



Parent-Student Handbook

2024-2025

42 Bishop Avenue Rumford, R.I.
401-434-2338
www.stmargaretsch.org

SAINT MARGARET SCHOOL

42 Bishop Avenue, Rumford, RI 02916 | 401- 434-2338

Dear Parents and Students,

Welcome to the 2024 – 25 school year!

In choosing Saint Margaret School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent-Student Handbook reflects the policies, procedures, and expectations of Saint Margaret School for the 2024-2025 school year. It serves as a guide to help you navigate the school year successfully. Inside, you will find details about our academics, code of conduct, dress code policies, attendance policies and much more. Please read this document carefully. This agreement states that you intend to abide by the policies of Saint Margaret School during the 2024-2025 school year.

The faculty and staff of Saint Margaret School look forward to working with you to promote academic excellence and spiritual growth in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Blessings,

Janine Cooney
Principal

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 that awakens an awareness of their uniqueness, innate talents, and abilities.

- By teaching respect, appreciation, and tolerance of others by offering classrooms that 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 Tuesday and Wednesday from 9:00 a.m.-1:00 p.m.

Telephone:

The Main Office school number is (401) 434-2338.

The After School Program phone number is (401) 222-9395.

Assembly:

At St. Margaret School, we plan a varied schedule of programs, including speakers, plays, musical events, and 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 school's life, symbolizing the presence of and desire for community at St. Margaret School.

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.

Extended Day Care:

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

Morning care is available daily from 7:30 am – 8:00 am for no charge.

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 a student participation in a field trip for failure to meet academic and behavioral requirements.

The school uniform should be worn on field trips unless otherwise specified.

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 the 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.

General Policies, Programs, and Information: (cont.)

Health Services:

All medical information must be sent to the office school. 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.

If a child needs medication during the school day (this includes Tylenol, Advil, cough medicine, etc.), a note from the parent stating the need for the child to be medicated needs to be supplied with the medication and dosage and delivered to the school office upon arrival in the morning. Please do not send medication to school with the child for self-medication. This is prohibited in the new Rhode Island Department of Health regulations.

Social Networking Sites:

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

No parent should open a Facebook or Instagram 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.

Student Support Initiative:

Extra help is available to support students with learning difficulties. Teachers will meet with the Principal to determine what engagement strategies can be used to help those students achieve success within the classroom. Parents will be consulted and 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.

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 website or social media accounts. Parents who do not want their child photographed must select Option B, "DO NOT Photograph," in the Media Release section of the Enrollment Contract.

Tuition:

Tuition for Pre-kindergarten through Grade 8 may be paid through a ten-month plan, a two-installment plan, or Paid in Full. Payments begin in June and are completed by March.

To be eligible for our Parishioner tuition rate, families must contribute \$10.00 per week (\$520.00 per calendar year) to the St. Margaret Church budget. To ensure proper credit, families should use Faith Direct.

Family members are asked to participate in all school fundraising activities to support the school. Volunteering to help with school activities and services helps to keep the tuition costs down.

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

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

General Policies, Programs, and Information: (cont.)

Withdrawal and Tuition Obligation:

If a student withdraws from the school or is dismissed from the school, they are responsible for a portion of the tuition, depending on the date of withdrawal/ dismissal:

<u>Withdraw or dismissed on or before this date:</u>	<u>Family must pay this percentage of tuition:</u>
September 1	25%
October 31	50%
January 1	75%
February 1	100%

Tuition Assistance:

St. Margaret School awards aid made available from the Diocese of Providence and the (St. Margaret School) Fitzpatrick Endowment. To qualify for this tuition assistance, you must apply to www.factstuitionaid.com. Please contact the Principal for more information.

Tuition assistance for non-parishioners may also be provided through the students' parishes, and families should contact their pastor directly to request aid.

Lockers:

Lockers are school property loaned to students for their use. School administrators inspect and search them periodically.

Attendance:

School Day

The hours of the school day are 8:15 a.m. – 2:30 p.m.

Students arriving between 7:30 a.m. and 8:00 a.m. must report to the Early Care Program in the Library. Students arriving between 8:00 a.m. and 8:15 a.m. should report to the schoolyard for morning recess. The bell rings at 8:15 a.m. for students to line up and process to their classroom/homeroom.

Pre-K and Kindergarten students do not report to the schoolyard at drop-off and should confirm their meeting space with their classroom teacher.

Drop Off

Cars may park along Clifford Street or Bishop Avenue for morning drop-off.

Students are to be in homerooms before the 8:20 a.m. bell.

Students arriving at or after 8:20 a.m. must enter through the front door to receive a late slip.

Classes begin at 8:30 a.m. for all students, and students are dismissed at 2:30 p.m.

Punctuality:

Children should be on time for school, as tardiness disrupts class time and procedure. Children must be in school by 8:20 a.m. 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.

Attendance: (cont.)

Excused Absences and Attendance Procedures:

Reporting an absence and signing out to leave school are vital procedures that enable the school to account for the student's whereabouts. Since the absence procedure also protects the school's academic integrity, 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 the 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 p.m.** 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.

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.

Evacuation:

If 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 school's well-being, to the Wolf School, 215 Ferris Ave.

Behavior Code:

At St. Margaret School our goal is to provide an environment where our students will grow and become caring and responsible people. It is our desire that all those involved (administration, faculty, parents and students) will act in a Christ-like manner which is characterized by fairness and compassion when dealing with others. Our special aim is to help each student develop self-discipline. The primary focus of any disciplinary action, whether at home or at school, should be to guide the student toward more appropriate behavior rather than merely to punish the misbehavior.

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 apply to all students at school functions, whether at home or away.** Behavior that 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 the use of e-mail or social media, by any member of the school community to any 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 expulsion. 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 zero tolerance for illegal drugs. The use, sale, or possession of any drug may result in expulsion from school and notification of the police department.

Students will refrain from yelling, screaming, and shouting when moving between classes.

Hats and caps are not to be worn in school.

Skateboards, rollerblades, or unauthorized toys are not to be brought to school. Any item brought into school violating this policy may be confiscated and returned to the parent.

Fireworks or any explosive material are not allowed in school or at any school-related activity. The Principal will determine discipline.

No one is allowed to smoke or vape in the school building, on school property, or within 25 feet of the **school**. Vape materials are prohibited on campus, and items found will be seized and parents notified.

Possession or use of any object that might be considered a weapon is prohibited. Violation of this policy may result in 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, and the administration may take further disciplinary action.

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

Rules of the Cafeteria:

Children are to be seated during lunchtime. 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, and chairs pushed in before that group is allowed to return to class. Table manners expected at home are the same as those

expected at school.

Behavior Code: (cont.)

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, lying)
 - 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, especially the students who cheat. Copying another student's homework or test answers, bringing notes into a test, and 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 that 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 or vaping on school buses or on school property
8. Any action which is illegal
9. Harassment of teachers or another 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 or both 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

The 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.

Behavior Code: (cont.)

RI Statewide Bullying Policy/Safe Schools Act:

Each student in this community has the right to be free of verbal, physical, and psychological harassment. St. Margaret School has a zero-tolerance policy for bullying.

The RI Statewide Bullying Policy, also known as the Safe Schools Act, went into effect on 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.

The policy, in its entirety, is available on the homepage of our school website.

Electronic Devices:

All personal electronic devices are strictly prohibited in class without the specific consent of the teacher. Such items will be confiscated and may require a parent/guardian to be notified before the return of the item.

Cell phones must be handed in when students enter homeroom and will be returned at the end of the school day. They may not be used prior to entering the school or on school grounds after school without approval and supervision from a faculty member.

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, which will result in serious disciplinary action.

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.

Apple 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.

Safety:

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 through 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 unless they are sick or are being excused for an appointment and have a note from a parent.

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. The plan is available and accessible to you in the Principal's office. The asbestos-containing materials that remain in the school are in excellent condition and are 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 notified otherwise. 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 uses an emergency call system, which will alert all parents on their home, cell, or work phone as to the closing, delay in opening, or early dismissal of school. In the event of inclement weather or other emergencies, school may be closed, dismissed early, or delayed in opening.

Fire and Lockdown Drills:

Fire Drills and Lockdown Drills are held at regular intervals within the mandated guidelines of the State Fire Marshal. 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 lockdown drill rules and all adult directives given at the time of the drill. All students must understand the seriousness of the drill and treat this practice with seriousness and respect. Failure to do so will result in disciplinary action.

Safety: (cont.)

Bus Safety 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. Students who use this privilege must adhere to the rules required by the East Providence School Department and/or St. Margaret School. Families must apply in person at East Providence City Hall—145 Taunton Ave. East Providence and show proof of residency.

The following transportation rules have been formulated to ensure the safety of all children. It is 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. If a pupil is getting off at a stop other than the regular stop, the principal and the bus driver must receive a written note of permission from the parents.
9. Students who do not ride the bus are not allowed to ride the bus with a friend at any time.

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 a full range of academic, physical, spiritual, and creative activities. The integrated curriculum is designed to challenge and broaden each child's knowledge, develop their own individual gifts and talents, and help them recognize their own personal worth.

Elementary: K-5

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

Middle School:

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

Physical Education:

Physical education is required unless excused by a written request from a physician. The school gym uniform must be worn in order to participate in physical education classes. The principal must approve any modifications in attire or participation requirements.

Grading and Report Cards:

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

Ethics, Christian values, good citizenship, and productive 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.

Homework:

Homework is assigned regularly to ensure a complete understanding of the material presented in class and to retain knowledge. In addition, students should read each night at a grade level appropriate to their age. Some assignments are long-term in nature and require planning. Long-term assignments often require research and ample time will be given to complete them.

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

Parent-Teacher Conferences:

Parent-teacher conferences are held after the first Progress Report goes home in October. The format is a "Review of Student Work with Parents. Communications will be issued to confirm the day of conferences, with instructions for scheduling a time if necessary.

Should any further conferences be desired during the school year, arrangements should be made by written request or by phone.

Instruction: (cont)

Learning Disabilities:

In order to receive accommodations or additional support, 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

Accommodations will be managed by the classroom teacher. If additional support is recommended, the report and accompanying IEP will be submitted to the East Providence School Department. They will determine the level of support that the city will provide to the student. Families residing outside of East Providence may also present the report to their city/town school department to see if supplemental support can be provided.

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.

Remote Learning Days:

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

General Expectations for Elementary School Students

- Students in Grades K - 5: Work will be sent home or issued to families electronically for students to complete by Friday at 2:30 pm or by the teacher-communicated deadline.
- Students in Grades 6 - 8: Assignments will be issued electronically with a Friday at 2:30 p.m. completion goal or teacher-communicated deadline.
- Work received after 2:30 p.m. on Friday or the teacher's communicated deadline will be considered late, and the grade will reflect that.
- Teachers will evaluate student participation, work completion, and progress.
- Teachers will be available via email during the typical school day (8:30 am - 2:30 pm) 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.

Dress Code Regulations

Students who are not in uniform are considered unprepared for school, and parents may be called to bring appropriate uniform clothing.

At St. Margaret School, we take pride in our students' appearance. 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 always groom themselves neatly and appropriately.

Regulation uniforms are worn daily in Kindergarten-Grade 8.

Pre-school wears our gym uniform.

Uniforms are purchased through Donnelly's School Apparel.

Pre-School through Grade 8:

Jackets, coats, hooded sweatshirts, non-uniform sweatshirts, non-uniform sweaters, Uggs, or boots may not be worn in school.

Pre-School

The uniform is the school gym uniform:

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

SHORTS: Navy gym uniform shorts are considered the warm-weather uniform.
** May be worn from the first day of school until November 1st and in the spring from May 1st 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. Girls may wear black Mary Jane style shoes with a rubber sole. On gym day, preschool students may wear 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 spiked or dyed any unnatural color.) Hair cannot touch the shirt collar or cover the eyes.
Girls hair cannot be dyed any unnatural color.

Kindergarten - Grade 8: GIRLS

JUMPERS: Navy plaid (Grades K-5)
Warm Weather Uniform*: Navy Skort
**May be worn from the first day of school until November 1st and in the spring from May 1st until the end of school.*

SKIRTS: Navy plaid (Grades 6-8)
***Skirts may not be shorter than 3" above the knee.**

SHIRTS: Light blue polo with St. Margaret logo (may wear gray 2024 – 25)
White blouse with peter-pan collar (with jumper)
No color shirt may be worn under polo or white blouse.
Light blue dress shirt (**Grades 6-8**)
Shirts must be tucked into pants and skirts at all times.

Dress Code Regulations

Kindergarten - Grade 8: GIRLS (cont.)

- PANTS: Navy - Must be Donnelly's, no substitutions
- SHORTS: Navy - Must be Donnelly's, no substitutions. ** May be worn in the fall from the first day of school until November 1st and from May 1st until the end of school.*
- SOCKS: White or navy socks, navy or white knee socks, or navy or white-footed tights. Girls in Grades 6-8 must wear tights beginning November 1 through May 1.
- SWEATERS: **Gr. K-5** Navy V Neck Pullover/cardigan
Gr. 6-8 Navy V Neck sweater / V Neck Vest/ Letterman's cardigan
St. Margaret quarter -zip from Spirit wear collection
School sweatshirts may be worn on gym days only
- DRESS UNIFORM: **Gr. 6 – 8 Mandatory for Mass and some Field Trips**
Light blue dress shirt worn with skirt or navy pants.
- HAIR: Hair cannot be dyed any unnatural color.
Makeup will be kept to a minimum.
Girls below grade 6 shall wear no makeup.
- NAILS: No artificial nails are allowed.
- TATTOOS: No Henna or real tattoos
- PIERCINGS: Are allowed in ears only
- SHOES: Solid low black sneakers with black soles and no logos or black or brown slip-on or dress shoes.
Physical Education Day: Any color sneaker.
- PHYSICAL EDUCATION:
Navy uniform pants (or shorts) with the St. Margaret logo, navy T-shirt, and navy sweatshirt with the school logo. On Physical Education day, students may wear the St. Margaret School gym uniform all day.

Kindergarten-Grade 8: BOYS

- SHIRTS: Light blue polo with St. Margaret logo (may wear gray 2024 – 25)
Gr. 6-8 Blue Oxford dress shirt
No color shirts may be worn under gray polo or blue oxford shirts.
Shirts must always be tucked in.
- Tie: **Gr. 6-8** Must be worn with dress uniform
- PANTS: Navy - Must be Donnelly's, No substitutions.
Gr. 6-8 Black, brown or dark blue belt
- SHORTS: Navy - Must be Donnelly- No substitutions. ** May be worn from the first day of school until November 1st weekend, and from May 1st until the end of school.*

Dress Code Regulations

Kindergarten-Grade 8: BOYS (cont.)

SOCKS: White or navy crew socks. Socks must show.

SWEATERS: **Gr. K-5** Navy V Neck Pullover
Gr. 6-8 Navy V Neck Pullover / Navy V Neck Vest
St. Margaret Spirit wear quarter -zip or zip up
School sweatshirts may be worn on gym days **only**

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

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

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, spiked, or dyed any unnatural color.)

PIERCINGS: Boys may not wear earrings or other body piercings.

TATTOOS: No Henna or real tattoos.

PHYSICAL EDUCATION:

Navy uniform sweatpants with the St. Margaret School logo, navy T-shirt, and sweatshirt with the Saint Margaret School logo. On Physical Education Day, students may wear the St. Margaret School gym uniform all day.

SHOES:

Kindergarten—Grade 8: Solid low black sneaker with black sole and/or black or brown slip-on or dress shoe. Physical Education Day: Any color sneaker.

Dress Down Days – all students

On designated “Dress Down Days” students may choose to wear non-uniform clothing. They may not wear flip-flops, clogs, high heels (girls), or open-back shoes. **Shirts/blouses must cover shoulders. T-shirts may not have graphic or inappropriate words.**

The 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 the 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 school, but this section addresses additional areas pertinent to the Middle School.

St. Margaret Middle School recognizes that every student benefits from personal attention, acceptance, approval, and a sense of achievement. In a secure environment, every effort is made to provide this and generate a joy for learning. The school's focus is on facilitating learning, enhancing the student's self-concept, and forming a faith community.

Respect is strongly emphasized. Students are expected to respect 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 paper, pens or pencils, the necessary books and assignment notebook, and any homework assignment that is due. **Students who fail to bring these items will be considered unprepared for class and may face disciplinary action.**

Books and Computer Material:

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

Homework:

Homework is assigned regularly in all major subjects and is part of the student's grade each trimester. Late homework will be graded appropriately, with the penalty being identified by the teacher within their classroom rules. 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 they are absent. If your child is not doing homework, please notify the specific teacher on the Middle School team. Students should read for a minimum of 30 minutes per night.

Preparing for Class:

Being unprepared for class is considered a serious offense because it reduces valuable education time for the student, the class, and the teacher. Students will be given a warning for the first offense. A repeated offense in the same academic subject will require disciplinary action as assigned by the teacher.

Detention:

Students may be assigned to detention for rules infractions, which will be served after school from 2:30 p.m. until 3:15 p.m. on a day approved by the teacher.

Detention will be given for such matters as:

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

The Principal will receive a list of students who are assigned to detention.

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

Disciplinary Referral

Students who have repeated misbehaviors will receive a *Disciplinary Referral* notice signed by the teacher and given to the Principal. It will become part of the student's record file.

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 a suspension and is put on probation.

Honor Roll (Grade 6-8):

To achieve the Honor Roll at St. Margaret School signifies great achievement.

Honors: No grade lower than an 85 or a G

High Honors: No grade lower than a 90 or a G

Highest Honors: No grade lower than a 96 or a VG

Students will not receive Honors if they have any negative marks in Christian Virtues

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 who 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.

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 and friends and for the willingness to face the future with a positive attitude.

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

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.

† ST. MARGARET SCHOOL

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 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 fully support 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.

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 school's 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.

Parent signature

date

Parent signature

date

The cooperation and understanding of the parents are essential to maintaining a Catholic School

environment that upholds good Christian principles, values, and attitudes.

ST. MARGARET SCHOOL

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 a.m.) 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.

Student Signature

Date