

# **St. Augustine Catholic Elementary & Middle School**

**K3 - 8th Grade  
1300 Galveston St.  
Laredo, Texas 78040**

**Mrs. Barbra Zurita, Principal  
Sister Christina Conroy, Vice Principal**



**Student/Parent Handbook  
2017-2018**

***“Excellence in Catholic Education”***

# Since 1927

*While every effort is made to ensure the accuracy of the information contained in this handbook, St. Augustine School reserves the right to make changes at any time without prior notice.*

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***St. Augustine Catholic***  
***Elementary & Middle School***  
***K3-8<sup>th</sup> Grades***

“Excellence in Catholic Education since 1927”

**Mission Statement**

“St. Augustine School develops the whole person, promotes Gospel values, inspires a love of learning, and upholds academic excellence in a nurturing community.”

**Vision Statement**

St. Augustine Catholic School will create a strong spiritually centered community, living the Catholic/Christian virtues and expressed through worship and service. It values the collaboration of all members of the community: Bishop, pastors, parents, alumni, students, administration, faculty, and staff. By modeling respect for all, especially in a diverse student population, the school invites all members of the community to actively participate in a faith-filled campus life.

St. Augustine Catholic School will create a dynamic academic environment where the love of learning and the pursuit of creative ideas are regularly pursued. Committed and qualified faculty will emphasize high academic achievement while exploring the quest for wisdom.

St. Augustine Catholic School commits itself to provide a financially stable school where students are nurtured, respected, and encouraged to become service oriented members of the local community. St. Augustine Catholic School creates a positive atmosphere that heartens the human spirit, values the whole person and supports family values.

## **Philosophy**

We believe that the parents have the right and responsibility in the education of their child. It is the parents who initially set the attitudes and values that we, as professional educators and Christians, continue to develop in each child. The developing and enhancing of these Christian attitudes and values are what gives meaning and purpose to the Catholic Education at St. Augustine School.

We believe that St. Augustine School's responsibility to the children, their parents, and society is to form totally prepared Christians who are alive with the Word of God. Through both the teacher and the curriculum, St. Augustine School is a place of discovery which opens new doors of learning, stimulates critical and creative thinking, gives and fosters moral talents for the benefit of their local as well as global community.

We believe that the parents, children, school, community and church all share in the responsibility of Christian education. As teachers, we are totally committed to the responsibility of Christian education. As teachers, we are totally committed to the responsibility of fully developing the intellectual, cultural, physical, moral, and spiritual potentialities of each child.

## **School Goals**

- Nurtures Gospel values, Catholic beliefs, sacramental life, and religious practice
- Teaches the whole person; spiritual, emotional, intellectual, physical, and psychological aspects and provides opportunities for growth
- Instills traditional values such as respect, politeness, loyalty, trust, and dignity
- Promotes the love of learning and the highest academic standards based on the appropriate ability level of students
- Witnesses a spirit of community within and outside the school by encouraging respect, service to others, and a cooperative spirit.
- Accepts, encourages, and embraces the diversity; religions, economics, cultural, linguistic, social, academic among us.
- Employs competent, professionally prepared, and enthusiastic faculty
- Provides for the financial accountability and stability of the school

This handbook amended/written:

September 2017, September 2015, August 2013, September 2011, September 2008, August 2007, August 2006, August 2005, August 2004, August 2003, August 2000, August 1999, Revised August 1996, August 1992.

## **Accreditation**

St. Augustine School is accredited by the Texas Catholic Conference Education Department, which meets the approval of the Texas Education Agency. In addition to a well rounded college preparatory curriculum students are encouraged to participate in sports, various clubs and to become involved in service activities on campus and in the community.

## **Academic Policies**

The Curriculum of St. Augustine School is planned to insure the solid foundation of religious and academic skills as well as to develop in all children a love of God and of learning.

Each basic subject area is taught in a way that helps the child develop sound skills in thinking. Religion is fully integrated into all subject areas. All students are expected to reach competency in the required learning skills before progressing on to the next level.

## **Accelerated Reading Program**

Accelerated Reader is a computerized reading management program. It is a unique system for motivating children to read and track achievement. Students read books and take computerized tests when they finish reading a book. The program keeps track of all the tests taken and points earned for each participating student. The multiple-choice tests are made up of 5, 10, or 20 comprehension and recall questions. After completing the test, the student is shown how many questions were answered correctly. The program shows the answers for the questions missed and awards reading points to the student's record. A TOPS report is then printed to show test results.

Parents are strongly advised to participate in reading each evening with their children. In the upper grades reading teachers will assist students in setting reading goals and providing a variety of books based in the different genres and student interest. They will also read classic novels as well as children's favorites and award-winning books as part of their integrated Reading/Lang. Arts class.

## Admission and enrollment

Age of admission to each grade level is as follows as per diocesan school policy:

K3	3 years old by September 1 <sup>st</sup>
Pre-Kinder	4 years old by September 1 <sup>st</sup>
Kinder	5 years old by September 1 <sup>st</sup>
1 <sup>st</sup> Grade	6 years old by September 1 <sup>st</sup>

\* After completion of 1<sup>st</sup> Grade, report card promotion from previous school will be honored.

To be considered for admission for K3, the child should be placed on a waiting list at age 2 or any time for any other grade level. Testing is held in March and April of each year for the ensuing Fall Semester.

- All new students (K3 - 8<sup>th</sup>) will be required to take an entrance placement test. If students in Grades 2-8 perform unsatisfactorily on the admission test, admission with summer school required or a structured tutorial program may be considered.
- All students will be accepted on a probationary basis; a probation admission contract is signed and the student is carefully monitored for a 9-week period. After that 9-week period a determination will be made regarding the child's approval to remain in the school, based on academics, attitude, and behavior. At the end of the 9-week period, a letter will be mailed home letting the family know of full acceptance or denial of full admission.

All students, having gained admittance, will be required to work according to their ability and to maintain the academic standing expected of all the students at St. Augustine School. Failure to maintain satisfactory academic performance or appropriate behavior may require school administration to ask the student to withdraw from school.

All incoming students should present the following records:

1. Birth and Baptismal Certificates
2. Immunization records (up to date)
3. Social Security card
4. Report card (from prior school, if applicable)
5. Letter of Good Standing
6. Letter of Finance Clearance from previous school
7. Two Teacher Letters or One Administrators Letter of Recommendation From the Previous School.

Parents are expected to support and comply with all policies of the school in which the child(ren) is(are) enrolled. Parental cooperation is essential for the welfare of the student(s). Under normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of the parent(s) so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

## Enrollment

### *Enrollment Priority Policy*

All prospective students must meet the following criteria for acceptance:

1. Students must be performing at an academic level commensurate to the grade-level placement they are seeking at St. Augustine School.
2. Students must have a good discipline record. Any student who has been expelled or suspended from other schools will not be accepted.
3. There must be reasonable assurance that the tuition and other costs will be met by the family or sponsor of the student.

The following rules shall determine the priorities for enrollment at St. Augustine School. The rules assume that each potential student has first met the current academic and disciplinary qualifications established by the Advisory Council as prerequisites to admission.

- 1- Every student currently enrolled in good standing, financially and academically, shall have the first priority to register for the following school year. Pre-registration (with fees non-refundable) shall occur in the spring of each year on dates designated by administration. Current students who fail to pre-register on the designated days may lose their automatic preference for the following year. However, they are welcome to return should there be any opening at the time they do apply.
- 2- A permanent chronological waiting list for any student wishing to enter St. Augustine School whenever an opening might develop shall be maintained in the office. Once a child's name is placed on this list, it shall remain for two years. If an opening becomes available and a child is offered placement in a class, the family (guardian) has the following options:
  - a. Accept placement (admission based on testing)
  - b. Refuse placement but leave the child's name on the waiting list for the next year
  - c. Refuse placement and withdraw the child's name from the waiting list

Note: After the 2-year period, parents must once again place the child on the waiting list.

- 3- A fee for placing a child's name on the waiting list shall be established by the administrator.
- 4- On the designated pre-registration dates, the following new students shall be allowed to conditionally pre-register and have priority in the following order:
  - a. Siblings of students currently enrolled in good standing at St. Augustine School or High School and siblings of graduates of St. Augustine High School.
  - b. Children of employees of either St. Augustine School
  - c. Children whose parent(s) graduated from either St. Augustine High School, St. Joseph's Academy or Ursuline Academy of Laredo and who are members of the St. Augustine Alumni Association
  - d. All others on the waiting list



- 5- Students from category (a) shall have priority over students in category (b). Students in category (b) shall have priority over students in category (c). Students in category (c) shall have priority over students in category (d). Within each category, priority shall be chronological as to date and time.
- 6- At the conclusion of each school year, immediately upon posting of the grades, each Administrator shall determine how many current students have registered for the following year and therefore how many openings exist, consistent with the maximum enrollment figures established by the Texas Catholic Conference Education Department. Any openings shall first be filled from those persons in priority categories described above. All first time applicants to St. Augustine School will be administered a placement assessment test to determine eligibility for entrance.
- 7- When an opening occurs, the school will make reasonable attempts to contact the next student on the waiting list. If the school is not successful in contacting their family, the next chronological student will be contacted until the position is filled. Students who were not able to be contacted will remain on the list.

### After-School Program

As a service to our parents, especially those who work full-time, after school care is offered for \$5.00/day from Monday through Thursday (3:30-5:30 pm). The program is held on campus. Students will have a snack, do homework and enjoy recreational time. The school principal administers this program along with a staff member. The school office closes at 5:30 pm.

After 5:30 pm a late pick up fee of \$1.00 per minute per student will be assessed per student. **Students who are not picked up by 3:30 pm (car-line) will be sent to the afterschool program. Parents need to sign out their child upon arrival (afterschool program classroom). Parents will be charged a daycare fee of \$5.00 per day. Students participating in sports who use the after-school program after practice will be charge \$5.00 as well. Chronic late pick-up (more than three times after 5:30) will result in dismissal from the After-School Care Program for that school year. A statement will be sent at the end of the month. If the statement is not paid, the balance will be added to your tuition balance in the business office.**

### Cafeteria-Lunch Program

St. Augustine School is pleased to offer its students a healthy, quality, lunch program on a daily basis. The following is a listing of prices for the lunch tickets:

K3-K5	\$30.00 for a two week ticket (10 days)
1st-5 <sup>th</sup>	\$40.00 for a two week ticket (10 days)
Middle School 6 <sup>th</sup> -8 <sup>th</sup>	\$25.00 for a week ticket

Please keep in mind if your child does not use his or her ticket on a particular day, the lunch ticket will not be punched and can be used on any other day. **Students (K3-5<sup>th</sup>) will be served what is stated on the lunch menu (no substitutions).**

Middle school students will not be allowed to charge a day of lunch. If a middle school student does not have a lunch ticket or a lunch box on a particular day, a peanut butter and jelly sandwich and milk will be provided. The student will sign for this lunch and his or her ticket will be punched when a lunch ticket is purchased.

***No student is allowed to order food from any outside source. Parents may not visit their children in the cafeteria during lunch time nor pull out students for lunch.***

Lunch tickets may be purchased in our school office between 7:30-8:00 am each morning or anytime after school. Although lunch boxes are always an option, we ask that you send healthy meals to school-no sodas, no flaming hot chips, and no candy please. Children in K3-5<sup>th</sup> are not allowed to use the microwave. The Lunch Menu is found on the school web site: [staugelementary.org](http://staugelementary.org)

In the early childhood center, students are provided a daily snack (brought to school by the children on a rotating basis as assigned on the monthly calendar); this snack should be healthy and not require refrigeration, please. See the classroom teacher for more information.

### **Calendar**

A school calendar is provided at the beginning of the year. Additionally, a monthly newsletter and activity calendar is provided with up-dates regarding monthly happenings on campus. Parents are urged to read these carefully and keep them handy for reference. **Note: The school calendar is subject to change; changes will be listed on monthly school publications.**

### **Change of Address and Telephone**

If any changes occur on this information, parents should provide the new information to the school office, so that they can be reached in case of emergency. Private telephone numbers will not be distributed unless the school is authorized to do so.

### **Class Attendance-Absence and Tardiness**

Maximum learning is possible when a child attends class consistently. When students are absent, they miss instruction and may fall behind in their studies. It is important to note that when we encourage regular attendance, we are helping children to form good habits. School is in session Monday through Friday from 7:55 am to 3:00 pm for all students. **Gates for the carpool driveway will be closed at 7:55. Families will walk students to the office, not their classrooms. Staff members will walk the tardy children to class from the office.** Children who are not in their respective classrooms by 8:00 am will be considered tardy and will be sent to the office for a tardy slip. ***Three tardies will equal to one absence.***

It is very important that all students (K3-8<sup>th</sup>) be in class ready for 8:00 am prayer and announcements. Parents are kindly asked not to expect teachers to conference at this time. At St. Augustine, we work in partnership with parents to enable each child to develop as independent learners. Parents should allow their child to enter the school building on their own each morning. **We ask that parents drop their students and continue with their day as not to disrupt the educational environment.**

### **Course Absences**

As per Texas Law, a student that is absent 8 (excused or unexcused) times or more in a semester course and/or 16 absences or more (excused or unexcused) in a full year course will need to appeal in order to be

granted credit. Proper documentation must be provided to the Appeals Committee. Documentation may include medical excuses, and/or parent's notes.

(Reminder: 3 tardies equal 1 absence; excused or unexcused.)

### **Extended Absences**

Students must be present for 165 of 180 instructional days. Excessive absences may result in loss of credit or promotion. In case of extenuating circumstances, such as prolonged illness for which there is adequate medical documentation, an accident requiring hospitalization, or a lengthy family crisis, the Principal must be notified in writing. Every attempt will be made to make assignments available to help the student progress academically and maintain their eligibility to take tests upon their return. It is the family's responsibility to arrange for and pick up the student's work.

When a student is absent from school, a parent should contact the school office before 9:00 am in order to give the reason for the absence. Arrangements for picking up homework must be made at this time. When a student returns to school, the student is to present a note from his/her parents to the teacher stating the number of days absent and the reason.

Absences are excused in case of illness or serious emergency and work may be made-up for an excused absence. The student and/or parent is responsible for making arrangements for make-up work within three days after his/her return. If students miss two hours or more in the morning or afternoon, they are marked absent for one half day.

If a student is to be absent for any reason other than illness, a parent should request permission for this absence from the principal. This should be done prior to the absence.

Students with a communicable disease (pink eye, chicken pox or a fever) will be allowed to return to school only with the permission of the physician. A note must be presented to the office/teacher before the child will be admitted to class.

No student will be excused from participating in Physical Education unless a written notice is presented to the coach. Prolonged excuses need a physician's authorization.

If a student needs to leave early, for a doctor, dental, etc. appointment, the teacher must receive written notification on the day of the appointment. The parent must come to the office to sign out the student. The office will notify the teacher, and the student will be sent to the office for pickup. If the student returns to school, he/she must report to the office for an admittance slip before going back to class. No student will be dismissed from class unless notification from the office has been obtained.

If a student gets sick during the course of the school day, ***he/she should report to the health coordinator.*** If the student is too ill to remain in school, a parent will be notified to pick up the child. For the safety of your child, it would be best to inform the school office if there are changes in the person who is to pick up your child. No student will be permitted to leave the school without first contacting parents or relatives who are listed on the emergency card.

If your child is to have an "accident" and wet or soil his/herself, their change of clothing will be provided. Should the child not have a change of clothing, the parent will be asked to come for the child or come change the child. (Note: It is not customary for the teacher to provide assistance to the children in the restroom or in changing.)

## **Communication with Teachers and Administration**

1. During school hours, all parents, or visitors, on entering the campus must report to the office instead of to the respective classrooms, in order to avoid interrupting the teaching process.
2. Conferences with teachers can be requested via phone call to the office or email to the teacher/administrator. Requests should be made in advance by phone or in writing. The principal can be present at the request of the parents or the teachers.
3. The school office is not allowed to give out teacher's home phone numbers nor cell numbers. Teachers will not communicate with families through their home numbers, social media, or personal email.
4. In the event a parent needs to discuss school-related matters with the principal, an appointment should be requested either by phone or in writing.
5. Our policy is to contact families that call with questions within two business days if not sooner. Please contact the office if that does not happen.

## **Discipline**

The following rules have been established to ensure that order and discipline is followed by **all students**.

## **Parental Cooperation**

Parents are expected to support and follow all policies of St Augustine Elementary & Middle School. Parental cooperation is necessary to ensure the success of all students. A student should not be deprived of his/her education because of their parent's actions or attitude. Furthermore, if parents become uncooperative and negative towards the school and such behavior prohibits the school from operating effectively, the family may be asked to withdraw.

## **Discipline Management Program**

St. Augustine School services the spiritual, mental, and physical needs of its students. Education of the whole student is the school's priority. Education is recognized as a continuous process of the experiences, which start in the home, and are enhanced and enriched in the school, and continues to be supported by the family in the home. For a student to receive maximum benefits at St. Augustine School he/she must comply with the many responsibilities, which are accepted with the privilege of attending the school.

These responsibilities are an extension of the home and the family teachings regarding good morals, respect for others and their property, and generally accepted social behavior. All students are expected to fulfill these responsibilities with sincere dedication and enthusiasm to derive maximum benefit from the school.

Teachers will follow the Knight Code. Students will have consequences if rules cannot be followed. Their self-esteem and personal needs will always be considered.

## **Knight Code**

Rule 1: I must listen at all times

Rule 2: I must follow directions

Rule 3: I must raise my hand before speaking or getting-up

Rule 4: I must walk in a quiet, straight line

Rule 5: I must show respect to my principal, teachers and fellow students

Rule 6: I must be prepared for class

(K3-5<sup>th</sup>) (4<sup>th</sup> & 5<sup>th</sup> Grade will follow 6<sup>th</sup>-8<sup>th</sup> grade Discipline Plan if needed!)

<i>STEPS</i>	<i>CONSEQUENCES</i>
Verbal Warning	Talk to student about his behavior TW document
Sit out from class	Time out – during lunch time
Sit out from class	Time out – during lunch time and recess
Write up on pink slip	Note home to the parents- or note in behavior folder/chart for signature/Parent conference
Office Detention or Suspension or Expulsion depending on infraction	Parent conference with Teacher and Principal

Note: School work or writing lines will not be used as a consequence although a child may be asked to write an apology or a reflection regarding the incident.

All teachers will have their methods (behavior charts/folders, smiling faces, etc.) of communicating student behavior to parents. 6<sup>th</sup> - 8<sup>th</sup> Grade will have their own behavior plan which will be shared with parents.

Students at school and at school-sponsored activities are prohibited from engaging in the following infractions. **Disobedience will result in issuance of an automatic pink slip:**

1. Cheating and/or copying the work of another student
2. Throwing objects that can cause bodily injury or damage property
3. Leaving school grounds without permission
4. Using profanity, vulgar language, or obscene gestures
5. Failing to comply with directives, school policies, rules, and regulations
6. Stealing
7. Fighting and assaults
8. Engaging in verbal abuse, name-calling, ethnic or racial slurs, or derogatory statements
9. Acting disrespectful
10. Causing or participating in classroom disruptions
11. Damaging or defacing school property
12. Bringing personal items (radios, toys, watches, cell phones etc.) **without teacher approval**
13. Chewing gum on campus
14. Being untruthful
15. Bullying
16. Misuse of technology on or off campus
17. Continuously breaking uniform rules

Disciplinary consequences or procedures may include the following:

1. A disciplinary warning (pink slip) can be issued by a member of the faculty or administration for minor violations. Notice that disciplinary warnings must be given in writing to the student. Any disciplinary referrals will oblige parents to have a conference with the teacher and principal. **Three disciplinary referrals may warrant a suspension. Some Serious or Very Serious offenses may result in immediate suspension or expulsion.**
2. Regardless of the category of offense, **persistent violations of the discipline code could ultimately result in expulsion.**

As needed, interventions such as counseling, a parent-teacher conference, referral to the principal, detention after school hours, in-school suspension, at-home suspension, or expulsion may be used. Violations of the discipline code will generally fall into one of the three categories defined below. The category and the totality of the circumstances surrounding the conduct will determine the range of sanction for a first offense. **Persistent violations in any category, however, could ultimately result in expulsion.**

### *Serious Offenses Level 1*

**Students committing a serious offense may be suspended for a period of time.** These offenses include:

- Use or possession of any alcoholic beverages on campus or at any school activity
- Use or possession of tobacco products, including cigarettes, cigars, pipes, snuff, or chewing tobacco
- Vandalizing, destroying, or defacing any property belonging to the school or to any other person (the sanction for which also includes restitution)
- Willfully disturbing school classes or assemblies, alone or in concert with others, by such conduct as emission of disruptive sounds and noises, enticing or preventing other students from attending or participating, use of loud or profane language or gestures, use of threats of force, and obstructing or restraining free passage of students or teachers
- Stealing or taking things, which do not belong to them
- Leaving the school campus or school activities without permission or under false pretenses
- Insubordination toward teachers or administrators
- Inappropriate use of technology on/or off campus

### *Very Serious Offenses Level 2*

**Students committing a very serious offense should expect to be at least suspended but could also be subject to immediate expulsion.** These offenses include:

- Use or possession of heroin, cocaine, marijuana, or any other controlled substances as defined by federal law
- Use or possession of any other firearm, illegal knife, or other weapon prohibited under the Texas Penal Code, including clubs, chains, razors, or metallic knuckles
- **Bullying, harassment, and threats** are considered very serious offenses and will be fully investigated. (intentionally causing bodily injury to another on campus or at any school activity)
- Robbery, burglary

- Any conduct constituting a felony offense under the laws of the United States or the State of Texas
- Inappropriate use of technology on/or off campus

### **Grievance Procedures**

Students, parents and/ or guardians who feel they have a legitimate grievance related to school practices, policies, or relationships shall be expected to adhere to the following procedures. The purpose of this procedure is to produce at the lowest possible administrative level, equitable solutions to grievances in a spirit of justice and charity.

#### *1. Discussion with concerned parties:*

Discuss the grievance complaint with the parties concerned at an informal meeting as soon as possible after the incident. If this must be done during school hours, an appointment may be made through the office for interfere with normal school routine.

#### *2. Administrative Meeting:*

If the matter cannot be settled informally by the parties concerned, they must request a meeting with the principal. The meeting will be arranged at which time the aggrieved will be given an opportunity to present his/her explanation.

**Note:** A parent/ guardian may intercede to appeal a disciplinary action.  
The principal will assess the issues and make a final decision.

## **Dress Code**

### ***Girls***

#### **K3-8<sup>th</sup> Grades**

1. White or navy knee socks (no designs or logos), regular crew socks, or bobby socks (NO anklets or No-Show socks) St. A socks (white or navy)
2. White or navy tights may be worn (K3-8<sup>th</sup>) on very cold winter days ONLY
3. Navy blue sweater (pullover or cardigan) NO DENIM-JACKETS
4. Navy jacket or windbreaker

#### **K3-2<sup>nd</sup> Grades**

1. Plaid jumper (hem length to middle of knee), with white short sleeved blouse (round or square collar)

#### **3<sup>rd</sup>-5<sup>th</sup> Grades**

1. Plaid skirt (**hem length to middle of knee**), with white short sleeved sailor-style blouse to be worn outside (not tucked in) with matching tie (tie required daily).
2. Cardigan sweater must be worn with white short sleeved sailor-style blouse (the collar tucked out)

#### **6<sup>th</sup>-8<sup>th</sup> Grades**

1. Plaid skirt (**hem length to middle of knee**), with white over blouse
2. Cardigan sweater may be worn.

## **Boys**

### **K3-8th Grades**

1. Plaid shirt (Parker Uniforms) for Grades K3-5th
2. White polo w/ school logo for Grades 6th-8th
3. Navy blue slacks, (K3 elastic waistband preferred available at Parker & Class Uniforms) NO blue jeans or corduroys
4. Walking shorts (K3-3<sup>rd</sup>)
5. Navy jacket or windbreaker
6. White, navy, or black regular socks crew length or anklets (No-Show socks, no colored socks, no designs)
7. Black belt

**Uniforms are available at Parker Uniform in San Antonio and may be ordered by phone or on-line at any time: (210) 530-0087 or (800) 754-9494 or [www.parkersu.com](http://www.parkersu.com)**

**Shoes must be solid black.**

**PE uniforms can be purchased from The Sports Center located at 4520 San Bernardo Ave. Suite 115 723-2066**

**Students, who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will receive a disciplinary consequence.**

## **Boys and Girls:**

Black tennis shoes with rubber soles must be worn as part of the uniform. White or colored stripes and lights are not allowed. (No sandals or ballet shoes are permitted). Students in grades 4-8 may wear black loafer style shoes or “Mary Janes” but, must have tennis shoes for PE class. Backpacks in Grades K3 – 5<sup>th</sup> grade must be navy blue. If the backpack is navy with grey or black it will be acceptable. **Only Middle School Students Can Use Any Type of Backpack They Would Like.**

### **K3-K5:**

Black Velcro shoes or black tennis shoes. (**No shoelaces**). In special cases, orthopedic shoes are allowed.

### **Grooming**

All students, boys and girls, are expected to dress in a complete, clean, and neat uniform. Their hair should be neatly combed. Bows may be worn in K3-8<sup>th</sup>, only if they are navy blue, red, burgundy, white, or gray. Long hair and facial hair are not allowed for boys. The boy’s hair should not touch their collar or cover their eyebrows. Girls are allowed to wear only lip gloss as make-up. No other make-up is allowed. NO eye make-up, no mascara, eye shadow or eye liner. Regarding jewelry, the girls (and boys) should keep their jewelry simple- no dangling earrings, no excessive rope-type bracelets, and no chokers! Dyed hair is not permitted, Nail polish, if worn, should also be neutral in color. Students may receive uniform infraction notices for grooming as well as for not being in



complete uniform as required. No tattoos are allowed, whether washable or temporary—such as for two weeks, etc.

***P.E. Uniform – Boys and Girls:***

1. School PE T-Shirt and shorts: white knee-hi or regular socks or anklets (No-Show socks); PE uniforms available at The Sport Center.
2. Black laced shoe or black tennis shoe

Warm-ups (Navy blue) may be worn in extremely cold weather (for P.E. only). Warm-ups may not be worn to replace daily use of school uniform (except on very cold days in K3, K4, K5 & 1<sup>st</sup> ONLY)

Further information on P.E. schedules/uniforms will be provided by the coach.

**Drop-Off/Pick-up Areas**

The Drop-Off/Pick-Up zone is on McPherson Ave. Parents may park on Galveston St. if they choose to walk their child/ren to class. ***No one will be able to walk in or out of Lane St. beginning 8/17/17. No students will be allowed to walk to St. Augustine High School to be picked up. All students will be picked up from the carpool area by the family member or person assigned.*** We ask that you drive carefully and slowly when you drop-off and pick-up your child/ren from school. Thank you! ***No cell phones may be used while driving in a school zone.***

**Extra-Curricular Activities**

In order to develop well-rounded students, our school strives to provide a variety of extracurricular activities. Those clubs can include activities geared towards increasing student in forms of prayer and action, academic honors and competition, scouting, sports, fine arts and drama, school beautification, student council, service, etc.

***Participation in Sports begins at Kinder with club eligibility being Grades 2-8 for most clubs.***

**Club sign-ups begin each year after Labor Day during the first week of September.**

Each club will have a teacher sponsor and a parent co-sponsor and will meet at least once a month and work on projects for the betterment of its members, the student body, and the school. Joint projects with the high school students will be planned among the clubs. Parents and teachers may approach the principal should they want to initiate a new club.

## **National Junior Honor Society**

Membership in the National Junior Society (NJHS) is a prestigious honor for both the student and St. Augustine School. Membership is not a right but a privilege bestowed on deserving students. NJHS is a nation-wide society that recognizes students who exemplify the following characteristics: character, service, leadership, scholarship, and citizenship. Students must have a 91% or above GPA (average) during their time at St. Augustine School. Students who meet this first requirement receive a questionnaire to fill out so as to be considered for membership by the Faculty Council, which is made up of 5-7 teachers appointed by the principal. Students inducted into NJHS, retain their membership for life becoming inactive members once they are no longer in school; however, while active members of the organization they must maintain the standards established by the national offices of the organization or appear before the Faculty Council who will determine their future membership status.

### ***Eligibility for Participation in Extra-Curricular Activities***

A student may be asked not to participate in any extra-curricular activity/sport at St. Augustine School if he/she:

1. Receives any grade below 70 or a U in conduct on their progress report or report card at the mid or end of the nine week grading period
2. Has been sent to the principal (during a nine-weeks period) for disciplinary reasons
3. Fails to complete or turn in 3 assignments a week in any given subject or a combination of subjects
4. Has been absent on the day of the activity. *The student must be present for at least half the day=Three and a half hours of the day.*
5. Students in grades 4-8, failing any core subject course after a grade check (report card or progress report) will not be eligible to participate in any extra-curricular activities for two weeks. After the two week period, grades and behavior will be reviewed and if passing the student will be allowed to rejoin normal activities. If they are still ineligible they will have to wait until the next grading period (report card or progress report) for review.

### ***Suspension***

The length of the suspension for participation in extra-curricular activities varies according to the severity of the offense and the progress made towards improvement. The principal and the teacher will meet to make these determinations. Parents and coaches will be advised regarding suspension from extra-curricular activity or sport and are expected to comply with the suspension.

## **Faculty Meetings**

Faculty meetings are scheduled for every Monday at 3:30 pm. and at 1 pm. every first Wednesday of the month (half day). We ask that the students be picked up on early dismissal days by 12:00 pm, as there will be no one to supervise after that time. It is imperative that students attend school even on these early dismissal Wednesdays, which are counted as full days of instruction by the Diocese of Laredo. Absences on early

dismissal Wednesdays will not be tolerated (except in case of illness or emergencies.) All early dismissal Wednesdays are listed on the annual school calendar.

## **Field Trips**

St. Augustine School believes that learning takes place both in the classroom and in other varied activities. Because of this belief, we encourage, as valuable learning experiences, field trips, guest speakers, and other similar programs.

Parents must sign a diocesan field trip permit and return it to the teacher. Students will not be permitted to leave campus if they have not obtained their parent's written consent to participate in the field trip. Additionally, students who consistently **DO NOT** follow rules may be asked **NOT** to attend a field trip. Field trips are privileges for students who follow all school rules and have passing grades in all subject areas.

Field trips are to serve primarily as educational learning experiences. Parents can be valuable resource in this area. Students in grades K3 – 5<sup>th</sup> may have one field trip in the Fall and one in the Spring. Only 6<sup>th</sup> -8<sup>th</sup> graders may take an out-of-town field trip (but not overnight). They will have one per year in the Spring.

Transportation for all field trips is the school bus; no parents may transport children.

Students **who do not participate** (field trip) **must attend school** (8:00-am – 3:00 pm). They will be given an alternate academic and classroom assignment for the day.

## **Financial**

### ***Tuition and Fees***

Please contact the Business Office for information (956) 724-8131

Please be advised that if tuition is not paid, students cannot be admitted to classes on the 11<sup>th</sup> day of the month (or the nearest school day after the 10<sup>th</sup>); tests will not be administered; and report cards will be withheld until all accounts are cleared. After the 10<sup>th</sup> of December and the 10<sup>th</sup> of May, no checks will be accepted to pay off the accounts. Only cash will be accepted at that time.

**Parents are expected to keep all tuition and fees up to date. If an account remains unpaid and arrangements have not been made with the principal. The school retains the right to take the student off the rolls and to ask the parents to withdraw him/her from the school due to outstanding fees. This policy will be enforced. Additionally, student records will not be released to a family with a past-due tuition balance. Diocesan policy states after two months of a past due balance the family may be asked to withdraw.**

**PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL BUSINESS OFFICE at (956) 724-8131.**

### ***Financial Aid***

Because we believe in the value of a Catholic education, we make every effort to assist families who cannot meet the entire financial cost of our school.

The following are the guidelines for obtaining financial aid:

Students of any age are eligible

1. No family may receive more than 50% of its total annual tuition bill in financial aid
2. Families receiving financial aid are expected to remain current on that portion of their account for which no aid is being received
3. The financial aid form provided by the Diocese of Laredo must be filled out in its entirety and must be accompanied by the latest federal income tax form(s)
4. Parents of students receiving aid will be expected to help in various school projects and activities as needed
5. Students receiving financial assistance must be passing all subjects and must display an attitude conducive to learning.
6. If you wish to seek financial tuition assistance, contact the school principal or business office.

### **Fire Drills/Emergency Drills**

Fire Drills are conducted on a monthly basis. Lockdown and weather drills by semester. All faculty and staff are trained regarding fire drill and other emergency evacuations. There is a crisis management plan to use for health accidents, fire and other emergencies. Contact people for these emergencies include the administrative team, safety team, secretary, wing leaders and coaches.

### **Jean Days**

“Jean Days” are scheduled for every 1/2 Day (First Wednesday of the Month). A donation of \$1 will be collected for the Food Bank on First Wednesday’s and for school needs on Thursday’s (participation is optional). Students may wear a school spirit shirt, uniform shirt, or a college t-shirt in effort to promote college as their goal.

### **The following are prohibited:**

Sandals, flip flops, capri pants, shorts, sleeveless shirts, halter tops, crop tops, and clothing with holes. Clothing that exposes the midriff to any degree at any time including with arms raised. Clothing displaying slogans or graphics that is offensive, violent, vulgar, obscene, or inappropriately suggestive. Clothing displaying promotions for drugs, tobacco, or alcoholic beverage products

***\$1.00 Participation with funds going towards academic needs. Students in violation will be asked to change. Parents will be advised.***

## Fundraising Activities

Fundraisers enable us to purchase items such as: playground sun shades, security cameras, Accelerated Reading and Math programs, technology programs, etc.

Students may not sell any product or raise money for any purpose without permission from the principal.

## Grading

In order to maintain academic excellence, an attempt is made at all times to evaluate, in the best possible manner, the progress of the students. The following grading system has been devised for that purpose:

### *Early Childhood*

*(K3, K4, K5)*

S	Satisfactory
P	Progressing
NI	Needs Improvement
U	Unsatisfactory

### *Grades 1<sup>st</sup> – 8<sup>th</sup>*

<b>A</b>	<b>100-90</b>
<b>B</b>	<b>89-80</b>
<b>C</b>	<b>79-70</b>
<b>F</b>	<b>69 and Below, Failing</b>

**E- Excellent; S- Satisfactory; I- Improvement Needed; U- Unsatisfactory**

## **Power School System Grades 1<sup>st</sup> - 8<sup>th</sup>**

Power School, a web-based student information system (SIS), simplifies data-driven decision making by providing real-time information to all stakeholders-over the internet. Administrators get the most accurate information to make decisions that are more effective. Teachers gain timesaving administrative tools, parents gain immediate access to their children's grades, and students can track their own progress. Usernames and Passwords can be obtained from the school office. Power School can be accessed directly at <http://www.staugelementary.org> To report a problem with Power School, contact [suzie\\_schafer@st-augustine.org](mailto:suzie_schafer@st-augustine.org)

## **Health**

The mission of Catholic Schools in the Diocese of Laredo includes a commitment to the physical, mental, emotional and spiritual health of students. Parents, administrators, health coordinators, health screeners, and teachers share the responsibility. Parents or guardians have the ultimate responsibility for the health of a student. Illnesses and injuries that occur during school hours and which require specialized attention will be referred directly to the parent or guardian.

The principal is accountable for compliance with local, state, and federal health regulations. School health coordinators and screeners are persons appointed by the principal to assist in implementing health programs in the school. They are trained and certified by consultants provided through the Diocese of Laredo.

Teachers are responsible for observing students and referring suspicious symptoms to the principal. The school has certified nurses and doctors available for training, consultation and supervision in all school health programs.

### ***Health Records***

The student **Emergency Card** must be completed and signed annually by the parent or guardian. It contains emergency information and a release to obtain emergency medical care if necessary.

The **Cumulative Health Record** contains immunization history, pertinent health information and results of all school screenings. It is retained at the school year to year and is forwarded when the student transfers. As records are updated, it is the parent's responsibility to send new immunization records to the school.

The **State Reports of School Screening Activities** reporting documents are completed and sent to the Texas Department of Health annually. These documents are filed in the principal's office.

The **Illness, Accident and Injury Log** is a daily record of health related accidents, incidents, and illnesses occurring at school is kept detailing each occurrence. Parents are notified regarding these occurrences.

The **Administration of Medicine Form** must be filled-out if a child needs to take medicine during school hours, the parents should see the school secretary and fill out the required documentation.

## *Health Services*

**Emergencies:** Each school is required to have at least two full time staff persons currently certified in CPR and one full time person currently certified in Standard First Aid. Note: It is the goal of the school for all teachers assistants to be trained in CPR and child-choking response. Emergency response reference materials are readily available in the school for all personnel.

**Illness:** A staff member assesses the student's condition including temperature, appearance, demeanor and complaint and acts accordingly based on the student's condition and health guidelines. In some instances of suspected communicable conditions, (listed in the school Health Manual) students must be excluded from school, in accordance with the state law.

**Vision and Hearing Screening:** Grades K3, K4, K5 1, 3, 5, and 7 and all new students are screened annually by Texas Department of Health certified personnel and are referred as necessary for further professional evaluation.

**Spinal Screening:** 5<sup>th</sup> graders are screened annually by Texas Department of Health certified personnel and are referred as necessary for further professional evaluation.

### **Medication Administration:**

Whenever possible, medication should be administered at home before or after school hours. For cases where in-school administration of medicine is necessary, a strict diocesan policy is in effect and requires that a "Request for In-School Administration of Medication" (available in the school office) be completed and signed for each medication to be administered. The principal or his/her designee may administer the medication according to diocesan policy. The medication must be kept in a locked cabinet (or refrigerator) in the school and students are not permitted to have medication on their person at school.

### **General Requirements:**

1. The medication must be:
  - a. Current – not more than 90 days old
  - b. Accompanied by a completed request for administration of medication signed by the parent/guardian and by the principal
2. The request for administration of medication will include:
  - a. Student's name
  - b. Directions for Administration
  - c. Duration of the medication will need to be administered by school personnel, (days, weeks, months, etc.) and expected date of discontinuation
  - d. Parent/guardian acknowledgement that medication will be administered by a person who is not medically trained

- e. Parent/guardian agreement to hold school harmless for the proper administration of medication provided by parent/guardian and for adverse drug reactions or side effects.
  - f. Parent/guardian agreement to maintain student's stock of medication
3. Only the school principal or a school employee designated by the principal may administer medication to students. School volunteers may not be designated to administer medication.

**Procedure for administration of prescription medication:**

A Prescription administered at school provided that the prescription label

- a. Has all instructions on the label written in English
- b. Indicate date prescription was filled
- c. State patient's (student's) name
- d. State directions for usage, including amount and frequency of dosage
- e. Include the name of medication
- f. Include indication of amount dispensed in original container
- g. Include initials of pharmacist who filled prescription
- h. Indicate name, address and phone number of licensed pharmacy
- i. Include name of prescribing physician and
- j. Include chronological number identifying prescription

**Procedure for administration of non-prescription medication**

1. Medication (including cough drops) must be in original container or package, and should be labeled with the name of student to receive it.
2. Package or container must indicate directions for use
3. Parent/guardian request for administration of medication must be consistent with directions for use as stated on original package or container.

**Consultation:**

In the event that school personnel have questions or doubts concerning the administration of medication to a student, or the possible abuse of a substance, the school employee should consult with the School Health and Human Services Consultant, the student's physician or the parent/guardian. Process and outcome must be documented.

**"When necessary" or "PRN" medication:**

1. In the event that medication is prescribed "as necessary" or "when necessary" (for cough, headaches, etc.) should the condition arise for which the medication is prescribed, the parent or guardian should be notified to come to the school to determine if the condition warrants the medication, and the parent/guardian should administer the medication.
2. The ONLY exceptions to the above are in the case of a diagnosed asthmatic or epileptic student when "prn" ("when necessary") medication may be administered by school personnel at the onset of symptoms provided that a signed completed parent/guardian request is on file in the school, and that the request form describes symptoms which are indicative of the need for the medication.



**Storage of medication:**

1. All medication is to be kept locked in the school office.
2. Schools may not keep on hand stocks of medication (aspirin, cough drops, etc.) for administration to students as necessary. Only medications specific to individual students who have a parent/guardian request in file may be kept at school.

**Documentation**

1. A medication log is to be kept for each student receiving medication administered by school personnel. When log page is filled or when medication is discontinued, log page will become part of the student's cumulative health record.
2. Upon discontinuation of medication, the signed parent/guardian request will become part of the student's cumulative health record.

***Immunization Requirements***

(Available from your pediatrician)

A copy is filed from the Texas Department of Health in the School Office

***Health Education***

Prescribed Health, Science and Social Studies curricula and textbooks offer the student comprehensive, grade appropriate health education. Adjunctive health education includes education in Christian sexuality, HIV/AIDS, nutrition, safety, and other health related topics. Experienced, qualified, approved guest speakers may be brought to school to address these topics. Physical Education programs teach healthful behaviors related to exercise and wellness.

***Environmental Health***

Schools and grounds are monitored regularly from compliance with health and safety regulations including classroom environment, air quality, equipment status, and toxic agents.

***Bloodborne Pathogens***

Catholic Schools comply with federal OSHA bloodborne pathogen standards. A copy of the Diocesan Bloodborne Pathogens Exposure Control Plan is available for review in the office of the principal.

***Youth Protection***

In compliance with Texas statutes (Ch.261, TX Family Code) and regulations, Catholic schools personnel are mandated reporters of suspected or disclosed child abuse and neglect and attend annual in service education on the prevention and recognition of child abuse.

## Homework-

Students in Kindergarten through 8<sup>th</sup> grade may be given homework assignments every evening. The homework assignments should reflect material **previously taught** by the teacher in class. It should be a review/practice assignment. Parents must not be expected to teach concepts for homework- this is the teacher's responsibility. The following is a list of suggested time students should spend on homework per grade level:

K3 and K4:	Weekly activities (no more than 15 min. per day)
Kindergarten:	20-30 minutes daily
1 <sup>st</sup> and 2 <sup>nd</sup> :	40-60 minutes daily
3 <sup>rd</sup> - 5 <sup>th</sup> :	60-90 minutes daily
Middle School	90-120 minutes daily

Late homework will be collected with a reduction of points. It will be a 20 point (maximum grade of 80) reduction for the first day late, 40 points (maximum grade of 60) for the second day late, and will count as a zero for the third day late. Students without work may be referred to work on their homework during lunch as a working lunch as to prevent a "0" from happening. This will be at the discretion of the teacher and is not mandatory for the teacher to assign.

## Homework for Middle School

In order to ensure that homework practices are efficient and effective, consideration for the amount of time per night an average student should expect to spend on homework for all subjects combined, based on the research, should include the following:

1. Homework should not exceed 8 hours per week.
2. Homework should never be a disciplinary measure, but should be used to enrich and strengthen classroom experiences. Work must be effective and good quality not quantity. Student must receive feedback from their teacher on their homework between 1 to 3 days of due date.
3. Exception may apply for special projects and advanced academics.

## Homework Schedule for Middle School

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Math Science <b>or</b> Social Studies	Spend time with your family  May catch up with Reading	Math ELA Religion <b>or</b> Elective	Math ELA <b>or</b> Social Studies	Spend time with family No homework over the weekend <u>unless</u> its makeup work or a special project

❖ Read 15-20 minutes every night\*

## Homework for Primary Grades and Early Childhood

In order to ensure that homework practices are efficient and effective, consideration for the amount of time per night an average student should expect to spend on homework for all subjects combined, based on the research, should include the following:

1. Homework should be No more than 15 min. per day (K3-K4)
2. Homework should be 20-30 min. when assigned (Kindergarten)
3. Homework should be 40 – 60 min. when assigned (1<sup>st</sup> and 2<sup>nd</sup>)
4. Homework should be 60 – 90 min. when assigned (3<sup>rd</sup>-5<sup>th</sup>)
5. Homework should never be a disciplinary measure, but should be used to enrich and strengthen classroom experiences. Work must be effective and good quality not quantity. Student must receive feedback from their teacher on their homework between 1 o 3 days of due date.
6. Exception may apply for special projects and advanced academics.

### Homework Schedule for Primary Grades and Early Childhood

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<b>Math Science or Social Studies</b>  <b>(Sample)</b>	<b>Spend time with your family.</b>  <b>May catch up with Reading</b>	<b>Math ELA/Reading Religion or Elective</b>  <b>(Sample)</b>	<b>Math ELA or Social Studies</b>  <b>(Sample)</b>	<b>Spend time with your family</b> <b>No homework over the weekend unless its makeup work or a special project</b>

❖ Read 15-20 minutes every night\*

## **Homeroom Parents**

Realizing the valuable assistance and support which homeroom parents afford to our school programs, the following role description has been developed so as to insure a mutual understanding between school personnel and homeroom parents concerning the various activities for which they are responsible. The responsibilities of a homeroom parent are as follows:

1. Help the teacher organize the school parties for the children on Halloween, Christmas, and Valentine's Day.
2. Serve as a telephone committee for the class
3. Cover the class for the teacher for special events like a faculty lunch.

## **Honor Roll**

Academic excellence is recognized and encouraged through an academic honor roll. The honor roll is compiled at the end of each grading period. The requirements for making honor roll are as follows:

### **1<sup>st</sup>-5<sup>th</sup>**

“A” Honor Roll – All grades 90 or above in the academic areas and a minimum grade of S in conduct.

“A/B” Honor Roll – All grades 80-100 and criteria as above.

### **6<sup>th</sup>-8<sup>th</sup>**

1<sup>st</sup> Honors – All grades 90 or above

2<sup>nd</sup> Honors – All grades 85 or above

Honor Roll Ribbons are given at each grading period to students in grades 1<sup>st</sup> -5<sup>th</sup>. The top three students in Grades 1-5 will be recognized during the end of the year awards program. Middle school students will be recognized at their respect awards ceremony.

## **Library**

Our school library is a multi-media learning center. In the library, students will check-out library books as well as be provided directed instruction in library and research skills, have the opportunity to read for enjoyment and to do many integrated learning activities. Teachers will plan all lessons, and will be held accountable for their students.

## **Liturgy**

1. The religious training of the children at St. Augustine School is the most important part of their education. Students in Grades K3 through 8<sup>th</sup> will participate in the celebration of the Holy Mass each Friday or on days when celebrated with St. Augustine High School. Second graders are prepared for the reception of the Sacraments of Reconciliation and First Communion within the classroom religion curriculum. As permitted by the Bishop, the second grade class members can make their First Holy Communion as a class at the Cathedral in the spring.

2. The students will be involved in the preparation for the liturgical celebrations of Advent, Christmas, Lent and Easter. The liturgical seasons of Advent, Christmas, Lent and Easter have ceremonies proper to the season to remind the children of the importance of each one. Parents are encouraged to take their children to attend Mass on Sundays and Holy Days of Obligation, as to support the Church teachings that we emphasize at our Catholic school.
3. School wide masses (K3-8th<sup>h</sup> grade- at times with the high school as well) will be held once a week as listed in the school calendar. Parents and grandparents are always invited.
4. St. Augustine School is open to children of all faiths; all children must take religion class as it is part of the required curriculum; they will also attend mass and behave in a respectful manner.

### **Lost and Found**

Lost and found articles can be found in the school gym. Articles are usually kept for a couple of weeks and then donated to the needy. Students must have all articles of clothing as well as their personal belongings marked with their name. Labeled uniforms can easily be returned to the students. **The school is not responsible for lost or stolen property.**

### **Middle School**

Middle School students will have (8) 48-minute periods (classes) and follow the high school's bell schedule. They will be responsible for following the teacher's guidance in remaining organized through the use of their lockers, the binder system, the testing schedule, the notes/outlines provided, assignment books, etc. The middle school teachers will meet on a regular basis with school administration to monitor and analyze the middle school program. Our goal is to ensure an effective and efficient transition from middle school to high school. Much of the responsibility for communication regarding academics will belong to your child. For example, it will be your child's responsibility to use their assignment booklets to advise you of upcoming projects, assignments and quizzes and to give you all school notes such as progress reports. Should you have any concerns or questions, contact the classroom teacher or administration immediately.

### **Non-Custodial parents**

The law holds that parents do not cease to be parents when they no longer have legal custody of their children. Schools must abide by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents.

In the absence of a court order to the contrary, a school, upon written request to that effect, will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is no information to be given, it is the responsibility of the custodial parent to provide the school with a certified copy of the court order.

Similarly, if there are court orders regarding which parent may/may not pick up the child in case of divorce or separation of the parents- copies must be provided to the school office.

For the benefit, and in the best interest of the child (ren), we do ask for the cooperation of divorced/separated parents in regards to their relationship within the school setting.

### **Non-Discrimination Policy**

The policy of St. Augustine School for non-discriminatory compliance with the United Stated governmental requirements is as follows:

*“The Catholic Schools in the Diocese of Laredo exist primarily for Catholic students of any sex, race, color, nationality, and ethnic origin and for students of other denominations of any sex, race, color, nationality and ethnic origin who choose Catholic schools.”*

### **Parent Volunteer Program**

Parent volunteers are an integral part of the school most especially in our extra-curricular activities. St. Augustine School is appreciative of the time, energy, and donations that parents give our school. All volunteers must complete an on-line safe environment lesson and pass the test with a 100, allow the Diocese of Laredo to conduct a criminal check, and set a schedule for volunteering. This also applies to parents who serve as club sponsors or volunteer coaches. Parent volunteers and volunteer coaches are representative of the school and must abide by school policy and behave in a professional manner or they may be removed from their duties as determined by the school principal. Parental volunteer forms and information regarding training will be provided in the September monthly communication envelope. All parents must complete 10 service hours each year. If for some reason they cannot volunteer their time they must advise the school office and make arrangements to pay for the hours (\$500) or bring in acceptable items worth this amount.

### **Physical Education**

P.E. classes will be held on a daily basis for 30 minutes for elementary students and 60 minutes for middle school students. Students will be required to wear P.E. uniform daily, with the older students, 5th-8th, (as determined by the Coach) being allowed to change in the gym locker rooms and K3-4th graders wearing the P.E. uniform under their school uniform. Students in K3, K4, and K5 may remain in the P.E. uniform after PE, especially during warm weather days. In case of extremely hot weather, at the teacher’s discretion, older students will be allowed to remain in P.E. uniform after P.E.

### **FSO**

Our school has a most supportive FSO (Family School Organization) and meetings will be held twice per semester. All parents will be expected to attend these meetings, as updates on FSO projects will be given. The FSO purposes will be expanded to include

not only fundraising but also parent education and involvement. On some occasions, FSO meetings will follow with Open House or Family Night at the elementary campus. Incentives will be offered to the students whose parents attend FSO and FSO will raffle prizes (including tuition money) to parents who are present at the meetings. All parents are strongly encouraged to support the FSO and required to participate in Jamaica annually. ***Families will be required to work 20 hrs. per year or pay \$50.00 per hour (\$1000.00 in total). Service hour opportunities will be listed in the monthly newsletter.***

## **Recess**

All K3 thru K5 students will have recess two to three times a week in order to comply with the requirement of unstructured play. All 1st thru 8th grade students attend PE class daily therefore they will not have recess as it would take time from instructional minutes.

## **Retention and Promotion**

### ***Promotion:***

Upon delegation by the Superintendent, principals shall be responsible for and shall have the authority to place a student in a program commensurate with the students' performance in accordance with existing curriculum statutes and policies.

A school may not grant social promotions. Students may be promoted only based on academic achievement.

The following criteria for promotion will be followed:

1. Elementary and middle school students grades (1<sup>st</sup>-8<sup>th</sup>): To be promoted from one grade to the next, a student shall attain for the year an overall average of 70 or above in each subject area.
2. If a child in Kindergarten through 8<sup>th</sup> grade is more than one level below the average expected competency reading level, the child may be retained.
3. Any 6<sup>th</sup> or 8<sup>th</sup> grade student who receives a failing grade average at the end of the school year in any of the following subjects: reading, language arts, math, social studies, religion and science will have to attend summer school at St. Augustine School and obtain a passing grade (70 or above) before he/she can be promoted to the next grade level. Any 1<sup>st</sup>- 5<sup>th</sup> grade student failing two or more of the subjects will be retained.
4. Religion Requirements: We recognize the importance of Religion as an integral part of the curriculum program and requirements in our schools. Any student failing religion in grades 1<sup>st</sup> through 8<sup>th</sup> must make up for the failure, prior to the beginning of the subsequent school year, following a growth plan approved by the school principal.
5. In grades K3, K4, K5 and 1<sup>st</sup>, after consultation with the parents, it may be decided that the child needs to be retained for developmental reasons. Parent support is requested.
6. Any student may also be asked to withdraw from St. Augustine School, if we feel we have done everything possible to develop the child's ability and he/she cannot

meet the scholastic standards. If a child is retained, he/she may be asked to withdraw from St. Augustine School if there is no available space due to enrollment in that grade level.

***Retention:***

Parents of students at-risk of retention will be asked to conference with the teacher and the principal in January and in March in order to keep abreast of student progress, make intervention plans, and ultimately the best decision for the student. If a student has been admitted on probation and is at risk of retention, she/he may be asked to withdraw from this school.

**Right of Access to Official Records**

The 1975 Buckley Amendment, also known as the Family Educational Rights and Privacy Act, gives parents and students the right to access official records and the right to request that statements in those records be changed or deleted. Should the school refuse to change or delete such records, statements made by parents or students must be included in the official student file. If a parent of students wishes to view a record, a request should be made in writing.

**Roles and Responsibility**

The total education of the student is a mutual effort among students, faculty, and parents. Each party has a role to fulfill. These roles should be inter-related, if the student is to be helped at optimum level.

***The Role of the Advisory Council***

The role of the advisory council members is to support administration by setting policies that will enable the school to reach its goal by

1. Establishing policies that are consistent with the basic goals of the educational apostolate
2. Being fiscally responsible for the maintenance of the school
3. Assuring that the mission of the school is fulfilled and that the quality of the educational program is one of high academic standards
4. Developing public relations that will assure the continuance of the school

***The Role of the Parent***

The role of the parent within the home is to provide the physical and emotional atmosphere that will ensure a healthy environment, including:

1. Seeing that the child gets proper rest, diet, and medical care
2. Providing home conditions conducive to studying
3. Cooperating with the teachers for the benefit of the student
4. Communicating with the school as the need arises
5. Being familiar with and supporting school regulations
6. Conveying support of our school policies
7. Financial support of our school (through tuition, fundraisers and 10 service hours)



8. Active participation in school related activities

### ***The Role of the Principal***

The role of the principal, and the administrative team, is to enhance the function of the total school by serving as:

1. Instructional managerial, and spiritual leaders
2. Parent/teacher liaison
3. Enforcers of school policies and procedures
4. Supervisors of faculty, staff and students
5. Promoters of St. Augustine School as a Catholic Community
6. Other duties to include: Grant writers, lunch coordinators, maintenance supervisors, public relations officers

*Roles belonging exclusively to the principal are:*

7. School/diocese liaison; school/board liaison
8. Financial administrator

### ***The Role of the Student***

The role of the student is to acquire knowledge by:

1. Attending school daily
2. Performing to the classroom expectations of the individual teachers. To include a respectful attitude toward teachers and fellow students
3. Putting forth his/her best effort in school
4. Living daily in accordance to God's commandments
5. Representing the school appropriately in sports and extra-curricular activities

### ***The Role of the Teacher***

The role of the teacher is to provide within the classroom an atmosphere conducive to learning by:

1. Participating in a partnership with the parents for the benefit of each child
2. Noting the child's behavior (social, academic, and emotional) so as to evaluate with parents the progress of a child
3. Preparing motivating, challenging lessons that will assist children to learn and be best prepared for future learning
4. Sharing with parents concern for the growth of each child
5. Supporting all school activities
6. Complying with all school procedures and policies as set forth by the Diocese of Laredo

### **School Hours**

The school gate is opened at 7:30 am and teacher assistants are on duty at this time. Students should report to their designated area. Classes dismiss at 3:00 pm. Lunch daily is from 10:30 to 11:00 am for the Ks, 11:00-11:30 am for Grades 1-5, and from 11:44-12:24 for Grades 6-8; office hours are from 7:30 am-4:30 pm daily (After-school care will be open until 5:30 but the office will close).

## **School Parties**

School parties will be permitted in K3 to 5<sup>th</sup> grade on Halloween, Christmas, and Valentine's Day. Although there are not funds provided for an Easter Party, teachers are asked to consider participating in a school-wide Easter picnic before this holiday. Parties for students in Grades 6-7 will vary based on the homeroom teacher. Each party should not exceed one hour and should be scheduled for the last hour of the school day.

Classroom birthday parties for students in Grades K3, K4, and K5 only will be allowed at 2:30pm or during the noon hour with teacher's approval/prior notice to the teacher. Only cupcakes and individual drinks will be allowed- healthy treats preferred. Students in Grades 1-5 may also celebrate birthdays in the cafeteria during lunch time.

## **Student of the Month**

Student's in grades K3 – 8<sup>th</sup> grade will be recognized as "Student of the Month" during the school year. They will be recognized in the old gym during the first Wednesday of the month, which is a half day. Students are selected for this honor based on academic, attitude, effort, and attendance.

## **Students with Special Needs**

At the discretion of the teacher and principal, students with special needs will be referred to the public school or to a private physician for screening and testing to identify any special needs. Once results are obtained, and parents have given their permission, a meeting with teachers occurs at which time a copy of the recommendations and accommodations will be given to them. Some recommendations and accommodations which St. Augustine School and the parents can make include:

1. Pacing a student's work
2. Seating accommodations
3. Using supplemental materials to meet individual student needs
4. Repeating directions emphasizing details
5. Using additional technology in class
6. Maintaining detailed assignment notebook
7. Using positive reinforcement
8. Peer tutoring
9. Encouraging reinforcement at home
10. Testing adaptations
11. Participation in school's Reading Intervention Program
12. Private tutoring after school hours

*Teachers strive to help the students with special needs. Because of our limited resources, the brunt of the responsibility falls on the student and parents. As the learning different student matures, the easier it becomes for him/her to understand the extra effort required for success at St. Augustine School. Similarly, students who are above-level will be provided more challenging work by their teacher based on the subject areas in which the student excels.*

## Telephone

The office phones are business phones and may be used by **students and parents in case of emergency only**. The students may not use the phone during school hours (for forgotten items such as homework, P.E. Uniforms, books, etc. as students must learn responsibility) unless approved by the teacher or principal. We ask your cooperation in this, as it is an important means of training students in responsibility.

**Middle school students are not allowed to use their cell phones between the hours of 8:00 a.m. and 3:00 p.m. They are to turn them in every morning to their homeroom teacher, and pick them up after school in front of Room 7. During the day they will be stored in the Principal's office in plastic bins.**

Cell phones confiscated by teachers will be turned in to the office. A fine of \$25 will be charged and the phone will remain in the Principal's office for 2 weeks, after which it will be returned to the student. If it happens again, the phone will remain in the Principal's office for 4 weeks and a fine of \$25 must be paid. If it happens for the third time, the student will be fined \$25 and the phone will not be returned until the end of the school year. The same policy will be followed for any electronic device such as I Pod's, Fame Boys' and Cameras, etc.

**Students in grades 1<sup>st</sup>-5<sup>th</sup> are not allowed to bring cell phones, tablets, MP3 Players, cameras or handheld video games.**

## Textbooks

Textbooks are borrowed from the school while workbooks are purchased. All textbooks should be covered at all times. All books should be clearly labeled with titles printed on the outside covers. The student's names or ID# should appear inside the books. Students are responsible to pay for lost or damaged books. Lost textbooks and workbooks will not be replaced until they have been paid for. School report cards will be held until money owed for textbooks, workbooks, or library books is paid. In some cases, class sets of books will not be allowed to be taken home.

## The Role of a Counselor

The school counselor and parents need to build a relationship of mutual respect and trust to make the best decisions about the child. Trust means that what is shared is confidential and related to the child. The relationship between parent and school counselor develop through – working together. A student's right to privacy and confidentiality is the basis for an effective counseling relationship.

## Technology

All students in Grades K3 – 5<sup>th</sup> attend technology classes as part of the weekly curriculum. The classes are taught by a certified technology teacher. In Grades K3 – K5, students become familiar with the parts of the computer and how to use it by playing games that reinforce age-appropriate skills. Students in Grades 3<sup>rd</sup> – 5<sup>th</sup> learn Kids Pix skills in MS-Word and introduced to Power Point.

### Use of Technology

Any student who misrepresents St. Augustine School in any fashion via text messaging, social media, or chat rooms will face serious disciplinary action by the school administration or superintendent (with the possibility of expulsion). Students using technology to record teachers/staff or students without their permission may be subject to suspension as a minimum consequence.

### **Transfers within the Diocese**

The transfer of a student from one Catholic School to another within the diocese can be affected only after the Principals of the schools involved in the transfer have agreed to the transfer. A student who is required to withdraw from a school under extenuating circumstances must be reviewed for possible acceptance before being considered at any other Catholic School. The student will be required to present the release form and/or a letter of reference along with transcripts and other applicable paperwork from the dismissing school so as to be considered for enrollment elsewhere.

### **Tutoring**

Parents are encouraged to obtain a private tutor if the child needs extended help and the teacher recommends such a course of action. The school principal has a list of recommended tutors that can work closely with the school to ensure student progress and success. **Tutorial will be held after the first 9 week period.**

### **Vandalism**

We want to teach students a sense of pride in their school and its facilities as a means of respect for themselves and for others. Any school property carelessly damaged or defaced must be paid for by the students or their parents. Vandalism will result in a pink slip.

### **Visitors**

For the safety of all students, any visitors (parents or others) must report to the school office to sign-in and to receive a visitor's pass. Parents must refrain from walking into the classroom in the morning other than to drop-off their child/ children. Teachers must be ready for class at 8:00am and cannot conference at this time. It is imperative that parents exit the hallways by 8:00 am; additionally we ask parents not to gather in the hallways at dismissal time as it is distracting to both teacher and students. If parents must speak to a teacher, they are asked to do so at a scheduled conference. Please call the secretary or principal at any time to set up teacher conferences.

### **Volunteers**

All school volunteers must attend a mandatory training session which will include the diocese's safe environment policy and a criminal check. No volunteers will be allowed to assist on campus without training and clearance. Volunteer duties can include supervising students, small group instruction, library, cafeteria, office help, coaching, chaperoning field trips, etc.

### **Withdrawals and Transfers**

When withdrawal or transfer from St. Augustine School becomes necessary, a parent should go to the principal's office to fill out appropriate forms. No transcripts or school records will be released until this form is completed and all outstanding financial obligations to the school have been fulfilled. All textbooks must be returned to the homeroom teacher.

***Note: While every effort is made to ensure the accuracy of the information contained in this handbook, St. Augustine School reserves the right to make changes at anytime without prior notice.***