



# **FAMILY HANDBOOK**

***2023-24***

***St. Augustine Catholic School***

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# FAMILY HANDBOOK

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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.*

## **NON-DISCRIMINATION POLICY**

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.

## **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 Preschool 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.

## **ST. AUGUSTINE SCHOOL MISSION**

St. Augustine Catholic School nurtures children in their God-centered faith journey, while promoting academic excellence, individual growth, and life-long service inspired by the Gospel.

## **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.

## **ACCREDITATION**

St. Augustine School is accredited through the Ohio Catholic School Accrediting Association (OCSAA) and is a chartered non-public school recognized by the Ohio Department of Education.

## **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 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: PK-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.

## **HANDWRITING**

St. Augustine School teaches Handwriting in D'Nealian style to better prepare our students for cursive.

## **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 SAS.

## **TECHNOLOGY PLAN**

St. Augustine School 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:** 3-year-old class – a child must be 3 years old by September 30<sup>th</sup>. 4-year-old class - a child must be 4 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. To enroll a child who is five years old before September 30, a recognized early entrance test must be given before admission.
3. **BIRTH CERTIFICATE:** A birth certificate is required 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 Preschool-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 AGREEMENT FORM:** 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 SAS 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.

### **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.

### **KINDERGARTEN TO EIGHTH GRADE**

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 an effective date. Records are not given to parents. Instead, the new school the child(ren) transfer into, will request the child's academic and health records from SAS.

## **SCHEDULE**

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

The school day at SAS 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 Street.

### **B. EXTENDED CARE PROGRAM**

SAS offers a Before-care 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 a.m. when they go to their classrooms. SAS offers an After-care school program. Students may remain at school until 6:00 p.m. They will receive a snack and be monitored by a certified adult. 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 two hours. The following schedule is followed when there is a delay. **\*\*TWO HOUR DELAY: 10:30 a.m.- 3:10 p.m.**

All delays are broadcast over stations listed under emergencies and follows Napoleon Area Schools.

## **HEALTH AND SAFETY**

St. Augustine School, as an extension of your family, is invested 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 5-6.

## **ANNUAL ENTRY REQUIREMENTS**

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 "Emergency Medical Authorization" 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 symptom of a suspected contagious disease, the parents will be notified and an appointment with the family physician will be suggested.
- When a student exhibits symptom 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 parish 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 March, 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 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.

### **FOOD ALLERGIES**

St. Augustine strives to provide a safe environment for students with life-threatening food allergies. Parents must notify the school of any life-threatening food allergy on or before the first day of each school year or as soon as the food allergy is diagnosed.

Each school year, parents and physicians will be required to complete, sign and return a "Food Allergy Plan" specific to the student with life-threatening food allergies. The school will review all allergy information provided by the student's parents and physician and share this information with the appropriate teachers and staff. Parents will provide the school with the medications prescribed in the "Food Allergy Plan." Medications will be kept in the office or other designated area or with the student as specific needs dictate. The parents of a student with a life-threatening food allergy are to provide a supply of "safe" snacks for use by their child. Parents of children with life-threatening food allergies are responsible for notifying bus transportation providers with information regarding their child's allergy.

### **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.

## **SCHOOL CLOSURE GUIDELINES**

1. Conditions- building too hot, no electricity, no heat, no water

2. Decision making- principal and priest to decide
  - Consult with maintenance and Napoleon Area Schools if necessary
  - Check with bus garage if necessary
  - Extreme Heat/Cold – make decision the night before (if possible)
3. Timeliness- decision made by 7 AM or earlier to ensure notification
  - Local radio station- WNDH
  - Channels 11, 13, and 24
4. Notification/Communication- Radio, TV, OptionC, and Facebook
  - TV- channels 11, 13, and 24
5. School day shutdown during day- No bussing available
  - Principal and one staff member will remain until the last child is picked up. Other staff may leave when directed.

## **COMMUNICATION**

### **PARENT BULLETIN**

The weekly communication instrument between SAS and the home is the “Parent Bulletin.” Additional information is communicated whenever necessary. The oldest child in the family attending SAS carries the “Parent Bulletin” home in a blue folder and the folder is returned to school on the next school day. It is also communicated weekly via our OptionC 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**

### **ALL STUDENTS**

- Students who reach the level of missing 38 hours of instruction in one school month OR 65 hours of instruction in one school year – levels of chronic absenteeism (different from truancy) – 2 or more days per month or 10% of the school year.
  - This level of hours is both excused and unexcused together
  - Letter is sent home to the parent by the Attendance Officer citing ORC 3321.191 (C)(1) and requirement to notify
- Students who reach the following levels of *unexcused absence* (habitual truancy per ORC 2151.011(B)(18)) are ordered to attend an Intervention Meeting. Their parent(s) must also attend this meeting per ORC 3321.191(2)(a)
  - 30 or more consecutive hours of *unexcused absence*
  - 42 or more hours of *unexcused absence* in one school month
  - 72 or more hours of *unexcused absence* in one school year
- Intervention Meeting
  - Attended by student, parent, school representatives
  - Identify the issues surrounding attendance

- Develop an intervention plan which will be in place for 60 days
- Students/Parents will be referred to court if:
  - The student reaches the level of 30/42/70 hours as outlined above during the time the intervention plan is in place
  - The student/parent refuses to participate in the intervention plan
  - The student fails to make significant progress during the 60 days of the intervention plan
- Parent/students may also be referred to Mediation at any time that a student's attendance becomes problematic

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 3 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

## **PARENTAL NOTIFICATION REGARDING UNEXCUSED ABSENCE (Am. Sub. H.B. 66)**

The act requires public schools to notify parents when their children do not show up for school. It stipulates that, within 120 minutes after the start of each school day, a school must make at least one attempt to contact the parent, guardian, or caretaker of any student who is absent without legitimate excuse, using one of the following methods:

- (1) An actual or automated telephone call;
- (2) A notification sent through the school's automated student information system;
- (3) A text message;
- (4) An email;
- (5) An actual visit to the student's residence; or
- (6) Any other method adopted by resolution of the district or school's governing board or authority.

## **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.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Federal law prohibits the disclosure of personally identifiable information from the education record of a student with the following general exceptions:

- The release of information for students who have given written consent;
- The release of information which has been designated as Directory Information (except for those students who have requested to have this information withheld).

St. Augustine Catholic School (SAS) has designated the following information as Directory Information. This information may be released to a third party unless the parent of the student has requested that his/her Directory Information be withheld. If the parent of the student has not requested his/her Directory Information be withheld, SAS may release any of the following information:

- Student's name, local address, local telephone number, and e-mail address
- Student's home address and home telephone number
- Parent's or legal guardian's name, address and telephone number
- Student's date and place of birth
- Dates of attendance
- Photographs of student

- St. Augustine Catholic School does not release lists of student names or other information to off-campus businesses or agencies except as required by law.

### **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.

#### **INTERVENTION 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 eliminate or control it to enable the child to succeed. St. Augustine School enlists the expertise of the Intervention Specialists when needed to assist in determining the causes and help in eliminating the barriers to educational growth.

#### **PROCESS**

When someone (parent, teacher, principal, intervention specialist) 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:

**SPECIAL EDUCATION AIDE:** The Special Education Aide 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. SAS teachers do not teach a textbook. Textbooks, workbooks and some other materials are provided by SAS and loaned to students. Students will be charged the replacement cost for lost or misused textbooks, workbooks and other materials.

### **GRADING SCALE**

The 1<sup>st</sup> – 8<sup>th</sup> Grade grading scale 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:

|                               |            |           |            |
|-------------------------------|------------|-----------|------------|
| A 100% - 90% Excellent        | A+ = 100   | A = 99-93 | A- = 92-90 |
| B 89% - 80% Good              | B+ = 89-87 | B = 86-83 | B- = 82-80 |
| C 79% - 70% Acceptable        | C+ = 79-77 | C = 76-73 | C- = 72-70 |
| D 69% - 60% Needs Improvement | D+ = 69-67 | D = 66-63 | D- = 62-60 |
| F 59% or Below Failing        | F = 59-0   |           |            |

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

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 5 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 scale 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 Preschool – 7<sup>th</sup> grade. 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. SAS is no exception. As students' progress through the grade levels at SAS, 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. 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. Grades 5 - 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.

## **LIBRARY**

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 notice on OptionC 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 account 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.
- 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 account. A pre-paid amount must be purchased from the SAS office for extra milk and food. Students may bring extra money in order to pay for their extra food and/or milk.
- When extra food/milk money has been depleted, a notice will be sent home in the Blue Folder so that the parent can place more money on the extras account.

## **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 in the beginning of August. These supplies will be available to the student throughout the year.
- Students are required to wear gym shoes for physical education. Suitable shorts/sweatpants and shirts are also required.

## **SNACKS**

- Students are allowed to eat healthy snacks. Students in Preschool – 8<sup>th</sup> grade will snack at their desks 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, or pudding cups 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 - ARK (Assessment of Religious Knowledge)**

Competency test assessing courses of study in Religion are given in grades 2 through 8. ARK aids in measuring the effectiveness of the mission and improving Catholic Identity. Helping students understand basic tenants of our Faith will help our teachers exemplify the Catholic values we're trying to instill in our students.

## **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. 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:**

It is the policy of St. Augustine Catholic School that all students in grades Kindergarten through 8<sup>th</sup> adhere to the school dress code. This will allow students to focus their attention on the educational and spiritual aspects of school by lessening the competition in clothing style and the distraction of inappropriate clothing in the classroom. Parents, we need your help and cooperation in enforcing this policy.

The development of habits of good hygiene and neat appearance are goals which should be a part of the education of every student. Proper dress has a direct bearing on discipline and creation of a desirable atmosphere for learning.

The school dress code fosters pride in being a St. Augustine student and expresses mutual respect among students, respectful attitudes toward teachers, values of self-esteem and awareness of God's presence. The intent of the dress code is to encourage appropriate attire which emphasizes the academic environment and Christian values.

The clothing may be purchased reasonably in the school sections of Children's Place, Target, Meijer, Walmart, Old Navy or any store with these items. Land's End offers a full line of uniform clothing that can also be personalized with the St. Augustine School logo. The following dress code remains in effect unless otherwise stated.

**Dress-up days for our School Mass (typically on Friday) and periodic dress-down days will be scheduled for special events and activities.**

### **Please note:**

- **Jeans and hooded sweatshirts are only to be worn on dress-down days.**
- Shorts may be worn in August, September and May.
- **Shorts, skirts and skorts shorter than the tips of your fingers when standing, are not allowed.**
- No leggings unless worn under a skirt or dress.
- Pants need to be worn at the waist, belted if necessary.
- Very modest make-up is only allowed in the Junior High.

The principal shall have the authority to make decisions regarding dress code violations. If deemed necessary, a child in violation of the dress code will be sent to the office and will remain until proper attire is made available.

### Dress Code for Boys in Kindergarten – 8<sup>th</sup> Grade

| ITEM            | STYLE   | COLORS                         |
|-----------------|---|--------------------------------|
| Shirt           | 1) Long or short sleeve button down<br>2) Long or short sleeve Polo or Henley<br>3) Turtleneck                      | Solid colors, stripes or plaid |
| Slacks & shorts | 1) Corduroy<br>2) Plain or pleated cotton twill   | Solid colors                   |
| Sweater         | 1) V-neck or crewneck pullover<br>2) Sweater vest<br>3) Fleece<br><br><span style="color: red;">(no hoodies)</span> | Solid colors, stripes or plaid |
| Shoes           | All shoes must have heel straps   |                                |

### Dress Code for Girls in Kindergarten – 8<sup>th</sup> Grade

| ITEM                    | STYLE  | COLORS                          |
|-------------------------|--|---------------------------------|
| Shirt & blouse          | 1) Long or short sleeve button down<br>2) Long or short sleeve Polo or Henley<br>3) Turtleneck                                     | Solid colors, stripes or plaid  |
| Slacks, capris & shorts | 1) Corduroy<br>2) Plain or pleated cotton twill  | Solid colors                    |
| Sweater                 | 1) V-neck or crewneck pullover<br>2) Cardigan<br>2) Sweater vest<br>3) Fleece<br><br><span style="color: red;">(no hoodies)</span> | Solid colors, stripes, or plaid |

|                                |                                 |                                |
|--------------------------------|---------------------------------|--------------------------------|
| Jumper, dress, skirt, or skort | Appropriate length              | Solid colors, stripes or plaid |
| Shoes                          | All shoes must have heel straps |                                |

**CODE OF CONDUCT**

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

**RESPECT FOR OTHER STUDENTS**

Classroom behavior should not disrupt other students’ ability to learn, to respond to a teacher, or to do their own work. Students should be polite and use appropriate manners in their dealings with other students. Behavior in common areas (hallways, restrooms, the cafeteria, etc.) should allow all students to use those areas safely. Running through halls, yelling, pushing, and shoving, etc. are not tolerated. Harmful words and actions are not tolerated. Damaging the reputation of other students is not acceptable.

**RESPECT FOR FACULTY & STAFF**

A student’s behavior should not disrupt a teacher in a classroom, nor distract a teacher from educating other students. Students should address adults appropriately. Students are polite and respond to reasonable requests from faculty and staff members. When asked for information, students should respond truthfully. Damaging the reputation of faculty and staff is not acceptable.

**RESPECT FOR ACTIVITIES & PROGRAMS**

Liturgies, assemblies, pep rallies, and other programs exist to foster the family spirit of the school. Appropriate behavior should be displayed for each. Students should listen attentively when other students, faculty, staff, or guests are speaking. Participation is encouraged when called for. Students should remember that time and effort goes into planning an event, so regard for the planners and participants must be maintained.

**RESPECT FOR THE BUILDING & GROUNDS**

Classrooms are meant to be areas of learning. Teachers work to create environments where education is encouraged. Common areas are to be kept neat and clean. Trash should be thrown away. Furniture in classrooms, the cafeteria, gymnasium, and other areas should be used for the intended purpose. This furniture should not be written on or marked, but should be kept in good condition for other students to use. Areas should be left as they are found or in better organization or condition.

**UNACCEPTABLE CHOICES**

**DISHONESTY & FORGERY**

Falsifying, misrepresenting, or withholding of information requested by a faculty or staff member results in a detention. The misuse of school forms or signing a name other than one’s own results in a detention and the immediate notification of the parents. A parent cannot give students permission to sign the parent’s name to any school form. This is considered forgery.

**DISRESPECTFUL, DISRUPTIVE & UNRULY BEHAVIOR**

Disrupting class, liturgies, assemblies, travel in hallways, or lunch including disrespect shown toward

another student or faculty/staff member through action or word results in a detention. Severe cases may result in suspension from school. Students who are removed from class must meet with the Principal. Permanent removal from a class due to continual disruption results in loss of credit for the class, a "WF" (Withdrawn/Failing) for a grade on the report card. Disrespect shown at an assembly or Mass through constant talking or other inappropriate actions may also result in removal from all assemblies for an appropriate time period established by the Principal.

### **FIGHTING**

All students involved in a fight are sent home immediately. Fighting results in a detention. The Principal conducts an investigation and decides on further consequences. Depending on the nature of the incident, consequences may include suspension from school or expulsion.

### **THEFT & VANDALISM**

If the property of a student, faculty or staff member, or of the school itself, is stolen or vandalized, restitution of the article or payment for damages, in addition to the penalty assigned by the Principal, is required of the offender.

### **VULGARITY**

Use of vulgar language results in a detention. Depending on the severity of the language, a Saturday School may be issued. Racial or ethnic slurs or sexually abusive language may result in suspension from school. WEAPONS Students who possess firearms, knives, explosive devices, brass knuckles, or any object that is determined by the Principal or Administration to be used for bodily harm are sent home immediately. The Principal conducts an investigation and decides on further consequences. Depending on the nature of the incident, consequences may include suspension from school or expulsion. If warranted, local law enforcement is contacted.

### **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. 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 do 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.

## **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", "Google Apps for Education Acceptable Use Policy", and the "St. Augustine Acceptable Use Policy". These documents come from the diocese.

## **BULLYING PREVENTION POLICY AND PLAN FOR ST. AUGUSTINE CATHOLIC SCHOOL**

### **Introduction**

The Diocese of Toledo and the Catholic Schools Office believe that all of our Catholic schools must be aware that their purpose is rooted in the mission of the Church and the message of Jesus Christ.

It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards, where no student shall be subjected to bullying, intimidation or harassment.

Pastors, principals, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and any other school support staff, are to expect that all students and staff behave appropriately and treat others with civility and respect.

Bullying, harassment or intimidation will not be tolerated in any of our Catholic schools in the Diocese of Toledo.

### **A. Bullying by Definition:**

Bullying, harassment or intimidation means any of the following: Any intentional written, verbal, electronic (cyberbullying), physical act, or any other similar behavior that a student or staff member has exhibited toward another student which:

1. Causes physical or emotional harm to the target or damage to the target's property.
2. Places another student in reasonable fear of harm or of damage to property.
3. Creates a hostile environment at school for another student.
4. Infringes on the rights of another student at school.

5. Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education.
6. Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a student who reports any misconduct, provides information during an investigation of bullying, witnesses or has reliable information about bullying.
7. Is considered electronic bullying (cyber-bullying) meaning bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, or data of any nature transmitted in whole or in part by:
  - a) Wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.
  - b) The creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
  - c) The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

## **B. Bullying is Prohibited:**

1. On school grounds owned/ leased/used by a school or on property immediately adjacent to school grounds.
2. At any school-sponsored or related activity, function or program whether on or off school grounds.
3. At a location, activity, function or program that is not school-related, when there are possible ramifications for students or adults in the school.
4. At a school bus stop, on a school bus or any other vehicle owned, leased or used by the school.
5. Through the use of technology or electronic device owned, leased or used by a school.
6. Through the use of technology or an electronic device not owned, leased or used by a school if the act or acts in question:
  - a) Create a hostile environment at school for the target.
  - b) Infringe on the rights of the target at school.
  - c) Materially and substantially disrupt the education process or the orderly operation of a school.

## **C. Prevention and Intervention Plan:**

1. Students, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, extracurricular advisors, and all other school support staff may report bullying directly to the principal either in writing or verbally or they may choose to report an incident through the TIPS Reporting hyperlink found on the school webpage under the Parent/Student Information tab.
2. Reports of bullying, harassment, or intimidation may be made anonymously so that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.
3. School personnel listed in item #1 above are obligated to report prohibited incidents of which they are aware to the school principal or other administrator designated by the principal.

4. In cases where the aggressor or target is not a student at St. Augustine School, information shall be disclosed to the principal or appropriate administrator of the public, private or charter school in which the student is enrolled.

5. The custodial parent(s) or guardian(s) of any student involved in a prohibited incident shall be notified.

6. The principal shall keep written documentation of all reported incidences, steps taken to investigate, and responses the report.

7. Every effort will be made to protect a victim from new or additional harassment, intimidation, or bullying.

8. Recommendations of referrals to appropriate outside counseling will be made for aggressors, targets and family members of students as needed.

9. Any student found guilty of harassment, intimidation, or bullying that infringes on any student's rights will be disciplined, and the following actions may be taken:

- a. One-on-one counseling/mediation with the principal and/or designated school authority which shall include appropriate accountability for actions and instruction on appropriate behaviors
- b. Separation from peers within the classroom to the extent possible
- c. After-school detention
- d. In-school suspension
- e. Referral to an outside counselor for appropriate services at the expense of the parent
- f. Out-of-school suspension
- g. Expulsion, if necessary

10. A range of disciplinary actions may be taken against an aggressor for bullying or retaliation. The disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior.

11. Students deliberately making false reports of harassment, intimidation, or bullying and for any student responsible for deliberately making a false report will be disciplined and the action steps found in #9 may be taken.

12. The Bullying Prevention Policy will be included in the Student Handbook and will also be posted on the St. Augustine School webpage under the Parent/Student Information tab. This link includes information on how parents and guardians can reinforce the curriculum at home to support the school and the dynamics of any and all forms of bullying.

13. The student handbook will be distributed to each family at the start of each school year and the current handbook will be available on the school webpage under the Parent/Student Information tab.

14. By signing the Handbook Affirmation included on the Student Information Form at the beginning of each year, we assure that families have read the handbook and all policies included therein.

#### **D. Plan Review and Updates:**

The plan shall be reviewed and updated preferably every year, but at least every two years and the principal is responsible for the implementation and oversight of bullying prevention and implementation plan within the school.

#### **E. Training:**

Regular training on the plan shall be provided for staff, students, parents, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and all other school support staff.

Such anti-bullying training may include, but not be limited to:

1. Developmentally appropriate strategies to prevent bullying incidents.
2. Developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents.
3. Information regarding the complex interaction and power differential that can take place between and among an aggressor, target and witnesses to the bullying.
4. Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment.
5. Information on cyber-bullying emphasizing Internet safety.

**F. Publication and Notice:**

The plan shall be posted on the school's website and included in student and employee handbooks.

**G. Reporting:**

A member of the staff shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the school principal or to the staff member designated in the plan as responsible for receiving such reports.

**H. Minimum Required Actions:**

If the principal or his/her designee determines that bullying or retaliation has occurred, he/she shall:

1. Take appropriate disciplinary action as stated in the plan.
2. Notify the parents or guardians of the aggressor and target and inform them of the disciplinary action and action to be taken to prevent any further acts.

If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or his/her designee informed of such incident shall contact the local law enforcement agency if he/she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

**I. Policy Questions and / or Concerns:**

If any staff member has questions concerning this policy, he or she is encouraged to contact the Catholic Education Office at 419-244-6711.

**POLICY STATEMENT ON GENDER-RELATED MATTERS**

The Catholic Church has always believed that her first mission given her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel; and must always strive to be respectful of persons and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church's mission to teach, promote, or encourage anything that is

contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated. For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events or activities that would promote such views, in any form or format whatsoever.

With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created<sup>1</sup>, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings. For a fuller catechetical treatment of this topic, see Catechesis Regarding Human Dignity and Gender-Related Matters in the Appendix.

In Catholic parishes, schools and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.
2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
  - i. What is the specific request of the adult, student and/or parent(s)/guardian?
  - ii. Is the request in keeping with the teaching of the Catholic Church?
  - iii. Is the parish, school or ecclesiastical organization reasonably able to provide for the request?
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Maintain names in records according to the person's biological sex.
5. Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
6. Require that participation on athletic teams and extra-curricular activities be according to biological sex.
7. Consult the Office of Marriage and Family Life with extenuating circumstances.

<sup>1</sup> Pope Francis, *Amoris Laetitia* 56.

### **Catechesis Regarding Human Dignity and Gender-Related Matters**

The Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. Indeed, there is an inescapable duty to make ourselves the neighbor of all people, no matter who they are<sup>1</sup>. Further, the Church is obligated to hand on to every generation all that she has

received from Jesus Christ, her divine founder, especially as it relates to our understanding of the human person in these present times.

The witness of Sacred Scripture is clear: God created human being's male and female (Genesis 1:27). From the dawn of creation as depicted in the Book of Genesis to the closing pages of the Apocalypse, Scripture presents the human race as consisting of only two (2) sexes. Both sexes, male and female, are created in the image of God and are equal in dignity and destiny (Genesis 2:21-24). God created Adam and Eve out of love and for love. One's gender is therefore determined by one's biological sex.

The entirety of divinely inspired Scripture affirms the male and female forms of human nature *as reality*. They are not mere cultural phenomena or subjective constructs. Although wounded by the entrance of sin into human experience and its far-reaching effects on our bodily nature, man and woman continue to image God in both their uniqueness and complementarity. Scripture is clear on the necessity of respecting God's order and commands for human beings to experience the fullness of life he intends.

As articulated by Pope Francis, the clear and constant moral teachings of the Catholic Church have always envisioned a connection between our highest human happiness and our willingness to embrace the biological sex given us at birth<sup>2</sup>. Our bodies teach us profound truths about ourselves and our purpose in life. Our bodies signify that we are called to and gifted for relationships that are complementary in nature, open to new life, and destined for eternal happiness and joy. Our bodies are God-given means of deepening our human generosity and communion with both God and each other.

Pope Saint John Paul II affirmed in his teaching known as the *Theology of the Body* that in our given biological complementarity, *as distinctly male and female*, God clearly intended us to live in loving communion with him and with each other. Through mutual self-giving and interdependence, he invites us to share in his own act of creation, as well as his own eternal happiness and joy. Therefore, our God-given maleness and femaleness clearly make visible our calling to love and co-create with God in bringing new life into the world. This is what Pope Saint John Paul II called the "sacramentality of the body." Our bodies are "icons" that reveal the deepest essence of who we are in the moral, spiritual, emotional, and physical dimensions of life.

Catholic teachings envision biological sex as neither a politically defined nor socially constructed reality.

It is an objective reality, a cornerstone of our createdness, and an invitation to enter joyfully and generously into what we believe to be the central mystery of the Christian faith, namely, that God is himself an eternal exchange of love emanating from the love shared between the Father, Son and Holy Spirit<sup>3</sup>.

The Catholic Church recognizes that there is much confusion regarding human sexuality and gender in today's society. Knowing that this confusion touches the lives of many people very personally, the Catholic Church is committed to walking with each individual on the path towards a more integral understanding of their human dignity and their unique vocation in the Creator's plan for salvation history.

<sup>1</sup> *Gaudium et Spes* 27.

<sup>2</sup> Pope Francis, *Amoris Laetitia* 285.

<sup>3</sup> *Catechism of the Catholic Church* 221.

## Pastoral Care Guidelines

Recalling that each moment when a person or persons come to the Church—regardless of reason— is an opportunity to provide pastoral care and to evangelize, an opportunity to introduce (or reintroduce) them to Jesus Christ, who is the way, the truth, and the life, these following general guidelines have been developed as a means to help us assist others with their needs and concerns.

These guidelines are general insofar as it can apply to many different people and scenarios. Because of this generality, it would be impractical to provide a specific answer for each and every pastoral possibility or variation. The guideline includes suggestions and reminders on how to approach a situation when presented by a person who is actively engaging or pursuing a lifestyle contrary to Catholic teaching. Examples of this include but are not limited to: those engaging in a sexual relationship that is not in harmony with the teachings of the Church (same sex relationships; marriages that cannot be recognized by the Church; non-marital heterosexual relationships, such as premarital and extramarital cohabitation; and those persons desiring to be identified in a manner inconsistent with their biological sex).

1. Welcome and thank the individual(s) for expressing an interest in the Church and her apostolates.
2. Ascertain what the person(s) is(are) seeking:
  - i. Reception of a sacrament
  - ii. Use or rental of parish or school property
  - iii. Admission to school, religious education program, or parish/institution-related activity.
  - iv. Involvement in parish ministry
3. Ask for other pertinent details regarding what it is the person(s) is(are) asking, for example:
  - i. Are you a member of the parish; do you have children in the school?
  - ii. Where is the wedding being held? What are the names of the parties to be married?
  - iii. Who is celebrating the anniversary? Are they Catholic; were they married in the Church?
  - iv. Who are the parents/guardians of the child?
  - v. What charity or for what purpose are you raising funds?
4. If something in the answer given or conversation suggests the person(s) is(are) not pursuing a lifestyle that is in accord with Church teaching, the matter should be referred to the pastor or pastoral leader.
5. The pastor or pastoral leader should meet with the person(s), listen to the person(s)'s story, and discover where the person(s) is(are) spiritually at the moment. With all pastoral charity, inquire if the person(s) is(are) living in a manner consistent with the teachings of the Church. Then, invite the person(s) into a deeper life in Christ. This moment becomes the opportunity to ask how the Church can possibly help. Perhaps this would include assistance with the convalidation or sanation of a marriage or inviting them to celebrate their wedding in the Church (or even to be prepared and celebrate the marriage with a dispensation from the canonical form

of marriage). Perhaps this would include (re)introducing the person(s) to the Courage apostolate. In all situations, this is an opportunity to present, in a clear and pastoral fashion, the teachings of the Church (see Catechesis on Human Dignity and Gender-Related Matters), to evangelize, and to encourage all persons we encounter.

6. The catechetical exhibit then logically leads to sharing the policy statement of the diocese. Perhaps, from the pastoral discussion, the pastor or pastoral leader may determine that the Church is able to assist in and perhaps fulfill the person(s) request of the Church. If the Church is not able to assist, she has provided the opportunity for the person(s) to meet a caring person from the Church who has taken an interest in the person(s), has helped the person(s) to understand Catholic teaching, and has invited the person(s) into a deeper relationship with Jesus Christ, to share in his truth and in the life of the Church.

7. At the end of the encounter, the person(s) should be both invited into the life and truth of Christ and his Church and thanked for their understanding.

8. If the pastor, pastoral leader or school administrator requires assistance or guidance beyond what is provided in this document, please contact the Office of Marriage and Family Life in the Diocese of Toledo.

## **SEXUAL HARASSMENT POLICY**

### **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**

### **Definition and Overview**

During school hours St. Augustine School Policy forbids students to carry on themselves or store in their desks, or backpack, any cell phones, 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.

### **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 the end of the school day.

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

1. Team
  - Ginny Minnick, principal
  - Robin Patton, cook, cafeteria manager
2. Needs assessment

- Our students need to be encouraged to take part in physical activity in 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 healthy 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 soda pop will be sold before, during, or immediately after school hours. *(office staff)*
    4. The cafeteria will continue to provide nutritious, well-balanced meals for the students. *(cafeteria manager)*
    5. Healthy snacks and short nutrition lessons will again be provided to students as they complete their Math-a-thon activities. *(Math-a-thon coordinator)*
    6. 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)*
    7. Health oriented classes such as “Stay Healthy with Healthy Habits,” “Proper Hand Washing,” “Cross-contamination,” and “Food Borne Illnesses” will be provided for the students. *(faculty, cafeteria manager)*
  - Physical activity
    1. Children will walk to the teacher to collect papers rather than the teacher walking to them. *(faculty)*
    2. All students will have 25 minutes of recess each day. *(faculty)*
    3. In addition to #2, Preschool & Kindergarten will also have 20-30 minutes each morning. *(faculty)*
    4. The importance of exercise will be stressed in all health classes grades K-8. *(faculty)*
    5. Walking field trips to the library, court house, senior center, etc. will be encouraged. *(faculty & principal)*
  - Other school-based activities
    1. Two Water Bottle Filling stations are available for students in the school. Students are encouraged to drink water throughout the day. *(faculty & principal)*
    2. Basketball, soccer, football, cross country, and volleyball extracurricular activities will be strongly encouraged. *(faculty & principal)*
    3. SAS will send home fliers from other schools and city leagues about after school sports. *(office staff)*
    4. SAS will take every opportunity to educate parents and guardians as well through educational displays at the Academic Fair, GrandFriends Day and other gatherings at the school. *(cafeteria manager)*

### **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 2-day, 3-day, and 5-day 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 EIGHTH GRADE**

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/Check payment in full made directly to St. Augustine School.
- A tuition installment payment plan through OptionC, which uses an electronic debit system. Debits are made over 10 months. 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 fill out the Parish Tuition Assistance Application and meet pastor and principal.

All tuition payments in cash and debit agreements with OptionC, 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 SAS because they are new to the school or parish. Parents who enroll late may use OptionC 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 SAS, 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.

## **PARISH TUITION ASSISTANCE**

Parish families are already supporting the school through their parish contributions because the school is a ministry of the parish, therefore we will give priority consideration to requests from families that meet the qualifications for "Active Parishioner".

Active Parishioner includes:

- Registered members of a Catholic Parish
- Attends weekly Mass and Parish events
- Volunteers time, talent and treasure to the Parish/School

A Tuition Assistance application from the family is required, indicating both the amount of assistance requested and the reason(s) why assistance is needed. All requests will be reviewed on a first-come-first-served basis. The amount allocated will depend upon the number and amount of requests. Final decisions about Tuition Assistance will be made upon review of the application document by the Pastor and Principal. Families will be notified of Tuition Assistance as soon as possible.

## **ADDITIONAL FEES**

**BAND:** There is a separate fee for band students in Grades 5 to 8. This amount is \$200 for the year.

## **CAFETERIA LUNCH**

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

## **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 School 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 School 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 School 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 SAS 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 Damascus 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 placed on the bulletin board inside the 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)**

#### **POLICY ON WEAPONS, FIREARMS AND DESTRUCTIVE DEVICES IN DIOCESAN CATHOLIC SCHOOLS OR AT ANY SCHOOL SPONSORED EVENT**

The Diocese of Toledo is committed to promoting a safe environment where both children and adults can thrive to create holy disciples, holy families, and holy vocations. To ensure the safety of individuals, the following policy on weapons applies to parish, private, and non-parochial Catholic schools or at any school-sponsored event within the Diocese of Toledo.

All students, employees, vendors, suppliers, contractors, subcontractors, and visitors are prohibited from using, possessing or concealing any weapons, whether licensed or not, on school premises.

For the purpose of this policy, the term weapon includes: any item that is made intentionally or unintentionally to appear as a weapon; any item that is perceived to be a weapon; any item manufactured for play (as a toy) that imitates a weapon in appearance or action (a "look-alike"); any item that is manufactured with the intent of physically harming another person, including any item that is considered an explosive or does explode upon impact, any incendiary device, or projectile.

"School premises" includes, but is not limited to, school/parish owned, rented or leased buildings, parking lots, vehicles and equipment.

To create a safe environment, all Catholic schools are required to implement the following procedure and process:

- All schools must post "no weapons signs."
- Each school must follow a "zero tolerance" policy on weapons, which addresses the prohibition of weapons and the serious consequences, potentially including expulsion or termination of employment, to students and employees who bring weapons on school premises or to any

school function. “Zero tolerance” is defined as “a policy of very strict, uncompromising enforcement of rules or laws.”

- No weapons will be permitted on school premises for any reason, including for fundraising efforts.
- If any student/employee violates the policy on weapons, the local administrator, after contacting local law enforcement and ensuring the safety of students and colleagues, must immediately contact the Senior Director of Catholic Education who will then contact the appropriate individuals at the Pastoral Center.

In the event a weapon is suspected on school property:

- If it can be accomplished safely, the weapon should immediately be confiscated and controlled by the local administrator.
- The local administrator must contact local law enforcement immediately to report the incident.
- If the matter involves a student, parents must be notified by the local administrator that their child brought a weapon, or what may be considered a weapon, to school and that law enforcement representatives have been notified.
- School administration should not determine the authenticity of a weapon.
- When authorities arrive to the school building, the confiscated weapon should be turned over by the local administrator to the authorities for examination and determination if it is, indeed, a weapon.
- The local administrator should work in concert with local authorities to allow building and student access for possible investigative interviews.
- The local administrator should turn matters of investigation related to the “weapon” over to their local police.
- If the matter involves a student, the local administrator, as outlined in the school’s student handbook, has the responsibility to implement policy regarding consequences for student behavior, independent of a legal investigation.

Exceptions to this policy include:

- Weapons under the control of law enforcement personnel.
- Items approved by a principal as part of a class if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved). An example would be a replica of a Civil War “weapon” considered a “historical artifact.”
- Pre-approved and disabled theatrical props used in appropriate settings.
- Starter pistols used only by an adult officiating in appropriate sporting events.
- Mace, or other similar defensive devices intended to temporarily disable a person, would not normally be considered a weapon for purposes of this policy.

**\*\*\*\*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 8/1/2023



## **FAMILY HANDBOOK SIGNATURE PAGE**

**Please examine this handbook and 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.**