

# St. Augustine Catholic School

## Parent/Student Handbook



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

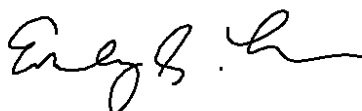
## WELCOME TO ST. AUGUSTINE CATHOLIC SCHOOL!

On behalf of the faculty, staff, and parish, welcome to our St. Augustine School family! At St. Augustine School, we work to *spread the good N.E.W.S. of Jesus by Navigating a Christian course, Educating body, mind & spirit, Worshiping the Lord and Serving others*. This mission is demonstrated daily within our school family.

The St. Augustine School Community believes that all children are unique gifts and creations of God with individual needs and abilities. We believe in the development of the whole child (mind, body, spirit), based on Catholic values as expressed in the Gospels. Our faculty, in partnership with the family, parish, and school community, strives to provide a foundation which encourages and enables our children to develop to their highest potential: self-discipline, respect for self and others, academic skills and knowledge, a love of learning for learning's sake, and the ability to think creatively and problem solve in order that they might become productive members of God's kingdom, responsible citizens of a free society, and active, participating members of the Catholic Church.

Our school policies and procedures were developed with best practices, safety, human dignity, and academic excellence as priorities. Providing an outstanding Catholic education to your children is very important to us and we thank you for entrusting us with that responsibility. Children are most successful when a partnership between home and school exists and we look forward to working together with you. This handbook serves as a guide in our work to provide an exceptional education founded in the Truth of Jesus Christ, cultivated in the close knit and loving Catholic community of St. Augustine Church.

In Christ,



Mrs. Emily Lenn

Principal

## **EXPECTATIONS**

**Thank you for choosing St. Augustine Catholic education for your child. St. Augustine Catholic School will foster its mission by striving to provide a strong academic foundation, meeting the needs of each student in order to assist them in reaching their fullest potential, and helping them to establish a relationship with Jesus Christ through the teachings of the Catholic church. Children grow and flourish exceptionally well through the combined efforts of a partnership between the home and the school.**

### **What you can expect of the Principal:**

- The principal will work with the entire school community to provide a safe and secure learning environment for all students.
- The principal will work with the faculty and staff to ensure that the needs of each student are being met in the classroom.
- The principal will maintain open lines of communication between the office and faculty, parents, and students.
- The principal will ensure that the policies and procedures of St. Augustine Catholic School are carried out in a clear, concise, consistent manner.
- The principal will set a positive, faith-filled example of Christian discipleship and virtue for the faculty, staff, parents, and students to follow.

### **What you can expect of Faculty and Staff:**

- The faculty and staff will work to meet the needs of each child.
- The faculty and staff will set a positive, faith-filled example of Christian discipleship and virtue for students to follow.
- The faculty and staff will maintain open lines of communication between home and school.
- The faculty and staff will operate in a professional manner.
- The faculty will meet the MNSAA (Michigan Nonpublic School Accrediting Association) standards in order to maintain its yearly accreditation.

### **What we expect of Parents/ Guardians:**

- Support the values, teachings, and mission of St. Augustine Catholic School in word and deed.
- Uphold the honor of the school and all of the members of the school community.
- Support and respect the school personnel in fulfilling their job responsibilities.
- Bring your child to school in uniform, on time, every day, ready and eager to learn.
- Be sure that your child is prepared with necessary materials/supplies each day.
- Encourage and supervise your child's academic and spiritual development.
- Communicate honestly, openly, and fairly with your child's teacher regarding your child's development.
- Support school policies/procedures, fundraising efforts, and participate in volunteer activities.
- Pay tuition on time and make written arrangements with the principal should unforeseen financial hardship occur. All families must have their tuition account set up through FACTS Management.
- Set a positive spiritual example for your child by practicing the faith at home and attending Mass.

***By committing to the above in both word and deed, you are doing your part to ensure the integrity of St. Augustine Catholic School.***

### **What we expect of Students:**

- Be in school on time and take ownership of your learning.
- Follow all school policies including the uniform policy.
- Come prepared with all needed supplies every day.
- Complete all assignments and turn them in on time each day.
- Ask questions and use class time to learn.
- Treat others with respect and practice good manners.
- Strive to behave as positive, faith-filled Christian disciples that demonstrate virtue to their peers.
- Conduct themselves reverently at Mass, during prayer, and Adoration.

## **MISSION STATEMENT FOR CATHOLIC SCHOOLS IN THE ARCHDIOCESE OF DETROIT**

The Archdiocese of Detroit holds that Catholic schools serve as an integral extension of the educational ministry of the Church, which continues the teaching mission of Jesus.

### **Catholic schools:**

- proclaim the Gospel
- develop a faith community in which Gospel values are formed, experienced, and lived
- preserve and teach the doctrines and traditions of the Catholic faith
- provide a learning environment which fosters academic excellence
- respect and value the racial and cultural diversity that is unique to the Archdiocese of Detroit

Catholic schools will continue to involve students more fully in the mission of the Church. This will be accomplished through the building of a community rooted in the life of the Holy Spirit, a commitment of service to others and a response to the call for justice and peace in our world.

## **ST. AUGUSTINE SCHOOL 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.***

*Statements in this handbook are subject to amendment without prior notice. The school principal will attempt to keep the school families informed of all changes as soon as practical.*

## **ADMISSIONS**

### **Title IX Statement:**

St. Augustine Catholic 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 states non-public schools do not discriminate on the basis of gender, race, and age in employment practices or the educational program or activities which it operates; and that non-public schools 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 Archbishop, the Archdiocesan School Office, and the State of Michigan. Parents or guardians of students seeking admission or transfer to St. Augustine School may be asked to 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.

Students and their families who desire to enroll in a Catholic school in the Archdiocese of Detroit understand that a Catholic school is a center of evangelization and exists to provide an excellent academic education and formation founded upon the morals, teachings, and practices of the Catholic Church. A student may not be admitted to a Catholic school in the Archdiocese of Detroit if their conduct (or the conduct of a family member) is contrary to the teachings of the Catholic Church and poses a threat to the moral integrity of the Catholic school community.

Grounded in the Church's commitment to care pastorally for individuals struggling with gender confusion, all ministers of the Church in the Archdiocese of Detroit (clergy, employees, and volunteers) are expected to accompany these brothers and sisters with true compassion and to assure them of God's personal love.

By virtue of each person's creation in the image and likeness of God as male or female, and the truth that God's plan for our holiness and flourishing is revealed through our bodies, all ministers of the Church in the Archdiocese of Detroit (clergy, employees, and volunteers), students, and registered youth program participants shall respect their God-given biological sex regarding (but not limited to) the use of personal pronouns, dress code, bathrooms, and all other facilities. All documents and records shall reflect the person's God-given biological sex.

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, therefore fulfilling service credit requirements

### **Age:**

St. Augustine Catholic School adheres to the policies of the State of Michigan and the Archdiocese of Detroit regarding 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, each family with children currently enrolled is invited to re enroll via FACTS Family Portal. Submission of online re enrollment forms by the specified date will assure current family status in the school. Registration for the next school year will be accepted as long as prior arrangements for tuition are approved with the administrator. New family registration begins after the school hosts its spring open house. 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.

## **ATTENDANCE** (5003)

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 18, is in continuous and consecutive attendance in school.

### **School Day:**

The school day begins at 7:45 A.M. and ends at 3:00 P.M. Students should not arrive on school grounds before 7:25 A.M., since there is no supervision provided before that time. Kindergarten students are permitted to attend for an optional half day schedule as indicated on the school tuition contract; however, in order to ensure all children are prepared for the rigor of a full first grade school day, we require that half day kindergarten students transition to a full day schedule by quarter 4 (mid-March).

### **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 8:15 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.

### **Unexcused Absences:**

All absences affect the academic performance of the student due to the fact that there is no way to completely make up for the interaction that occurs in a classroom setting. 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, dentist, and other 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. When students arrive late, they miss the all school morning prayer gathering, where important announcements and teachings take place daily. A student is considered "tardy" if s/he arrives after 7:51 in the morning. Students who are tardy are to report to the office for a late slip before going to class; therefore, they need to enter through the main doors. If a student reports to class later than one hour and 15 minutes into the school day or leaves one hour and 15 minutes early, they will be marked absent for a half day. **Habitual tardiness (3 or more times per quarter) will result in an after school detention.** 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. 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 a disruption to the learning process.

## **DRESS CODE**

### **Uniform:**

Students are expected to dress neatly in clothes of appropriate size and fit. Therefore, uniform shirts must be tucked in on non-gym days. Sweatshirts may not be worn on non-gym days;

therefore, students will not be allowed to wear them in the classroom nor during Mass. A detailed school uniform dress code can be found on our website.

### **Hair, Jewelry, & Cosmetics:**

Hairstyles should be combed, neat, and of natural color. **Hair dye is not permitted. Girls hair accessories should be conservative and not distracting. Headbands may not have ears, unicorn horns, or other ornamentation. Boys haircuts should be conservative in appearance, with hair length above the eyebrow and collar. Mullet hairstyles do not meet this requirement, nor do shaved designs in the hair. Stud earrings are allowed; however, hoops and dangle earrings are not permitted for safety reasons. Necklaces should be worn beneath shirts so that they cannot be pulled. Nail polish must be clear, beige, or light pink in color.** Seasonal, bright colored nails and long artificial nails are not permitted. Hair, jewelry, and cosmetics will be subject to the discretion of the administrator. **The objective of this policy is to create an environment focused foremost on faith and academics, rather than fashion. We strive to prepare students for a future professional work environment; therefore, our goal is to maintain a similar environment in the school.**

### **Alternative Dress Days:**

1. **Formal Dress Days:** Clothing should be neat, modest, conservative, and appropriate. **Jeans, sports shorts, sweats, T-shirts, and play clothes are NOT considered appropriate "Formal Dress" Day attire. Formal Dress Day is for special occasions and is a day to dress in "Sunday best 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. School uniform and dress shorts are acceptable for dress up as long as they are worn with a belt.**
2. **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 be shorter than two inches above the knees, or fingertip length. Ripped, torn, or cut-off shorts are not allowed. Tank tops, bare midriffs, low cut, or mesh shirts are not permitted. Any sleeveless top less than 2 inches across the shoulder is not to be worn. School gym pants and shorts are allowed. Form fitting pants such as leggings or yoga pants must be worn with a thigh-length shirt or dress. **No sandals, flip flops, or any type of open toe or open back shoes are permitted.** Throughout the year, students may have the opportunity to earn a N.U.T. ("no uniform today") Pass. A NUT Pass allows the student the privilege of a dress down day; however, NUT Passes may NOT be used on days that the students will attend Mass.
3. **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 if available.

**Second Violation:** The student will contact his/her parents from school about the violation. The student will be given a shirt, blouse, pants or belt to wear the rest of the day if available. 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 detention.

**Repeated violations of the dress code will be reflected on the student's report card. In addition, the student will lose "alternative dress" privileges for the remainder of the school year.**

### **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 VBS (Virtuous Behavior Formation). VBF is a school-wide program that teaches virtue alongside behavior expectations, which helps students internalize both moral values and practical ways to live them out in school. In order to clearly outline these virtuous behavior expectations, our staff will be using the St. Augustine School School Behavior Expectations Matrix. This matrix can be found on our website or by clicking [HERE](#). Teachers will ensure that students are taught what the practice of these virtues and expectations look like in various settings throughout the school, and the desired behaviors are constantly recognized and reinforced. Every school day begins with an opportunity for students to learn about the virtue of the week. Throughout the week, teachers praise the virtuous behaviors they see, and encourage students to continue to strive to demonstrate each virtue.

Students are expected to conduct themselves in a Christian manner and to treat others with respect. They are expected to exhibit respect in conduct and language. **Any behavior or language, which in the judgment of the staff or administration, is considered to be disrespectful, obscene, vulgar, or profane and/or violates Christian standards will be subject to disciplinary action. Threats or acts of violence toward another individual will not be tolerated and will result in immediate suspension and possible expulsion. While major incidents are being investigated, administration reserves the right to request that a student stay home from school while a thorough investigation is conducted.**

**The dismissal of a student or family from a Catholic school in the Archdiocese of Detroit may occur when the conduct of a student or family member of a student is contrary to the teachings of the Catholic Church and constitutes a threat to the physical welfare or**

moral integrity of the Catholic school community or compromises the school's ability to educate and form students according to its mission. In all contexts, Catholic charity must be demonstrated.

**Level 1 violations (considered basic discipline) is handled by each individual teacher. Level 1 violations are handled in the classroom, often include a verbal warning, and may require a classroom consequence. Level 2 violations may be handled in the classroom or referred to administration, depending on the circumstance and actions that preceded the violation. All referrals to administration will result in parent notification. Level 3 and Level 4 violations always result in a referral to the principal. Examples of Leveled violations are outlined on the following page. Discipline is commensurate with the emotional maturity level and developmental stage of each student. In order to achieve its intended purpose, disciplinary actions are most effective when they match the emotional maturity and development of the student involved.**

Level 1 Violations Non-referred & Recorded	Level 2 Violations Referred & Recorded	Level 3 Violations Referred & Recorded	Level 4 Violations Referred & Recorded
<i>Handled in Classroom Verbal Warning Possible Classroom Consequence</i>	<i>Handled in Classroom or Referred Consequence Parent Notification</i>	<i>Office Referral Consequence Parent Notification</i>	<i>Office Referral Consequence Parent Notification</i>
<ul style="list-style-type: none"> <li>● Running</li> <li>● Outdoor voices/yelling</li> <li>● Off-task behavior</li> <li>● Chewing gum/eating candy w/o permission</li> <li>● Name calling</li> <li>● Noise making</li> <li>● Out of seat</li> <li>● Missing homework</li> <li>● Disruptive</li> <li>● Breaking cafeteria rules</li> <li>● Breaking playground rules</li> <li>● Inappropriate bathroom behavior</li> <li>● Property misuse</li> <li>● Other</li> </ul>	<ul style="list-style-type: none"> <li>● Lying</li> <li>● Inappropriate language</li> <li>● Spitting</li> <li>● Physical contact</li> <li>● Defiance</li> <li>● Disruption (serious)</li> <li>● Property misuse (serious)</li> <li>● Electronic violation</li> <li>● Refusal to work</li> <li>● Third Level 1 Offense</li> <li>● Other</li> </ul>	<ul style="list-style-type: none"> <li>● Cheating</li> <li>● Abusive language</li> <li>● Fighting/physical aggression</li> <li>● Harassment/bullying</li> <li>● Overt defiance</li> <li>● Property destruction</li> <li>● Electronic violation</li> <li>● Theft</li> <li>● Forgery</li> <li>● Reference to weapons or violence (in conversation, writing, or pictures)</li> <li>● Third Level 2 Offense</li> <li>● Other</li> </ul>	<ul style="list-style-type: none"> <li>● Drug use/possession</li> <li>● Weapons</li> <li>● Arson</li> <li>● Threat</li> <li>● Extreme property damage/vandalism</li> <li>● Combustibles</li> <li>● Assault</li> <li>● Other</li> </ul>

## **Administrative Consequences:**

### **Detention:**

Detention is used by teachers 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.

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-School 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-School 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 and is required to make up any work missed, at a maximum grade of 75%. Students on "in-school" suspension may not participate in extracurricular activities, including assemblies, sports practices or games, dances etc. for the length of the suspension.

### **Out of School Suspension:**

Suspension is the temporary dismissal of a student from school. Type 1 suspensions may occur when an incident occurs that requires school administration to conduct a thorough investigation. In this case, the student would be asked to remain at home while the incident was investigated. If concerns or allegations are found to be unsubstantiated, a type 1 suspension will not be recorded on the student's record. Further investigation will continue in order to determine the truth.

Type 2 suspensions are disciplinary in nature. These may occur as the result of an investigation or based on a clearly defined incident that does not necessitate an

investigation. Decisions to suspend shall follow only after other means of motivation have failed and/or when serious circumstances necessitate this extreme disciplinary action. The period of suspension may be from 1 - 5 days. The student is required to make up work missed during the suspension, at a maximum grade of 75%. 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.

### **Probation:**

A student may be placed on probation by the principal for a specified time for serious or continued misconduct or serious academic deficiency.

A conference including parents, student, principal, and if appropriate, teacher(s) shall be held to discuss the problem and the terms of the probation. A written account shall be made of the conditions of the probation as discussed at the conference. The student and parent shall be made aware of the terms of the probation, and that the student has been given a specified period of time in which to show improvement.

### **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. 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)
- Substantiated threats of violence (including social media or electronic media)

### **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 and including expulsion from school.

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

Other forms of illegal harassment refer to any verbal, physical, or electronic 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 School. Bullying is an ongoing and deliberate misuse of power in relationships especially through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening. Bullying can occur as repeated gestures, comments, threats, malicious teasing, or actions to a targeted student.

Bullying is typically not:

- single episodes of social rejection or dislike
- single episode acts of nastiness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements, or fights.

Although the actions described above can cause great distress, they do not fit the definition of bullying and they are not examples of bullying unless someone is deliberately and/or repeatedly engaging in them with the same person as the target. St. Augustine Catholic School believes that all students have a right to a safe and healthy school environment. A student shall not intimidate, harass, or bully another student through words or actions, including on social media if it pertains to our school. St. Augustine Catholic School expects students and/or staff to immediately report incidents of bullying to the principal or designee. Each complaint of bullying will be promptly investigated. The school prohibits retaliatory behavior against any complainant or any participant in the complaint process. 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 engages in bullying will be subject to disciplinary action up to and including expulsion.

### **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 in route 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. A wellness check at the home may also be conducted by local law enforcement.

### **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 Facebook, Instagram, Snapchat, etc, will be disciplined, up to and including expulsion.

### **Cell Phones:**

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 during school hours should ask to use the school phone in the classroom/office.

If a student is using their phone during the school day, the cell phone will be confiscated by the teacher and given to the principal. The principal will hold the device 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.

### **Academic Honesty:**

A student's honesty and integrity in all academic work is expected. Each student is expected to do his or her own work so that all work submitted is a true reflection of that student's effort and ability. If other persons contribute to the work, they must be given credit for their contribution. 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 includes copying information directly from the internet and using artificial intelligence (AI). AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating and plagiarism. All violations of academic honesty will be reported to the administrator, parents will be informed, and the student will be subject to disciplinary action.

### **Mass Expectations:**

Students are expected to behave properly at Mass. Classroom teachers will demonstrate, model, and instruct students in expectations for behavior at Mass. **Students should remain quiet and attentive during Mass, say the responses and prayers, sing hymns, and sit, stand, and kneel as required. They are also expected to pay attention to, and be able to recall the readings and the homily.** Mass expectations are adjusted as age appropriate.

Parents and families are welcomed and encouraged to attend school Mass. Students will sit with their class for school Mass, unless a special circumstance requires that an exception be made.

### **Illegal Substances:** (5009)

The possession, use, sale or distribution of alcoholic beverages, controlled substances, paraphernalia, tobacco, or vaping devices 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

**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 Procedures:**

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.

Families are permitted to visit our playground after school; however, if parents choose to allow children to stay and play, it is the responsibility of the parents to supervise their children. All playground rules are expected to be followed and enforced by the supervising parents. It is confusing for children to be allowed to climb on snow piles after school, slide on the ice, or stand on the top of playsets, but not during the school day. Our playground rules are determined based on safety and risk is the same after school as it is during school. Basic playground rules include:

- **Boundaries:** Stay within the fenced area, not on the blacktop.
- **Slide:** Go down feet first, on your bottom, One student at a time, Walk up the steps and slide down the slide.
- **Monkey Bars:** One student going across (hanging down from the rungs) at a time.
- **Bench:** Seating only- No standing or jumping off.
- **Swings:** One person at a time per swing. No jumping off.
- **Rock wall & climber set:** Use to climb, but not for sitting on top.
- **Noise level:** Excessive screaming is not allowed. We strive to be courteous to our neighbors.

Re-entry into the building is not permitted; however, if an emergency occurs, please come to the main door of the building for assistance. **It is the right of the school administration to deny access to the playground after hours should problems occur.**

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 may be charged a supervision fee.

After school latchkey listed students for the day are automatically sent to latchkey. If a change in plans occurs and latchkey is not needed, but the office was not notified before latchkey start

time, parents will need to pick up their child from latchkey by ringing the latchkey bell. This procedure helps account for the whereabouts of students at dismissal time.

### **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 center. 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.

## **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 goal of St. Augustine faith formation is to share and foster community, proclaim the mysteries of faith, lead to worship, and motivate service. As St. Augustine is a Catholic school, religious education classes, liturgies, prayer services, etc., are a regular part of the daily school program. 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 8**

Religion	Social Studies
Mathematics	Media (Library)
Reading	Art
Handwriting	Music
Phonics (K-3)	Physical Education
English	Technology (K-5)
Spelling	Computers (6) / Intro to Coding (7-8)
Science	Spanish (K-8)

### **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, and report cards. Parents can access their child's grades through FACTS Family Portal to monitor progress as often as necessary.

### **Textbooks:**

Students are held responsible for all textbooks issued to them. It is the duty of each student to care for the textbooks to the best of his/her ability. Students who lose or damage textbooks are required to pay for them. When books are issued to middle school students in the fall, students/staff will note the condition of each textbook in writing on a "Textbook Record Form". When books are returned in the spring, the condition will be checked. Any damage beyond normal wear and tear will be noted and a fine will be charged. Fines will be assessed for amounts up to the current value of a book when it is obvious that the student has damaged or defaced the book. All fines must be paid before a final report card is given.

### **Report Cards:**

Report cards are distributed to students in Grades K - 8 on a quarterly basis.

## **Grading Codes:**

The formal grading codes are as follows:

### **Grades TK thru 2:**

P	=	Proficient
D	=	Developing
N	=	Needs Support

### **Effort & Conduct (TK thru 8)**

A	-	Excellent
B	-	Very Good
C	-	Average
D	-	Needs Improvement
F	-	Poor

### **Grades 3 - 8:**

A	=	100-93	D	=	71-60
B	=	92-83	F	=	59 and below
C	=	82-72			

A "D" in Effort and/or Conduct (Needs Improvement) affects the student's participation in extracurricular activities and honor roll eligibility.

An "F" (Poor) is an automatic suspension from participation in extracurricular activities including sports unless otherwise stipulated. Honors recognition is also denied should a student receive an "F" on his/her report card in Effort and/or Conduct.

## **Honors Awards:**

Honors recognition is given to students in grades 5 - 8 each quarter. Specials grades contribute toward Honor roll eligibility; however, core academic subjects hold greater weight in the calculation. Extra credit that causes a student's final grade to exceed 100% in a class does not contribute to the honor roll average. Honor roll is earned by exemplary completion of regular class assignments and assessments, rather than the pursuit of extra credit opportunities. In the calculation of honor roll, final grades will be capped at 100%. Honor roll is calculated as follows: Core academic subjects, plus the specials average are combined to find the overall honor roll average.

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

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

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

**Solanus Casey Award:** Solanus Casey Award is earned by students who have not achieved honor roll; however, they consistently demonstrate a strong work ethic, which includes, but is not limited to:

- prepared for class with all necessary materials
- completes quality work on time
- maintains good attendance and completes absent work
- demonstrates a positive attitude toward learning

### **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.

### **Homework:**

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

<b><u>Grade</u></b>	<b><u>Time</u></b>
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. Homework will be ready by the end of the school day.

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. Homework will not be given to students prior to a vacation.

### **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. The STAR test is administered to students in grades K through 8 in the beginning, middle and end 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 parent reports that are sent home.

### **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 the 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 updated version of "Protecting All God's Children" workshop and undergone a criminal background check prior to serving as a chaperone.

It will be the responsibility of the classroom teacher to assign the students to the cars and chaperones. Siblings of the students attending a field trip are not permitted to attend the field trip.

## **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 15.
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 “N” or “F” in Reading or Math require summer school or tutoring by a certified teacher.

Students who receive a grade of “N” or “F” in any two major academic areas may be subject to retention.

## **BIRTHDAYS**

Parents may choose to acknowledge their child's birthday with a class treat/snack. The treat must be a snack that the child can pass out during the school day which requires no preparation or cutting. The treat should be a snack that the children can eat in five to ten minutes without making a mess. It is preferable that the treat is the same type for all students. When planning to send a treat, please check with your child's teacher in advance to be sure there are no food allergies in the class and to coordinate a day and time that works with the teacher's classroom schedule. Birthday balloons and bouquets will be kept in the school office until the end of the school day in order to minimize classroom interruptions.

Due to the school lunch program policies, lunch for an entire class cannot be served as a birthday treat. The school is required to notify and coordinate with the Archdiocese Food Service regarding any special events that affect lunch (such as field trips); therefore, classroom birthday lunches cannot be accommodated.

The school may not be used as a venue for distributing personal party invitations unless everyone in the class receives an invitation. Party invitations should be distributed outside of the school day.

## **TECHNOLOGY**

Internet access is available to teachers, students and staff at St. Augustine School. The school has taken precautions to restrict access to controversial materials by use of a firewall and content filtering. 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. Parent permission is required and students who do not have such permission are responsible for not accessing the internet while at school. Access is a privilege, not a right.

Network storage areas and school devices may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system and/or device responsibly. Users should not expect that files stored on school servers and/or devices 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.

## **ATHLETICS**

St. Augustine School offers the following team sports:

Cross Country	Grades 4 - 8 (Fall)
Basketball:	Grades 5 - 8 (Fall/Winter)
Volleyball:	Grades 6 - 8 (Fall)
Track	Grades 4 - 8 (Spring)

### **Priorities:**

Three (3) priorities have been established in athletics 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 athletic 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, courtesy toward opponents, and a Christian attitude.. 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 a list of active athletes will be distributed to the teachers, on which eligibility status is reported to the principal. A student becomes ineligible if any of the following occurs:

- his/her grade in any subject falls below a "C" average
- the student has missing assignments
- classroom participation and/or behavior expectations are not met

A student who is academically ineligible may not "dress" or attend the games for which s/he is ineligible. The athlete remains ineligible for the entire week and until improvement is made. An ineligible student also may not attend practice during their ineligible period.

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.

### **Parent Involvement:**

A pay to play fees is required for participation in each team sport. 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 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.

### **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):** (5001)

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 departments.

### **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. **Students returning to school after an illness must be fever free without medication for 24 hours.**

### **Water Bottles:**

Students may bring small refillable water bottles that are sealed, spill-proof, and contain water only. No juice, soda, addables, sports drinks, or energy drinks. Glass bottles are not permitted. Storage and usage of water bottles are at teachers' discretion. Half gallon water jugs are not considered small.

Bottles are not to be in close proximity to any technology (computers, overheads, document cameras, smart writes, or projectors). Water will not be allowed in any computer class or computer lab, as well as the library. Water bottles are not to be played with on school grounds. This includes throwing the bottle or pouring the contents of the bottle onto another student or teacher. Any failure to follow the policy will result in the student losing the privilege of having water in the classrooms.

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

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

**Vision:** Preschool, grades 1, 3, 5, 7, and any referrals

**Hearing:** Preschool, 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, check the major television stations for the listing of school closings. When ***"St. Augustine Catholic School"*** is listed, St. Augustine will not be in session. Notification will also be provided through FACTS, Remind, and Facebook. Closings and/or delayed start will take place at the administrator's discretion. ***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.

### **Emergency Operations Plan:**

The school, in conjunction with the school advisory committee, has developed an emergency operations plan, which covers emergency situations which could arise. This plan is reviewed yearly by the staff and School Committee and updated on a continuing basis.

### **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 release a child during a tornado warning. 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.

### **Emergency Drills:**

Emergency drills are conducted regularly to ensure the safety of the students if evacuation of the classrooms or building should ever become necessary. Fire drills, lockdown drills, and tornado drills are practiced according to state requirements. Drill logs documenting previously practiced drills can be found on the school website.

## **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. **All visitors, including parents, must sign in and sign out of the building and wear proper identification while they are in the building.**

## **SCHOOL ORGANIZATIONS**

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

The St. Augustine Catholic School Advisory Committee, 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. 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 programs.

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 sport activities.

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. Hold checks are shredded at the end of the school year for families who have met their commitment to the Association. If a family has not met their commitment, their hold check will be cashed.

### **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 Committee, because it serves as the coordinating and unifying body of the school. The School Advisory Committee'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 Committee'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 Committee. If a representative is unable to attend, a written report must be presented to the principal, or to the

School Advisory Committee's president at least five days prior to each monthly School Advisory Committee meeting.

### **Budget:**

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

### **Fundraisers:**

All school fundraisers need to be approved by the administrator and School Advisory Committee.

## **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.

### **St. Augustine Honor Society:**

Students in grades 7 and 8 qualify for the SAHS 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 SAHS members are presented with a certificate of membership. 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 in order to provide leadership opportunities for as many students as possible.

## **SERVICE CREDIT PROGRAM**

Each family (TK-8), in addition to tuition, is required to volunteer time and talent to St. Augustine School. There are numerous opportunities to do so throughout the year including, recess/lunch help, working a fundraiser or athletic event, cleaning the church or serving on the board of the Parent/Teacher Club (PTC), Athletic Association, or School Advisory Committee (SAC).

### **Objectives:**

The objectives of the service credit program are:

1. To involve all parents/guardians of the students in the support and enrichment of the school's educational and extra-curricular activities.

2. To help maintain and improve the quality of the educational programs and facilities at St. Augustine School through volunteer opportunities and successful fundraising activities.

### **Requirements:**

1. All school families are required to earn twenty three service hours.
  - 15 of the twenty three hours must be worked during any school event.
  - 4 of the twenty three hours must be worked during the school fundraiser OR fish fry events.
  - 4 of the twenty three hours must be worked at a parish event.
2. Any adult member (sixteen years or older) of the family is eligible to participate in fulfilling the service hour requirements.
3. The Administrator may find it necessary to change and/or cancel any listed fundraising or school event. New events may also be added. *Examples of eligible events include, but are not limited to: Trunk or Treat, Middle School Dance, Daddy Daughter event, Mother Son event, Back to School Bash, Christmas Aglow, Field Day (TK-4 & 5-8), Book Fairs, and Parish Festival.*
4. The following are NOT eligible for service credits: *March Is Reading month guest reading, field trip chaperones, class parties.*
5. A regularly updated list of opportunities will be posted on the school website for families to view. Parents should call the office if they plan to take advantage of a service opportunity so the task can be removed from the list.
6. In lieu of volunteering to earn service credits, a family can elect to pay \$25.00 per unworked service credit hour.
7. Event chairpersons will record the service credit hours of the event volunteers. **However, it is the responsibility of the family volunteer to enter their hours into the Track It Forward app.**
8. **Parents of children who participate in the school athletic program have an additional service credit commitment to the athletics program. Due to this commitment, athletic families will have priority to sign up for fish fry, which is an athletic fundraiser event.**

### **Event Committee Responsibilities**

#### **Chairperson**

- Must complete the Event Tracking Document and submit it to the appropriate committee. Tracking documents will be available in the school office.
- Must complete Service Hour Tracking Document on all volunteers and submit it to the service hour chairperson and/or school office. Please retain a copy for your records.
- Responsible for all coordination and vendor related activities.
- Responsible for delegating volunteer activity.
- Must be present at the event to ensure that event runs smoothly.
- Must handle any money that is collected if applicable.
- Chairpersons earn 15 hours and are still responsible for parish and fundraising hours.

#### **Co-Chair**

- Shares equally the responsibility of the chairperson. However, the chairperson has the overall responsibility for the event.
- Must be present at the event to ensure that event runs smoothly.
- Co-Chairpersons earn 15 hours and are still responsible for parish & fundraising hours.

### Committee Members /Volunteers

- Assists chairperson and co-chair(s) with assigned responsibilities
- Earns one service hour for each hour of time worked.
- Committee Members are still responsible for parish hours and fundraising hours.

### **SCHOOL RELATED COMMITTEES**

#### **ATHLETIC ASSOCIATION COMMITTEE**

President – 15 hours  
Vice President – 15 hours  
Treasurer - 15 hours  
Committee member (4) – 15 hours  
Requires a two year commitment

#### **MARKETING/ PUBLIC RELATIONS COMMITTEE**

Chairperson – 15 hours  
Co-Chairperson – 15 hours  
Committee member (4) – 1 hour of work earns 1 school service hour  
Requires a two year commitment

#### **FUNDRAISING COMMITTEE**

Chairperson – 15 hours  
Co-Chairperson – 15 hours  
Committee member (4) – 1 hour of work earns 1 school service hour  
Requires a two year commitment

#### **PARENT TEACHER COMMITTEE (PTC)**

President – 15 hours  
Vice President – 15 hours  
Secretary – 15 hours  
Treasurer – 15 hours  
Member (4) - 1 hour of meeting earns 1 school service hour  
Requires a two year commitment

#### **SCHOOL ADVISORY COMMITTEE (SAC)**

President – 15 hours  
Vice President – 15 hours  
Secretary – 15 hours  
Committee member (6) – 15 hours  
Requires a three year commitment

#### **SCRIP COMMITTEE**

Chairperson – 15 hours  
Co-Chairperson – 15 hours  
Requires a two year commitment

#### **PLAYGROUND/GARDEN COMMITTEE**

Committee member (4) – hours logged based on meeting attendance or workload hours

**\*\*All members of these committees are still required to complete 4 Parish and 4 School Fundraising service credit hours.**