



ST. AUGUSTINE

CATHOLIC SCHOOL

PARENT STUDENT HANDBOOK
2018 - 2019

5500 Laurel Creek Way Houston, TX 77017

Phone: 713-946-9050 FAX: 713-943-3444

www.staugustinecs.org

*"What greater work is there than training the mind and
forming the habits of the young?"*

St. John Chrysostom

TABLE OF CONTENTS

Welcome Letter from the Principal	3
About St. Augustine Catholic School	4
Mission Statement – Catholic Schools of Texas	5
Mission Statement – St. Augustine Catholic School	5
Archdiocese of Galveston-Houston Statement of Philosophy	6
St. Augustine Catholic School Philosophy of Education	7
Goals & Objectives	8
Faculty & Staff	9
Stakeholders’ Responsibilities	10
Parental Role in Education	13
School Hours	14
Admission	16
Financial Obligations	17
Attendance Policy	19
Academics	22
Conduct & Discipline Policies	30
Communication	36
Health Policies & Procedures	38
Emergency Preparedness	42
Uniform Guidelines	43
Technology Concerns	49
General School Information & Policies	51
Principal’s Right to Amend	57
Special Needs Learners & Referrals	58
Asbestos Information	61
Use of Technology & Social Media	62
Telecommunications Agreement Form	65
Parent-Student Handbook Agreement	67



ST. AUGUSTINE
CATHOLIC SCHOOL

Dear Parents and Students,

Welcome to St. Augustine Catholic School! In choosing St. Augustine Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Augustine Catholic School for the 2018 - 2019 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Augustine Catholic School during the 2018 - 2019 school year.

The faculty and staff of St. Augustine Catholic School look forward to working with you to promote academic excellence and spiritual development 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.

God bless you,

Denise Rios, Ph.Dc.

Denise Rios, Ph.Dc.
Principal

ST. AUGUSTINE CATHOLIC SCHOOL

St. Augustine Catholic School is a Pre-Kindergarten through Grade 8 Catholic Elementary and Middle School under the Archdiocese of Galveston-Houston Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used to ensure that our theology complies with the Catholic Bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Augustine Catholic School, we are attempting to "teach as Jesus did."

The Archdiocesan curriculum guidelines, consistent with the State of Texas guidelines and Texas Essential Knowledge and Skills (TEKS), are followed for the teaching of all secular subject areas and reinforced with Catholic resources. The curriculum is marked by current content and fresh approaches to methodology. Emphasis is placed on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program, which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

St. Augustine Catholic School is fully accredited through the Texas Catholic Conference of Bishops Education Department (TCCBED).

St. Augustine Catholic School having met the requirements established by the AdvancED® Accreditation Commission and Board of Trustees is hereby accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.

NON-DISCRIMINATION POLICY

St. Augustine Catholic School complies with all Catholic schools of the Galveston-Houston Archdiocese regulations by assuring that no person shall be excluded from consideration for privileges, scholarship, student aid, athletics, admissions policies, education policies or participation in any program or activity which it operates on the grounds of race, religion, color, nationality, or ethnic origin.

MISSION STATEMENT CATHOLIC SCHOOLS OF TEXAS

The ministry of Catholic education in general is the fulfillment of the education mission of the Catholic Church and has as its primary goal the continuous formation of the Christian person.

As a pastoral instrument of the Church, the strength of the Catholic School is its ability to respond to the needs of the whole person, the Church in a time of transition, and the world with a global perspective for a peaceful and sustainable future.

The Catholic School is a unique environment in which students can experience the presence of the Holy Spirit. Its focus is on the individual person's spiritual, moral, intellectual, social, cultural, and physical development. In the Catholic School, students and teachers are drawn to proclaim the Gospel message, to unite in worship, to respond to the needs of the community through fellowship and social justice, and to serve all people through the sharing of their spiritual gifts and temporal goods.

Intellectually, students are challenged to work to the best of their abilities. In a world of diversity and absolutes, students need to be encouraged to appreciate and understand the living organism called Earth, the peoples and cultures that inhabit it, and to develop global perspectives by which to form their lives and consciences. Students are provided opportunities to develop basic academic and physical skills, pursue knowledge, and critically study and analyze the world in which they live.

The effective Catholic School must call its students to the conviction that people are more important than material gain that justice is more important than success that love is more important than esteem, and that collaboration unites while competition divides. The truly successful Catholic School student is not necessarily one who is successful in every endeavor, but one who accepts Christian responsibility for fulfillment of personal potential and shares these gifts with others.

MISSION STATEMENT ST. AUGUSTINE CATHOLIC SCHOOL

*The mission of St. Augustine Catholic School is to enable
all children to see themselves in the heart of Christ.*

St. Augustine Catholic School was established in 1958 in Southeast Houston by the people of St. Augustine Parish and staffed by the Dominican Sisters of Houston. The ministry of Catholic education has, as its primary goal, the formation of the whole Christian person. St. Augustine Catholic School focuses on the individual child's intellectual, spiritual, moral, social, cultural, and physical development. Academic subjects are taught in a Christ-centered environment. Our Catholic faith is the foundation of this Catholic School and students, teachers, and parents are drawn to unite in worship and to serve the needs of the community through fellowship and the sharing of goods. St. Augustine Catholic School recognizes the uniqueness of each student and maintains the goal of preparing each one to meet the challenges of life by helping to develop value systems, moral codes and academic excellence.

ARCHDIOCESE OF GALVESTON-HOUSTON

STATEMENT OF PHILOSOPHY

We believe that the curriculum of the Catholic Schools of the Galveston-Houston Archdiocese involves a total, Christ-centered environment. This environment enables the community of learners to live and model Christian Catholic values and ethics.

We believe the pivotal point of the curriculum for each student is interaction with teachers. The vehicle for this interaction is the content area, central to the educational process.

We believe in a learner-centered curriculum that recognizes and supports the uniqueness of the individual and the development of the whole person. Therefore, our curriculum is based on the firm belief that every child, regardless of his or her preferred learning style, can learn and reach beyond the level, which he/she has already mastered.

We believe that rapid societal changes challenge us to continually evaluate and update our curriculum utilizing current educational research and technological advances. We are therefore committed to the continuous professional growth of all and responsible for delivering the education process.

Finally, we believe that the outcome of all learning experiences in a Catholic School is the formation of an active, life-time learner, a Christian eager to embrace his/her responsibility of "Message, Community and Service" to the world.

ST. AUGUSTINE CATHOLIC SCHOOL PHILOSOPHY OF EDUCATION

The primary obligation for education rests with the family. The Church, the State and the School possess rights, each in its proper sphere, to aid the family in the discharge of this obligation. St. Augustine Catholic School is dedicated to assisting the family by providing an education, which promotes the spiritual, physical, intellectual, moral, and social development of all students.

St. Augustine Catholic School teaches God's Word, promotes the development of community through participation in liturgical, sacramental and other community building experiences and offers opportunities for students to realize the inner joy that comes from giving service to others. It is the integration of religious truth and values with life, which distinguishes the Catholic School from other schools.

St. Augustine Catholic School recognizes the uniqueness of each student and endeavors to prepare each one to meet the challenges of his/her school and adult years by helping to develop his/her value system, moral code, skills and talents.

GOALS-OBJECTIVES

St. Augustine Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Archdiocese of Galveston-Houston

1. to develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living;
2. to develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life;
3. to facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation;
4. to aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

2018 - 2019 FACULTY & STAFF

Pastor

Father Dwight Canizares

ADMINISTRATION

Denise Rios
Deena Wolf
Aracely Gonzalez
Adriana Martinez

Principal
Instructional Specialist
Registrar/Bookkeeper
School Secretary

EARLY CHILDHOOD

Ariana Portales
Sr. Elizabeth Nguyen
Luisa Yañez
Zuleyma Moreno
Sr. Rose Le
Yvette Escobar

Pre-K3 Teacher
Pre-K3 Aide
Pre-K3 Aide
Pre-K4 Teacher
Pre-K4 Aide
Kindergarten Teacher

ELEMENTARY SCHOOL

Madeleine Ellard
Krystalena Hernandez
Rhonda Cepeda

Grade 1
Grade 2
Grade 3 HR

Debora Cruz-Figueroa

Grade 4 HR

Jenni Banh

Grade 5 HR

Religion 3rd,
ELA Grades 6, 7, & 8
Religion 4th
Social Studies & Spanish
Grades, 6, 7, & 8
Religion 5th
Math & Science
Grades 6, 7, & 8

MIDDLE SCHOOL

Virginia Esparza

Grade 6 HR

Geneva Quintanilla

Grade 7 HR

Austin Bond

Grade 8 HR

Religion & Reading
Grades 6,7, & 8
ELA & Science
Grades 6,7, & 8
Math & History
Grades 6,7, & 8

PERSONAL TEACHER ASSISTANT

Gicela Chavez

Geneva Quintanilla

ANCILLARY

Pablo Gomez
Myrna Reyes
Meredith Ball
Joaquin Figueroa
Lindi Juarez

Art
Study Skills
Music
Physical Education
Library/Technology

STAKEHOLDERS' RESPONSIBILITIES

PASTOR RESPONSIBILITIES

1. Administrative Responsibilities

- Has veto power over all school decisions
- Is consulted in all serious disciplinary matters and should be present at conferences with parents if serious disciplinary problems are being considered
- Is an ex officio member of the School Board and its finance committee
- Has the right to approve the School Board meeting agenda
- Has the right to approve appointment of School Board members and officers
- Has the right to dismiss School Board members
- Is consulted in all serious financial matters and has the final decision after consultation with the principal

2. Personnel Responsibilities

- Employs the principal, in consultation with the Catholic Schools Office, using the principal search committee
- Has the right of consultation regarding the change, employment or termination of the faculty

3. Spiritual Responsibilities

- Establishes and maintains the Catholic Identity of the school with the cooperation of the principal and faculty
- Provides for the liturgical and sacramental life of the school

PRINCIPAL RESPONSIBILITIES

1. Serve as a Christian role model for students.
2. Provide support for teachers.
3. Promote effective discipline of all students.
4. Encourage parent communication with the school.
5. Responsible for instructional leadership.
6. Facilitate cooperative working relationships among staff and students.
7. Manage all aspects of the school's administration.
8. Maintain effective communication and working relationship with the Pastor, Archdiocesan School Office and the Archdiocese.

SCHOOL BOARD – ROLE & RESPONSIBILITIES

The school board is advisory to the Principal and Pastor of the Parish school. The board assists the Principal and Pastor in Parish to identify and articulate the educational needs and aspirations of the school and school community and engage in long-range strategic planning.

These goals become the basis for program objectives, policies, and action plans for the educational program.

General Policy Areas

- Finance and financial reports
- Use of the school or Parish facilities
- Maintenance of facilities
- Uniforms

Persons in the following categories may NOT be considered as candidates for the Board

- Employees of the Parish and school, whether teaching or non-teaching personnel
- Spouses, children or siblings of employees of the Parish/school
- More than one member of an immediate family at a time
- Board members or professional educators of another school or school system

TEACHER RESPONSIBILITIES

1. Serve as Christian role models for their students.
2. Comply with school policies, rules, regulations, and directives.
3. Maintain an orderly classroom atmosphere conducive to learning.
4. Teach according to the standards of performance required by the Archdiocese.
5. Establish rapport and an effective working relationship with parents, students, and other staff members.
6. Encourage good work habits that will lead to the accomplishment of personal goals.
7. Use discipline management techniques developed in the Student Code of Conduct for all school and extra-curricular activities.
8. Attend all after school activities that concern parent/teacher collaboration.
9. Maintain a current homework on-line site for students in their care.

PARENT RESPONSIBILITIES

As partners in the educational process at St. Augustine Catholic School, we ask parents to:

1. Set rules, times, and limits so that your child:
2. Gets to bed early on school nights
3. Arrives at school on time and is picked up on time
4. Is dressed according to the school dress code
5. Completes assignments on time; and
6. Has lunch money or nutritional sack lunch every day;
7. Encourage child to be attentive to instruction and to obey all rules;
8. Follow required school and academic policies of the schools;
9. Actively participate in school activities such as Parent-Teacher Conferences
10. See that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
11. Notify the school with a written note when the student has been absent or tardy;

12. Notify the school office of any changes of address or important phone numbers.
13. Meet all financial obligations to the school. Report cards will not be released until all financial obligations have been met.
14. Perform **twenty (20) hours of volunteer service (per family)** are during the school year. A volunteer sign in book will be in the school's Front Office. It is the parent's responsibility to make sure they are signed in so that they may be credited. **There is a \$25.00 fee per hour not served.**
15. Inform the school of any special situation regarding the student's academic, safety, and medical well-being;
16. To complete and return to school any requested information promptly;
17. Read school notes and newsletters and to show interest in the student's total education;
18. Support the religious and educational goals of the school;
19. Attend Mass and teach the Catholic faith by word and example;
20. Support and cooperate with the discipline policy of the school;
21. Treat teachers with respect and courtesy in discussing student problems;
22. Participate in school related organizations, i.e. PTO, Cougar Sports Booster Club, Enrollment Management Team, Room Parents Team.

STUDENT RESPONSIBILITIES

1. Respect the authority of the pastor, principal, deans, teachers, parent volunteers, other school staff, and fellow students.
2. Attend all classes daily and be on time.
3. Be prepared for each class with appropriate materials and assignments.
4. Follow the School Dress Code.
5. Follow the Student Code of Conduct.
6. Assist the school staff in maintaining a safe environment
7. Perform required Patrol Duty. Students in 8th Grade and 7th Grade (*April and May only*) are assigned patrol duty on a monthly rotating basis. Teachers will assign students to specific areas in the morning and afternoon. Teachers are responsible for making sure that students are on time and in place. Patrol hours are 7:30-7:50am and 3:15-3:30pm.
8. Record homework and project assignments in a planner on a daily basis.
9. Attend Progress Report Conferences.

PARENTAL ROLE IN EDUCATION

We, at St. Augustine Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life --- physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Augustine Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

You are your child's strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Augustine Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to Grade 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher, faculty or administration at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits, which provide a young person with both guidance and security.

It is essential that a child takes responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

SCHOOL HOURS

Grades Pre-K3 through 8th 7:50AM – 3:15 PM - Mondays through Fridays

Students not sitting with their class in the gymnasium at 7:50 AM are considered tardy.

At St. Augustine Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions. The school doors are opened for students at 7:30 AM.

Prayer and afternoon announcements begin at 3:05 PM each day. Dismissal follows at 3:15 PM. Please check the school calendar and weekly newsletter for early dismissal dates.

SACS provides St. Augustine Catholic School's afterschool care. SACS handles all fees. Please make checks payable to St. Augustine Catholic School.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time.

Students not picked up by the end of carpool (3:30 PM) will be sent immediately to the SACS. Fees will apply.

Parents of students who arrive prior to 7:30 AM or who are not picked up by 3:30 PM and are not registered with the afterschool care provider, SACS, will receive:

1. a phone call reminding you to not drop off your child early or to pick up your students on time
2. a registered letter reminding you that dropping your child off at school prior to 7:30 AM or failure to pick up your child on time constitutes neglect. Child Protective Services may be notified.

Repeated early drop off or failure to pick up your child from on time will result in expulsion from the school. Students cannot be left in the care of the front office.

Three (3) tardies or three (3) early withdrawals is considered a one-day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade. Students who are tardy, including early withdrawal from school, more than 10 times will be charged an administrative fee of \$10 per tardy or early withdrawal due to the excessive time and paperwork involved

RETURNING TO SCHOOL AFTER HOURS

Students are not permitted to return to the school building after the 3:30 PM dismissal unless accompanied by a teacher. Students who choose to return to school after 3:30 PM without a teacher will face detention, suspension, or expulsion. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

ADMISSION

St. Augustine Catholic School complies with all Catholic schools of the Galveston-Houston Archdiocese regulations by assuring that no person shall be excluded from consideration for privileges, scholarship, student aid, athletics, admissions policies, education policies or participation in any program or activity which it operates on the grounds of race, religion, color, nationality, or ethnic origin.

As openings become available, the following priorities will be used to accept students to St. Augustine Catholic School:

1. Members of St. Augustine Parish
2. Members of other parishes
3. Non-Catholic students

Children entering Pre-K3 must be three (3) years of age by September 1st and toilet-trained.

Children entering Pre-K4 must be four (4) years of age by September 1st and toilet-trained.

Children entering Kindergarten must be five (5) years of age by September 1st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

Children entering the first grade must reach his or her sixth birthday on or before September 1.

At the time of registration, all new students seeking admission to St. Augustine Catholic School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- | | |
|-------------------------------|---|
| *Health Records | *Baptismal Certificate (Catholic applicants only) |
| *Immunization Records | *Report Cards |
| *Birth Certificate (original) | *Standardized Test Results |
| *Record of IEP | |

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Augustine Catholic School will meet the educational needs of the students. **An interview with the student is part of the admission process.**

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw from St. Augustine Catholic School. The recommendation and decision of the school is final.

Non-Catholic students whose parents accept the philosophy of St. Augustine Catholic School will be accepted on a space available basis.

FINANCIAL OBLIGATIONS

TUITION SCHEDULE

Tuition Non-Payment

Tuition is the primary revenue source of our school and these funds are used to pay the monthly bills our school incurs: (teacher and staff salaries, utilities, maintenance and repairs, etc.). Therefore, it is imperative that families pay their tuition obligation in a timely manner to ensure the effective operation of the school.

All families should be registered through FACTS to ensure proper collection of tuition. If a family has not made their scheduled tuition payment, they will be notified by FACTS. FACTS will make two more collection attempts, which will incur additional fees for each attempt. The principal will contact the family within 15 days of the past due payment to discuss the past due balance and schedule a meeting to discuss a payment plan. Parents will be afforded an additional 15 days to meet the conditions of the payment plan. If the family is not abiding by the plan and the account is 45 days past due, the student is subject to administrative withdrawal.

Withdrawal of a student due to non-payment of tuition is not a matter that can be grieved.

Once tuition is paid for the month, it is non-refundable.

FINANCIAL ASSISTANCE FORMS are available ON-LINE at FACTS Grants and Aid or in the school office.

Tuition Payment Options: *(Please read carefully.)*

- Pay in full by August 1, 2018, or
- Pay ½ annual tuition by August 1, 2018 and the remainder by December 1, 2018, or
- Enroll in the FACTS® Tuition Management Service. Payments begin in July 2018.
- Please note that you may pay in full for one child and utilize FACTS® for another.

Enrollment/Re-Enrollment

- The \$100.00 Application Fee per student must be submitted with the application.
- Returning students must reserve their spot by paying the Application Fee by the date designated.
- All Application Fees are NON-REFUNDABLE.
- There will be a \$36 returned check fee for all checks made payable to St. Augustine Catholic School that do not clear the bank.

FACTS® Tuition Management Service Overview

- There is an annual non-refundable administrative fee for enrollment in the FACTS® program per family. This fee will be collected by FACTS®.
- Pay tuition over 10 or 11 months via personal check, money order, or cash. Book Fee and Fundraising Fee may be included in your monthly tuition payment. Book Fee is \$350 per student.
- You must enroll in FACTS® by June 1st of the current school year.
- All families not selecting the FACTS® tuition plan will be expected to make monthly payments to St. Augustine Catholic School no later than the 5th of each month. A

\$40.00 late fee will be assessed for late payments. You may drop off your payment to the school office or to the School Accounting Office. A \$25 fee will be assessed to all monthly tuition payments not utilizing FACTS®.

WITHDRAWAL POLICY

- Families must notify the school in writing if a student is withdrawing from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full yearly tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full yearly tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

PLEASE ADDRESS ALL TUITION QUESTIONS TO
THE SCHOOL ACCOUNTING OFFICE at 713-946-9050.

2018 - 2019 BOOKS/SUPPLIES FEE
(NON-REFUNDABLE FEES) \$350.00
Payable by July 1st.

The Books/Supplies Fee covers registration materials, rental of hard-cover textbooks, consumable workbooks, classroom supplies, assignment books, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), audio-visual licenses, Science lab fees for consumable materials; DOES NOT COVER FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, ATHLETIC PROGRAMS (basketball, volleyball, soccer, etc.) or OTHER AFTERSCHOOL ACTIVITIES.

Miscellaneous Fees

- Camp Kappe (5th grade only).....\$125.00 + 100 aluminum cans
- Sports.....\$75.00 per sport
- Fundraising Fee
 - One child.....\$360.00
 - Two children.....\$680.00
 - Three or more children.....\$880.00

ATTENDANCE POLICIES

In compliance with the Texas Catholic Conference of Bishop Education Department (TCCBED), St. Augustine Catholic School follows compulsory attendance laws. There are at minimum 180 instructional days per school year. Every student who is enrolled at St. Augustine is expected to attend school regularly unless prevented by personal illness, illness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to the principal. Parents and guardians are expected to honor the calendar established by the school.

Students are not to be on campus at outside of school hours unless they are part of a school organized activity. Students who are on campus, outside of school hours, must be directly supervised (*visually supervised*) by a parent. Students who remain on campus after pick-up time will be sent to BASC (Before and After School Program) and fees will apply. BASC is available only on days of instruction as denoted in the annual school calendar. Each child enrolled at St. Augustine Catholic School is **NOT** automatically registered in BASC. Please speak to the directors of BASC to enroll your student(s).

Daily school attendance is the only effective way to assure continued academic progress. Students absent for more than 18 days of the school year for *any reason* may be retained at the sole discretion of the Principal. A Principal/Parent/Teacher Conference may be scheduled to inform the parent of the Principal's decision. School absence is categorized in the following manner:

ABSENCE

When a student is absent from school, a parent should call the office by 10:00 AM each day of the absence. If the office does not receive a call, a parent may be contacted. This policy is for the protection of the St. Augustine Catholic School students and is aligned with the state statutes of the state of Texas.

- **Absence Due to Illness:** If a student is unable to come to school because of illness, the parent/guardian is expected to notify the school office by calling and sending the reason for the absence in writing upon the student's return. Students are responsible for makeup work and tests. These students have an equal amount of days to complete the work in order to receive a grade and not a zero. Absence of more than 3 days in a row is serious and requires a doctor's note for returning to school.
- **Family Emergency** such as death in the immediate family and serious or prolonged illness is always handled on an individual basis. Special care and consideration for the student and his/her family will dictate the procedure that the school will follow in such circumstances.
- **Absence for Other Reason:** When a student is absent from school for any reason other than illness or family emergency, the student will not be given make-up work in advance. The school is not obligated to provide special services when a parent chooses to schedule activities that cause student absence on compulsory attendance

days. It is the parent/student's responsibility to make sure that missed work is completed upon returning to school.

- **Tardiness:** Tardiness disrupts the learning environment for all students. Students who are not with their classes at 7:50 a.m. are tardy and must report to the school office accompanied by their parent/guardian and the student will receive a tardy slip. Parents are to sign their students in to school when they are tardy. Be on time to school each day at 7:45 a.m. in the gymnasium to begin the school day at 7:50 a.m. Excused tardies are those with note from a professional office (Dr., Dentist, etc.) Unexcused tardies are parent/family related excuses. School administration may offer extra time to class in the case of citywide traffic or weather issues. Students arriving after 7:50 a.m. should be escorted to the school office by a parent.
- **Early Dismissal:** A written note by the parent/guardian is required if a student is to leave campus no later than 2:30 p.m. The student sent to the office at the designated time and is to be signed-out by the parent/guardian. A student returning to school is to report to the school office before being admitted to class. Parents picking children up early should report to the School Office.
- A note explaining student absence (for any reason) is to be sent to the school office upon the student's return to the school.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence. A student out for 3 days or more must provide a doctor's excuse and written permission from doctor to return to school illness free.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00 PM – 2:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

(See also *Homework due to vacations/planned absences.*)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence (18) days or the equivalent of 18 days, including tardies, can be cause for a student to be retained in the current grade for another year.

ABSENCE DURING THE SCHOOL DAY

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign-out their child with the school front office no later than 2:30 p.m. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3½ hours or more will be counted as absent for ½ of the school day. Students who are tardy more than 10 times will be charged an administrative fee of \$10 per tardy or early withdrawal due to the excessive time and paperwork involved.

Ordinarily a student may not receive credit for a class unless the student is in attendance for at least 90% of the days a class is offered. Promotion or credit may be jeopardized if a student misses more than eighteen (18) days, excused or unexcused (10% of the school year).

ARRIVAL & DISMISSAL

In the interest of safety, students are asked not to arrive on the school grounds until 7:30 a.m. The school day for the respective grades begins and ends as follows:

Grades Pre-K3 through Grade 8 Daily 7:50 a.m. to 3:15 p.m.

Families are given a 15-minute dismissal window. When dismissed from school at the end of the day, students will be walked to BASC. Fees will apply. All walkers/bike riders (must have written permission from their parents or primary guardians in the school office) must wait until 3:30 p.m. to be dismissed by a school employee. Students may remain on campus only with staff permission. Students not picked up by 3:30 p.m. or by 12:15 p.m. on early dismissal days will be sent to the BASC program (if registered) or the school's main office and parents will be billed accordingly.

TARDY REGULATIONS

When a student accrues five unexcused tardies, parents will be notified. 3 tardies equal 1 unexcused absence. Only 2 parent notes will be accepted as excused per semester. All other excuses must be obtained from a doctor's office.

Students who are tardy more than 10 times will be charged an administrative fee of \$10 per tardy or early withdrawal due to the excessive time and paperwork involved.

EARLY DISMISSAL DAYS

Those enrolled in BASC will be sent to the designated area for that day. Please check the St. Augustine School website and calendar for 12:00 p.m. dismissals.

ACADEMICS

EDUCATIONAL PROGRAMS

Students attending St. Augustine Catholic School are mandated to attend classes required by the State of Texas and the Catholic Schools Office of the Archdiocese of Galveston-Houston.

PRE-K3 AND PRE-K4 (Traditional w/ Introductory Spanish classes)

St. Augustine offers a full day PreK3 and PreK4. All students entering must be toilet trained and be able to utilize the restroom facilities without assistance. Students must be 3 or 4 years of age to be eligible to attend Pre-Kindergarten. Students will bring lunch to school or order hot lunch. Students will bring a nutritious snack every day. Students are not allowed to eat Fast-Food lunch during the school day for lunch or snack.

KINDERGARTEN (Traditional w/ daily Spanish classes)

St. Augustine offers a full day Kindergarten program. The learning experiences of Kindergarten students are centered units of work dealing with social studies, science, numbers, reading readiness, art, music, physical education, computer, Spanish and religion. Children must be five years of age on or before September 1 to be eligible to attend Kindergarten. Students will bring lunch to school or order hot lunch. Students will bring a nutritious snack every day. Students are not allowed to eat Fast-Food lunch during the school day for lunch or snack.

GRADES 1 THROUGH 5 (TRADITIONAL CATHOLIC ELEMENTARY)

Religion	English	Reading	Spelling	Social Studies
Mathematics	Science	Health	Physical Education	Handwriting
Art	Music	Technology	Spanish	Library Skills

Students in Grades 1 – 4 will have recess daily and must bring a nutritional snack daily.

GRADES 6 THROUGH 8 (HIGH SCHOOL PREPARATION)

Religion	English	Reading	Spelling	Social Studies
Mathematics	Science	Health	Physical Ed.	Handwriting
Art	Music	Technology	Spanish	Library Skills

CURRICULUM

The Archdiocesan curriculum guidelines, consistent with the State of Texas guidelines, are followed for the teaching of all secular subject areas.

St. Augustine Catholic School offers students opportunities for growth in the following major subjects:

RELIGION integrates Catholic doctrine and tradition, Bible study, social justice, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

All students attending St. Augustine Catholic School are mandated to attend religion classes. They must also attend Mass, Adoration of the Blessed Sacrament, Holy Days of Obligation and other religious services requested by the pastor, principal and/or teacher.

Liturgical services are held once a week on Friday mornings. In the event of a Holy Day of Obligation during the week, the students will attend Mass on the Holy Day of Obligation and on Friday Mass with the entire school community.

The St. Augustine School Community also celebrates Mass with the parish community of St. Augustine on the third Sunday of the month. We call this an “All-School Mass.” Students are required to wear their school uniform to Sunday Mass with the parish at 11:30 a.m. Students who wear their school uniform to Mass on Sunday can wear “free dress” the following school day.

COMPUTER LITERACY students will be introduced to Word Processing, database management, effective and appropriate use of social media and Microsoft Office Suite.

Technology will be incorporated into all subjects at various times during each quarter of the school year. The technology lab (in our library) will also be available for whole classroom use as well.

FINE ARTS include Music, Choir, Art, Drama, Recorder and Guitar.

HANDWRITING students in Grades 5 through 8 are expected to submit all handwritten work in cursive using the current school handwriting method.

LANGUAGE ARTS integrates the literacy braid Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Literature Appreciation.

MATHEMATICS incorporates basic Mathematical skills, Pre-Algebra, and Algebra I. In order to allow teachers to meet students’ individual needs in mathematics instruction, students in Grades 6-8 may be placed into math groups.

PHYSICAL EDUCATION promotes physical fitness programs appropriate for each grade.

SCIENCE includes general sciences and laboratory experiences.

SOCIAL STUDIES is comprised of History, Geography, Economics, State History, and Current Events.

SPANISH introduces vocabulary, common expressions, grammar, conversation, and culture.

ACCREDITATION

St. Augustine Catholic School is accredited through the Texas Catholic Conference of Bishops Education Department (TCCBED) and AdvancedEd.

CLUBS

Elementary Honor Society
National Junior Honor Society
Student Council

FIELD TRIPS

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A faxed permission slip does not take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable**.
14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
16. Parents who chaperone a field trip may not bring pre-school or school age siblings on the field trip.
17. All chaperones must be 25 years of age or older and **MUST BE Virtus trained** before field trip occurs.

HOMEWORK

Formal home study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted. Suggested times are given below.

Homework may be assigned to students Monday through Thursday. Homework may be assigned to students on Friday. No tests or quizzes will be given on Mondays or the first day of a school week. No projects will be due on Monday or the first day of a school week.

Teachers of Grades 1st – 8th will post homework on the school website. Students in Grades 3rd - 8th are responsible for writing homework assignments in their planner on a daily basis.

HOMEWORK TIME ALLOTMENT

Departmental structure requires coordination of assignments, in order to avoid excessive amounts of work. Assignments that may require specialized resources or in any way disrupt the home should be avoided. The work should be of such a nature as to encourage and facilitate but not demand parental involvement.

Suggested Amounts:

Grades 1-2 30-60 minutes

Grades 3-4 45-60 minutes

Grades 5-6 60-90 minutes

Grades 7-8 no more than 90 minutes

HOMEWORK POLICY REGARDING PLANNED ABSENCES

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.

HOMEWORK POLICY REGARDING ILLNESS

When a student is, **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00 PM – 2:30 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

LATE WORK

Late work will be accepted at the discretion of the teachers who will notify parents, in writing, of their policy.

TESTING

Students will not be permitted to retake a quiz or a test in order to improve their academic standing.

The Iowa Test of Basic Skills and the Cognitive Ability Test is given in Grades 2 through 8.

Intermediate School students (Grades 3 – 5) may be given a **maximum of two quizzes or tests per day**.

Middle School students (Grades 6 – 8) may be given a **maximum of three quizzes or tests per day**.

Middle school students will be involved in Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

GRADING POLICY

All subjects are considered for Honor Roll including ancillary classes

A+ 99-100 Outstanding	A 95-98	A- 93-94
B+ 91-92 Above Average	B 88-90	B- 86-87
C+ 84-85 Average	C 80-83	C- 78-79
D+ 76-77 Below Average	D 72-75	D- 70-71
F 69 and below		

Conduct

- E = Excellent
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Gradelink Portal: Parents will be able to view their student's progress weekly on-line through the Gradelink Portal. Parents are given an access code to their child(ren)'s records only. The grades will be updated weekly.

HONOR ROLL

All A Honor Roll and A & B Honor Roll

A student will be disqualified for the following

- N or U in conduct in any subject or class
- 3 more dress code violations
- No unexcused absences (3 tardies = 1 unexcused absence)

ACADEMIC PROBATION

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two-week improvement plan. At the end of the two-week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of C (80% or higher). (See Athletic Handbook)

ATHLETIC ELIGIBILITY

We expect student-athletes to maintain academic and behavioral standards in keeping with the St. Augustine Catholic School Student-Parent Handbook and the teachings of the Catholic Church. These regulations and procedures apply while on school premises, during practices and competitions, and in the public arena. A student will be considered *ELIGIBLE* to participate in interscholastic athletics at St. Augustine Catholic School if their most recent academic report reflects:

- ❖ A passing grade of 80% or better in all subjects, including ancillary classes
- ❖ A *Satisfactory* or better in conduct for all subjects

A student-athlete will be considered *ON PROBATION* from sports should his/her most recent academic report reflect any one or a combination of the following academic grades or conduct:

1. Failing grade in any subject including, ancillary classes
2. An 'N' or 'U' in conduct
3. A 'conduct referral' slip
4. Continued removal from the classroom
5. In/out of school suspension

CURRICULUM ASSISTANCE

Organizationally challenged students may benefit from Curriculum Assistance. Students recommended for such organization intervention will meet with a designated staff member at 3:30 PM each day for a period of 2 to 3 minutes. It is anticipated that students will exit Curriculum Assistance after six weeks of extra assistance. Students, who need this program beyond the anticipated six weeks, may be encouraged to seek other out of school organizational programs.

PROGRESS REPORTS & REPORT CARDS

Progress reports are issued after 3-5 weeks of study. Please check your monthly school calendar for progress report dates. Progress reports are given to students in Grades Prekindergarten through Grade 8. Mandatory conferences are scheduled to discuss student progress, please check your school calendars.

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks. Please check your monthly school calendar for report card dates.

No student will be given a Progress Report or Report Card if tuition, debit cards, library fines are in arrears.

PROMOTION & RETENTION POLICY

Students shall be promoted or retained after evaluation of the student's academic performance. To be promoted, a student must have completed or mastered the work satisfactorily in each of the core subjects (English, math, reading/literature, religion, social studies, and science). If a student's grade is below 70 in two or more core subjects, a student will be retained in the current grade level. If a student's final average is below 70 in any two or more core subject areas, it is at the sole discretion of the Principal as to the student's retention or the student's opportunity for summer school credit recovery.

When the possibility of retention exists, the parent(s) or guardians(s) shall be notified by the end of the first semester and the student will be placed on academic probation. Confirmation of retention shall be communicated in writing to parents.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Promotion is based on the following Texas Catholic Conference of Bishops Education Department (TCCBED) criteria for Grades 1 through 3

- Have 18 or fewer unexcused absences
- Maintain 70 or above in all major subjects (religion, reading, language arts, and math)

Promotion or credit may be jeopardized if a student misses more than eighteen (18) days, excused or unexcused (10% of the school year).

Promotion is based on the following criteria for Grades 4 through 8

- Have 18 or fewer unexcused absences
- Maintain a 70 or above in major subjects (religion, reading, language arts, math, science, and social studies).

CONDUCT & DISCIPLINE POLICIES

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors, which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, palm pilots, CDs, iPods or other mp3 players, cameras, iWatches or anything that will detract from a learning situation are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

CHEATING

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. **A student who is involved in cheating will also be unable to participate in any extra-curricular activities for a period of time determined by the school principal.**

DETENTION

Detention may be issued for a breach of classroom, uniform guidelines and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

SUSPENSION

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$100.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus or to participate in any school field trip or outing during the time of their suspension.

Students must complete all class work and tests from the days of suspension, but failing grades will be recorded for this work. Suspension over five (5) days shall require the approval of the Superintendent.

EXPULSION

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Augustine Catholic School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal. Expulsions shall require the approval of the Superintendent.

DEMERIT SYSTEM

Demerits are infractions given to students for breaking rules, including uniform guidelines.

- For example, a class is asked to wait silently but a student continues to talk – a demerit would be given.
- Demerits are meant to serve as a tangible consequence to breaking rules.
- Will be given after warning or for more serious infraction.
- Students will be made aware that they have been given a demerit.
- Teachers will note the time, date, and reason for demerit and notify administration of the demerit by the end of the day.
- There may be instances, which warrant immediate detention without the demerit warning system. These include but are not limited to chewing gum, using inappropriate language, bullying, blatant disrespect to an adult, etc.

Students who receive three demerits in one week will receive a detention. The demerits will be reset each week.

- Detention will occur each Thursday from 3:15-4:15 pm for students who receive a detention the previous week.
- Parents will receive notice the previous Friday (or earlier) if a student has 3 demerits.
- Students must be picked up promptly at 4:15 pm or will be sent to extended day.
- Students will sit in silence with hands folded during the duration of the detention.
- Students who misbehave during detention or have an unexcused absence will receive an additional detention.

Students whose parents have violated the Parent Responsibilities listed in this handbook may also be excluded from St. Augustine Catholic School.

RULES/CONSEQUENCES/EXCEPTIONS

Discipline Consequences

Since our school is a PK-8 campus, consequences will be administered with respect to the age and maturity level of the student.

Disciplinary options of which one or more may be used:

- Verbal reprimand;
- Seat assignment change;
- Extra assignments to be done at home;
- Teacher/Student conference;
- Parents/Guardians contact via phone call, note or conference;
- Conference with intervention team assigned to the individual grade level i.e., (administrator, teacher, student, parent(s) and any other appropriate personnel);
- Behavior contract;
- Supervised campus or community service assignment while serving detention;
- Time-out in another classroom until the completion of the assignment or time limit;
- Confiscation of a prohibited nuisance item;
- Morning detention;
- Lunch detention;
- After-school detention;
- Saturday school
- In-class disciplinary action;
- Exclusion from extra-curricular activity;
- Grade penalty for copying, plagiarism and/or cheating;
- In-school or Out- of-school suspension;
- Exclusion from Field Trip;
- Involvement of law enforcement;
- Restoration or restitution; (as applicable)
- Removal of student from classroom;
- Withdrawal of various student privileges;
- Other appropriate disciplinary options as deemed necessary by the administration;
- Service projects;
- Expulsion;

*Law enforcement will be contacted if the behavior warrants such action.

DISCIPLINARY PROBATION

A student's continuous misbehavior may result in being placed on disciplinary probation by the principal. The principal will determine the length of the probation and notify the teacher, student and parents of the reasons for the terms of probation. Probation may occur in class or in a setting of in-school suspension. During the probation and at the end of the probation, the parents will be informed of the student's progress. At the conclusion of the probation, the principal, in consultation with the student's teachers, will determine whether sufficient improvement in behavior has occurred. If insufficient progress is noted, the principal may consider other actions.

If a problem persists, the child may be removed from classes until parents attend a conference with the teachers and/or the principal.

It is impossible to list all of the behaviors, which may be deemed unacceptable; however, the following are major offenses that will not be tolerated at St. Augustine Catholic School and will result in an office referral and may lead to suspension or expulsion:

- Use, sale, distribution, or possession of real or fake: tobacco, alcohol, weapons, drugs, or other illegal/controlled substances and other items
- Defiance of authority in word or deed by students or parents
- Defiance of authority by passive refusal to follow the rules or policies of the school
- Destruction or vandalism of school property (In each instance, restitution will be paid to the school to repair or replace the property)
- Serious theft or dishonesty
- Use of crude, sexual, or offensive language or possession of such materials
- Serious or continuous disruptive behavior
- Acts or threats of aggression or violence or any instance of bullying or harassment
- Acts of sexual harassment
- Violation of internet code of ethics or the acceptable use policy
- Photographing or video-recording students or school personnel without permission
- Habitual unauthorized absences or tardiness
- Failure to follow the Honor Code
- Conduct at school or elsewhere, which would reflect adversely on the Catholic school and the Church.

COMPLAINT AND APPEAL

Grievance Procedure

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved, informally, by a parent meeting with the immediate authoritative person (teacher) to discuss the matter. If, however, the matter is not settled to the parent's satisfaction, the parent may send a formal letter of complaint to the principal within five (5) working days following the occurrence of the event on which the complaint is based. Please contact the principal for a copy of the Archdiocese's current appeals process/complaint procedure for further details.

BULLYING/HARRASSMENT/CYBERBULLYING

St. Augustine Catholic School believes that as Catholic Christians everyone has the right to be treated with respect. School administration and staff work to prevent harassment in all forms, including bullying and cyber-bullying. Bullying is often hard to identify. Victims do not want to cause more trouble nor do they want to admit that they are bullied and the bully

hides their actions or defends it as play or normal “joking”. Bullying is defined by a power imbalance between a bully and their target. This power can be derived from physical size, strength, popularity, gender or verbal skill. Bullying can happen physically, emotionally, socially or via technology called cyber-bullying. Bullying involves repeated acts of physical, emotional or social behavior that are intentional, controlling and hurtful. Bullying persists even when the target has asked for it to stop. Bullying is a learned behavior that is either direct or indirect. Direct bullying is usually seen and felt readily; examples might be: shoving, kicking, intentionally scaring or physically intimidating someone. Indirect bullying is also called relational aggression.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

It is difficult to identify and more difficult to remedy. Examples of relational aggression include: spreading rumors, teasing, exclusion and name-calling. Cyber-bullying is defined as use of the Internet, cell phone or other electronic device to send or post text messages or visual images intended to hurt or embarrass another person.

St. Augustine Catholic School will not tolerate any form of bullying. Students are encouraged to report any incident of harassment to their teacher, counselor, principal, or any school staff. At St. Augustine Catholic School we use a three-tiered process to combat the destructiveness of bullying and to promote kindness and good social skills.

The three tiers are as follows:

Level One Intervention

If a child is accused of bullying, the classroom teacher will address the accusation and an educational remedy is put into place. Most of the time, students do not know that their behavior is hurtful to others. Society has evolved into a much more verbally critical and sarcastic environment and sometimes educating children to appropriate and loving interactions with one another is all that is needed.

Level Two Intervention

If a child is accused of bullying a second time the school counselor will be invited to assess the situation with the teacher. Sometimes this means having individual counseling and/or a classroom guidance lesson on what bullying is and how to interact in a kind and assertive manner.

Level Three Intervention

If a child is accused of bullying a third time a referral is made to the Principal to begin the discipline process. The parents will work with the school to develop a plan of action to help the student develop their social skills and to eliminate all bullying activity. The Principal reserves the right to develop any individualized behavior plan that is seen as necessary to ensure the physical and emotional safety for all the students. Continued bullying may result in further disciplinary action, up to and including expulsion. St. Augustine Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made

against the physical or emotional well being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

HARASSMENT

Harassment, as defined for St. Augustine Catholic School, is that which is sufficiently severe, persistent, or pervasive, adversely affecting a student's education or that which creates a hostile or abusive educational environment. The act of harassment is a direct violation of the Christian behaviors and values upheld in the school. Harassment involving students, school and parish faculty, parents and visitors will be investigated and necessary action taken immediately. Depending on the nature of the harassment, each incident will be reviewed independently and action taken may range from a disciplinary report to expulsion from the school and in some cases, legal action. Should anyone become a victim of or witness harassment, the following steps should be taken:

- 1) Immediately notify someone in authority, such as teacher, principal, or priest.
- 2) After reporting the harassment, keep the information confidential.
- 3) If necessary, write an account of what happened for future reference.

St. Augustine Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, online, at school or even after school hours) face detention, suspension and/or expulsion.

HARASSMENT - SEXUAL

Sexual harassment is immoral and reprehensible and will not be tolerated in the Catholic School. It subverts the mission of Catholic Education and threatens the careers, educational experience and well-being of all affected persons. In both obvious and subtle ways, the very possibility of sexual harassment is destructive to individuals and to the Church/School community as a whole.

Sexual harassment includes, but is not limited to, the following behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances or imitations.
- Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, studies, or play.
- Retaliation for having reported or threatened to report sexual harassment.
- Obscene comments of a sexual nature can be deemed as sexual harassment.

BLOGS/SOCIAL NETWORKING

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

DRUGS, ALCOHOL & TOBACCO

Students who possess drugs and/or alcohol and/or tobacco at school or at any school function face suspension and/or expulsion.

GUM

Students are not allowed to chew gum at school at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day or during carpool.

OFF-CAMPUS CONDUCT

The administration of St. Augustine Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

COMMUNICATION

CONFERENCES

Teachers and parents or guardians are encouraged to communicate throughout the school year by phone, weekly folders, written notes, or letters, e-mails, and on-site meetings. **Social media should not be used for such exchanges between teachers to other school officials and parents.** Parents who desire to meet with teachers or other personnel should schedule the meeting in advance by scheduling an appointment via phone call or email to the teacher. Parent communications/messages will be returned within 24 business hours.

Communication between parents and teachers is essential to a strong educational program. There are Parent/Teacher conferences in the fall and spring. Parents who wish additional conferences should schedule an appointment with the teacher during his/her conference period. It is not appropriate to expect a conference at a time when a teacher is responsible for supervision of students, including in the morning assembly or in the afternoon pick-up line. Parents are requested to call teachers during school hours only. Teacher email is available for communication with all staff.

TEACHER & ADMINISTRATION/PARENT

Under certain circumstances, the Teacher of Principal may request a conference. It is imperative that you answer this request. If a parent does not make an effort to confirm or reschedule a meeting and does not attend the meeting, the student may be withdrawn from the school at the discretion of the Principal and in consultation with the Superintendent.

SCHOOL PROPERTY

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

SCHOOL SAFETY

St. Augustine Catholic School Office attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken very seriously. Students making such threats **(seriously or in jest or online)** face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police and prohibit people from entering onto the campus.

USE OF SCHOOL GROUNDS AND FACILITIES

Outside of school hours, all use of the school's grounds and facilities is at the discretion of the Pastor.

UNLICENSED DRIVERS

Unlicensed drivers are not permitted to drive on the property or campus of St. Somewhere School or Parish.

FIRE DRILLS

State Law requires that fire drills be held monthly. Additional drills for sheltering in place and inclement weather are run during school hours as deemed necessary by the administration.

SEARCH

The school reserves the right to search anything brought on school property. This includes backpacks, purses, cell phones and other electronic devices.

HEALTH POLICIES and PROCEDURES

HYGIENE

It is most important that your child comes to school clean and well groomed. This will not only help his/her self-esteem but shows consideration for others. We expect your child has developed and will use good hygiene practices. Properly washing hands after using the lavatory, brushing teeth every morning, covering the mouth and nose with a tissue when sneezing or coughing, not borrowing combs or caps, are some examples of good basic hygiene.

MANAGEMENT OF ILLNESS & COMMUNICABLE DISEASE

All children are required to have the following on file: a current immunization record and emergency medical authorization form with two contact names other than the parent/guardian **who are available during school hours and can arrive within 20 minutes to pick up a child.** New students and pre-kindergarten students are required to have a current (within a year) health/physical exam form signed and dated by a doctor along with a current immunization record and emergency medical authorization form.

The Principal, nurse, teachers, and members of the office staff of St. Augustine Catholic School are trained in CPR and First Aid. The school follows the Communicable Disease Chart provided by the State of Texas Department of Health.

Children who are sick during the night or before school should be kept at home. Please do not request permission for your child to stay inside at recess due to illness. **If he/she is too sick to go outside then he/she should not be in school.**

If a student becomes ill during the day, the parents will be contacted at once. The parent/guardians or authorized person will be expected to pick-up the child immediately. The child will be moved to an area away from the other children and carefully monitored for worsening condition. Pre-Kindergarten bedding will be sent home with the parent for washing, and the mat will be disinfected every Friday.

The following is a partial list of symptoms, which would prompt immediate notification of parents:

- Temperature of 100° F or more when taken by ear method.
- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Stiff neck.
- Vomiting
- Sore throat or difficulty in swallowing
- Conjunctivitis
- Untreated infected skin patches
- Unusual spots or rashes
- Severe coughing, causing the child to become red or blue in the face or to make a

- whooping sound
- Yellowish skin or eyes
- Evidence of lice, scabies, or other parasitic infestation
- Unusually dark urine and/or gray stool
- Complaints of pain

If a student wets or soils himself during the school day, a parent is required to pick the child up from school, give the child to bath or shower and then return the child to school unless otherwise instructed.

Children need to be free of symptoms for a full twenty-four hours before being readmitted to the classroom. The Principal may use discretion on all matters of health. At her discretion, she may address issues, have parents/guardians remove a child, and or request a doctor's written medical release. If a child is going to be absent, the parent/guardian needs to notify the school as soon as they become aware the child will be absent from school. Specific communicable diseases will be reported to the Houston Department of Health & Human Services.

The following guidelines will be used when determining if a student may return to school:

- **The student must be free for a full twenty-four hours from fever, vomiting, and/or diarrhea**
- The student must have completed a full twenty-four hours of antibiotics
- The parent must provide proof of a negative throat culture
- If a positive throat culture, the child may return twenty-four hours after start of prescription medication

When applicable, the parent/guardian must provide a doctor's note that the student is free of parasitic infection.

All students, teachers, and staff wash their hands at school after toileting, before food preparation times, and before eating to aid in the control of communicable disease.

Administration of Medication Policy

All over-the-counter and prescription medication is to be taken to the School Office and an Administration of Medication Form must be completed. Asthma inhalers may be self-administered after guidelines have been met and approved by the school nurse or principal and parents or guardians have signed an authorization form. Authorization forms must be complete and on file in the school clinic.

St. Augustine Catholic School will only administer medication when:

1. An Administration of Medication Form has been correctly filled out, dated and on file, signed by the parent or guardian and physician
2. The medication, over-the-counter or prescription is in the original container with a current label and prescription

3. Written instructions from a licensed physician or dentist are secured
4. If only a half pill is to be given, the pill must be cut by either the parent/guardian or by the pharmacist. St. Augustine Catholic School staff will not cut pills.
5. If there are any changes with medication, dosage or time, a new form must be completed

NO CHILD SHOULD HAVE COUGH DROPS, LIP BALM, etc. on their person. These types of over the counter medications should be turned into the school clinic with the proper permission forms.

St. Augustine Catholic School will not administer:

1. Over the counter drugs, creams or lotions such as fever reducing medication, cough drops or syrup, lip balm, vitamin, fluoride supplement, sun block, etc. without a physician's signature
2. Any medication that is labeled "As Needed" without clear guidelines for administering a dose
3. Any medication that is not in its original container
4. Any medication including over the counter that is not secured by a physician's prescription i.e. Tylenol, Motrin, cough syrup, cough drops

These rules are in place to protect your child and must be followed. If you have any questions regarding this policy contact the school nurse.

Allergy Policy

St. Augustine Catholic School recognizes that asthma is an important condition affecting many school age children and positively welcomes all pupils with asthma.

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff that comes into contact with children with asthma is provided with training on asthma from a school nurse who has had asthma training. Training is updated as needed.

Asthma Medication

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

Record Keeping

At the beginning of each school year, or when a child joins St. Augustine Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register, which is available for all school staff. If medication changes in between times, parents are **required** to inform the school.

The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

Food Allergy Policy

St. Augustine Catholic School recognizes that life threatening food allergies are an important condition affecting many school age children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Augustine Catholic School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the school clinic director or principal.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with a cleaning agent and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

EMERGENCY PREPAREDNESS

EMERGENCY DRILLS

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds
2. Close windows and doors
3. Walk to the assigned place briskly, in single file at all times, and in silence
4. Stand in a column of two's, facing away from the building
5. Return to building when signal is given

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds
2. Walk briskly to the assigned place in single file
3. Sit, face wall, and put hands over head
4. Return to classroom when signal is given

CRISIS PLAN

St. Augustine Catholic School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

- 1. Off Campus - Elim Temple**
- 2. Off Campus - Patterson Elementary**

WEATHER EMERGENCIES

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the IRIS Alert® system and Gradelink database.

UNIFORM & DRESS CODE

Uniform components (pants, shorts, skirts, jumpers, blouses, shirts, vests, and sweaters) may be purchased through:

Risse Brothers School Uniforms®
Phone: (346) 319 - 4176
9000 Hempstead Rd. #120, Houston, TX 77008
Or ordered online at <https://www.rissebrothers.com/ab100.cfm>

All students must be in uniform every day. There will be out-of-uniform days (Free Dress Days), which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

There is a special uniform for Physical Education classes. Physical Education uniforms are purchased through Risse Brothers Uniform.

St. Augustine Catholic School sweatshirts, which can be worn with both the P.E. uniform and the school uniform.

School socks may be ankle socks (boys) or knee length socks (girls) only. Socks should be navy blue or white. **Socks should include no logo or writing.**

ALL STUDENTS

Tennis Shoes should be solid white for all students. Early Childhood girls may wear blue and white saddle tennis shoe.

Hair should be neat with bangs above the eyebrows. Boy's hair should be above and not touching the shirt collar and trimmed around the ears. Scrunchies, hair clips, rubber bands, ponytail holders, etc. must be in the hair, **not worn on wrists. Extreme hair coloring and bleaching is not permitted.** No beads or scarves should be worn in the hair.

No cosmetics, lip-gloss, colored Chap Stick, nail polish, or artificial nails may be worn. No visible tattoos of any kind. No Hologram contact lenses.

No body piercing except pierced ears. Girls may wear **one** pair of earrings not larger than a nickel and without hoops. Boys may not wear earrings of any type. **Jewelry** should be limited to one watch, one ring and simple crosses or holy medals on a narrow silver or gold chain.

Good grooming is an important part of the training and responsibility of young men at St. Augustine Catholic School. ALL SHORTS AND PANTS WITH LOOPS are to be worn with a

belt, (blue, black or brown) and with shirts tucked into their pants. All pants and shorts must fit the student properly. No sagging shorts or pants are permitted.

Watches with a beeping device/timer/or alarm should be disconnected during the school day. Watches that beep will be taken away and may be claimed on the last day of the school year.

During the months of December, January and February girls may wear plain navy blue sweatpants under their uniform during arrival, recess, and dismissal. However, pajama style pants may not be worn at any time.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirttails should be tucked in while a student is on campus unless the uniform style shirt includes an elastic band at the waist. Belts must be worn at all times when a shirt is tucked in to pants or shorts with belt loops. Belts may be navy, brown, or black.

Cheerleading Uniforms and Sports Uniforms may be worn on Spirit days.

Students, who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.

SPIRIT DAYS

Students may wear St. Augustine Cougar shirt on Wednesdays. St. Augustine team jerseys may be worn on Wednesdays. Eighth grade students may wear their 8th grade class shirt, "future" high school t-shirts or jerseys on Wednesdays. These shirts may be worn with navy walking shorts, navy slacks, or plaid skirts, **but not with jumpers.**

UNIFORM DRESS CODE POLICY FOR GIRLS

PRE-K THROUGH GRADE 8

SOCKS

- White or navy knee length socks (Cable Knit Sock PK – 5 and Trouser/Hose Sock 6-8)
- Tights must be solid navy or white ONLY
- Thigh highs are NOT permitted
- Sports socks or no show socks are not permitted

SHOES (*Mass uniform may be worn everyday if desired.*)

- Athletic or tennis shoes are to be solid white.
- Tan Sperry type shoe on all school day other than Mass days.
- Black Mary Janes (PreK – Grade 3) and Black Penny Loafers (Grades 4 – 8) on Mass days.

All jumpers, skirts and walking shorts will be hemmed at the KNEE. Leave ample hem to accommodate growth. Shorts or pants with belt loops must be worn with a belt at the waist, (brown, black or navy) with shirts tucked in and neat in appearance.

PK – KINDERGARTEN

Plaid Bib jumper to the collar with a white peter-pan collared shirt. Navy blue uniform slacks or navy blue knee length shorts may replace the jumper. White Peter pan blouses worn with the pants or shorts must have the school logo. Long sleeve white turtleneck shirts may be worn under uniform shirts during winter months. Jumper hem should be knee length. Shoes should be black Mary Jane type for Mass, navy and blue Ked saddle shoe, solid white tennis shoe and tan Sperry for non-Mass days is permitted.

Grades 1 – 3

Plaid Bib jumper with a white peter-pan collared shirt. Navy blue uniform slacks or navy blue knee length shorts may replace the jumper. White Peter pan blouses worn with the pants or shorts must have the school logo. Long sleeve white turtleneck shirts may be worn under uniform shirts during winter months. Jumper hem should be knee length. Shoes should be black Mary Jane type for Mass, solid white tennis shoe and tan Sperry for non-Mass days is permitted.

Grades 4 -8

Navy skirt, navy blue pants or navy blue knee length navy shorts with a white oxford button down shirt and navy blue sweater vest with school logo. Students may also wear a red polo pull over (with school logo) with their plaid skirt on non-Mass days. Long sleeve white turtleneck shirts may be worn under uniform shirts during winter months. Skirt hem should be knee length. Shoes should be black Penny Loafer for Mass and tan Sperry for non-Mass days. White tennis shoes are to be worn for P.E. only.

MASS DAYS

- PreK through Grade 3 MUST wear plaid jumper and white blouse on Church/Mass days and red criss- cross tie
- Grade 4 - 8 girls MUST wear the plaid skirt and navy vest on Church/Mass days and red tie with Mass uniform.
- PreK – Grade 3 – red school uniform cardigan should be worn for Mass
- Sweatshirts and non-uniform cardigans will NOT be permitted.
- Black shoes (specific to grade level) must be worn for all grades. (A change of shoes may be brought to change into AFTER Mass.)
- Socks must be knee length for Mass. (navy or white)
- Sweatshirts are not permitted on Mass days.
- No **Sperry's®** for Mass Days.

Top-siders/Sperry's® should not be two-tone in color (For example: brown and tan). The sole of the Top-Sider may be beige/tan. No sandals, no open-back shoes, or any type of shoe which resembles a tennis shoe, no **boots** or **hi-top shoes**, no black and white saddle oxfords, no ballet slippers, and no shoes with a heel over 2 inches (measured from the back exterior of the shoe) are permitted. NO WALLABEE® SHOES/BOOTS/UGGS® MAY BE WORN. Shoes with laces must be tied at all times.

UNIFORM DRESS CODE POLICY FOR BOYS

PRE-K THROUGH GRADE 8

Boys wear the navy blue uniform pants or navy blue uniform walking shorts. NO CARGO pockets, etc., on the uniform pants or shorts. Sweatpants may not be worn. Long sleeve white turtleneck shirts may be worn under uniform shirts during winter months. The red knit shirt with the school logo is required and must be tucked in at all times. White or navy crew socks only may be worn. White button down shirts worn with shorts or pants must have the school logo.

Lights or Characters on shoes are not allowed.

SHOES

- Athletic or tennis shoes solid white
- Black Penny Loafer for Mass.
- No **Sperry's®** for Mass Days

MASS DAYS

Black Penny Loafer

Grades PK3 & PK4

Khaki slacks & white oxford button down collar shirt with school logo and black Penny Loafers with black or navy crew socks should be worn. Red cardigan with school logo may be worn with red, white and blue striped tie. Sweatshirts are not permitted on Mass days. (A change of shoes may be brought to change into AFTER Mass.)

Grades Kinder – 3rd

Khaki slacks & white oxford button down collar shirt with school logo and black Penny Loafers with black or navy crew socks should be worn. Red cardigan with school logo may be worn with red, white and blue striped tie. Sweatshirts are not permitted on Mass days. (A change of shoes may be brought to change into AFTER Mass.)

Grades 4th – 8th

Khaki slacks & white oxford button down collar shirt with school logo and black Penny Loafers with black or navy crew socks should be worn. Navy blue blazer should be worn with red, white and blue striped tie. Sweatshirts are not permitted on Mass days. (A change of shoes may be brought to change into AFTER Mass.)

ALL STUDENTS Physical Education Uniform

All students participating in Physical Education classes must dress-out and must wear the P.E. uniform. During cold weather, students may wear St. Augustine sweatshirts and blue sweat pants. Athletic shoes (solid white) with non-marking soles must be worn at all times during P.E. Students must wear crew socks. Cologne and/or aerosol deodorant are not allowed on campus.

Navy/Grey and Red uniform school shorts
Navy/Grey and Red T-Shirt with School Mascot (Cougar Shirt)

Tennis shoes must be solid white.

High top sneakers, roller skate sneakers, and sneakers with zippers instead of laces are not allowed.

FREE DRESS DAYS UNIFORM GUIDELINES

Students may not wear:

- *flip-flop sandals
- *no open back shoes
- *tank tops
- *T-shirts with inappropriate writing
- *tennis shoes that convert to roller skates
- *biker shorts
- *pajama pants
- *make-up
- *low cut blouses/tops
- *clothing that is extremely tight
- *hats

Good Rule:

If you wonder if you are allowed to wear it, you shouldn't wear it.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

TECHNOLOGY CONCERNS

BLOGS

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

ELECTRONIC READERS (E-readers)

Electronic readers, simply called "e-Readers", are digital devices that can store books, periodicals, magazines, and other electronic media. e-Readers like Amazon's Kindle®, Barnes & Noble's Nook®, Apple's iTouch®, and Apple's iPad® are quickly becoming ubiquitous in our digital culture and they simply cannot be ignored. St. Augustine Catholic School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

e-Reader Acceptable Use Policy:

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation.

- All e-Readers must be registered with St. Augustine Catholic School and accompanied by the Acceptable Use Agreement Form signed by both the parents and the student
- e-Readers are to be used **only** for the reading of school-approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
- All material on the e-Reader must comply with the spirit and policies of St. Augustine Catholic School. Please refer to the Parent-Student Handbook for more details
- All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school
- e-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption
- e-Readers are not to be used during lunch, middle-school breaks, or during playground/recess time
- The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers

INSTAGRAM®

Photos and captions on a student or parent's social media account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

SEXTING

Students involved in possession or transmission of inappropriate photos on their person, on their cell phones or other electronic devices face suspension and/or expulsion.

TEXTING

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion. Students are required to turn in their cell phones to their homeroom teacher at the beginning of the school day.

VIRTUAL REALITY SITES

Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

GENERAL SCHOOL INFORMATION & POLICIES

BIRTHDAY OBSERVANCES

Students in Grades Pre-K through Grade 8 may come to school dressed out-of-uniform on their birthday. In addition, birthday treats may be brought to school for students during the lunch period. No birthday lunches. Students will receive a free dress pass on their birthday, which they can redeem at any time during the school year. Birthday parties at school will occur at the end of the day at 2:30 PM.

BUCKLEY AMENDMENT

St. Augustine Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal.

CELL PHONES

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the homeroom teacher upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. First offense: \$25.00 – Charge may be waived at the discretion of the Principal. **Items taken away from students after the first offense will be returned to the parent(s)/guardian(s) on the last day of the school year.**

CHILD ABUSE LAWS

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

COUNSELOR

A certified counselor is available on our campus Mondays, Wednesdays and Fridays, and upon request in the case of emergency through the Archdiocese of Galveston-Houston. Our counselor serves the needs of students and parents through class and individual consultation.

GIFTS

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Please refrain from gift giving at school, except when teacher approved.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

HOME-SCHOOL COMMUNICATION

In order to ensure that all communication from school reaches home in a timely manner, St. Augustine uses a student folder system, IRIS Alert®, and mass Email. Family folders containing all correspondence are sent home and should be returned the following school day. Your child is responsible for emptying the contents of his/her folder when it is returned to their homeroom. Information is not sent home if the folder has not been returned. Official school-wide emergency communications are sent using the IRIS Alert® phone system, mass email, and social media.

LIBRARY

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to parish food pantry). The student must pay for books damaged or lost, before any other materials may be checked out.

Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

LOCKERS & CUBBIES

Students may be assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

Students in Grades 5 – 8 are encouraged to bring their own combination lock to use to protect their personal items during the evening and on the weekends. The school reserves the right to open student lockers at anytime without probable or reasonable cause. The lockers are the property of St. Augustine Catholic School. Students will be responsible for replacement of any damage to locker. A lock that is not locked on a student's locker during the school day will be taken from the locker. The student must come to the office to retrieve his/her lock. A \$10.00 fine is charged after the second infraction.

LOST & FOUND

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.** Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

LUNCH PROGRAM

St. Augustine Catholic School offers a hot lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or candy. **Parents are not allowed bring lunches or drinks from carryout restaurants.**

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Parents/Guardians/Relatives who are not Virtus Trained will not be allowed to eat lunch with their students.

All lunch orders are purchased on a prepaid monthly basis through Happy World, Inc. catering. Please see menu for pricing.

SPECIAL DIETS

If your child has a life threatening food allergy or requires a physician recommended diet, please fill out a Diet Modification form located in the school office. Once the form is completed by parent and/or doctor please return the form to the school cafeteria. If we do not have this form on file, the school will not be able to provide alternate meals or beverages to your child. If your child does not have any life threatening food allergies or does not need any diet modifications, you do not need to complete this form.

COMPETITIVE FOODS

The school campus may not serve competitive foods (or provide access to them through direct or indirect sales) to students anywhere on the school premises throughout the school day until the end of the last scheduled class period.

Students may not bring carbonated drinks from home. Please do not put a carbonated drink in a thermos or other type of drink container; they may explode or spill.

No FAST FOOD can be brought into the cafeteria by the parent or student. If you have any questions or need additional information, please contact the school office @ 713-946-9050.

OFFICE RECORDS

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

PARENT-TEACHER ORGANIZATION

St. Augustine Catholic School Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

The Role of School Organizations

School associations and organizations are under the direction and leadership of the school principal. To provide sound structure by-laws should be established for associations and organizations. All organization funds belong to the school and are managed by the principal through the school account number. No separate account numbers are allowed. The principal must approve all fund disbursements. Formation of these organizations, as well as the continuance of them, is solely at the discretion of the principal.

- **Parent/Teacher Organization: Parent Teacher and/or Home School Organizations under the leadership of the principal provide parents and educators a vehicle to foster collaboration in educational and social endeavors. The principal must approve all fund disbursements.**
- ***Booster Club Organizations:*** Booster Club Organizations under the leadership of the principal assist schools in providing appropriate athletic competition for students. The principal must approve all fund disbursements.

This school year, our PTO will be headed by our Room Parents.

By-Laws for the PTO are available on the school website.

PARENT-PUPIL-TEACHER CONFERENCE

Parent-Pupil-Teacher (P/P/T) conferences are scheduled and required four times each school year. Parents or teachers may request conferences at any time as the need arises. At least one parent/guardian must attend the conferences with their child.

PARTIES

Students are permitted four class parties a year: Halloween Party, Christmas, Valentine and Easter Celebration. Room parents may assist the classroom teacher with these four parties. We request that treats be already prepared into individual servings.

SACRAMENTAL PROGRAM

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Augustine Catholic School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the archdiocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

If you seek the sacrament of Baptism for your child, please speak with our principal, our school secretary or your child's teacher.

SERVICE PROJECTS

The purpose of the stewardship program for students in Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Each grade will participate in a pre-planned fall and spring service project. A parent coordinator will be assigned to each class and oversee the organization and participation of each project. All grades have been assigned a specific area of stewardship emphasis. **Grades K through 2** will be organizing events directed towards helping other children. Projects in **Grades 3 through 5** will emphasize the sick and elderly of our community, and **Grades 6th through 8th** will participate in projects directed toward the hungry and homeless.

STUDENT DIRECTORY

Within the fourth month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses. Parents may choose to exclude any personal contact information from the Student Directory.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes.

STUDENT RECORDS

St. Augustine Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Augustine Catholic School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that the parents pay all postal fees.

Student records are kept in the school office. Parents may make an appointment to review the records and standardized test scores. Records will be held until financial obligations are met. Non-custodial parents will be sent a copy of academic records (report cards) as requested.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

NON-CUSTODIAL PARENT/PARENT CUSTODY RIGHTS

Non-custodial parents will be provided records of their student's progress if they request a copy in writing. This information will help determine the needs of each child in the classroom so that teachers can differentiate curriculum according to the strengths and weaknesses as determined by the scores, informal assessments and teacher observations. Parents are informed of the results of the test during the month of May.

STANDARIZED TESTING

The ITBS Test and CogAT will be administered to grades 2-8 each year during a designated testing window. These tests will help determine the needs of each child in the classroom so that teachers can differentiate curriculum according to the strengths and weaknesses as determined by the scores. Parents are informed of the results of the test during the month of May. Kindergarten and Grade 1 will be tested at the discretion of the principal.

TELEPHONE

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

TITLE IX

St. Augustine Catholic School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

WITHDRAWAL OF STUDENTS

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.**

VISITORS

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors will be asked to show identification in the form of a driver's license or other government issued identification. Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop by a classroom to see their

child during the day. This is an interruption to the teacher and to the educational process. **All visitors MUST BE Virtus trained.**

VOLUNTEERS

A Volunteer Handbook is available online. All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Archdiocesan mandated background check and attend Virtus training. You may sign up for training at www.virtus.org.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.

VOLUNTEER HOURS

All SACS families are expected to complete 20 volunteer hours toward the child's education. There are many ways to volunteer and earn hours. Please see Volunteer Handbook on the website. In order to correctly log his/hers hours, every volunteer should sign in and out every time they volunteer in our Family Volunteer Book located at the front desk to log their hours. These hours are not counted as Sports Club hours or vice versa. Each hour not completed will be charged a \$25.00 fee. The fee will be applied to the tuition account by May 1st of the current school year.

PRINCIPAL'S RIGHT TO AMEND

St. Augustine Catholic School reserves the right to amend this handbook. Notice of amendments will be sent to parents via the Student Folder or through e-mail communication.

SPECIAL NEEDS LEARNERS AND REFERRALS

Introductory Statement

Consistent with the contents of the Church document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese seeks to include students with special needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special need students. However, St. Augustine Catholic School and the other Catholic Schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

Legal References to Special Services

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability (for St. Augustine Catholic Schools, the local district is Houston ISD). This “Child Find” process must be conducted in consultation with private schools representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as “parentally placed private school children with disabilities,” and the benefits available to them differ significantly from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently called “Section 504”), provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in any program receiving federal assistance. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, St. Augustine and other Catholic schools will offer services to eligible students with special needs, when possible. However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustment to accommodate eligible students.

Records for Special Needs Learners

All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools, persons, or agencies are forwarded to St. Augustine Catholic School, upon request. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and area accessible only to the principal, the Intervention Specialist, the Counselor, and any other appropriate staff member working with the student. Parents may view their child’s record at any time. These records may not be forwarded to any other individual or agency.

Criteria for Acceptance of Students with Special Needs

In making a determination regarding the admittance of a particular student, the school will review the child’s ability to meet the school’s academic, behavioral, and physical qualifications. Each Catholic school determines its ability to meet the need of the student applicant. Consideration will be given to the following:

- Student’s demonstrated ability to meet grade level requirements;
- Record of student’s ability to follow school rules and regulations; and
- Students’ ability to meet the physical requirements of attendance.

St. Augustine's Services for Special Needs Learners

New Students – When the Admission Office or the principal is notified that an incoming student may have special learning needs, the principals and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the applicant is qualified for enrollment, the principal and Intervention Specialist will then determine if reasonable adjustments can be made to the educational program that will accommodate the student's needs. If an admission is determined the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*.

Currently Enrolled Students

If a teacher (or parent) is concerned about a child's academic, behavioral, or emotional progress and feels that testing may be needed, he/she will discuss concerns with the parent/family and the Principal, and then meet the Intervention Specialist as soon as possible. We work as a team to do what is best for the child and will discuss:

- The student's current educational status, including attendance records, grades, assessment data, and classroom observations;
- Previous educational efforts and strategies provided for the students and the results;
- Documentation of recent vision and hearing screenings;
- Updated general health history inventory; and
- Other information provided by the parents or teachers.

Parents will be expected to disclose any pertinent information that may assist us in educating the student. The principal and staff are responsible for recommending educational alternatives and/or referral to the local school district and/or private agency of the parent's choice for further evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. The principal or Intervention Specialist will then assist the family to locate an appropriate educational program for the child.

Documentation for all referrals must be kept on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*. Accommodations for a child will be noted on the report card and in the child's permanent folder.

Student Success Expectations for Special Needs Learners

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. The classroom teacher and parent will address concerns about a student initially. School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in programming adequately for their children. If it is determined that the school's resources cannot meet the needs of a

student, or if parent(s)/guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.

Accommodations for Special Needs Learners

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. As a result of a diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his/her schoolwork. In many instances, accommodations (changed in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies may be referred for special assistance with the Intervention Specialist after the administration has verification of the student's recommended accommodations. (Curricular modifications are not provided because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and goals will be determined by the Intervention Specialist, tutor, principal, and classroom teacher after all available information has been reviewed.

Standardized Assessment for Students with Special Needs

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program. Students with disabilities identified through IDEA may require assessment accommodations. These accommodations should be provided on a weekly basis through the classroom teacher. These testing arrangements must be planned for in advance through a meeting with the Intervention Specialist. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

ASBESTOS INFORMATION

In accordance with AHERA:

St. Augustine Catholic School along with other schools in the Archdiocese of Galveston-Houston has completed an asbestos management plan that has been submitted to the Texas Department of Health. A copy of this management plan is available for public review (with at least 5 days written notice) at the parish office during business hours, 8:00 a.m. - 4:00 p.m., Monday through Friday.

Under this management plan, the following activities have been accomplished:

The establishment of an operations and maintenance plan, the training of custodial and maintenance personnel, for asbestos containing materials was conducted in the summer of 2014. Also, in the summer of 2014, asbestos was abated from the school office area.

If you have any further question, please contact:

St. Augustine Catholic School
5500 Laurel Creek Way
Houston, Texas 77017
713-946-9050

Office of Risk Management
Archdiocese of Galveston-Houston
1700 San Jacinto
Houston, Texas 77002
713-659-5461

USE OF TECHNOLOGY AND SOCIAL MEDIA

Acceptable Use Policy for the Use of Computers and Telecommunications

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff and volunteers of the school/institution community. Network and Internet access is provided to further the legitimate educational goals of this institution. The school provides computing and network resources for the use of students, employees, and others affiliated with the school. Members of the school community are encouraged to use the computers, software packages, electronic mail (E-mail), or outside school network software for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through the school computer services are and remain property of the school. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- * Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged

- * E-mail capabilities may be used to facilitate distance-learning projects

- * List serves and newsgroups may be used to gain access to current information on local, state, national, and world events

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- * Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through school/institution E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment, which is prohibited by this school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to use computers for the transmission of illegal material

- * The use of personal financial or commercial gains, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited. Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempt to breach security codes and/or passwords will also be considered a form of vandalism

- * The creation, propagation, and/or use of computer viruses are prohibited

- * The forgery, reading, deleting, copying, or modifying files and/or data belonging to other users are prohibited

- * Deleting, examining, copying, or modifying files and/or data belonging to other users are prohibited

- * Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school/institution operator from intercepting and stopping E-mail messages, which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources. Access to the school's E-mail and similar electronic, communication systems is a privilege and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy

- * Unauthorized attempt to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action

- * All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail.

- * The school reserves the right to access E-mail to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities

- * Any information contained on a school computer's hard drive or computer disks, which are purchased by the school, are considered the property of the school

This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken. The decision of St. Augustine Catholic School regarding inappropriate use of technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

TELECOMMUNICATIONS USE AGREEMENT

Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Chat room.

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Augustine Catholic School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
5. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.
6. As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
7. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of believe that some

might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

8. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

**ST. AUGUSTINE CATHOLIC SCHOOL
TELECOMMUNICATIONS USE AGREEMENT
2018-2019**

Family Name: _____

Parent Signature: _____

Parent Signature: _____

Student Signature: _____

***Parents and student must sign.**

SIGNED FORM DUE TO SCHOOL OFFICE by 9/22/2018

**ST. AUGUSTINE CATHOLIC SCHOOL
PARENT – STUDENT HANDBOOK AGREEMENT**

I have read the 2018-2019 Parent-Student Handbook and agree to follow the school policies and procedures as stated.

Family Name:

Parent Signature:

Parent Signature:

Student Signature:

***Parents and students must sign.**

SIGNED FORM DUE TO SCHOOL OFFICE by 9/22/2018