

Mission Statement

St. Kevin School educates students in the Roman Catholic tradition who embrace our educational philosophy and Catholic Christian values. The school provides academic excellence in a nurturing environment, forming students with a strong moral character. Our curriculum and spiritual support prepare our students to realize their potential as life-long learners and enlightened Christians in the community.

Philosophy

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

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

Saint Kevin's School admits students of any race, color, national and ethnic origin to the rights, privileges, programs and activities generally accorded or made available to the children of the school.

Goals and Objectives

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

Objectives:

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

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

Objectives:

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

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

Objectives:

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

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

Objectives:

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

General Policies, Programs and Information:

Office

The office is open 8:30 –3:30 Monday through Friday, except for vacations and holidays.

Telephone

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

Before School Care

Before school care is available from 7:30-8:30 in the morning. Members of the teaching staff will run this program. It is approved by the Department of Education. The price is \$6.00 an hour and must be paid by the week. You will receive a bill from the rectory. If payments are not made in a timely manner, your child will not be allowed in the program.

After School Care

Extended day care is offered to school age children ages 4 and up. It is available on all school days from 3:00-6:00 p.m. Miss JessicaHines is the director of this program. Students who are not picked up by 3:15 are sent to After School Care which is held in room 2B. All students must be picked up by 6:00. Parents will be contacted if they are late. If all emergency numbers have been exhausted and no one can pick up the child, the police will be called to take care of the student.

Attendance

Students enter the building at 8:45 and classes begin at 8:55 a.m. For the safety of the children, no child walking or riding should be on the school grounds before 8:30. Supervision of the students begins at this time outside in the yard. On rainy and severely cold days children in the elementary school assemble on the first floor of the school. Middle School students report upstairs to a supervising faculty member. Students must be in school in order to attend any activities that may take place after school.

Excused absences and attendance procedures

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

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

Guardians of any student whose absence is unplanned must call the school. The answering machine is always on if you wish to call before school starts. The call should be repeated on each subsequent day of

the student's absence. If the school does not receive a call, the student's guardians will be called at home or at work. **A note from the parent or guardian will be required for readmission to the classroom. This note must verify the reason for the absence and include both the date and the parent's signature.**

Punctuality

Children should be on time for school, as tardiness disrupts class time and procedure. Students who walk to school or are driven by car must be in their classroom by **8:45**. Children who are late to school must report to the office and sign in. **If a student is late five times a month or more, the student will either lose his/her morning recess, receive a detention, be denied dress down privileges or in extreme cases, be suspended from school. Warwick Public schools indicate that 15 tardies or more are considered excessive.**

Early dismissals

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

Truancy

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

Access to School Records: - Diocesan Policy 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 as divorce, separation, or custody that specifically revokes these rights.

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

Emergency School Closings

Schools may be closed, dismissed early or be delayed in the event of inclement weather or other emergencies. In this case there will be an announcement over the WPRO radio station. You can also go online to www.turntoten.com and look at the Warwick School Announcements and register for them to notify you by e-mail of the Warwick Public School Announcements. Warwick Public Schools do not have morning kindergarten on days with delays. Your child may come to school, but there is no bus transportation. You will have to provide transportation for your kindergarteners on those days.

Our school will follow the Warwick school system, unless otherwise announced. If no report is heard, it can be assumed that school is in session. If you think we will have an early dismissal due to inclement weather, please do not call the school since lines must be kept open. **Please give your child(ren) instructions on procedures to follow in emergency circumstances such as early dismissal due to snowstorms. The after school program is not open on early dismissal days. In the event of a one hour**

delay, the morning program will also have a 1 hour delay. This program will begin at 8:30 rather than 7:30 with an hour delay.

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

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

Emergency Forms

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

1. The address and phone number where the parents can be reached during the day.
2. The addresses and telephone numbers of at least two relatives or close friends who have previously agreed to take the parent's place in case of emergency. Either of the two just mentioned should live within a reasonable distance from the school and should have a car and be free to come for the child.
3. Please have instructions on the form for emergency closings due to storm conditions.

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

Health Services

All medical information is to be sent into the school nurse. Physicals are required for those entering Pre-school, Kindergarten and grade 7.

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

Dispensing Medication

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

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

Student illness during school time

Each year parents are asked to submit emergency phone numbers. If a student becomes ill during the school day, you will be contacted. If a parent 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.

School parents and visitors

Parents and visitors to the school need to report to the office and enter the building through the front door only. Parents needing to bring messages, lunches, raincoats, etc. should leave them in the office so as not to interrupt the class. Parents are not to visit in the classrooms or the corridors without permission from the office.

Parents requesting conferences with teachers need to make an appointment. Unannounced meetings disrupt the teacher's schedule and do not allow for supervision of the students. If you need a conference, either call the school or send in a note so that the teacher can set up a mutually convenient time.

Parents are welcome to volunteer their services in the lunchroom or at an activity that has been planned with the teacher. We appreciate your cooperation in this manner.

Field trips and field trip transportation issues.

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

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

The parents must complete a special permission slip before the student will be allowed to participate in the field trip. **Please note that a blank field trip form is available on our website: www.saintkevinschool.org. E-mail signatures and phone call permission are not allowed.**

Due to insurance liability problems, all students and chaperones must ride the school bus to the field trip. Students cannot be dismissed to a parent or guardian from the field trip site. All students and chaperones must leave and return to school on the school busses that are provided.

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

Homework

Homework is given to:

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

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

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

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

Progress reports/ Report cards

Progress reports will be sent to all parents in grades 1-8 during each trimester. Please sign them and return them to school.

Report cards for grades 1-8 will be distributed each trimester. Report cards will be received in December, March and June. Please sign the report card and return them to school.

Promotion

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

Students are transferred into the next grade if the parents will not grant permission for the student to be retained. However, the student may not attend Saint Kevin School.

Retention is suggested when the student did not master the concepts of the grade. Generally this is suggested in the early grades of kindergarten of grade one to help the student develop the necessary skills to be a successful student in the following grades.

Academic Probation:

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

HONOR ROLL

Schools are not required to have an Honor Roll, but if they do, they must conform to the guidelines as noted below. The honor roll is for use in grades 6 – 8 only. Grades 4 – 5 may issue an Achievement Award based on school designated criteria.

The Honor Roll includes all academic subjects: religion, mathematics, science, reading/literature, writing/composition, spelling/vocabulary, and social studies. If offered, a world language is to be included as an academic subject if classes are held 3 or more times per week. For academic subjects:

- High Honors with Distinction ~ all 4.5-5.0 in every major subject and demonstrate Christian Values
- High Honors ~ 4 – 4.9 in every academic subject and demonstrate Christian Values
- Honors ~ 3.5 – 3.9 in every academic subject and demonstrate Christian Values

Special subject areas include: art, music, physical education/health, P.E., Foreign Language and computer. To qualify for Honor Roll a student must have at least a 2.0 in each of the special subject areas and demonstrate Christian Values. If a student lacks Christian values in two or more subjects he/she will not make honors.
(Revised 6/10)

Parent Conferences

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

School Lunch Program

Saint Kevin School provides a hot lunch program Monday – Friday. Our hot lunch program is contracted with the Warwick Public School system on Monday – Thursday. On Friday we have pizza day. Ice cream is sold on Tuesdays and Fridays for grades 1-8. Additionally milk is available every day.

Lost/Damaged Textbooks

Students who either lose or damage their textbooks will be fined the cost of replacing that textbook for the school year. Failure to pay for the textbook requires a penalty of a withheld report card until payment is made.

School Lockers

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

Computer Use Policy

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

Personal Belongings

Bringing personal belongings to school is discouraged. Items such as game boys, trading cards, dolls, CD players, I pods, M-3 players, and cell phones, etc. should not be brought to school. In the event that students have them they need to remain in their lockers. Cell phones and pagers are to be kept off during the school day and kept in the student's locker. Students may look at trading cards during lunch and recess, providing that there is no trading of cards done on school property. Students who use electronic devices during school time will have them taken away from them by the teacher. If the item is removed a second time, the parent must retrieve the item from the principal.

Advisor -Advisee Program

This program is available for students in grades 5-8 as part of the Middle school program. Emphasis is placed on the children learning to interact with their age group, setting academic goals and fulfilling them and in dealing with the self-esteem and behavioral issues common to middle school students. Student Council, Enrichment and Yearbook are available. In addition, the middle school offer department nights two time a week. Students need a signed permission slip to attend department nights. Groups of 10-15 students meet with a faculty advisor once a week for a period of 45 minutes.

Transportation

Private Transportation/ Dismissal to the Parking Lot

Parents who drive their children to school in the morning should come into the grounds through the driveway between the church and the rectory. The children should be dropped off by the side of the school near the garage and leave the grounds either by Cathedral Road or by Elmbrook Drive. On entering the school premise parents are reminded to maintain a cautious low speed. No car is permitted to enter the playground before school or when the children are at recess. Please do not go beyond the coned off areas. We ask your cooperation for the safety of the children.

At dismissal time, the children must be picked up in the coned area of the playground. **Children in Pre-K – grade 3 will be dismissed to the parent. Once the parent has been given the child, it is the parent’s responsibility to supervise the child in the parking lot. If the parent is not present, the child will be sent to the Extended Day program for supervision. The parent will be responsible for supervision fees after 3:15.**

Bikes, scooters and skateboards

Students riding bikes to school are encouraged to use all safety precautions, including using a helmet. They are to put their bikes in the bike rack located in the parking lot. They are to be locked in place, and cannot be ridden before school, during recess or lunch. At the end of school, students must take precautions on exiting the parking lot in a safe manner. **Students who do not wear their helmets will not be allowed to go home or ride a bike to school.**

Use of skateboards and scooters are **prohibited** because of inadequate storage and safety reasons. Please leave these modes of transportation at home.

Student Walkers: Safety Reminders

1. Always use sidewalks when provided and look both ways before crossing the street.
2. Obey all traffic signals and markers, crossing only at the crosswalks with a crossing guard. Always be cooperative with the safety patrol at all times.

Bus transportation

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

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

1. The bus driver and the monitor are in complete charge when transporting students to and from school. Students must obey the driver and the monitor at all times and be respectful. The driver has the right to report a student to the principal for consistent misconduct.
2. Students are to board the bus quietly and remain seated without excess 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 full stop before boarding or disembarking.
5. Students at bus stops and in the bus lines should exercise self-discipline.

6. Respect should be shown to all passers-by while 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. Bringing food or drinks on the bus is prohibited.
8. A written note of permission from parents should be given to the principal and the bus driver if a student is to be getting off at a stop other than the regular one.
9. Students who do not ride the bus are not allowed at any time to ride the bus with a friend.

TUITION POLICY

St. Kevin School is financed primarily through tuition. In order to preserve the financial stability of St. Kevin's, tuition must be collected. St. Kevin School has contracted with Tuition Management to facilitate tuition collections. There are 3 collection plans offered by Tuition Management.:

- 1.) Pay in two installments
- 2.) Pay in four installments
- 3.) Pay in 11 Monthly installments

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

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

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

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

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

The Administration of Saint Kevin School utilizes the services provided by Tuition Management program to facilitate tuition collection. Information concerning this service is provided at the time of registration. Any questions regarding payment may be addressed to this program or to the rectory bookkeeper (737-2638). The school does not have tuition payment records on the premises. In the event that your tuition is months late, the school and the bookkeeper is notified. A child's attendance may be in jeopardy if tuition payments do not remain current.

Tuition Aid Policy

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

1. The family must be a registered and active member of Saint Kevin parish. Families from outside the parish should make application to their own parish for the financial assistance available there. Families living outside the parish boundaries must be registered for one year at Saint Kevin before becoming eligible for tuition aid as members of the parish.
2. Parents are expected to attend Mass weekly and contribute to the parish budget.
3. Family members must be willing to participate in all parish fundraising activities as these make up the bulk of parish subsidy to the school. Volunteering to help with school activities & services also helps to keep the tuition costs down.
4. The family must keep up with the monthly payments of their portion of the tuition and must be paid in full for the current year.
5. The family must fill out a student aid form that will serve as a basis for determining the amount of aid to be given to each family. It is provided in January and is due in early February. Late applications jeopardize any chance of financial assistance.

School Board

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

Parent-School Organization

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

The objectives of the Association are as follows:

1. To promote open communication and cooperation among parents, staff and administration.
2. To direct and coordinate parental support of the school through assistance activities, social functions and fund-raisers.
3. To foster advocacy of parents regarding legislation that affects our school, as well as the lives of our students and parents.

Dress Code

Saint Kevin School has a dress code that must be strictly observed. To dress properly is part of the training that we are trying to impart to our pupils. Obedience to the rules and regulations of the school is part of that character that we believe is essential in a good Catholic education.

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

Girls - Basic School Uniform

Grades 6-8: Skorts and a short sleeve button down or (in colder weather) long sleeved light blue blouse. A solid navy blue sweater or sweatshirt may be worn. The sweater or sweatshirt may be plain or have the school logo. No other logos are allowed. **The skort must be no less than 1 inch above the knee all year. White or navy socks which come over the ankle must be worn. No sport socks or stockings. Knee socks are appropriate.**

Grades K-5: A jumper with a light blue round collar blouse for grades K-5. White or navy blue crew socks that come **over** the ankle and/or tights for all grades. **NO sport socks or stockings; knee socks are appropriate.** A solid navy blue sweater or sweatshirt may be worn. The sweater or sweatshirt may be plain or have the school logo. No other logos are allowed.

Warm weather (70+F): Navy blue dress walk shorts and a light blue polo shirt may be worn. (Generally, August – Columbus Day; Mother’s Day until the end of school).

Cold Weather (32-F): Girls are allowed to wear dress navy blue slacks with a light blue blouse. (Generally Thanksgiving –April vacation)

Respectable sneakers or shoes for all grades. Black shoes that tie or loafers are acceptable. Solid black sneakers with no secondary colors (i.e. stripes or colored laces) are also acceptable. Clogs, Crocs, or any other type of open back shoes and heels pose a safety hazard not only when playing in the yard, but on the stairs as well. **They are not allowed.** On gym days sneakers must be solid or neutral in color, preferably without black soles as they scuff the floors.

Boys - Basic School Uniform

Grades 3-8: Navy blue pants with a black belt, light blue oxford Shirt, navy blue tie or (in colder weather) long sleeve light blue oxford shirt

Grades K-2: Navy blue pants with a black belt, light blue polo shirt, short or long sleeved depending on the weather.

White or navy crew socks which come **over** the ankle must be worn. **NO SPORT SOCKS.** Black shoes that tie or loafers are acceptable. Solid black sneakers with no secondary colors (i.e. stripes or colored laces) are also acceptable. Clogs, Crocs, or any other type of open back shoes and heels pose a safety hazard not only when playing in the yard, but on the stairs as well. **They are not allowed.** On gym days sneakers must be solid or neutral in color, preferably without black soles as they scuff the floors **Sneakers with wheels are not allowed.**

Warm Weather (70 degrees+): Navy blue walking shorts with a black belt and light blue polo may be worn. Cargo type shorts are not acceptable. Walking shorts do not have pockets on the front of them and do not go below the knee. Students who are wearing shorts that are too large or that are not regulation dress walking shorts will be asked to change them. Parents will be called to provide the appropriate uniform shorts or pants.

Cold Weather (32- degrees): All Students may wear solid navy pullovers, navy buttoned down sweaters, or navy sweater vests, either plain or with the Saint Kevin logo during the colder months. **No sweaters or sweatshirts with other logos will be allowed. Navy blue sweatshirts with the school logo are acceptable.**

Physical Education Uniform for Boys and Girls

Solid light gray sweatpants and a solid light gray sweatshirt are the dress code. A light blue polo or white turtleneck must be worn under the sweatshirt. Long gray gym shorts may be worn in warmer weather. Solid white, black or neutral sneakers should be worn on gym days. Colored tee shirts under polos on gym days are not acceptable.

Grooming: Boys and girls are expected to be well groomed at all times. Hair must be neat, not appear unkempt, bushy or disheveled. It is expected that boys will have a traditional style cut. Long hair is unacceptable. Students are to avoid extremes in hair styles (either too long or too short), unnatural hair coloring and/ or other ornamental hair products. This includes carving lines or numbers and completely

shaving one's head. Girls must also maintain their hair in styles that are appropriate for their age. The principal reserves the right to determine inappropriate styles or length of hair. Parents will be notified and appropriate action will need to be taken as determined by the principal.

Jewelry and earrings should be discreet and kept to a minimum. Girls may wear one earring in each lobe, no dangling earrings because they are a safety hazard at gym or playing outside. The principal reserves the right to determine if students are in violation of this code. Boys are not allowed to wear earrings.

Make-up for girls needs to be kept to a minimum. Natural colored lip-gloss can be worn. Eye makeup is not allowed. Nails need to be neatly manicured; appropriate nail polish is acceptable. The principal reserves the right to determine if the students are in violation of this code.

Casual / Dress Down Days

Occasionally students are given the opportunity to wear "everyday" clothes to school. These must be tidy in nature, with no holes. Shirts may not have any offensive sayings or logos on them, and tank tops are not allowed for boys or girls. Flip flops, crocs and the like are not acceptable as they pose a safety hazard. Shorts and skirts need to be of a modest length; short shorts or mini- skirts are not allowed. The principal reserves the right to determine if students are dressed inappropriately.

It is important to note that students are not required to participate in dress up or dress down days. If they choose not to participate, they can simply wear their uniform.

BEHAVIOR CODE:

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

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

Student Responsibilities

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

1. Fighting, punching, pushing, shoving, jousting, or wrestling
2. Running in the building and in the school yard
3. Throwing hard objects
4. Disregard of fire drill procedures
5. Taking others' belongings without consent.
6. Bringing potentially dangerous objects to school

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

1. Loud talking or shrill noises in the corridor, stairway or classroom areas.
2. Running through the corridors.
3. Disturbing others when they are trying to listen or work
4. Continually leaving seat without permission

5. Speaking out during class time

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

1. Booing, swearing or offensive gestures
2. Interrupting
3. Disrespect to teachers, staff members, adults or fellow students
4. Name-calling, insulting remarks or offensive language towards individuals.
5. Disrespect for the presence of the Eucharist before or during Mass or other liturgies by talking to others or exhibiting behavior that lacks reverence for the Blessed Sacrament.

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

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

Rules of the cafeteria

Children are seated according to class in the cafeteria. There is always an adult monitor on duty. The children are to speak in low tones to those at the same table. They are permitted to get up to throw their papers and refuse away only on the way out after they are finished eating, and tables have been called to go outside. The table and floor should be cleared completely before that group is allowed out for recess. Table manners expected at home are the same as those expected at school.

Fire, Lockdown and Evacuation Drills

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

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

Discipline

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

- A. Some examples of corrective measures which may be employed by teachers for less serious offenses:
1. Verbal reprimand
 - a. student/teacher conference
 - b. student/ administrator conference
 2. Time out place
 3. Constructive written assignments

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

B. Extreme misconduct and continued disregard for school rules and regulations will be brought to the attention of the principal. In the event that the principal is not in the building, the Middle School Team Leader has the authority to determine whether the offender should be suspended.

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

School Policy on Violence

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

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

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

Suspensions

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

In the Principal's absence, the Middle School Team Leader has the authority to suspend a student for the following infractions.

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

1. Dishonest behavior (cheating, stealing)
2. Truancy
3. Use of obscene language – written and/or spoken
4. Disruptive behavior which may endanger the safety of others (fighting)
5. Continual disrespect or defiance
6. Vandalism (payment will be made for destroyed property)
7. Smoking on school buses or anywhere within the borders of the school grounds or inside the school.
8. Any action which is illegal
9. Harassment of teachers or other students
10. Offenses related to mood altering substances such as sniffing white out, nail polish and other such substances.

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

1. Suspension out of class to some other part of the building for a time. The student will be responsible for the completion of all assignments while not attending classes.
 - A. In- school suspension (1-2 days) may be applied to some serious transgressions for a first time offender. A parent will be notified to discuss measures that must be taken to correct and prevent recurrence of unacceptable behavior.
 - B. Suspension to the student's home until one or both parents/guardians contact the principal and return to school to discuss the problem and reach mutual agreement. Upon reinstatement, a pupil will be put on probation. His/her conduct will be scrutinized very carefully. If there is no change in conduct and attitude, the student will be required to leave Saint Kevin.

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

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

Parents will be notified in conjunction with the Warwick Police Department. "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." -- Manual of Policy and Regulations, Diocese of Providence.

SKS Gift Card Program

The Gift Card Program is a major, year round fundraiser for the school. The school purchases gift cards in bulk at a discount from local retailers. The school earns 5% when you purchase these cards at St. Kevin to use when shopping for groceries, prescriptions clothing gifts and much more. The program is convenient, easy to participate in and costs no more than what you would be spending when you shop. Best of all, families that participate will receive a Tuition Discount Card that will be stamped each time a \$50 purchase is made. Once the card is full, it can be redeemed for a \$50 credit towards tuition. Please participate in this worthwhile and profitable fundraiser. For more information, please contact the school or Gift Card Program Coordinator.

Gift Card Program – Tuition Discount Card Policies

Tuition Discount Cards will receive ONE stamp for each %50 spent on Gift Cards purchased at through the Saint Kevin School Gift Card Program. Fully completed Tuition Discount Cards (must have 50 stamps) are worth a \$50 credit and are redeemable on final tuition payments each year. You may fill in as many cards as you are able. The Tuition Discount Cards have no cash value and cannot be redeemed for cash.

Completed Tuition Discount Cards must be submitted to the parish bookkeeper no later than February 28th in order for the discount to be applied toward tuition for the current school year, with the exception of tuition that has been paid in full.

Families who choose to pay tuition in full will have Tuition Discount Card credits deducted from their tuition at the time of payment. There will be NO credits given on full Tuition Discount Cards that are submitted AFTER tuition is paid in full for the current school year. (NO EXCEPTIONS!!!) These cards may be applied to your child's tuition at St. Kevin for the next school year or may be donated to a needy family at St. Kevin School. If your youngest child is in the 8th grade and you have paid your tuition in full before the school year has ended, we invite you to continue to support the Gift Card Program. This will ensure that funds raised are used to help make tuition affordable for current SKS students. Please consider donating your fully completed Tuition Discount Cards to a needy family at SKS.

Saint Kevin School Parent/Student Handbook

2010-2011

I have read the Saint Kevin School Parent Student Handbook and agree to abide by all the policies.
(Grades 3 -8)

Signature of Student(s)

Date

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

Signature of Parent

Date

At various times, photographs are taken of our students. I/we give permission for my child/ren's picture(s) to be used for newspaper and other materials of Saint Kevin School.

Parent signature
date

