

# St. Augustine Catholic School

## Parent/Student Handbook



# TABLE OF CONTENTS

Mission Statement	2
Admissions	2
Registration	3
Dress Code	4
Code of Conduct/Discipline	5
Technology	10
Academics	16
Retention	20
Athletics	21
Attendance	22
Health Information	23
Emergency Procedures	24
Visitors	26
School Organizations	26
Student Organizations	28

\*Note: Numbers in parenthesis next to policies reference the Archdiocese of Detroit School Policy Manual.

Revised August 2018

## **MISSION STATEMENT**

*St. Augustine Catholic School spreads the good N.E.W.S. by Navigating a Christian course, Educating body, mind, and spirit, Worshipping the Lord, and Serving others.*

## **ADMISSIONS**

### **Title IX Statement:**

St. Augustine Grade School is committed to assisting parents in their effort to maintain the right to exercise a free choice among schools for their children. St. Augustine actively promotes its independence and diversity relative to state-supported schools and institutions, while continually maintaining a broad public commitment to excellence in education. This school acknowledges the requirements of the Title IX of the Education Act of 1972, Public Law 92-31B (as amended by Public Law 93-568): **that said non-public school does not discriminate on the basis of sex in employment practices or the educational program or activities which it operates; and that said non-public school shall not violate the requirements of Title IX.**

St. Augustine School admits students of all races, nationalities, and ethnic origins to all rights, privileges, programs, and activities generally accorded students in this school. It does not discriminate on the basis of educational policies, admissions, scholarship or loan programs, athletic and other administered programs.

### **General Guidelines:** (5002)

When registering anyone, the school will adhere to the directives of the Cardinal, the Archdiocesan School Office, and the State of Michigan. Parents or guardians of students seeking admission or transfer to St. Augustine School must present copies of the most recent report card, any standardized test results, and/or other evidence of achievement from the last school attended. In addition, the principal will interview prospective students and/or their parents to determine reasons for seeking admission.

St. Augustine School, respecting the rights of all involved, retains its authority to refuse admittance to, or expel, at any time, any student whose special needs cannot be met within the school setting, or whose presence would seriously impair the development of Christian education. The decision to accept a student is the responsibility of the principal (5002). **New students are accepted on a probationary basis for a period of not less than one semester, with proper placement being determined by the past performance of the student.**

During the time of probation, parents are encouraged to maintain open, frequent communication with their child(ren)'s teachers. At the end of the probationary period, a conference will be held with the teachers, parents, and administrator in attendance. At this time a decision will be made as to whether to end the probationary period, extend it, or ask the parents to seek another educational setting for the student.

Parents seeking to enroll their child(ren) in St. Augustine School are expected to:

- Accept and support the Philosophy and Mission of the school and its implementation in the school program
- Support and adhere to all policies, procedures, and functions of the school

- Be prepared to give moral support to the school's developmental programs provided for the student
- Take advantage, for their child, of the school's auxiliary services such as alternative education, speech, etc. when recommended
- Realize that the school may not have the resources to meet the special needs of some children
- Provide the financial support necessary to operate the school by making timely tuition payments as agreed upon with the school administration
- Through the volunteering of time and services to school and parish functions, become actively involved in the life of the school and parish

### **Age:**

St. Augustine Grade School adheres to the policies of the State of Michigan and the Archdiocese of Detroit in regard to the age of admissions. Students seeking enrollment in Kindergarten must be five years of age by September 1st of the present school year.

### **Health Records:**

All applicants must comply with the State of Michigan's required immunization and health rules and regulations. These require that a child enrolling in a public, private, parochial, or denominational school in this state for the first time shall submit one of the following:

1. A statement signed by a physician that the child has been immunized or protected against diphtheria, tetanus, pertussis, rubella, measles, mumps, Hepatitis B, and poliomyelitis. In addition, the child has been tuberculin tested to determine the presence of infection from tuberculosis.
2. A statement signed by a parent or guardian to the effect that the child has not been immunized and tuberculin tested because of religious convictions or other objections.  
***Immunizations are available at the Macomb County Health Department.***

Admissions will be considered incomplete until all health and immunization requirements have been met.

### **REGISTRATION:**

In the spring, registration forms are sent to each family currently enrolled. These forms returned by the specified date will assure current family status in school. Registration for the next school year will be accepted as long as prior arrangements for tuition are approved with the administrator. Yearly registration forms can be found on the website. Information regarding the service credit program is also available on the website.

## **DRESS CODE:**

### **Uniform:**

The school uniform dress code can be found on our website.

### **Hair:**

Hairstyles should be combed, neat, of natural color, conservative and appropriate to the business at hand. **No hair ornamentation such as extensions and permanently affixed decorations permitted.** The school administrator will decide on whether students' hair color and/or style of hair are acceptable.

### **Alternative Dress Days:**

**Dress-Up Days:** Clothing should be neat, modest, conservative, and appropriate. **Jeans, shorts, sweats, T-shirts, and play clothes are not considered appropriate "Dress-Up" Day attire. Skirts must be no shorter than two inches above the knee. Low-rise slacks, low cut tops and bare midriffs are not allowed. Dress or casual boots are allowed as long as heels are no higher than two inches. No sandals, flip flops, or any type of open toe or open back shoes are permitted.**

**Dress-Down Days:** Clothing should be neat, modest, conservative and appropriate. Torn, frayed, patched, tight fitting, low-rise pants are not appropriate. Sweatshirts and T-shirts with appropriate slogans and designs are permitted, as are sweaters and turtlenecks. **Shorts** may not shorter than two inches above the knees. Ripped, torn, or cut-off shorts are not allowed. Tank tops, bare midriffs, low cut, or mesh shirts are also not permitted. Sweat pants and sweat shorts are not allowed. **No sandals, flip flops, or any type of open toe or open back shoes are permitted.**

**Spirit Wear Days (at principal's discretion)** Students may wear St. Augustine spirit wear shirts with uniform pants, shorts, skirts, and jumpers.

### **Dress Code Violation:**

The following procedure will be followed when students are not in compliance with the established dress code of the school:

**First Violation:** A student who is out of uniform, without cause, will be given a written reminder to follow the established St. Augustine dress code. This warning must be signed by the parent/guardian and returned to school the next day. The student will be given a shirt, blouse, pants, or belt to wear the rest of the day.

**Second Violation:** The student will contact his/her parent from school about the violation. The student will be given a shirt, blouse, pants or belt to wear the rest of the day. The student will also lose the next "Alternative Dress" day privileges.

**Third Violation:** The parent will be asked to come to school for a conference with the child and his/her teacher. Students in grades 4 through 8 will also be given an after school detention.

## **CODE OF CONDUCT/DISCIPLINE**

The immediate objective of school discipline is to maintain effective learning conditions. The ultimate objective is student growth in abilities, attitudes, and habits essential to acceptable and self-controlled behavior. St. Augustine School uses PBIS (Positive Behavior Interventions/Supports). PBIS is a framework to promote and maximize academic achievement and encourage appropriate and positive behaviors. It is a school-wide strategy for helping all students achieve important behavioral and academic goals. In our effort to promote PBIS, our staff will be using the St. Augustine School Behavior Matrix. This matrix can be found on our website.

Students are expected to conduct themselves in a Christian manner and to treat others with respect. **Threats or acts of violence toward another individual will not be tolerated and will result in immediate suspension and possible expulsion.**

**Basic discipline is handled by each individual teacher. Problems (such as those listed below) that arise will lead to parent contact by the teacher and/or administrator if warranted.**

### **Detention:**

Detention is used by teachers in grades 4 through 8 for serious infractions such as, but not limited to:

1. insubordination
2. endangering the health or well-being of self or others
3. deliberate disrespect or disobedience

Parents are given written notification of the detention at least one (1) day prior to the detention. Detentions will be served on Monday through Thursday for thirty minutes after school.

When a student receives three detentions during the school year, a conference will be held with the student, his/her parent/guardian, and the teacher. If, after this conference, an additional detention is received, another conference will be held with the parent, teachers involved, student and school administrator in attendance. In addition, the student will receive an "In-house Suspension."

After the fifth detention, appropriate measures will be taken by the administration of the school. Continued violation of school rules that result in detention may result in expulsion or suspension from St. Augustine School.

### **Exclusion:** (5006)

Exclusion is a temporary removal of a student from classes for no less than five (5) days. Exclusion is utilized for serious or repeated offenses by a student. Pending an investigation, an attempt will be made to determine the length of the exclusion within 48 hours of the incident. Students are not allowed to participate in extracurricular activities during an exclusion and will not receive credit for missed assignments.

### **In-House Suspension:**

In-house suspension is used for repeated violation of school rules. The student on suspension is removed from the classroom for a period of one half to three days, ***receiving no grades for all assignments and is required to make up any work missed.*** Credit will be given for missed tests which are made up. Students on "in-house" suspension may not participate in extracurricular activities, including assemblies, sports practices or games, dances etc. for the length of the suspension.

### **Suspension:**

Suspension is the temporary dismissal of a student from school. Decisions to suspend shall follow only after other means of motivation have failed and/or attendant circumstances necessitate this extreme disciplinary action. The period of suspension may be from 1 - 5 days. As in "in-house" suspension, the student receives no credit for work missed during the suspension. Students are not allowed on parish (including school) grounds, and are not permitted to participate in any sports or other extracurricular activities during the period of suspension. ***Suspension given at the start of a weekend or vacation will be continued after the weekend or vacation.***

### **Expulsion:**

Expulsion is the permanent dismissal of a student from school. It shall be implemented by administration when the offense is such a grievous matter of crime, scandal, morality or disruption that immediate expulsion is appropriate. The administration retains the right to suspend or expel a student whose behavior warrants such action. This decision to suspend or expel a student rests solely with the school administration. Offenses resulting in suspension and possible expulsion include, but are not limited to:

- Possession of a weapon or other dangerous object
- Drug involvement
- Arson
- False Fire Alarm or tampering with alarm system
- Bomb Threat
- Vandalism of any sort to the property of the school, parish, faculty or staff, or another student
- Illegal Entry
- Theft of Property
- Smoking
- Verbal or Written Abuse (including racial or ethnic slurs), sexual harassment, or physical assault of an adult or student (e.g. fighting)
- Threats of violence

### **Sexual Harassment:** (5014)

It is the policy of the Archdiocese of Detroit and St. Augustine School to make every effort to provide an educational environment that is free of harassment. Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive to some, and fails to respect the rights of others. Harassment can be either conduct or communication.

Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff or other students will not

be tolerated. Such behavior will result in disciplinary action, up to an including expulsion from school.

**Other Forms of Harassment:** (5014)

Other forms of illegal harassment refer to any verbal or physical conduct or communication that shows hostility or aversion toward another based on race, color, religion, national origin gender, age, disability, or other legally protected status when the conduct or communication interferes with the student's education or creates an intimidating, hostile or offensive educational environment.

**Hazing** is one such form of illegal harassment. Hazing is defined as an intentional knowing or reckless act that was directed against an individual that could endanger the physical health or safety of the individual, and that was done for the purpose of affiliation with, participation, in or maintaining membership in an organization. Hazing is prohibited by Michigan Law (2004).

**Bullying** will not be tolerated by St. Augustine Catholic Schools. Bullying can be defined as gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This policy applies to all activities on school property, any school sponsored or approved activity, and school related functions such as field trips or athletic events. Any student who believes they are a victim of bullying should immediately report it to their teacher or principal.

**Weapons:** (5019)

A weapon is any object which can be used to threaten or injure another. It includes, but is not limited to, "dangerous weapons" as defined by the State of Michigan law. State of Michigan law requires the reporting of the possession of a "dangerous weapon" to the local police department.

Students are prohibited from bringing weapons to school and school/parish-sponsored activities, on school/parish premises, on a school bus enroute to and from school, or in the immediate vicinity of the school/parish.

A student who is, or suspected to be, in possession of a weapon, or who threatens to use a weapon, will be subject to immediate exclusion pending an investigation. A search may be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of the student's person, pockets, book bags, purse, lunch container, locker, etc.

**Illegal Substances:** (5009)

The possession, use, sale or distribution of alcoholic beverages, controlled substances, paraphernalia, or tobacco by students in school or at school/parish-sponsored events is forbidden. A student found to be in possession of an illegal substance is subject to immediate exclusion pending an investigation.

**Steroid Bill is Law** (MCLA 380.1318)

Public Act 215 (2006) prohibits the use of any **performance enhancing drug**. Any student found to be using performance enhancing drug will be subject to the same established penalties for possession of other banned substances.



## **Right of Appeal:**

Catholic Schools of the Archdiocese of Detroit shall protect the dignity and rights of each parent, student, employee, and administrator. In the case of expulsion or other serious issues, there is the right to appeal by the student and parents involved. In order to safeguard the person's rights, the following procedures for conflict resolution are to be followed:

**Definition:** A complaint is defined as an expression of grief, regret, dissatisfaction, pain, censure or resentment finding fault.

**Procedures:** A sincere attempt shall be made to resolve any complaint by means of dialogue between the involved or conflicting parties. In the event that the complaint is not resolved by such dialogue, the following complaint procedure shall be used:

1. If a complaint is made by a parent or student or employee, such complaint shall be referred to the immediate supervisor who has full authority to deal with it without other consultation.
2. If a complaint is not satisfactorily resolved by the immediate supervisor, it may be referred to progressively higher local authorities for resolution. The immediate supervisor has full authority to deal with the complaint without other consultation. (Policy 2450)

**At St. Augustine, the levels of appeal are as follows:**

**Teacher  
Administrator  
Grievance Board**

## **Questioning Students:** (5013)

The school shall cooperate as legally required with community agencies which serve the best interest of the students. The agencies which require full cooperation are the Family Independence Agency, appropriate police departments, and other governmental investigative agencies.

## **After-School Regulations:**

Students are to board their assigned buses or cars at dismissal. In the interest of safety, once the cars in the lot begin to move, students who have been detained and are late leaving the building may not board their cars. Drivers should stay in their lines, exit with the traffic, and then re-enter the lot.

**After school, there will be no playing ball or other activities on school grounds without the permission of the school administration *and* until all cars/buses have departed the premises. Students waiting for rides should remain near the main door of the school.**

**Parents are expected to pick up their children from school on time at the end of the school day. If, on occasion, a parent is running late, she/he is asked to call the school office. Those drivers who are chronically late will be charged a supervision fee.**

## **Bus Regulations:**

A bus driver has an important job. The responsibility of transporting students is his/her number one priority. The following rules apply to all students who ride the Richmond School buses:

1. All students are expected to represent their family, school, and community in a first-class positive manner when riding any of the Richmond Community buses or while at a bus stop.
2. Students are to respect and obey the bus driver. S/he may assign students to certain seats to promote order on the bus.
3. Students must be at their designated stop **ten minutes before** the bus arrives. After the driver turns off the flashing red lights, they are not allowed to pick up any more students at that stop. DRIVERS WILL NOT WAIT FOR TARDY STUDENTS.
4. The bus must come to a complete stop before students may board or unload the bus.
5. Students are required to sit three to a seat when necessary and to be quiet at all railroad crossings.
6. Students must stay in their seats and in a sitting position when the bus is in motion. Students should remain seated and face the front of the bus with legs out of the aisle.
7. Students should keep hands, feet, and head inside the bus.
8. Students will not put down the windows unless the driver gives permission.
9. Students may not bring animals on the bus. This includes all classroom pets.
10. Students should not eat snacks, drink liquids, or chew gum while on the bus without permission of the driver.
11. Students may not place objects of any kind near the driver or in the aisles, i.e. musical instruments, books, lunches, special projects, etc. Extra items must be stored under the seats.
12. Students are expected to keep the bus clean and refrain from doing anything destructive to the bus. Any damage to a bus should be reported to the bus driver before exiting the bus. If a student is observed damaging a bus in any way, he/she must pay for the damage and may be suspended from the bus until restitution is made.
13. Conversation is allowed on the bus in a reasonable tone. However, if it becomes distracting to the driver, students will be asked to refrain from talking.
14. Profanity and obscene gestures are not allowed at any time.
15. Students should travel only on their own route.
16. Students will observe the following rules if it is necessary to cross the road after leaving the bus:
  - a. Make sure the bus is completely stopped.
  - b. On leaving, go to the front of the bus within sight of the driver.

- c. On a signal from the driver or personal escort, look both ways and then, if safe, proceed across the road in front of the bus.
  - d. Walk; do not run in front of the bus when crossing the road.
17. After exiting the bus, **never** walk behind it.
18. Collecting of mail at a roadside mailbox by a student must not take place until the bus is out of sight. This will eliminate a student being placed in a driver's blind spot.
19. Students serving detentions are not allowed to ride a later bus the day of their detention.
20. Students playing sports or any extra-curricular activities are not allowed to ride a later bus.
21. One alternative drop off location is allowed if on the same day/days each week. Students are not allowed to change buses to ride to a friend's house, etc. This drop off is intended for students needing to be dropped off at a childcare. If an alternative drop off is needed, the necessary forms must be filled out by the student's parent or legal guardian. Should an emergency arise that requires a routing change, please contact the transportation department at 586.727.1150.

Please consult the **Richmond Community Schools** Student-Parent Handbook for additional rules and regulations regarding bus transportation, which can be found on their website, [www.richmond.k12.mi.us](http://www.richmond.k12.mi.us). Students who fail to adhere to the above policies and those stated in the student-parent handbook will be subject to discipline measures, including the loss of bus privileges.

## **TECHNOLOGY**

Internet access is available to teachers, students and staff at St. Augustine School. We believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. St. Augustine School has taken precautions to restrict access to the controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We, at St. Augustine School firmly believe that the valuable information and interaction available on this world-wide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of St. Augustine School. It is the user who controls the search criteria and therefore the material accessed. With this in mind, we, St. Augustine School, believe that it is imperative to teach our students to make Christian choices in accessing material.

Students are responsible for acceptable behavior on all school electronic and technological equipment just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. Electronic information access is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required and students who do not have such permission are responsible for not accessing the Internet at School. Access is a privilege, not a right.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District Servers will always be private.

The Archdiocese of Detroit has developed the following policy regarding electronic information access:

### **St. Augustine School Electronic Information Access and Use For Educational Purposes Policy**

St. Augustine School encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The School has developed this Electronic Information Access and Use For Educational Purposes Policy to govern the access, use the security of School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

- (a) "PEDs" means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of personal digital assistants (PDA's).
- (b) "School Confidential Information" means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the School does business.
- (c) "School Electronic Information" means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send receive, store or otherwise use that information or those communications. The School Electronic Information includes voicemail messages on the School Equipment.
- (d) "School Equipment" means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials, and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software, and application software, and firmware owned and/or licensed by the School, which resides and/or is embedded in any School Equipment.
- (e) "School Networks" means all School voice and data systems, including, without limitation, the School's Internet, intranet and extranet systems.
- (f) "School Systems" means the School Equipment and the School Networks.
- (g) "Users" means any individual who accesses and/or uses School systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or

employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.

- (h) "User Equipment" means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax machines and PED's. User Equipment without connectivity to School Systems does not fall under the purview of this Policy.

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, this Policy supplements, but does not replace, the School's [policies/handbook/manual]. The terms of this Policy will govern any conflict or inconsistencies with the terms of such [policies/handbook/manual]. Any School faculty and/or employee who violate this Policy may be subject to disciplinary action, up to and including termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace, the School's Code of Conduct. The terms of this Policy will govern any conflict or inconsistencies with the terms of such Code of Conduct. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School's agreements with such third parties. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School confidential Information and/or School Electronic Information. A third party's violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.

The School systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer, (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and or reviewing audit trails created by School Systems.

No email, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is

confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

The School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality or availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an "as is, as available" basis.

### **School Responsibility**

The School will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator may close an account at any time for infractions or temporarily remove a User account and/or User's access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The School will implement filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User's access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software operates only within the School wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.

The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.

It shall be the responsibility of all members of the School staff to supervise and monitor usages of the School Network and access to the Internet in accordance with this Policy and the Children's Internet Protection Act.

### **St. Augustine School Network Users**

Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

1. Students. Students who are currently enrolled in the School may be granted a School Network account upon agreement to the terms stated in this Policy.
2. Faculty and Staff. Staff members currently employed by the School may be granted a School Network account upon agreement to the terms stated in this Policy.
3. Others. Anyone may request use of the School Network. These requests will be granted on a case-by-case basis depending on need and resource availability.

### **Privileges and Responsibilities of Users**

#### **Privileges**

Subject to the terms of this Policy, Users have the privilege to:

- use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange.
- access information from outside resources which facilitate learning and enhance educational information exchange.
- access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

### **User Responsibilities**

Users are responsible for:

- using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
- attending appropriate training sessions in the use and care of School Systems.
- seeking instruction for the use of any available technology with which they are not familiar.
- adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
- maintaining the privacy of passwords, and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes.
- may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
- material received, created or distributed using School Systems.
- maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
- preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
- awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal with respect to their use of the School Systems.

- using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. The School is not liable for any financial obligations made nor any personal information provided while using School Systems.
- financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.
- any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment *do so at their own risk*.
- abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and the student handbooks may include such rules.

**Users are prohibited from:**

- using the technology for a “for-profit” business, for product advertisement or political lobbying.
- the malicious use of technology to disrupt the uses of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.
- using School Systems to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory, or otherwise prohibited by law.
- Participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network.
- vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

**Declaration**

The School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information. Access and use of School Systems is a privilege for each User.

I have read, understand and will abide by this Policy. I agree to sign and return the Student Telecommunication Use Agreement and abide by this Policy and all other rules, regulations, policies and/or procedures related to School Systems. I understand that should I commit any violation, my privileges and/or account may be revoked, and that disciplinary action and/or appropriate legal action may be taken.

I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home usage of School Systems, and that students knowingly bringing or downloading such material into School environment will be dealt with according to the discipline policies of the School.

In consideration for the privilege of using the School Systems and in consideration for having access to the information contained or accessed on it, I hereby release the School and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the School Systems.



### **Inappropriate Internet Activity:**

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents, and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social networks, such as Face Book, will be disciplined, up to and including expulsion.

### **Cell Phones and Electronic Devices:**

Students who carry cell phones to school may not keep them on their persons. Upon entering the building, phones should be turned off and placed in the student's backpack and stored in the locker assigned to the student. Students needing to call a parent should ask to use the school phone in the classroom/office. This procedure is also enforced during sports practices, on school grounds, and at all school-sponsored events. If a cell phone or any other electronic device is found on student's person, which includes the school campus or church, the cell phone or electronic device will be confiscated by the Principal. The Principal will lock it in the safe until a parent or guardian retrieves it. Public Act 155, effective September 1, 2004, makes it a felony to photograph, or otherwise capture or record, a visual image for distribution, dissemination, or transmission of recording, photograph, or visual image of an individual having reasonable expectations of privacy.

## **ACADEMICS**

### **Curriculum:**

The curriculum of St. Augustine School incorporates Catholic values at all levels and in all subject areas. It provides for individual differences among students and reflects the fundamental principles of student growth and development. The curriculum is in accord with Archdiocesan guidelines.

### **Faith Formation:**

The fundamental goals of St. Augustine Faith Formation Programs are to share and foster community, proclaim the mysteries of faith, lead to worship, and motivate service. As St. Augustine is a Catholic school, all students must participate in religious education classes, liturgies, prayer services, etc. No child, regardless of religious affiliation, is excused from participation. Students in grades K - 8 participate in the celebration of the liturgy once a week. All-school liturgies and prayer services are also celebrated at various times throughout the year (including Holy Days).

### **Academic Subjects:**

#### **Kindergarten – Grade 3**

Religion	Social Studies
Mathematics	Science
Reading	Art
Handwriting	Music
Phonics	Physical Education
English	Technology
Spelling	Spanish

## **Grades 4 - 8**

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

## **Special Education:**

St. Augustine School maintains a Special Education Program for the benefit of its students. Special Education Services are provided in conjunction with Richmond Community Schools. Evaluation and testing are available upon request and need. A child may be referred by his/her teacher or parent and must meet eligibility requirements as set by the State of Michigan. Further information can be obtained by contacting the principal.

## **Reporting System:**

Evaluating and reporting on a student's progress are done in many ways. Demonstration, observation, pen and paper tests, projects, portfolios are just a few of the means of assessment available to the teacher. Reporting on student progress will occur frequently throughout the year via Friday folders, conferences, progress reports, and report cards. Parents can request an account in TeacherEase. This allows them 24 hour access to their student's grades.

## **Progress Reports:**

Progress reports are distributed at the midway point of each quarter and give a brief overview of how a student is progressing in each subject area.

## **Report Cards:**

Report cards are distributed to students in Grades K - 8 on a quarterly basis. Kindergarten students receive report cards after the second quarter.

## **Grading Code:**

The formal grading codes are as follows:

### **Grades K thru 2:**

S	=	Satisfactory
P	=	Progressing
N	=	Needs Time

M	=	Meeting Standard
A	=	Approaching Standard
N	=	Needs More Time To Meet Standard
N/A	=	Standard Not Assessed At This Time

**Grades 3 - 8:**

<b>A</b>	<b>=</b>	<b>100-95</b>	<b>C</b>	<b>=</b>	<b>79-75</b>
<b>A-</b>	<b>=</b>	<b>94-93</b>	<b>C-</b>	<b>=</b>	<b>74-70</b>
<b>B+</b>	<b>=</b>	<b>92-91</b>	<b>D+</b>	<b>=</b>	<b>69-67</b>
<b>B</b>	<b>=</b>	<b>90-87</b>	<b>D</b>	<b>=</b>	<b>66-63</b>
<b>B-</b>	<b>=</b>	<b>86-85</b>	<b>D-</b>	<b>=</b>	<b>62-60</b>
<b>C+</b>	<b>=</b>	<b>84-80</b>	<b>U</b>	<b>=</b>	<b>59 and below</b>

An "4" in Citizenship (Needs Improvement) affects the student's participation in extra-curricular activities.

A "U" (Unsatisfactory) is an automatic suspension from participation in extra-curricular activities including sports unless otherwise stipulated. Honors recognition is also denied should a student receive a "U" on his/her report card.

**Honors Awards:**

Honors recognition is given to students in grades 5 - 8 each quarter.

**Principal's List:** 95% or higher in each subject and satisfactory conduct and effort in all subjects

**High Honors:** 93% overall average or higher in all subjects and satisfactory conduct and effort in all subjects

**Honors:** 90% overall average or above in all subjects with satisfactory conduct and effort in all subjects

**Effort Cards:** Given to students who do not qualify for the above honors but demonstrate outstanding and continued effort

**Parent/Teacher Conferences:**

Formal parent teacher conferences are held once a year, after the first quarter. Parents are encouraged to contact their child(ren)'s teacher(s) whenever they feel a conference is needed. Conferences may be requested via a written note to the teacher or by a phone call to the office.

**Academic Honesty:**

A student's honesty and integrity in all academic work is expected. Any form of plagiarism, copying another's work, improper conduct during an exam or test, or any other lack of honesty in doing one's individual academic work will be considered a serious violation of the school's goals and academic program. A student who is caught cheating on tests or copying the work of another student will receive a grade of "0". This will be reported to the administrator and parents will be informed.

### Homework:

Appropriate amounts of homework are given to students at each grade level. A **general** guide for daily homework time is as follows:

<u>Grade</u>	<u>Time</u>
K	10 - 15 minutes
1	20 minutes
2	30 minutes
3	30 - 45 minutes
4	45 - 60 minutes
5	60 minutes
6	60 - 90 minutes
7	90 - 100 minutes
8	90 - 120 minutes

Questions or concerns about homework should be addressed to the child's teacher.

Students who are unable to attend school because of illness are encouraged to rest and concentrate on regaining good health. While they will be required to make up missed assignments, they will be given adequate time to do so. ***The number of days absent determines the number of days allowed for make up (i.e. one day for make-up per day absent, not to exceed one week).*** Extended illnesses will be handled on an individual basis.

**Assignments may be requested after the second day of an absence. Requests for homework should be made no later than 10:00 A.M. the day the work is needed.**

The time a student spends with a teacher during instructional hours is very valuable. Absences and missed class time hinder the academic progress of the students. Vacations and trips during the year are thus detrimental to a student's academic learning and are discouraged.

### Exams:

Exams will be administered to students in grades 7 and 8 at the end of each semester in January and May.

### Standardized Testing:

St. Augustine participates in the Archdiocesan standardized testing program: ***Iowa Tests of Basic Skills***. It is administered to students in grades 1 through 8 in the fall of the year.

All students in grade 8 are encouraged to take the ***High School Placement Test*** in November which is administered at area Catholic schools.

Parents are informed of the results of these tests via printed reports.

### **Field Trips:** (6002)

Field Trips that help students achieve educational objectives are encouraged. In order to participate in a field trip, students must have the written permission of their parents or guardians. Parents are to assume the costs of the field trips.

When school bus transportation is not available and private vehicles are used, qualified volunteer drivers must be over 21 years of age. They must also have the coverage as determined by Michigan Catholic Conference. Minimum coverage is \$500,000 combined single limit (CSL) coverage and \$250,000 per person and \$500,000 per occurrence. The Michigan Catholic Conference Risk Management Committee has agreed to accept \$250,000 per person and \$500,000 per occurrence, as opposed to the \$500,000 combined single limit. Parents may drive their own child on a field trip, regardless of their coverage, but no other student may accompany them if the minimum coverage is not met.

**All chaperones must have taken the “Protecting All God’s Children” workshop and undergone a criminal background check.**

It will be the responsibility of the classroom teacher to assign the students to the cars and chaperones. Brothers and sisters of the students attending a field trip are not excused from their own classes to attend the field trip. Those who do so will not be allowed to make up any missed assignments.

### **RETENTION**

The following guidelines have been established when retention is being considered for a student:

1. The teacher will make contact with the parents at the beginning of the third quarter. At this time, the possibility of retention and other possible options will be discussed.
2. Review of the student's progress will again be made midway through the third quarter by the teacher and principal.
3. If progress continues to be unsatisfactory, formal notification, in writing, is given to the parents. This will be followed by a meeting between the parents, teacher(s), and the principal (if necessary).
4. A formal review will again be made by the teacher(s) and principal by April 15th.
5. A final meeting will be held by the end of April to determine whether retention is in the best interest of the student.
6. Parents shall have the right to appeal any retention decision to the principal after the April meeting date, but no later than May 15th of the current school year.

**A grade of "D" or lower in any academic subject area may prompt a teacher to recommend summer classes or tutoring in that subject.**

**Grades of "U" or its equivalent in Reading or Math require summer school or tutoring by a certified teacher.**

Students who receive a grade of "U" in any two major academic areas may be subject to retention.

## **ATHLETICS**

St. Augustine School offers the following team sports:

Cross Country	Grades 4 - 8
Basketball:	Grades 5 - 8
Volleyball:	Grades 6 - 8 (Girls)
Cheerleading:	Grades 4 - 8
Track	Grades 4 - 8
Archery Club	Grades 4 - 8

### **Priorities:**

Three (3) priorities have been established in Physical Education and will be adhered to:

1. to participate, have fun, and to benefit from the experience of hard work, success and failure, sharing common goals, competition, and companionship
2. to develop physical, mental, and emotional strength, endurance, alertness, and other skills
3. to learn how to win and how to lose in the spirit of good Christian sportsmanship

St. Augustine School is a member of the **CYO Blue Water Parochial Athletic League**.

In view of the large numbers of children participating in athletics and in view of the fact that all children should have the opportunity to play and participate, the following rules are enacted:

- Team size may ***not*** be limited in order to allow all students the opportunity to participate.
- Playing time, at the varsity level, by each player will be under the discretion of the coach. The coach will, however, strive to play all players in each game.

The ultimate goal of our sports program is to develop good sportsmanship in both the participants and the observers. At all sporting events, spectators and players are expected to show support for their team, and sportsmanship and courtesy toward opponents. Booing and heckling are prohibited. Persons who cannot support St. Augustine teams without resorting to such tactics will be asked to not attend or participate in any future athletic events.

### **Student Participation Policy:**

Students wishing to participate in a school-sponsored team sport must have a physical before practices begin. This is the responsibility of the parent. Forms for the physicals may be obtained in the school office.

Students delinquent in school work, or showing signs that participation in school athletics is interfering with academic achievement, will not be allowed to continue to participate.

Each week an eligibility list will be distributed to, and marked by, the teachers. A student becomes ineligible if his/her grade in any subject falls below a "C" average due to missed assignments or a lack of participation. A student who is academically ineligible may not attend the games for which s/he is ineligible. The student remains ineligible until improvement is made or until the principal re-instates the student's eligibility.

If any team member does not demonstrate proper behavior in class, school, or at any game, he or she may also be declared "ineligible" by the teacher or principal for a minimum of one game. If a student is absent from school the day of a game or practice, s/he may not participate in the game or practice. If a student is suspended from school (including in-house suspension), s/he may not attend practice or participate in a game during the suspension. A student may not "dress" for any games for which s/he is ineligible.

Fees are required for participation in team sports.

### **Parent Involvement:**

Each school family who has a son or daughter participating in the athletic programs of the school is asked to donate their time and talent to the St. Augustine Athletic Association. Besides volunteering to help at the games, parents/guardians are asked to assist the club in the preparation and serving of the annual fish fries held during Lent. Student athletes (4-8) are also required to work at the fish fries.

### **ATTENDANCE**

In order to accomplish the educational objectives at each grade level, students must attend classes regularly. It is important for the parent/guardian, with assistance from the school, to aid the student in developing desirable habits of attendance and punctuality. By law, the parent(s) or guardian(s) is responsible to see that any child in his/her charge, ages 6 to 16, is in continuous and consecutive attendance in school. (5003)

### **School Day:**

The school day begins at 8:00 A.M. and ends at 3:00 P.M. Students should not arrive on school grounds before 7:40 A.M.

### **Drop Off and Pick Up:**

Drivers taking their children to and/or from school are asked to follow the procedures specified by the school administration.

### **Absences:**

When a child is absent due to illness or other reason, the parent or guardian should contact the office at 586.727.9365 by 8:30 A.M. The school office, in order to determine the child's whereabouts, will contact parents who have not called by that time.

Extended absences should be verified by a doctor's note upon the child's return to school. These absences may also preclude the distribution of a report card during a quarter.

### **Unexcused Absences:**

All absences affect the academic performance of the student since there is no way to completely make up for the interaction that occurs in a classroom situation. For this reason, parents are asked to make every effort to coordinate family vacations with the school's vacation periods.

Parents/guardians are also asked, to the best of their ability, to schedule doctor and dentist appointments outside of school hours.

### **Truancy:** (5017)

If a pupil is absent without cause, or if the school has reason to suspect the validity of an excuse, the administrator shall investigate the situation and apply appropriate remedies. In case of apparent truancy, contact is first made with the parent or guardian. If efforts to have the child return to school on a regular basis fail, the case shall be referred to the attendance office of Macomb County.

### **Tardiness:**

Students are expected to arrive on time for school. Tardiness interferes with a pupil's progress and is also an injustice to the other children of the class who are disrupted by the tardy member.

A student is considered "tardy" if s/he arrives after 8:06 in the morning. Students who are tardy are to report to the office for a late slip before going to class. When frequent tardiness occurs, the teacher and/or administrator will confer with the parent or guardian. Extreme tardiness will be treated as truancy.

### **Early Dismissal:**

Parents/Guardians are asked to schedule all appointments outside of school hours. If it is necessary to pick up a child earlier than the regular dismissal time for a scheduled appointment, a written request or phone call should be made to the office. An early dismissal form will be given to the child's teacher. The student is then dismissed from the school office, where the parent or guardian must sign the student out. Parents/guardians are asked to refrain from signing their children out early unless there is a good reason to do so. Repeated calls to classrooms asking for students to be dismissed are disrupting to the learning process.

### **HEALTH INFORMATION** (5010) (5005)

It is the responsibility of the parent or guardian to inform the administrator and appropriate teacher(s) if a student is subject to any medical condition that may merit regular or periodic attention while at school. This would include, but is not limited to, such conditions as allergies, asthma, epilepsy, vision or hearing problems, hypoglycemia, diabetes, etc. The school will comply with all state and local law and health department regulations regarding communicable diseases. The recommendations of the local health department will be followed and shall include reporting to appropriate agencies.



### **Acquired Immunodeficiency Syndrome (HIV/AIDS):**

Members of the school faith community suffering with all serious communicable disease or blood borne pathogens including HIV/AIDS shall be treated with dignity and compassion. Continued functioning within the school community shall be dependent upon best available information from treating physicians or local health department. (5001)

### **Medication:** (5010)

School personnel may not dispense or administer any medication to students without both parent permission and physician instructions. If prescription or non-prescription medicine must be taken during school hours, the principal or designee will supervise the taking of the medicine by the student. If a student must take medicine during school hours, a signed permission/release form from the parent(s) or guardian(s) must be on file. A signed physician's order (pharmacy prescription) indicating the drug name, dose, time and method of administration-duration must also be on file. All medicine should be clearly labeled with the student's name on the container. In accordance with Public Act 10, students are allowed to possess and use metered dose asthma inhalers provided a written and signed approval from the physician and parents is received by the principal. In addition, the school should be provided with a written emergency plan prepared by a licensed physician for its use. EPI pen procedures should also be clearly explained by a physician in written form and kept on file in the school office.

### **Student Illness:**

It is important that children with colds, sore throats, coughs, or any contagious illness remain at home when they are ill. Attending classes when sick endangers not only the health of the child who is ill, but also that of others in the class. If a child becomes ill during the school day, or is suspected of having a communicable disease, parents or their designees will be contacted and arrangements made for the child to leave the school. Students are released only after the parent or designee has signed him/her out.

### **Health Services:**

A Macomb County public health nurse is available to oversee immunization records and other health issues that might arise.

### **Vision/Hearing Screening:**

Students are tested by Macomb County for hearing and vision difficulties on a rotational basis. The schedule is as follows:

**Vision:** Grades 1, 3, 5, 7, and any referrals

**Hearing:** Grades K, 2, and 4, and any referrals

## **EMERGENCY PROCEDURES**

### **Emergency Cards:**

Emergency cards are given to each family for completion upon enrollment in St. Augustine. These forms contain important information regarding the student and parent/guardian and are used when it becomes necessary to contact a parent/guardian should an emergency

situation arise during the school day. ***Please be sure that these forms are kept current and accurate.*** Phone numbers must be included.

### **Medical Emergencies:**

Except for first aid, no treatment of injuries is permitted in the school. First aid is the immediate help given by the best qualified person on hand in case of an accident or sudden illness. When notified of a serious emergency, the principal or designee will assess the situation to determine whether 911 should be called. Parents or their designee will be notified immediately. If the school is unable to contact either the parent or designee, the family physician will be contacted.

### **Emergency School Closings:**

When weather conditions are poor listen to the major radio and television stations for the listing of school closings. When either "***St. Augustine Catholic School***" or "***Richmond Community Schools***" is announced, St. Augustine will not be in session. ***Please do not call school or parish offices during a weather emergency.*** If a rare occasion should arise when an emergency warrants canceling classes after school has begun, parents or individuals designated on the emergency forms would be notified. No student will be released from school without such notification.

### **Crisis Plan:**

The school, in conjunction with the school advisory committee, has developed a crisis plan, which covers several emergency situations which could arise. This plan is reviewed yearly by the staff and School Committee, and updated as needed.

### **Tornado Emergency Procedures:**

Considerable thought and study have been put into the problem of proper protection of school children in case of a tornado.

**Tornado Watch:** The Weather Bureau has determined that conditions are or will be right for a tornado, but none has developed.

**Tornado Warning:** A tornado has developed in the area and has been sighted.

If a **TORNADO WATCH** occurs during the school day, the children will remain in school and be dismissed at the regular dismissal time. In the event of a **TORNADO WARNING**, children will be given the best possible protection at school until the warning period has passed. Please limit your travel. Do not pick up your son or daughter from school as they are safest in the school building. Because we are concerned with the safety of your child, under no circumstances can we authorize another adult to take your son or daughter out of school. It is exceedingly important that school telephone lines be clear for proper communication during tornado conditions. Please do not telephone the school when tornado conditions develop.

### **Fire and Tornado Drills:**

Fire and Tornado drills are conducted regularly to ensure the safety of the students if evacuation of the classrooms or building should ever become necessary.

## **VISITORS**

Visitors should enter the building at the main entrance and check in at the school office. In the interest of both the safety of our students and their education, visitors should have a specific school-related reason for being at school. Classes should not be delayed or interrupted because of a parent/teacher conference, bringing forgotten homework or lunches to a child, etc. (Forgotten items may be left in the office. The office staff will see to it that the child gets the item.) **Visitors must sign in and sign out of the building and wear proper identification while they are in the building.**

## **SCHOOL ORGANIZATIONS**

### **School Advisory Board:** (8001)

The St. Augustine Catholic School Advisory Board, as an advisory committee, seeks to be an avenue of communication among parents, students, and administration. It will counsel, confer with, and support the pastor and school administrator and consistently foster the positive response that will help promote the excellence in education we are all striving for. It will endeavor to develop and define policies, which govern the operation of the school subject to such regulations that might proceed from the Archdiocesan School Office. The Committee reports to the St. Augustine Parish Council. The board consists of nine elected members, the pastor, and principal who meet monthly during the school year to discuss school-related matters including:

1. long and short range planning;
2. relating with and receiving reports from standing and ad-hoc committees;
3. consulting on budget and tuition issues;
4. assisting with development, marketing and public relations;
5. recommending policy, and
6. evaluating the work of the School Committee.

Members serve three-year terms with a maximum of two consecutive terms allowed. Elections are held each fall and nominations are encouraged from all interested school parents.

### **Parent/Teacher Club:**

The PTC is an organization composed of all parents and teachers currently involved with the school. Membership is based on enrollment and no fees are required.

The PTC objectives are:

1. to lend support, both moral and financial to the students and staff
2. to promote good relations, based on good communication and cooperation between staff, administration, and parents
3. to further the goals of St. Augustine by aiding teachers and the administrator with school activities and projects
4. to serve as an open forum for discussing school-related ideas and suggestions

Elections are held in the spring of the year. The St. Augustine Parent/Teacher Club can only be as productive as the parents who lend their support.

### **Athletic Association:**

This organization represents all the parents whose children are involved in athletic endeavors at the school. All parents are asked to participate in this organization in a variety of ways because the school relies on the monies raised by this group to run its athletic program.

The major goal of the Athletic Association is to outfit and support financially all of the sports students participate in during the school year. This includes basketball, cheerleading, and other physical fitness competitions.

The major source of funds for this Association are the Fish Fries which are held at various times throughout the year.

A fee is charged for each student who participates in a sport. A portion is returned at the end of the playing season to those whose families have met their commitment to the Association.

### **Accountability of School Organizations:**

All adult groups, organizations, societies, clubs and committees within the school committee related directly, or indirectly, are accountable to the **St. Augustine Catholic School Advisory Board**, because it serves as the coordinating and unifying body of the school. The School Advisory Board's concern is always for the welfare of the school as a whole, and for unifying the work of the school organizations. It is at the organizational level that the practical working out of the Advisory Board's decisions takes place.

Therefore, each organization is required to send a representative as a non-voting member to all monthly open meetings to present their minutes, explain any activities or decisions, and to report back to their organization the activities of the School Advisory Board. If a representative is unable to attend, a written report must be presented to the principal, or to the School Advisory Board's president at least five days prior to each monthly School Advisory Board meeting.

### **Budget:**

All school organizations must present to the Administrator an itemized budget for the upcoming school year by **January 31st of the current year**. The Administrator, in turn, will share this information with the School Advisory Board as they prepare the upcoming year's school budget. A financial statement from each organization will be submitted to the School Advisory Board, Administrator, and parish bookkeeper at the end of the current school year.

### **Fundraisers:**

The following is an established policy regarding any fundraiser that will be conducted or involve the students, parents, or staff or St. Augustine School.

1. All fundraisers must have a specific goal and purpose
2. All fundraiser requests must be submitted to the School Advisory Board on the **Fundraiser Request Form** detailing type of fundraiser, timelines (start and end dates), and the student, parent, or staff involvement of St. Augustine School.

3. All fundraiser requests for the upcoming school year must be presented to the School Advisory Board by the January 31st of the current school year
4. To be tentatively included on the upcoming school year calendar, all fundraisers must have the written approval of the School Advisory Board in conjunction with the School Administrator.

### **Organization Calendar:**

All school organizations will submit to the School Advisory Board and Administrator a proposed calendar of activities or events for the upcoming school year by January 31st of the current school year. To be included on this calendar are all meetings, events, activities, or fundraisers involving the children, parents or staff of St. Augustine School. It will also be the responsibility of the organization to coordinate all events, activities or fundraisers with other St. Augustine School organizations to the best of their ability so that these do not overlap or conflict. In case of an unresolved conflict, the School Administrator and/or the School Advisory Board will resolve all such scheduling conflicts. All proposed school events will be submitted to the parish pastoral staff and dates of these events will be finalized in the spring of the year during the calendar meeting.

### **STUDENT ORGANIZATIONS**

#### **Student Council:**

This group is composed of student representatives from grades 1 - 8. In the fall of the year, officers are elected. The main goal of this organization is to provide students with leadership and decision-making opportunities.

#### **National Junior Honor Society:**

Students in grades 7 and 8 qualify for the NJHS based on scholarship (90% average for the prior 4 marking periods), character, leadership, service, and citizenship. Selection is made once a year by a five member committee composed of faculty members. New members are initiated at a special ceremony during which the new NJHS members are presented with a certificate of registration. Regular monthly meetings are presided over by the Society-elected officers and are supervised by the Chapter advisor. The Chapter carries out activities which focus on service to the school and community as required by the chapter.

**Students may not hold two offices simultaneously.**