



Diocese  
of Toledo

# **PARENT/STUDENT HANDBOOK**

*2018-2019*

*St. Augustine Catholic School*

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# SAINT AUGUSTINE HANDBOOK

Revised Summer, 2018 (8-13-18)

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*At St. Augustine Catholic School, conduct of students/parents/faculty inside or outside of school that is detrimental to the reputation of the school, or those that attend, can be disciplined/dealt with according to our disciplinary code.*

### **NONDISCRIMINATION (DIOCESE)**

**St. Augustine School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and all activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.**

#### **NON-DISCRIMINATION POLICY**

St. Augustine School does not discriminate on the basis of race, sex, national origin, age (in accordance with the law), color, and handicapping condition (if, with reasonable accommodation on the part of the school the handicapped person could be accommodated). This school gives preference in admission to Catholic students living within parish boundaries; secondly, to Catholic students living outside the parish boundaries; thirdly, to those who are not Catholic.

### **PHILOSOPHY**

#### **DIOCESE OF TOLEDO CATHOLIC SCHOOLS DISTRICT PHILOSOPHY**

“The duty of human perfection, like the whole universe, has been renewed, recast super naturalized in the Kingdom of God. It is truly Christian duty to grow...and to make one’s talents bear fruit...It is a part of the essentially Catholic vision to look upon the world as maturing - not only in each individual or in each nation, but in the whole human race.”

Teilhard de Chardin, The Divine Milieu

The Schools of the Catholic Diocese of Toledo assist parents in preparing their youngsters to assume their Christian vocation. The schools enable youngsters to perfect and grow in the knowledge, skills, values and attitudes to which they are called by Jesus Christ. This vocation begins and grows as each member hears the message of the Gospel, seeks to achieve a personal relationship with Jesus Christ and shares in a commitment of love and service of God and others to transform self and society.

Christian education in the Toledo Diocesan schools is intended to make students become people of faith who can experience - inside and outside the school setting - learning and living in the light of this faith commitment. Students are instructed in human knowledge and skills in order to best relate human culture to God’s plan for his evolving creation. Religious education, i.e., instruction in truths and development of values, is of primary concern. This religious education serves as the basis by which students can integrate their experience of learning and living at each stage of their development.

This integration thrives in a thoroughly Christian atmosphere where faculties and staff share and demonstrate in their professional and private lives this same commitment to personal perfection and growth in Jesus Christ.

Toledo Diocesan Schools enable students to extend their personal faith commitment through prayer and by serving others. Together with faculty and staff, students participate in liturgical activities which foster community. Students explore ways to meet the challenges of tensions and conflicts which occur in community, especially in peacemaking and the achievement of justice. Gospel values impel students to special concern for all who suffer any disadvantage. Students are enabled to commit themselves to the public interest by developing the skills and talents needed to contribute to the life of the nation. This experience of integrating learning and living a commitment of faith is a reason for hope. It is the duty of the schools of the Diocese of Toledo to continually explore and rekindle hope for the future in the light of the present reality of the universe. Engaging our members and the community-at-large in search for growth and perfection is our never-ending obligation. Our ultimate goal is union with Jesus Christ, "the Way, the Truth, and the Life".

#### ST. AUGUSTINE SCHOOL PHILOSOPHY

St. Augustine School educates children from pre-school through the eighth grade. Operated as a ministry of St. Augustine Parish and the Diocese of Toledo, the school contains one class per grade level (classes are combined if numbers are small) and primarily serves the children of the parish. St. Augustine School also accepts children from adjacent parishes without Catholic schools and non-Catholic children whose parents wish to provide a value based education for their children.

St. Augustine School emphasizes Catholic values throughout the curriculum with service projects, local and global mission efforts, and liturgical participation.

**The St. Augustine School philosophy parallels the Diocese of Toledo School District Philosophy: St. Augustine School assists parents in preparing their children to assume their Christian vocation; in preparing their children to use their God given abilities to develop their knowledge, skills, values, and attitudes; in preparing their children to become people of faith inside and outside the school setting; in preparing their children to integrate their experience of living and learning at each stage of their development; in preparing their children to work for themselves as well as the common good of the community of mankind; in preparing their children to pray. Our ultimate goal is union with Jesus Christ, the Way, the Truth, and the Life.**

#### SAINT AUGUSTINE SCHOOL MISSION

**Since parents are the primary educators of their children, our mission is to assist parents in fulfilling their right and duty to educate and to form basic religious attitudes, thus preparing the child to develop into a mature Christian witness.**

## **EXPECTATIONS**

- Parents can expect quality teaching, communication, conferences, good classroom procedures, confidentiality, fairness & integrity of teachers and administrators.
- Teachers can expect support, cooperation, assistance, partnership, and involvement of parents.
- Teachers and parents can expect responsibility, self-discipline, cooperation, and good behavior of students.

## **ACADEMIC PROGRAM**

The Diocese of Toledo, through the Catholic School Services, has developed courses of study for all subject areas for all schools in the diocese. These courses are evaluated and modified on a regular schedule. St. Augustine School is in compliance with the Operating Standards for Ohio's Catholic Schools, September, 2002, and Ohio Revised Code.

### RELIGION

St. Augustine School is not just a public school that happens also to teach religion.

Religion is intrinsic to St. Augustine School. We attempt to teach it and live it. The religion course of study is divided into two sections: K-2 and 3-8. It includes Christology/doctrine, church history, lifestyles, morality, sacraments, scripture, worship, social justice, and ministry which are taught at appropriate levels according to the child's readiness.

Service projects, human sexuality, and AIDS are subjects developed at all grade levels. All students attend Mass on their assigned day or the Holy Day if it falls on a school day.

**NOTE TO NON-CATHOLIC STUDENTS:** All students will take religion as part of the curriculum and they will attend Mass and other religious observances with all of our students.

### SACRAMENTAL PREPARATION

St. Augustine School teaches the sacraments as part of the religion course of study and follows the guidelines for sacramental preparation established by our pastor. One of the important aspects of sacramental preparation for children is the direct involvement of their parents. As primary educators, parents are asked to become involved in the formational components of sacramental preparation. Thus, a series of meetings is usually scheduled prior to the children receiving a sacrament: the meetings are intended to provide information about the assistance with the formational component of the sacramental preparation. The informational component is developed as a matter of curriculum by the classroom teacher(s). Parents are invited and urged to take an active role in preparing their children to receive the sacraments.

Preparation for Reconciliation/Penance will be offered during the autumn of the child's second grade year.

Children must receive Reconciliation/Penance before receiving Eucharist. Preparation for Holy Communion will be offered during the spring of the child's second grade year. Confirmation instruction is offered during the eighth grade year.

#### HUMAN SEXUALITY AND FAMILY LIFE

These topics are covered at appropriate grade level understanding. Moral issues are introduced at an early level. Reproduction topics are added at late elementary, early middle grade levels in the health and religion courses of study. All topics are tied strongly to Church teachings. The Benziger "Family Life" series, approved by USCCB, is the program being used at S.A.S.

#### TECHNOLOGY PLAN

S.A.S. has a technology plan on file with the Catholic Diocese of Toledo. This plan is updated every 3 years. We make every attempt to keep current with technology as our budget allows.

#### **ADMISSION**

St. Augustine School admits students of any race, color, or ethnic origin to all the rights, privileges, programs and activities of the school. The school will not discriminate on the basis of race, color or ethnic origin in administration of its educational policies, programs, and activities.

#### INITIAL ADMISSION REQUIREMENTS

1. PRE-SCHOOL: 4/5 year old class – A child must be 4 years old by September 30<sup>th</sup>; 3 year old class – a child must be 3 years old by September 30<sup>th</sup>. They may enroll during the school year after turning three.
2. KINDERGARTEN: A child must be 5 years old by September 30<sup>th</sup> and an entrance test is preferred. This test is administered in the spring during Kindergarten Clinic.
3. BIRTH CERTIFICATE: A birth certificate is necessary when the child enters school. A copy of the certificate is placed in his/her cumulative file.
4. BAPTISMAL CERTIFICATE: A copy of the baptismal certificate is placed in child's cumulative file.
5. SCHOOL HEALTH EXAMINATION RECORD: Students who enter St. Augustine must have a health examination conducted by a licensed physician and must be vaccinated for the following diseases: diphtheria, tetanus, pertussis, polio, measles, rubella mumps, hepatitis B, and varicella. Physical examinations are good for 1 year from the date of the exam. All students entering seventh grade are required to be vaccinated against meningococcal disease and have Tdap vaccine prior to the start of school.

No student at the time of initial entry or at the beginning of each school year shall be permitted to remain in school for more than fourteen days unless he/she has been immunized; or is in the process of compliance; or presents a physician's statement that the immunization may be detrimental to the student's health.

Those students who have not been immunized and are not in the process of completing their immunization will be excluded from school on the fifteenth day from the admission day. Any excluded student will be readmitted upon written evidence of compliance.

6. CUSTODY DOCUMENTATION: In case of separation or divorce, the school must be given legal documentation of custody. In the event that these are updated, copies of the updates must be given to St. Augustine School.

7. REQUEST FOR STUDENT RECORDS: When a student transfers into St. Augustine School from another school system, a form will be sent to the past school to obtain the child's academic and health records.

#### ANNUAL ADMISSION REQUIREMENTS

1. ST. AUGUSTINE SCHOOL ANNUAL REGISTRATION (GRADES Pre K-8): A parent or guardian is required to complete the registration form every spring for the following school year, or at the time of admission.

2. ST. AUGUSTINE SCHOOL TUITION PAYMENT PREFERENCE FORM (FACTS): Completed in the early spring, this form requests the tuition payment plan the parent selects for the following school year.

3. EMERGENCY MEDICAL AUTHORIZATION: This form, completed during the first week of school, provides for parental permission for emergency treatment for children who become ill or injured while under school authority when parents or guardians cannot be reached. There is also a provision (Part II) to be completed by those parents who refuse consent.

4. FAMILY INFORMATION FOR ST. AUGUSTINE SCHOOL: Located on the reverse side of the Emergency Medical Authorization form, this information allows school personnel to locate parents, guardians, or other designated responsible adults who can be contacted for the care of the child who becomes sick or injured during the day. *PARENTS ARE ASKED TO UPDATE THE SCHOOL AS THIS INFORMATION CHANGES.*

5. COMMITMENT: The St. Augustine School teachers are committed to educating children to the best of their ability. The commitment form emphasizes the parental responsibility with the child's education and formational process in the Catholic-Christian environment. To complete the registration process, the parent's signature is required. The signature indicates the parent has made a commitment to and for his/her child in the education program offered by St. Augustine School. Please refer to the St. Augustine School mission statement.

#### **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

St. Augustine School requires parents to notify office whenever there is a change of address or telephone number to assist the school personnel with usual communication and emergency situations.

#### **TRANSPORTATION**

Transportation to and from S.A.S. is the responsibility of the parent. Students may use the public school transportation as long as the child resides within 30 minutes (by bus) of St. Augustine School and the local public school provides transportation at the same time.

#### PRESCHOOL

Parents transporting their children to and from preschool should drop their children off in the parking lot/playground area behind the church and school. Parents should walk them into the preschool for safety reasons.

#### KINDERGARTEN TO EIGHT

Students who use public school transportation will enter and leave the bus in front of the school on Monroe Street. Parents who drive their children to school may drop them off at curbside on Monroe Street or in the playground area behind the school. To avoid congestion, parents who drive their children to school and drop them off on the playground should enter from Monroe Street and exit onto Clinton Street. The same traffic pattern will be followed at dismissal time.

#### **WITHDRAWAL**

When parents withdraw their child(ren) from St. Augustine School they should contact the school office to provide effective date. Records are not given to parents. Instead, the school the child has transferred into will request the child's academic and health records from S.A.S.

#### **SCHEDULE**

##### A. PRESCHOOL AND GRADES KINDERGARTEN TO EIGHT

The school day at S.A.S. begins at 8:30 and concludes at 3:05 for students riding the bus and at 3:10 for those who walk or ride with their parents. Parents who use driveway should enter from Monroe Street and exit on Clinton.

##### B. BEFORE CARE AND AFTER CARE

S.A.S. offers a before school child care program. Students may be dropped off at school as early as 7:00 a.m. and will be monitored by a licensed teacher until 8:00 when they go to their classrooms. S.A.S. offers an after school program. Students may remain at school until 6:00 p.m. They will receive a snack and be monitored by a licensed teacher. Parents will be charged a per-hour fee for these services.

##### C. DELAYS

To insure the safety of students, the schedule is sometimes delayed for on or two hours. THE TWO HOUR DELAY IS NOT A CLOCK HOUR!!!

The following schedule is followed when there is a delay.

\*\*TWO HOUR DELAY: 10:30 a.m.-3:05/3:10 p.m.

All delays are broadcast over stations listed under emergencies.

#### **HEALTH AND SAFETY**

St. Augustine School, as an extension of the family, is interested in maintaining and improving the health and safety of students. Although the responsibility for the student's health is with the parent, the school promotes good health habits and attempts to protect students and personnel from accidents and injuries. It is the policy of St. Augustine School to remain up-to-date with public health and safety regulations and practices with the guidance of the school nurse and various public health and safety organizations and agencies.

## INITIAL ENTRY REQUIREMENTS

See page 5.

### ANNUAL ENTRY REQUIREMENTS – Emergency Medical Authorization Forms

Parents are required to complete several forms during the first week of the school year. The “Emergency Medical Authorization” form provides for the emergency treatment of children who become ill or injured while under the authority of the school when parents or guardians cannot be contacted. The “Family Information for St. Augustine School” form allows school personnel to locate parents, guardians, or other responsible adults who can be contacted for the care of the child who becomes sick or injured during the school day. PARENTS ARE ENCOURAGED TO UPDATE THIS INFO IF PHONE NUMBERS, DOCTORS, OR CONTACT PERSONS CHANGE DURING THE SCHOOL YEAR.

### SCHOOL NURSE

Employed with the use of Auxiliary Services funds, the Henry County Health Department nurse visits the school periodically, and as needed, provides services in the following areas.

- Reviews health records for each student.
- Provides vision screening for students in grades K, 1, 3, 5, 7, and for any others with teacher or parent referral.
- Provides screening for scoliosis in grades 6, 7, and 8.
- Provides screening for hearing for students in grades K, 1, 3, and 5 and any others with teacher or parent referral.
- Provides health counseling to assist the student and his/her parents to understand the nature of a health problem.
- Provides aid in referral services available to the student and his/her parents to insure appropriate medical personnel or agencies are contacted.
- Provides a follow-up communication with the parents and others concerned with the situation to determine if the health problem is resolved.
- Provides health services for kindergarten registration.

### COMMUNICABLE DISEASES

Under normal circumstances, the guidelines and expertise of the Henry County Public Health Department will be followed whenever a communicable disease is suspected or diagnosed. The procedure includes:

- When a child exhibits symptoms of a suspected contagious disease, the parents will be notified and an appointment with the family physician will be suggested.
- When a student exhibits symptoms such as an abnormal temperature, sore throat, vomiting, or unusual rash, he/she will be isolated from classmates immediately and a request from the school personnel will be made to parents to pick up their child at school. If the parents cannot be contacted, the responsible adult indicated on the “Family Information for St. Augustine School” form will be contacted to remove the child from school.
- When a communicable disease such as chicken pox, measles, mumps, or scarlet fever occurs, parents of those children who have been exposed to infected persons will be notified.

## ACCIDENTS AND INJURIES

Every reasonable effort will be made to provide a safe, healthy environment within the school setting.

When injuries occur, the following procedure will be followed:

- Immediate first aid attention will be provided by a teacher responsible for the supervision of the child.
- If emergency medical service is required, the teacher will notify office personnel.
- Once the principal or office personnel have been notified, the decision to return the child to class, provide further first aid attention, notify the parent, or contact the emergency medical service (if not already done so) will be made.
- An "Accident Report" will be completed by the teacher in charge at the scene of the accident and filed in the student's health file. A copy will be sent home to the parents.

## CHILD ABUSE

School teachers and school authorities are required to report suspected cases of physical abuse, physical neglect, sexual abuse, and emotional maltreatment. Physical abuse is the non-accidental physical injury of the child; physical neglect is failure to provide proper parental care, support, medical attention, and education. Sexual abuse is an indecent sexual activity in the family; and emotional maltreatment is failure to provide warmth, attention, or supervision for a child.

Any school employee who has knowledge of/or reasonable suspicion of child abuse or neglect shall notify the principal. The principal will notify the Henry County Job and Family Services Department. If the welfare agency is not immediately available, the Napoleon City Police or the Henry County Sheriff's Department will be notified.

## FIRE EMERGENCY

The principal and custodian/maintenance person will conduct periodic inspections in and around the building to provide an environment that is free from fire hazards. If fires do occur, they will be reported to the local fire department.

Evacuation plans will be developed by the principal and diagrams indicating the evacuation routes will be posted in all classrooms. In addition, evacuation for emergencies will be practiced monthly and recorded on the fire department inspection report filed in the principal's office.

## TORNADO EMERGENCY

According to safety inspectors, the St. Augustine Church Hall provides the safest environment for a tornado emergency.

In the event of a tornado watch—a weather condition which increases the chance for a tornado—students will not be allowed to leave the building for recess.

When a tornado warning is announced, a tornado has been sighted. During this condition, a first aid kit and flashlights will have been readied for a potential emergency situation. All in the building will be moved to the church hall immediately.

Routing plans which were developed by the principal and diagrams indicating the evacuation routes are posted in all classrooms. In addition, practice moving to the basement of the church will take place in April and May and a written report indicating the frequency and efficiency of the route will be filed in the principal's office.

#### OTHER EMERGENCIES

When weather does not allow for the safe transportation of children, parents will be notified of a two-hour delay an early dismissal, or a cancellation by public service announcements over the following radio stations: WNDH 103.1 FM; WDFM 98.1 FM; and the following TV stations: WTOL 11; WNWO 24; WTVG 13.

In the event of a catastrophic emergency, the safety of the students will be the essential concern for all decisions.

#### SAFE SCHOOL DRILL

Because of the increased threat of terrorist attacks on the U.S. a safe school plan has been drawn up and implemented. As a part of this plan, three drills will be held yearly, recorded and reported to local police and sheriff departments. This includes evacuation and lockdown.

#### PRESCRIBED MEDICATIONS

The diagnosis and treatment of illness and the prescription of drugs is the responsibility of the family physician. It is diocesan policy to discourage taking any oral medication during the school day. When medications must be taken during the school day, the school prefers parents personally administer medication to their children before or after school, during recess, or during the lunch hour. In those situations when a parent cannot personally administer the needed medication, the following procedure will apply:

- The parent must have the attending physician complete the physician's "Request for the Administration of Medication by School Personnel" form. The parent must complete the "Parent's Permission and Release for School Personnel to Oversee Taking Medication and Release from Liability" form. For inhalers or EpiPens the parent must also complete the "Authorization for Student Possession and Use of Asthma Inhaler" form. All forms are available in the office and, when completed, will be kept in the student's health file.
- Medications will be delivered by a responsible person to the office for safe keeping in the same container in which the drug was dispensed by the prescribing physician, date, and telephone number of the pharmacy, the dosage, frequency of administering the drug, and any special handling or storage instructions.
- Unused medication not claimed by the last day of school each year will be destroyed.
- It is the responsibility of the parent to instruct the child to report to the office to take the medication at the designated time. Efforts will be made by school personnel to communicate a student's medication needs to teachers.
- A log will be kept by the overseeing school personnel for each prescribed medication. The log will be kept in the student's health file.

- All medications will be secured in an area not available to the student population.
- All of the above rules apply to the non-emergency overseeing or administration of prescribed drugs. In an emergency, the parent will be notified immediately and appropriate arrangements made for immediate medical attention.

#### OVER THE COUNTER MEDICATION (OTC)

All of the same policies and procedures for prescribed medications apply to non-prescribed medications (OTC) with the following exceptions:

- The “Physician’s request for the Administration of Medications by School Personnel” form will be completed.
- The over-the-counter container will be used with the student’s name affixed or written on the label.
- The parent is responsible for supplying instructions concerning the frequency of administering the drug to the child.

#### ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

AIDS (acquired immune deficiency syndrome) is a disease caused by a virus that destroys a person’s defenses (the immune system) against infections. The AIDS virus, known as human immunodeficiency virus, or HIV, can so weaken a person’s immune system that he/she cannot defend against mild infections and eventually becomes vulnerable to life-threatening infections and cancers. AIDS represents the end stage disease caused by the virus.

Our responsibility is to eliminate panic, protect non-infected students and staff, and protect the dignity of the infected student or staff member with understanding compassion. As disciples of Jesus, we recognize our responsibility to follow His example when we care for our sick and suffering.

Decisions regarding the admission or continued enrollment of HIV-infected children will be made by committee consensus.

In the case of children, the committee should be composed of the child’s parent or guardian, the child’s physician, the child’s current or probable teachers, the school nurse, the principal and (if necessary) public health or other personnel designated by the principal.

Decisions regarding the educational setting for HIV-infected children should be based on our Catholic Christian concern; the expected type of interaction with others in the school environment; and the child’s behavior, neurological development, and physical condition.

HIV-infected children should be allowed to attend school provided:

- The child’s physician signs a statement attesting to the health of the child before each grading period of the school year.
- The health of the child permits participation in regular school activities.
- The child does not have a history of violent or uncontrollable behavior.
- The child has control of his/her body secretions.
- The child does not have open sores.

If the committee cannot reach a consensus on the conditions of admission or continued enrollment, the pastor will make the decision. If the above conditions are not met, the child will be excluded from the regular classroom until the conditions are met.

An excluded student will be provided with an alternate educational catechetical program determined by the principal and the student's teacher(s). In addition, the child will be provided with pastoral care.

## **COMMUNICATION**

### **PARENT BULLETIN**

The weekly communication instrument between S.A.S. and the home is the "Parent Bulletin."

Additional information is communicated whenever necessary. The oldest child in the family attending S.A.S carries the "Parent Bulletin" home in an envelope and the envelope is returned to school on the next school day. [It is sent out weekly via our FastDirect system \(with attachments\).](#)

### **PARENT-TEACHER CONFERENCES**

Formal parent-teacher conferences are held each fall after the first grading period. Parents are encouraged to set up an appointment with the teacher whenever a concern arises. If further intervention is required, parents may request a meeting with the principal. Teachers may also request meetings as they deem necessary. [A second optional conference can be scheduled after the end of the second quarter \(late January or early February\) by the parent or teacher.](#)

## **ATTENDANCE**

The State of Ohio (Ohio Revised Code 3321.01) states that all persons between the ages of 6 and 18 must attend school. St. Augustine School is bound by the Ohio Revised Code and the Missing Children Act. Since school attendance is vital to the academic success of each student, we believe that 100% attendance should be the goal of each student and parent/guardian.

Parents should notify the school at 419-592-3641 by 9:00 AM each day that the student is absent, unless previously arranged with administration. If NO parent/guardian contact is made, the school will either call or send hand written notification of the absence.

The student should bring a written note or the required documentation for the absence(s) immediately upon returning to school (if a call has not been made). When NO documentation is provided, the absence may become unexcused.

Make up work is the responsibility of the student who should contact each teacher personally. Students will be allowed the same number of days to make up the work as the number of days missed. In case of extended illness, special arrangements may be made.

### **[TRUANCY \(STATE LEGISLATURE\)](#)**

A student who is absent for more than 1 ½ hours a day is considered ½ day absent; a student who is absent for more than 4 hours is considered absent the entire day. A student will be required to have a

medical excuse after 12 days (72 hours) of absence per year or 5 consecutive days (30 hours). Students may receive warning letter(s) when they are getting close to this maximum number of days. If a student accumulates more than five unexcused absences in a school year, the probation officer will be notified.

Students who are absent the same day as a school activity or sporting event in the evening will NOT be allowed to attend or participate that night. Students must be in attendance at least ½ day in accordance with OHSAA (Ohio High School Athletic Association) rules.

House Bill 410 reforms Ohio's truancy laws. The bill modifies the threshold calculation for a "habitual truant" to a specified number of hours: 30 consecutive, 42 in one month, or 72 in a school year (RC2151.011). Starting with the 2017-18 school year, school districts must adopt a new or amended policy on addressing and ameliorating student absences. The policy must include a truancy intervention plan for any student who is excessively absent from school.

Letters are sent out to parents when students have missed (or are tardy) four (formality), eight (notification), and twelve (final warning). All absences after twelve are marked "Unexcused" unless there is a doctor's note.

#### EXCUSED ABSENCES

1. Personal illness with documentation of medical excuse (within 4 days of returning)
2. Illness in the immediate family
3. Death of an immediate relative
4. Any other absence deemed as excused by the administration

#### UNEXCUSED ABSENCES

1. Oversleeping
2. Missing the bus
3. Car trouble
4. Individual recreation trips/vacations
5. Any other absences deemed as unexcused by the administration

#### PLANNED ABSENCE

When parents plan their child's absence, school personnel should be notified in writing *in advance of the absence*. The note should indicate the reason and the dates of absence and should be signed by a parent. It is also advisable to pre-plan homework assignments with the teacher so the child is not overcome by make-up work when returning to school. However, the teacher may not always know what work will be done during this time period and is not required to give work in advance.

#### UNPLANNED ABSENCE

When a child's absence is not planned, the school office personnel should be notified as soon as possible after 9:00 a.m. on each day of absence. If the school does not receive a note or telephone call explaining the child's absence, a reasonable effort will be made by school personnel to notify the parent

at home or work of the child's absence. If telephone contact cannot be made, a notice of the absence will be mailed home in keeping with the Missing Children's Act. This notice will read:

Dear \_\_\_\_\_ (parent's name) \_\_\_\_\_

Your child \_\_\_\_\_ (student's name) \_\_\_\_\_ was absent from school on \_\_\_\_\_. Reasonable attempts were made by phone to contact you during the school day at home and at work with the number(s) you have provided the school. According to the Ohio Revised Code regarding the Missing Children's Act (April 9, 1985) we are notifying you of your child's absence.

#### EARLY DISMISSAL

When a child is to be dismissed before the end of the school day, the school requires parental permission by telephone call or note indicating the time and reason for early dismissal. Only the parent/guardian may dismiss the child early. School personnel also must know if and when the student will return to school during the day of early dismissal. A parent/guardian must sign the child in/out in the office. Approximate times are suitable for medical and dental appointments.

#### RETURNING TO SCHOOL

After an unplanned absence, the student must bring a note from home to the school office. The note will indicate the reason and dates of absence. In cases of excessive absence, doctor's notes are required when the child returns.

#### TARDY ARRIVAL

A student who is late for school is considered tardy. **A parent must sign the child in.** Habitual tardiness is not tolerated and will be handled as a behavior and conduct problem. Students must report to the office in order to be admitted to class. Students arriving before 10:00 or leaving after 1:30 will be considered tardy. Students with 12 or more unexcused tardies will be sent a warning letter along with a copy to the school attendance officer.

#### **STUDENT RECORDS/FILES**

Both custodial/residential and non-custodial/non residential parents are entitled to reasonable access to their child's school records. If court documents regarding custody/access to child exist, copies must be provided to the school for the safety of the child.

#### **SPECIAL EDUCATION PROGRAM**

St. Augustine provides special education services to students who qualify for it with an ETR. Services include but are not limited to regular education class support as well as small group and one-on-one instruction. Content for courses and assignments is tailored to meet individual needs as necessary for each student on a plan. Students pulled from regular classrooms for small group or individual instruction

are assisted through hands on activities. repetitive instruction, and remedial learning. Speech, Occupational, and Physical Therapy are available as needed.

#### EDUCATION SPECIALIST

Whenever a child has difficulty in the classroom, his/her parents and teachers attempt to determine the cause of the problem and attempt to eliminated or control it to enable the child to succeed. St. Augustine School enlists the expertise of the educational specialists when needed to assist in determining the causes and help in eliminating the barriers to educational growth.

#### PROCESS

When someone (parent, teacher, principal, the educational specialists) becomes concerned about a child's academic lack of success and thinks they would like to know more about him/her, a request for an evaluation is made to the principal. The parent will receive a form requesting permission for education specialists to begin evaluating the child by using various tests. As soon as parents grant permission with their signature, the school specialist may begin his/her evaluation. The evaluation team will complete its testing and the chairman will write a summary report of the team's findings. One member of the team, usually the school psychologist, will review the results of the evaluation with the child's parents. If a child qualifies for and needs a special education program and/or service, an Individualized Service Program (ISP) is written and signed by all participants. The program is reviewed annually.

#### STAFF

Our educational specialists are hired through various public entities with the use of auxiliary service funds. These specialists include:

**LEARNING DISABILITY TUTOR:** The Learning Disability Tutor specializes in children who have a specific learning disability, a discrepancy between achievement and ability, which significantly affects their educational performance.

**OT/PT (occupational therapy/physical therapy:** The therapists work with students on Service Plans with small motor and/or large motor deficiencies as identified in their plan.

**SCHOOL PSYCHOLOGIST:** The School Psychologist conducts evaluations of children; oversees the formation of Individual Education Plans: and works with students, teachers and parents to overcome problems expressed by students.

**SPEECH AND LANGUAGE THERAPIST:** The Speech and Language Therapist works with students who have difficulty using and understanding language.

**TITLE I TEACHER:** If funds are available a Title I teacher is hired to help lower achieving students with reading and math.

#### **TEXTBOOKS**

Textbooks are selected according to their compatibility with the courses of study. They are used as tools to achieve the goals established in the courses of study, not as prescribed courses of study in

themselves. S.A.S. teachers do not teach a textbook. Textbooks, workbooks and some other materials are provided by S.A.S. and loaned to students. Students will be charged the replacement cost for lost or misused textbooks, workbooks and other materials.

### **GRADING SYSTEM**

The grading system indicates the average percentage range of achievement in the subject taught at the child's assigned grade level. Exceptions are made when a child's ability is not average: grades then represent the child's achievement when measured by his/her ability.

Academic grades are recorded as letter grades. Equivalent percentage grades are:

94%-100%=A=Excellent	A+ = 100	A = 95-99	A- = 94
83-93% =B=Good	B+ = 93	B = 84-92	B- = 83
72-82% =C=Acceptable	C+ = 82	C = 73-81	C- = 72
65-71% =D=Needs help	D+ = 71	D = 66-70	D- = 65
Below 65%=F=Failing	(changed for 2016-17)		

All grades for attitude, effort, behavior, work habits, homework, and participation are recorded as strengths, acceptable behaviors, areas of concern, or deficits.

Whenever a student has difficulty mastering the learning objectives at his/her assigned grade level and the problem is not due to behavior the teacher will intervene to determine the possible cause. Parents may be requested to confer with the teacher or to grant permission for testing by education specialists. Grade cards are issued to students during the week following each of the four grading periods during the school year. Parents will sign and return the grade card for the first three grading periods; the card may be kept after the final grading period. Progress reports for kindergarten students are issued following the grading periods.

Grades on permanent record cards are recorded as semester averages.

Students in grades 4 to 8 are eligible for academic honor roll status.

Mid-term progress reports are sent to all parents of children in grades K to 8. If there is a problem with the child's progress, this is a good time to contact the teacher.

Parent-teacher conferences are scheduled at least once a year and parents are encouraged to confer with teachers at any time by appointment.

Students in grades 7 and 8 will take semester examinations.

In some instances, the child in grades 1 to 8 may be graded on a modified system. The specific modifications will be determined by the principal and teacher(s) in communication and agreement with the child's parents. The modified grading system is usually established after the child has been tested by the education specialists.

### **PLACEMENT**

Students are placed at the kindergarten level as long as they are 5 years old by September 30<sup>th</sup>.  
Students are placed at other grade levels according to their experience in the former school attended.  
Students may be placed according to their ability levels.

#### PROMOTION

After successful completion of a grade level, students will be promoted to the next grade level. Whenever a child is retained the school psychologist, the teacher(s), the principal, and the parents will communicate to determine the appropriate placement.

#### RETENTION

Once a student has been placed in a grade level, the decision to retain him/her for another year at that level is not easy. Recent research indicates retention does nothing more than allow for a false sense of success for a year or two when the student experiences the same lack of success which produced the retention in the first place. However, retention has worked successfully in some cases, especially when the child is retained at the earlier grade levels. Research also indicates the single most important factor in a child's retention is the view of the parents.

Whenever a child is retained, the teacher(s), the principal, the school psychologist, and the parents will communicate to determine the appropriate placement.

#### AWARDS

At a ceremony at the end of the school year, awards are presented to students in grades K-7. 8<sup>th</sup> grade awards are generally given at the graduation Mass.

### **HOMEWORK**

Much has been written in recent years about the success of Catholic school education when compared to public school and other private school education. One of the ingredients common to the research on which the writing is based is the practice of assigning homework on a daily basis. S.A.S. is no exception. As students progress through the grade levels at S.A.S., they will be exposed to homework assignments which become increasingly varied and complex. Homework is important because it reinforces the concepts learned in school and provides an opportunity to practice the lessons.

Students are required to do their homework. A policy is in place at all times to enforce this. A copy of the written policy will be sent home at the beginning of the school year and any time there is a change. The policy is not spelled out in this document because it undergoes constant scrutiny and change in order to make it more productive.

## **FIELD TRIP EXPERIENCES**

Field experiences are encouraged as long as they pertain to the courses of study at the grade level. This is a privilege and not a right. Students may be denied the privilege if they fail to meet academic or behavioral requirements. Parents give their permission for trips in and around Napoleon on a separate permission form that is filed in the school office. Longer trips will require a special permission form exclusively for that trip. PHONE CALLS OR OTHER NOTES WILL NOT BE ACCEPTED. Fees may be charged for field trips. Parents do have the right to refuse to allow their children to participate in a field trip. The parents must contact the office to determine what the expectations of the child will be while the rest of the class is on the field trip. This will depend upon the length and destination of the trip and the availability of supervisors in the school building during that time.

## **EXTRACURRICULAR ACTIVITIES**

St. Augustine School provides several activity programs, which depend on teacher volunteers for supervision and direction.

### **ALTAR SERVERS**

Altar Servers assist the priest at Mass and other worship opportunities. Our pastor is responsible for the training of altar servers.

### **STUDENT COUNCIL**

This program allows students to participate in self-government. One representative and one alternate are selected from each class in Grades K-8. Junior High students (grades 7 & 8) hold the Student Council offices: President, Vice President, Secretary, Treasurer and Historian.

### **ATHLETICS**

St. Augustine School does not provide an athletic program. However, students are encouraged to participate in the athletic programs offered by St. Augustine CYO and by the recreation department through the City of Napoleon. Junior high students may participate at Napoleon Middle School in sports that SAS does not sponsor (football, basketball, etc.). [St. John and St. Paul Lutheran permit our students to participate in volleyball, cross country, and basketball.](#)

### **ACADEMIC TEAMS**

Quiz team compete in the upper grade levels. The Henry County Tournament is held annually in May for grades 7 and 8 separately.

## **LIBRARY**

## PHILOSOPHY STATEMENT

The following are objectives of St. Augustine School Library:

1. To provide a functional and effective library program which will meet the developmental needs of the curriculum and the personal needs, interests, abilities, and creative potential of the students.
2. To provide informed guidance in the use of library resources to aid the teaching staff in personalizing instruction and the student in individualized learning.
3. To provide a planned and educationally significant program integrated appropriately with the classroom teaching and the entire learning program.
4. To provide library resources which will stimulate and promote interest in self-directed learning.

## SELECTION POLICY

It is the policy of St. Augustine School to select materials for the library in accordance with the following statement:

1. Books and other materials will be chosen for values of interest and enlightenment and which are carefully balanced to present various points of view on all subjects which might be controversial.
2. Selection of materials will be made only after reading, examining, and checking standard evaluations, reviews, and catalogs.
3. Materials will be selected in which the subject matter and presentation are suitable for the grade and interest level at which they are to be used. They will be considered in relation to the curriculum and to the personal interest of pupils and teachers.
4. Materials will be examined and selected for accuracy, integrity, and for creative presentation, imagination and style.
5. Censorship will be challenged in order to maintain the school's responsibility to provide informative learning. Criticism of books that are in the library should be submitted in writing to the principal. The Advisory council will be informed and allegations thus submitted will be considered by a committee appointed by the principal.

## GUIDELINES FOR CIRCULATION OF MATERIALS

- Students in kindergarten through grade eight may use the library during their assigned times.
- Books are loaned for two weeks and can be renewed for two more weeks.
- Reference books are used only in the building.
- Students are encouraged to take out only two books at a time unless additional books are needed for special projects.
- Books may be loaned to teachers for an indefinite time for classroom use or special projects.

## GUIDELINES FOR OVERDUE, DAMAGED, OR LOST MATERIALS

Periodically the classroom teacher will be sent a list of overdue books.

- Students will be notified of overdue books.
- Lost books—cost of the book minus 10% depreciation per year will be assessed regardless of size, age condition, or type. A minimum charge of \$10.00 per book will be made.
- For damaged books the charges will reflect the amount of damage.

\*\*If a student has returned books damaged on a regular basis, he/she will be denied use of the library for the remainder of the school year.

\*\*Grades will be withheld at the end of the semester or school year if the student has outstanding library books.

### LUNCH PROGRAM

- Applicants for free or reduced price meals must make written application at the beginning of the school year or any time during the school year their income changes. Information and application forms will be distributed by St. Augustine School.
- All students who have purchased their lunch through the school will receive a lunch ticket that will reflect the amount of days that he/she has purchased.
- If a student is absent and he/she has pre-paid for lunch on that day, the unused lunch remains on his/her lunch ticket until it is used.
- Students who pack their lunch may purchase milk or water in the cafeteria, or they may bring a beverage from home. SODA POP IS NOT ALLOWED. In case of allergies to milk, juice will be provided if the child has a signed note from his/her doctor.
- Extra food and/or milk will be made available for purchase (if a pre-paid charge card is obtained from the parents) through the cafeteria. Prices for extra food may vary and will be deducted from the child's pre-paid charge card. A pre-paid charge card must be purchased from the S.A.S office for extra milk and food. No student will be able to charge/purchase extra food or milk without a pre-paid charge card. Students may bring extra money in order to pay for their extra food and/or milk.
- When extra food/milk charge card has been depleted, a notice will be sent home with the expired charge card so that the parent can purchase a new card.

### SCHOOL SUPPLIES

- All school supplies are the responsibility of the student. Before school begins each year a list of supplies will be sent to the parents. These supplies will be available to the student throughout the year.
- S.A.S. does not provide all textbooks and workbooks for the courses of study. Sacramental preparation may require a separated text, which is not provided by S.A.S.
- Students are required to wear gym shoes for physical education. Suitable shorts/sweatpants and shirts are also required.
- S.A.S. will purchase calculators required by the mathematics course of study, and the student will purchase the calculator from the school.

### SNACKS

- Students are allowed to eat snacks during the morning hours. Students in grades K to 4 snack at their desks just before or after they recess and other children consume their snacks at a time determined by their classroom teacher.
- Snacks are not to take the place of breakfast or lunch. They should be fresh fruit, crackers, cheese, vegetables, or another item which has a healthy nutritional value. Candies, cookies, pudding cups, or "granola bars" with chocolate chips are not the kinds of snacks children

consume at this time. Children learn about nutrition in health class and this is a good situation to reinforce the concept of healthy diets with the parents' help.

- Students are not required to snack, and teachers should not be placed in the situation of policing what constitutes a healthy snack.

## **TESTING**

MAP TESTING (Measures of Academic Progress)

These are interactive diagnostic tests given on the computer which tell the teachers important information about the students' academic growth. [Students in grades K-8 will be tested in math, reading, and language usage up to three times a year.](#)

DIOCESAN COMPETENCY TEST- ACRE

Competency tests assessing courses of study in Religion are given in grades 5 & 8.

## **STATE TESTING**

[Students who are on EdChoice Expansion or Jon Peterson Scholarships or have an IEP or SP must take the required Ohio State Tests that begin in grade 3.](#)

## **CALENDAR**

St. Augustine School operates on a calendar similar to Napoleon Area Schools. If, in any year, an exception is made by not attending school on a day Napoleon Area Schools is in attendance, the necessary day(s) will be made up as mandated by state law (minimum of 1001 hours). Currently, the yearly calendar includes 182 days for teachers, and 180 for student attendance: two days may be used for parent-teacher conferences. Calendars for the school year will be sent to parents before the beginning of the school year. Activities and events will be scheduled during the school year and parents will be notified in the "Parent Bulletin."

## **PLAYGROUND**

- Students may not leave the school grounds at any time during the school day without written permission from his/her parent and approval of the principal.
- When weather permits, students will play outside during recess periods. When weather conditions do not permit outside activity, students will play in their rooms during the recess period.
- The playground supervisor/teacher is in charge of playground discipline.
- Students who do not use playground equipment properly will not be permitted to use it.

- Specific activities which are not allowed during recess include; bicycle riding, tackle football, snowball fights, skate boarding, skating, and any other activity which has a good chance of injuring our children.

## POLICIES

### TELEPHONE

Students are encouraged NOT to use the office telephone. However, if an emergency situation arises when the student must use the telephone to call his/her parent, the student's teacher will determine the best time to place the call.

A child is allowed one "free" phone call per quarter to ask a parent a question or request something be brought to school.

Incoming telephone messages to students will be delivered after they are received. Students will not be removed from the classroom to receive a telephone call.

The telephone number for the school and preschool is (419) 592-3641.

### DRESS CODE:

#### BOYS

Slacks (no blue jeans or sweats)

Shirt with collar (polo, turtleneck, or oxford)

Dress Knit Shirts without collars are permitted as long as they are DRESS shirts. (We trust that you as parents know the difference between a dress knit shirt and a T-shirt. This means that there should be no printing on them. A very small logo would be acceptable).

Sweaters and sweatshirts (no hooded sweatshirts except for recess)

Dress shorts of walking length can be worn during the months of August, September, May, and June.

These shorts may NOT be blue-jean shorts.

All clothing must be solid colors.

#### GIRLS

Dresses, Skirts, Jumpers that are longer than fingertips when shoulders are relaxed.

Blouses with collars, dress knit shirts without collars (We trust that you as parents know the difference between a dress knit blouse and a T-shirt). No tank tops or cold-shouldered clothing.

Slacks (no blue-jeans or sweats)

Sweaters and sweatshirts (no hooded sweatshirts except for recess)

Dress shorts of walking length can be worn during the months of August, September, May, and June.

When standing in a relaxed position, girls' fingertips must touch bottom of shorts. These may NOT be blue-jean shorts.

Shoes of the dress variety or solid color tennis shoes may be worn. All shoes must have backs or straps.

Sport shoes for both boys and girls may be brought to school to wear during gym and recess.

A dress code explanation will be sent to each family prior to the start of a new school year. We will provide a period of time before the holidays (Christmas, Halloween and Valentine's Day) for children to wear their decorated holiday shirts or sweatshirts. This will be announced in the parent bulletin.

## CODE OF CONDUCT

Our student code of behavior aims to allow every St. Augustine School child to say they are capable, significant, influential, self-disciplined, communicating, responsible, and are able to make choices.

## POSITIVE LEARNING ENVIRONMENT

A positive learning environment allows children to develop habits, concepts, and ideas at their individual levels without unnecessary distraction. We allow for a maturing process which strives for self-discipline, and St. Augustine School provides a climate for this process.

We believe a positive learning environment includes:

- \* Respect for self
- \* Respect for peers, younger and older children, and adults
- \* Respect for Church Values
- \* Respect for the family
- \* Respect for property

## DISRUPTIVE BEHAVIOR

Behavior which is disruptive to a positive learning environment includes any action which violates the list above. Specific examples include: failure to take care of one's health or safety, failure to follow direction, possession of harmful devices or substances, deliberate disruption, insubordination, profanity, tardiness, vandalism, cheating, immodest clothing, or fighting. Our intention is not to make a complete, exhaustive list of unacceptable behavior, but to indicate some examples of negative behavior based on disrespectful and immature attitudes.

## SEARCH & SEIZURE

For the safety and protection of all students, certified staff members may legally check lockers, desks, and books to search for and seize weapons or other dangerous or illegal objects if there is reasonable suspicion to believe that such are the possession of the pupil.

## INITIAL RESPONSE TO STUDENT CONDUCT PROBLEMS

Diocesan schools, with the parents of their children, enter into an implied contract that the school will educate their children as long as the children abide by the school's academic and disciplinary standards. A student who violates the standards breaches the contract, justifying disciplinary action which may include suspension or expulsion.

First, positive conduct should be regarded with praise and encouragement. This is important for all grade and maturity levels.

Second, negative, disrespectful behavior should be confronted as immediately as the situation dictates. Third, we do not respond to unacceptable behavior with a prescription of rigid harsh penalties. Instead, we determine the corrective action which will change the behavior of the child in error. To do this, we must consider the situation and the maturity level of the child. We must also consider the child's past behavior.

It is not sufficient to merely observe an offense and prescribe a corrective action. We also observe and evaluate the success or failure of the corrective action.

Some examples of corrective measures are: recess restrictions, detention (working/studying-before or after school), apology (verbal/written), suspension from extracurricular activities, personal telephone call or letter (by child) to parent, counseling, or removal from class.

If misconduct is not corrected either by self-discipline or an authoritative response, the parent will be asked to confer with the teacher and/or principal to determine an appropriate course of action. At this time, various social service agencies or specialized educational personnel may be requested.

## SUSPENSION

If a child's behavior becomes disruptive or severe enough to warrant a suspension from school, the child's parents will be notified by letter explaining the reason for the suspension and the effective date(s) of the suspension. Suspension may be in or out of school.

In cases of extreme behavior - potentially dangerous situations to the student or to others - the suspension will be immediate. In this case, a telephone call will be made to the student's parents to remove the student from the school immediately.

## EXPULSION

When a student's behavior is consistently disruptive, immoral, illegal, or dangerous to the student or others, the student may be expelled from St. Augustine School. (It is also possible that one act on the part of the student may result in expulsion). The student's parents will be notified by letter explaining the reason for the expulsion and the effective date.

## DUE PROCESS

In cases when the corrective measure taken for a disciplinary action is not accepted by the student or his/her parents, the parents have recourse to address the teacher concerning the disciplinary action. If the corrective measure is upheld by the teacher, the parent may plead the child's case to the principal.

This is the last recourse available except in the case of suspension or expulsion.

In cases of suspension (immediate suspensions are explained earlier) or expulsion, the parent/student may request a meeting with the principal to discuss or challenge the disciplinary action taken by the school. If the parents/student does not accept the suspension or expulsion, they have the recourse to ask for another hearing in which to challenge the action. The final hearing will be held by the pastor.

## EVALUATION

The St. Augustine code of conduct will be evaluated continuously. As changes are needed, they will be implemented. In all cases, the code of conduct serves the individual in the group educational setting. Again, the purpose is to provide the child with a development toward a state of self-discipline, which allows an optimum educational environment for all students.

## EXTENT OF BEHAVIOR CODE

Students are frequently reminded that their behavior reflects the values of their family, the school, the parish, the community, and themselves. Therefore, it is considered within the scope of the school to apply the code of behavior to students outside of school hours and off the school property and outside the schedule of school sponsored or related activities.

It should also be noted anything brought to school can be searched and contraband can be seized and held indefinitely. Disposal of the contraband will be determined by the teacher and/or principal.

### **ACCEPTABLE USE OF THE INTERNET**

At the beginning of each school year students and their parents are required to sign an agreement that states what is and is not acceptable use of the internet. The documents are titled "Internet Safety Policy" and "Acceptable Use Policy".

### **SEXUAL HARASSMENT POLICY**

(Written and approved 2004-2005)

#### Definition and Overview

Sexual harassment is defined as any written, verbal, physical contact or gesture of a sexual nature towards another person by a student. Sexual harassment undermines the health, safety and welfare of students by creating an intimidating, hostile, or offensive school environment and will not be tolerated.

Students may be subject to intervention, evaluation, immediate suspension or expulsion, depending on the severity of the incident and the response of the parents, guardians and the student. In all events parents or guardians will be notified.

#### Procedure for Investigating Complaints of Harassment

Upon receipt of a complaint or other specific information regarding possible sexual harassment, the person responsible for the investigation (usually the principal) shall:

1. Advise the alleged offender of the complaint.
2. Promptly and confidentially, investigate the incident(s) and surrounding circumstances by talking to, and obtaining statements from witnesses or other persons having information.\*
3. If the allegation is not proven or admitted during Steps 1 and 2 above, the investigator shall conduct further investigation until he/she has made a

determination or if it becomes apparent that further investigation is unlikely to lead to a reliable conclusion.

4. Throughout the investigation, a conscious effort must be made to judge the credibility of the information received.
5. If the investigation confirms that a serious incident has occurred or a pattern of behavior constituting sexual harassment may have been established, disciplinary action will be taken.
6. The complainant and the alleged offender will be advised of the conclusions reached and the action taken.

All information or complaints shall be investigated in a manner which preserves confidentiality to as great an extent as possible and still ensuring the thoroughness of the investigation.

### Discipline Procedures

If the investigation confirms that a serious sexual harassment incident has occurred or a pattern of sexually harassing behaviors has been established, the following procedures will be followed.

1. Offending student will be suspended until he/she has been examined by a psychiatrist.
2. This psychiatrist has determined that the student is not a threat to him/herself or to others.
3. A letter from examining psychiatrist stating #2 above is received by St. Augustine School.
4. The psychiatrist, along with the parents, has developed and implemented a plan of action to provide help and support for the offending student.
5. A copy of this plan is received by St. Augustine School.

*\*In some instances, the student may be immediately removed from contact with other students. This determination will be made by the investigator, generally to protect the other students.*

If the student has been reinstated after all regulations have been met and further sexual harassment occurs (by the same student), expulsion of the student may result.

*All policies, procedures, and requirements will be handled in as kind but firm a way as possible. We realize that children (whether victims or abusers) are all children of God. They will be treated with the respect due them.*

ELECTRONICS POLICY (Written and approved 2004-2005)

### Definition and Overview

During school hours St. Augustine School Policy forbids students to carry on themselves or store in their desks, book bags, or lockers, any cell phones, beepers, pagers, or other electronic communication devices unless for medical emergencies or extenuating circumstances for which prior approval has been given by the principal. These devices tend to cause disruption of the normal classroom atmosphere.

The school phone is available for students' use when necessary.

Students are also discouraged from bringing electronic games to school. Envy and jealousy can create behavior problems. There is a liability issue if one of these expensive items is broken or lost. Exercise is encouraged when the children are outside. Board and card games are encouraged during indoor recess.

### Discipline Procedures

If a child is found to have one of these electronic devices with him/her during school hours, the device will be kept in the principal's office until a parent or guardian of the child comes to the school and picks it up.

### SCHOOL WELLNESS POLICY- ST. AUGUSTINE SCHOOL - IRN #058834

1. Team
  - Jim George, principal
  - Robin Patton, cook, cafeteria manager
2. Needs assessment
  - We have a few students who are overweight and the majority of them pack their lunches.
  - Some of our students need to be encouraged to take part in physical activity in the physical education class and on the playground.
3. Goals
  - Nutrition education
    1. More emphasis will be placed on K-8 nutrition lessons contained in the health curriculum. *(faculty)*
    2. Our school is an Innovative School. A mid-morning snack is brought to school and eaten by the students. More direction and supervision will be given by teachers to ensure that the snacks are healthy. *(faculty)*
    3. No pop will be sold before, during, or immediately after school hours. *(office staff)*
    4. There will be no daily candy or "junk food" sales. *(office staff)*
    5. The cafeteria will continue to provide nutritious, well-balanced meals for the students. *(see attachments) (cafeteria manager)*
    6. The cafeteria manager will continue to provide presentations such as "Healthy Food Choices," "Creating Complete Meals," "Being Snack Smart," & "Portion Size" to 4<sup>th</sup> graders. *(cafeteria manager)*
    7. Healthy snacks and short nutrition lessons will again be provided to students as they complete their Math-a-thon activities. *(Math-a-thon coordinator)*
    8. Students will be encouraged to have a personal water bottle at their desks at all time and will be encouraged to drink plenty of water during the school day. *(faculty)*
    9. Health oriented classes such as "Stay Healthy with Healthy Habits," "Proper Hand Washing," "Cross-contamination," and "Food Borne Illnesses" will be provided for the 7<sup>th</sup> and 8<sup>th</sup> grade students. *(cafeteria manager)*

- Physical activity
  1. Children will walk to the teacher to collect papers rather than the teacher walking to them. *(faculty)*
  2. We will continue our “Jump Rope for Heart” activity to promote exercise and to collect funds to help the American Heart Association. *(Jump Rope for Heart coordinator)*
  3. We will continue to participate in the American Cancer Society’s mini Relay for Life in order to promote walking and to help in the fight against cancer. *( coordinator of American Cancer Society’s mini-relay for Life)*
  4. Our 5<sup>th</sup> graders and staff members will set goals for themselves as well as participate in class exercise activities during the Henry County United Way’s Coming Alive Exercise Program in the spring of the year. *(5<sup>th</sup> grade teacher and SAS Coming Alive coordinator)*
  5. All K-8 St. Augustine students will have a physical education class of at least 45 minutes per week. *(faculty & principal)*
  6. K-6 students will have 25 minutes of recess each day. 7-8 students = 20 min.*(faculty)*
  7. In addition to #6, K-2 will also have 20-30 minutes each morning. *(faculty)*
  8. In addition to #6 & #7 K-2 will have 20-30 minutes each afternoon. *(faculty)*
  9. The importance of exercise will be stressed in all health classes grades K-8. *(faculty)*
  10. Walking field trips to the library, court house, senior center, etc. will be encouraged. *(faculty & principal)*
  11. Activities which qualify students for the President’s Physical Fitness awards will be practiced during Phys. Ed. Class. Students will be tested near the end of the school year to determine qualification for the awards. *(faculty)*
- Other school-based activities
  1. Many cooling water fountains are available for students in the school. Students are encouraged to drink water. *(faculty & principal)*
  2. Basketball, soccer, football, [cross country](#), and volleyball extracurricular activities will be strongly encouraged. *(faculty & principal)*
  3. School will send home fliers from other schools and the city league about after school sports. *(office staff)*
  4. St. Augustine School will copy and send home articles which cover diet and exercise subjects as they are available to us. *(office staff & cafeteria manager)*
  5. SAS will take every opportunity to educate parents and guardians as well through educational displays at the Academic Fair, Grand Friends’ Day and other gatherings at the school. *(cafeteria manager)*
  6. Implementation and Evaluation
    - a. Policy will be implemented on July 1, 2006. It will be in full force for the beginning of the 2006-2007 school year.
    - b. Evaluation will be ongoing and overseen by the principal and school council. Approved by school council on June 8, 2006

## TUITION AND FEES

St. Augustine School is financed by St. Augustine Parish, student tuition, fund raisers, donations, planned giving funding, and funding received from federal and state programs.

## PRESCHOOL

The cost of preschool changes from year to year. The tuition for T/Th or for M/W/F differ because of the time spent at school. [Some students may be allowed to attend up to five full days each week.](#) Information on the cost of tuition will be sent at the time of registration.

## KINDERGARTEN THROUGH GRADE EIGHT

Tuition is established by the Advisory Council, Finance Council, Pastor, and Principal in the spring of each year for the following school year. Tuition plans include:

- Cash payment in full made directly to the school.
- A tuition installment payment plan through the FACTS Management Company which uses an electronic debit system. There is a one time charge for this service, and debits are made over 10 months beginning in August and ending in May. Payments may also be made once or twice a year.
- A combination of direct cash payment to the school and the installment payment.
- Parents who cannot afford the full amount of tuition must meet with the business manager and principal, who will determine a fair tuition for the child(ren) based on the parents' incomes and the number of children in the family. A meeting time will be determined by the pastor or principal before the tuition due date.

All tuition payments in cash and debit agreements with FACTS, will be made by a date established in the spring. If payments are not made by the due date, a surcharge may be made to all parents, including those parents who enroll their children in S.A.S. because they are new to the school or parish. Parents who enroll late may use the FACTS plan provided they catch up with the cycles of 10 month installment payments.

Tuition will be reimbursed for the grading periods not used by the child. Tuition will not be reimbursed for partially used grading periods. When a parent removes a child from S.A.S., a written request for the tuition reimbursement must be sent to the school office.

A child will not be admitted into a classroom if tuition is not paid or arrangements are not concluded prior to the first day of school. If tuition payments through the student tuition loan program or through arrangements with the pastor/principal become delinquent at any time during the academic year, after sixty (60) days, the child may not be allowed to continue at St. Augustine School.

## ADDITIONAL FEES

**BAND:** There is a separate fee for band students in Grades 5 to 8. This amount is to be determined but is generally between \$200 and \$300 for the entire year.

**CAFETERIA LUNCH:** Cafeteria meals and /or milk can be purchased through the school office at any time during the week.

LATE TUITION SURCHARGE: There may be a surcharge for all late cash payments and late bank contracts for tuition loans and late tuition reduction requests.

CALCULATORS: Students in all grade levels will purchase calculators directly from S.A.S. Each child will be responsible for his/her calculator which is required for the mathematics course of study.

STUDENT CHARGES: Students must charge their cafeteria meals for up to one week if they have forgotten the money to pay for their meals. If they plan to bring their lunch from home and forget it, a charge for that day's lunch will be issued if they have no available lunch days on their ticket.

### **WITHHOLDING RECORDS**

All records may be withheld for non-payment of tuition, fees or fines. Records include cumulative files and grade cards. A list of student charges due to the library, cafeteria, teachers, and office will be sent before the end of the school year.

If the student has an active written Individualized Education Program that was developed with the use of state or federal funds, the record of the I.E.P. is considered property of the public school and will be mailed to the receiving school.

### **SCHOOL ADVISORY COUNCIL**

The School Advisory Council offers advice to the pastor and principal on all matters pertaining to the school. Members of the Advisory Council represent students, parents and members of St. Augustine Parish. They are appointed to serve a three-year term; two members are appointed yearly. Meetings are held every other month during the school year and additional meetings may be called by the pastor, principal, or president of the council as needed.

The Advisory Council is advisory; it does not work according to the elected representation of a public school district board of education. The central concern of the Advisory Council is the Catholic education of our children.

### **FUNDRAISING**

Fundraising is part of the program to finance the education of our children. Incentives are sometimes provided by the companies selected by S.A.S. to encourage participation.

Some fund raising activity, such as bake sales to benefit our missions and the Math-A-Thon to benefit the St. Jude Children's Research Hospital, are done to benefit those causes exclusively. All monies collected are donated to those causes.

Special fund-raisers may be held to offset the cost of the Washington DC trip for the 7<sup>th</sup> and 8<sup>th</sup> grade students and Camp Michindoh for 5<sup>th</sup> and 6<sup>th</sup> grade students every other year.

## SPECIAL FUNDS

St. Augustine School has originated several funds to enhance the program and facility and to provide for long term investment to help hold down costs.

### MEMORIAL SCHOLARSHIP FUND

The Memorial Scholarship Fund was established to memorialize those who have died with gifts to St. Augustine School from their friends and relatives. The use of income from this fund is to help supplement the Tuition Assistance Program or decisions are guided by enhancing the academic program of increasing the endowment base unless otherwise specified by the donor and/or family. [Memorial plates are put on bulletin board inside back door.](#)

### ANNUAL FUND

Funds are solicited from alumni, parents and friends of St. Augustine School. Goals for the use of annual solicitation are determined by the Advisory Council and decisions are guided by improving the facilities and increasing the endowment principal.

### ENDOWMENT FUND

The St. Augustine School Endowment Fund was established to perpetuate, partially support, and uphold the educational work of St. Augustine School.

### CURRICULUM ENHANCEMENT FUND

The CEF was established to provide funds for special academic opportunities such as Quiz team, Power of the Pen and other academic competitions. The fund also allows for educational field trips and professional development.

## **PARENTS' CLUB**

All parents are encouraged [to](#) join the Parents' Club which meets monthly during the school year. The Parents' Club supports school activities and contributes materials, supplies, and equipment to St. Augustine School. In addition, the parents sponsor special events such as activity programs and the Christmas lunch and furnish receptions for graduations and special events.

## **WEAPONS IN SCHOOL (DIOCESE)**

**\*\*\*St. Augustine School approves and adopts the local policies established in this year's edition of the Family Handbook, except as specifically modified or extended in this handbook; the Teacher's Handbook; and the Advisory Council Handbook, based on our local needs and circumstances.**

Updated 8-13-18

## **SIGNATURE PAGE**

**Please examine this handbook.**

**Have all students in your family who attend St. Augustine sign below.**

**Parents or guardians, please sign and date.**

**We \_\_\_\_\_(student)**

\_\_\_\_\_(student)

\_\_\_\_\_(student)

\_\_\_\_\_(student)

\_\_\_\_\_(parent or guardian)

\_\_\_\_\_(parent or guardian)

**have received and reviewed this handbook.**

\_\_\_\_\_(date)

**RETURN THIS PAGE ONLY TO THE SCHOOL OFFICE. THANK YOU.**