also be worn. These are the only headbands that may be worn. Feathers or strands of colored hair attached to the hair are not allowed. Hair cannot be dyed any unnatural color.

**TATTOS:** No rub on, Henna or real tattoos.



## Kindergarten- Grade 8: GIRLS

### JUMPERS:

Navy plaid (Grades K-5) \*Jumpers and skirts **must not be shorter than 1" above the knee.**

### SKIRTS:

Navy plaid (**Grades 6-8**)

### SHIRTS:

Gray polo with St. Margaret logo (with pants)

White blouse with peter-pan collar (with jumper)

No color shirt may be worn under gray polo or white blouse.

Light blue dress shirt (**Grades 6-8**)

**Shirts must be tucked into pants and skirts at all times.**

### PANTS:

Navy - Must be Donnelly's No substitutions

**Black belt (solid) mandatory for Grade 5- Grade 8**

### SHORTS:

Navy - Must be Donnelly's **No substitutions** Warm weather uniform may be worn in the fall from the first day of school until November 1<sup>st</sup> and from May 1<sup>st</sup> until the end of school.

### SOCKS:

**White or navy socks, navy or white knee socks or navy or white footed tights. Socks must show.**

### SWEATERS:

**Gr. K-5** Navy V Neck Pullover / cardigan

**Gr. 6-8** Navy V Neck sweater / V Neck Vest

Grey or navy – St. Margaret Official Sweatshirts (pull over and zip front)

St. Margaret Official Team half-zip

### DRESS UNIFORM: **Gr. 6 – 8 Mandatory for Mass and some Field Trips**

Light blue dress shirt worn with skirt or slacks.

### HAIR:

Plaid headbands are available through Donnelly's. Solid navy blue or white headbands without decoration may also be worn. These are the only headbands that may be worn. Feathers or strands of colored hair attached to the hair are not allowed. Hair cannot be dyed any unnatural color.

No pocketbooks or book bags may be carried during the day. Jewelry and makeup will be kept to a minimum for middle school girls.

Girls below grade 6 shall wear no jewelry or make up.

### NAILS:

No artificial nails are allowed.

### TATTOOS:

No rub on, Henna or real tattoos.

### PIRCINGS:

Are only allowed in ears.

### SHOES:

Kindergarten – Grade 8: Solid low black sneaker with black sole and no logos or black or brown dress shoe.

Physical Education Day: Any color sneaker.

### PHYSICAL EDUCATION:

Navy uniform pants with St. Margaret logo and navy T-shirt and navy sweatshirt with the school logo. Students may wear the St. Margaret School gym uniform all day on the physical education day.

## BOYS Kindergarten-Grade 8

- SHIRTS:** Gray polo with St. Margaret logo  
Gr. 6-8 Blue oxford dress shirt  
No color shirts may be worn under gray polo or blue oxford shirts.  
Shirts must be tucked in at all times.
- Tie:** Gr. 6-8 Must be worn with dress uniform
- PANTS:** Navy - Must be Donnelly- No substitutions.  
Black, brown or dark blue belt (solid) is mandatory for Grade 5-Grade 8
- SHORTS:** Navy - Must be Donnelly- No substitutions. Warm weather uniform may be worn from the first day of school until November 1st weekend, and from May 1<sup>st</sup> until the end of school.
- SOCKS:** White or navy socks. Socks must show.
- SWEATERS:** Gr. K-5 Navy V Neck Pullover  
Gr. 6-8 Navy V Neck Pullover / Navy V Neck Vest  
Grey or navy – St. Margaret Official Sweatshirts (pull over and zip front)  
St. Margaret Official Team half-zip
- DRESS UNIFORM: Gr. 6 – 8 Mandatory for Mass and some Field Trips**  
Light blue dress shirt and tie worn with pants and navy sweater or vest
- HAIR:** Boys hair must be kept neat and well groomed. Hair cannot cover the shirt collar or cover the eyes.  
No initials or letters or words may be cut into hair and hair may not be outlandish in any way (ex. Mohawk, ponytail (except for girls), spiked, or dyed any unnatural color.
- PIRCINGS :** Boys may not wear earrings.
- TATTOOS:** No rub on, Henna or real tattoos.
- PHYSICAL EDUCATION:**  
Navy uniform sweat pants with St. Margaret logo and navy T-shirt and sweatshirt with the Saint Margaret School logo. Students may wear the St. Margaret School gym uniform all day on the physical education day.
- SHOES:**  
Kindergarten – Grade 8: Solid low black sneaker with black sole and or black or brown dress shoe. Physical Education day: Any color sneaker.

### DRESS DOWN DAYS:

On designated "Dress Down Days" students may not wear high heels (girls), flip-flops, clogs or open back shoes. **Shirts/blouses must cover shoulders. Midriff must be covered and clothes cannot have holes or tears. Shorts must be long enough to cover past the student's extended fingertips with arms extended by sides.**

Adherence to school uniform rules is important to the character of the school. It is an expression of school pride and respect. If students are not in compliance, parents will be called to bring proper clothing to school.

## Middle School:

Many procedures are consistent throughout the entire school but additional areas pertinent to the Middle School are addressed in this section.

St. Margaret Middle School recognizes that every student needs attention, acceptance, approval, and a sense of achievement. In a secure climate every effort is made to generate a sense of joy for learning. The focus of the school is on the facilitation of learning, the enhancement of the student's self-concept and the formation of a faith community.

A strong emphasis is placed on respect. Each student is expected to have respect for themselves, the faculty, staff, each other, and the property of others.

The following guidelines have been developed for the use of the students, faculty, and staff for the school year.

### **Learning Environment:**

Students are expected to be prepared for all classes, in person or remotely. They should report to each class with all the necessary materials, ready to learn. These materials include, but are not limited to, a binder, paper, pens and pencils, the necessary books and assignment notebook as well as any homework assignment due. **Failure to do so will be considered being unprepared for class.**

### **Books and Computer Material:**

All class and library books and computer material are to be used with respect. Anyone who defaces or loses a book/computer will be expected to pay the current replacement fee.

Students must bring appropriate books to each class. **Failure to do so will be considered being unprepared for class.**

### **Homework:**

Homework is assigned on a regular basis in all major subjects and is considered part of the student's grade each trimester. It is the student's responsibility to keep track of all assignments and arrange for all make-up work. Students will be given two days to make up the work for each day absent. If your child is not doing homework please notify the student's advisor or the specific teacher on the middle school team. Students should read for a minimum of 30 minutes per night.

### **Unprepared for Class:**

Being unprepared for class is considered a serious offense because it reduces valuable education time for the student, the class as a whole, and the teacher. Students will be given a warning for the first offense. A second offense in the same academic subject will require the student to remain in school during lunch and recess with an assigned teacher from the middle school. Parents will be notified through a note or phone call.

### **Lunch Detention:**

For infractions of rules, students may be assigned to lunch detention, which consists of eating lunch with an assigned teacher away from the cafeteria area. Lunch detention will be given for such matters as:

1. Lack of courtesy to teachers, personnel, and other students
2. Lack of respect for property
3. Failure to consistently do homework
4. Disrupting class
5. Pushing and tripping other students in hallways and/or stairways
6. Any matter for which a teacher may deem necessary.

**TWO LUNCH DETENTIONS IN A WEEK WILL RESULT IN AN AFTER-SCHOOL DETENTION. DETENTION WILL BE HELD ON MONDAYS, AFTER SCHOOL FROM 2:30 UNTIL 3:15.**

Parents are urged to support the school so that the child will learn his/her responsibility toward carrying out our school policies

**Students will receive disciplinary referrals signed by the teacher and the principal as warranted.**

Students who receive three disciplinary referrals in a trimester must meet with their parents and the middle school team. If a fourth is received, the child receives an in-house suspension and is put on probation.

**Dress Uniforms:** Must be worn for Mass, even if it is a gym day. Children will be allowed to change after Mass for gym.

### **Honor Roll (Grade 6-8):**

To achieve the Honor Roll at St. Margaret School signifies great achievement. To be clear, all subjects, including Art, Computer, Music, and Physical Education, are important. They are part of the grading process.

**High Honors – No grade lower than 96 or G**  
**Honors – No grade lower than 90 or G**

Students will not receive Honors if they are given any negative marks in Christian Values.

### **Awards:**

Special awards for academics and citizenship will be given to students in the graduating class at a formal awards ceremony. Classroom awards for students that are not in the graduating class are at the discretion of the classroom teacher.

### **Eighth Grade Awards**

#### **Highest Academic Achiever:**

To the student who maintains the highest academic average from Grades 6-8.

#### **Outstanding St. Margaret Student:**

To the student(s) who exemplifies the values of respect, responsibility, leadership and cooperation as well as academic achievement.

#### **Presidential Excellence Award:**

Given to those members of the graduating class who have maintained a 95 - 100 average in each class per trimester, over Grades 6-8.

#### **Presidential Achievement Award:**

Given to those members of the graduating class who have maintained an 85 -94 average in each class per trimester, over Grades 6-8.

#### **Peer Award:**

Students vote on a peer that they have found to be an inspiration.

#### **Eric Valdepenas Award:**

This award is presented in honor of Eric Valdepenas who graduated from Saint Margaret School in 1999 and was killed in Iraq in October 2006. The award recognizes a student(s) who are honest, loyal, religious and courageous.

#### **John P. Rezendes Award:**

This award is presented to the student who has demonstrated outstanding courage and strength in overcoming any and all challenges and obstacles to achieve success. We honor that student for showing progress in his/her life as it relates to school, friends, and the willingness to face the future with a positive attitude.

### **Standards for Parents of Children Attending Catholic Schools**

It is a longstanding Church teaching that parents are the primary educators of their children. The school

cooperates with the parents in this primary role as educators. Indeed, the school-parent relationship is a prior relationship to the school-child relationship. Together the parents and the school form a kind of sacred partnership. This partnership aims to foster and promote the spiritual and temporal formation of the parents' children. This partnership is based on a shared vision and understanding of a Catholic education and the stated nature of the education provided at a particular school, mutual trust, collaborative efforts, and agreed upon financial obligations. Parents are obligated to support fully the school administration and the school staff in contributing to the spiritual, moral, academic and physical development and welfare of students. If, in the opinion of the school administration, parental behavior, including but not limited to actions and verbal or written communications, seriously interferes with the spiritual, moral or academic good of the school community, is contrary or opposed to the stated nature of the education at a particular school, undermines the mutual trust, obstructs or diminishes the collaborative efforts of the parents and school, endangers the physical well-being of the students, or causes grave scandal, fails to meet financial obligations, the school may, at any time, sever the partnership with the parents and require the parents to withdraw their children from the school. **(Revised 8/14/12)**

**Parents:** I/We understand that Saint Margaret School is a school of choice and that, by signing below, I/We agree to accept all the responsibilities listed in the Student/Parent Handbook. Failure to do so on my/our part or on the part of my/our child (ren) may result in a reassessment of the placement of my/our child (ren) at Saint Margaret School. I/We also agree that involvement in my/our child (ren) education is necessary to ensure his/her spiritual growth, academic achievement, positive attitude and excellent behavior. Therefore I/We will:

1. Have my/our child (ren) in school every day on time (8:20) and in uniform.
2. Ensure that he/she arrives at school prepared to learn.
3. Support all the schools regulations including homework, attendance, discipline and uniform policies.
4. Communicate with my/our child (ren)'s teachers regularly.
5. Attend Mass on a regular basis with my/our child (ren).
6. Attend school meetings as scheduled during the school year.
7. Remain vigilant regarding your child (ren)'s social media useage.

**Students:** I understand that my education is important. I know that I am responsible for my own success. Therefore, I agree to carry out the following responsibilities and **I Will:**

1. Attend school and be on time (8:20) and in uniform.
2. Arrive at school prepared and ready to learn.
3. Respect my teachers, other school staff, volunteers, and other students.
4. Attend Mass regularly.
5. Follow all school and class regulations.
6. Complete and turn in all my homework on time.
7. Be responsible for my own behavior- no excuses.
8. Resolve problems by using appropriate words.
9. Respect the property of others.
10. Promptly return all corrected assignments and other school information to my parents/guardians.

Manual of Policies and Regulations – The Diocese of Providence provides the guidelines for any policies and regulations not covered in this handbook.

The cooperation and understanding of the parents are essential to the maintenance of a Catholic School environment that upholds good Christian principles, values, and attitudes.

### **Right to Amend:**

Saint Margaret School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via e-mail communications.