

Saint Augustine Catholic High School



Student-Parent Handbook 2026 - 2027

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CHAPTER 1: ST. AUGUSTINE CATHOLIC HIGH SCHOOL

St. Augustine Catholic High School is a four-year Catholic high school operated under the auspices of the St. Augustine Catholic High School Board of Directors and the Diocese of Tucson. The administration of the school is the responsibility of the President who is appointed by the St. Augustine Board of Directors. The President works under the supervision of the President of the Board of Directors, in collaboration with the school Principal and the Superintendent of Catholic Schools.

All policies and procedures in the Student-Parent Handbook apply to all students, including those students who have reached 18 years of age. It is important that each parent/guardian and student becomes familiar with the contents of the Handbook, as it constitutes a contract between the parents/guardians, the students, and the school.

NOTICE OF IMPLIED AGREEMENT

The registration of students at St. Augustine Catholic High School is deemed to be an agreement on their part, and on the part of their parents/guardians, to fully comply with all policies and procedures of the school as outlined in the Handbook. St. Augustine Catholic High School reserves the right to make revisions in this Handbook when deemed necessary by the school administration.

Mission Statement

Saint Augustine Catholic High School forms students in a college-preparatory, Catholic community emphasizing academic excellence, guiding students to develop their God-given talents, seek wisdom and truth, grow in faith, and serve others with purpose.

Integral Student Outcomes

An **Active Christian** who lives the teachings of the Roman Catholic Church:

- Engages the heart and seeks communion with God through participation in the Sacraments, individual and communal prayer, and retreats.
- Engages the mind and seeks to know about God through study of Sacred Scripture, Sacred Tradition, and the teachings of the Magisterium.
- Engages the hands and seeks to serve the Lord Jesus through the service of his people, following the principles of Catholic social teaching.

A **Life-Long Learner** who:

- Seeks to continuously learn for the improvement of self, family, and community.
- Uses the skills of informed critical thinking, problem solving, and appropriate research.

A **Well-Rounded Person** who:

- Recognizes all people are made in the image and likeness of God and therefore creates healthy and positive relationships with them, regardless of race, culture, or creed.
- Participates in activities that enrich the mind, body, and spirit.
- Makes moral decisions using a conscience informed by Scripture, Church teaching, and life experience.

An **Involved Citizen** who:

- Contributes to the common good and democracy, and engages in the political process.
- Acts according to the principles of justice in a manner consistent with Catholic teaching.
- Recognizes and responds to global issues.

ADMISSIONS

As stated in the *Diocese of Tucson Handbook of School Policies & Procedures*, “Students should not be refused admission to Catholic schools based on gender, race, color, or ethnic origin.” (3.1)

Students will not be denied admission based on gender, race, color, ethnic origin, or sexual identity or orientation. By enrolling their children, parents/guardians are agreeing to support the mission of the school in both the academic requirements as well as the formation of its student in Catholic faith, morals, and discipline.

Parents/guardians who would like to request accommodations for their student are asked to provide documentation from a medical or counseling professional outlining the recommended supports to help their child thrive academically and socially at our school. We also carefully consider how best to ensure that each student is welcomed and supported by our school community. Before making any decisions, the school will consult with the academic team and, as needed, the Department of Catholic Schools to explore how we can best meet the needs of each student.

Ninth Grade

St. Augustine Catholic High School, (St. A’s) is open to students who have satisfactorily completed the eighth grade, have indicated their ability to follow the course of studies provided by this school, and whose conduct has been such as to recommend him/her. Preference is given to Catholic students whose families are registered in and are active members of a Catholic parish.

Eighth grade students wanting to enroll at St. A’s must take the High School Placement Test (HSPT®). The test is used to determine the appropriate course of study for a student. Students may also be required to take St. A’s Summer Prep as a condition of acceptance. A completed application packet, which includes an application form, student questionnaire, confidential administrator and teacher recommendation forms, middle school transcripts and standardized testing results, must also be submitted with the required application fee before a student is considered, and an interview is scheduled.

Transfer Students

Students who wish to transfer to St. A’s must complete the admissions process and are subject to an academic and disciplinary review before securing an interview. Transfer students must also complete the theology requirement to graduate. ***Transfer students to St. Augustine will be individually evaluated to ensure they meet State of Arizona graduation requirements.***

Accepting senior student transfers is exceeding rare and admissions will be considered on a case by case basis but not guaranteed admissions. Students transferring from Catholic high schools outside the metropolitan Tucson area may be admitted as seniors.

International Students

St. A’s values the educational and cultural diversity international students bring to the school community. The acceptance of international students may vary based upon meeting the following criteria:

- The prospective student must complete the St. A’s online admission application.
- The processing of Visas and international forms are subject to the student's home country policy, and are completed by the parents/guardians
- An acceptable level of English proficiency in the English language, a commitment to treat coursework as important, and the social skills to enjoy participation in social and extracurricular activities are required.
- World language requirements may be waived.

- Attendance at tutoring is recommended. Students are financially responsible for individual tutoring outside the school day.
- Students must be qualified to participate in regular classes and meet graduation requirements.
- International students must pay tuition in full for their first academic year. Payment arrangements can be made after the completion of the students first year.
- International students provide their own lodging and local address upon enrollment completion. St. A's does not provide nor make housing available for international students.

CHAPTER 2: PARENT AND SCHOOL COLLABORATION

The most successful students tend to be those whose parents/guardians are actively involved in their child's education. A spirit of cooperation, trust, and support between the parents/guardians and the school is essential. St. A's anticipates parent/school collaboration to ensure the best possible educational experience for each student.

PARENTS AS PRIMARY EDUCATORS

Parents are the primary educators of their children, and St. A's recognizes the following:

- The school will provide authentic Catholic religious and spiritual formation for students.
- The school will provide the best possible Catholic, college-preparatory education for students.
- The school will communicate with parents/guardians in a timely manner if a student is experiencing academic challenges, personal difficulties, or disciplinary sanctions.
- The school will keep parents/guardians apprised of school happenings through various modes of communication, (Wolf Prints, emails, RenWeb, school website, and telephone).
- The school will respond to parent/guardian emails and telephone calls within one business day.

NON-CUSTODIAL PARENTS

St. A's respects the rights of non-custodial parents. In the absence of a court order to the contrary, St. Augustine will provide the non-custodial parent access to their student's academic records and to other school-related information. It is the responsibility of the custodial parent to provide the school with a copy of official court documentation if information is not to be given to the non-custodial parent.

PARENT RESPONSIBILITIES

St. A's is able to provide a quality Catholic education, supported by parents/guardians full cooperation in the following ways:

- Supporting the school's mission, policies, and procedures publicly
- Ensuring all demographic and contact information is updated with the registrar
- Submitting all necessary documents and forms to the school and/or diocese in a timely fashion is required of parents volunteering
- Teaching your child appropriate behavior by supporting all school policies, (e.g. attendance, uniform, etc.)
- Monitoring grades on RenWeb and communicating with teachers as necessary
- Providing for additional academic support, (i.e. tutoring, evaluations, etc.) as needed
- Attending mandatory parent meeting
- Completing Parent Service Hours and meeting all financial obligations
- Parent volunteers are required to complete the Diocese of Tucson Safe Environment clearance requirements. Contact Mrs. Walsh, the school Compliance Officer (rwalsh@staugustinehigh.com) for more information.

- Supporting the Parent to Parent (P2P) organization through active involvement in fundraising activities
- Keeping informed through the various avenues of communication

ADDRESSING CONCERNS

St. A's encourages open and positive communication between the home and school. At times, parents/guardians may have a concern. In these cases, parents/guardians are asked to address concerns with the appropriate person respecting the chain of responsibility.

Chain of Responsibility

1. Guide and encourage your child to advocate for themselves and address the issue through appropriate communication.
2. Contact the teacher, counselor, coach or activity moderator by e-mail or by phone, making an appointment if desired or needed in the following order:
 - Academics: Teacher, Dean of Academics, Principal, School President
 - Discipline: Dean of Students, Principal, School President
 - Athletics: Coach, Athletic Director, School President

The audio or video recording of conversations either in person, by telephone or other electronic device by or among students, parents, teachers or school administrators on school property is strictly prohibited without the express written permission of the school administration.

PARENT-TO-PARENT (P2P) ORGANIZATION

The mission of the *Parent-to-Parent Organization* (P2P) is to assist in the promotion of parental involvement in the academic, physical, moral, and spiritual development of the students within the St. A's community by:

- Working closely with the school to achieve unity of purpose that supports faculty and students.
- Providing the leadership and the means for parents to unite in their efforts to support the faculty and students.
- Disseminating information and encouraging parent participation that supports school activities (e.g. Western Barbecue, faculty lunches, etc.)

PARENT SERVICE HOURS

All families are invited to share time, talent and/or treasure to support your child's school through a variety of opportunities! If you have a gift you don't see posted, please reach out to mlopezgruenhagen@staugustinehigh.com.

Service Hours Annual Requirement per Family (not per child)

20 hours: Two parent household

10 hours: Deployed parent or Single parent household.

Parents will be billed at \$10.00 per hour for any unfulfilled requirement.

Ways to compete Parent Service Hours

- Food or other contributions will receive 1 service hour per \$10 value donated. Receipts must be turned in to the front office or the staff member in charge of the event.
- Hours are also given for contributions made to St. A's through a Tax Credit Organization. A copy of the receipt must be turned into Ms. Teresa Gonzales tgonzales@staugustinehigh.com.
- Other opportunities offered throughout the year include: Dance setup and decoration, fundraising event set up, Catholic schools week activities, student retreat food, sports team concessions, St. Augustine

Feast Day, Candidate Day, Open House, and Graduation. P2P will host opportunities throughout the school year.

- Other family members can contribute to the Parent Service Hours.
- Contact Mrs. Walsh (rwalsh@staugustinehigh.com) regarding safe environment compliance requirements, especially if working on campus or around students.

CHAPTER 3: RELIGIOUS FORMATION

FORMATION OF THE HEART

Students are formed in their personal relationship with God through the Sacraments, Community, Personal Prayer and the Retreat Program.

SACRAMENTS

- **Eucharistic Celebrations:** The celebration of the Eucharist within our school community is an essential element of the experience of faith formation. Students are required to attend; reverence, respect, and participation are expected. Teachers are also expected to attend and witness a living adult faith. When possible, staff members and parents/guardians are welcome.
- **Reconciliation:** Communal penance services are offered twice a year; during Advent and Lent. If a student wishes to receive the Sacrament of Reconciliation outside of the penance services, the Director of Campus Ministries may arrange for a priest to stay after a school Mass. Students are encouraged to participate in the Sacrament of Reconciliation more frequently in their own parishes.
- **Sacraments of Initiation:** St. A's does not participate in RCIA nor in preparing students for the Sacraments of Initiation. Students and families should contact their parish or the Director of Campus Ministries who can put them in contact with the appropriate parish. Any student interested in becoming Catholic or completing the Sacraments of Initiation should contact Mrs. Gaona, Director of Campus Ministries, at (sgaona@staugustinehigh.com) .

PERSONAL AND COMMUNITY PRAYER

St. A's Chapel is open for personal prayer and reflection from 7:30 a.m. to 4:00 p.m. Knowing the Blessed Sacrament is present, a respectful attitude is expected at all times. Students are encouraged to stop by the Chapel before and after school, or during lunch, to spend a few moments in prayer. Faculty, staff and students have the opportunity to lead Community Prayer and share reflections, modeling the gift of faith we have received. The Director of Campus Ministries coordinates various prayer opportunities, taking into consideration community needs, current events and the liturgical seasons.

RETREAT PROGRAM

St. A's students participate in retreats throughout their four years. Retreats are theme-based and focus on needs specific to the particular grade level.

KAIROS is an intensive four-day, three-night retreat, with a focus on developing an adult relationship with God. It is open to seniors and a selected group of juniors.

FORMATION OF THE MIND

Theology is paramount among St. A's academic courses. All students are required to complete four (4) credits of Theology to graduate. The Theology Department, in keeping with the norms of the *Catechism of the Catholic Church* and the *United States Conference of Catholic Bishops High School Curriculum Framework* addresses four key areas of Christianity:

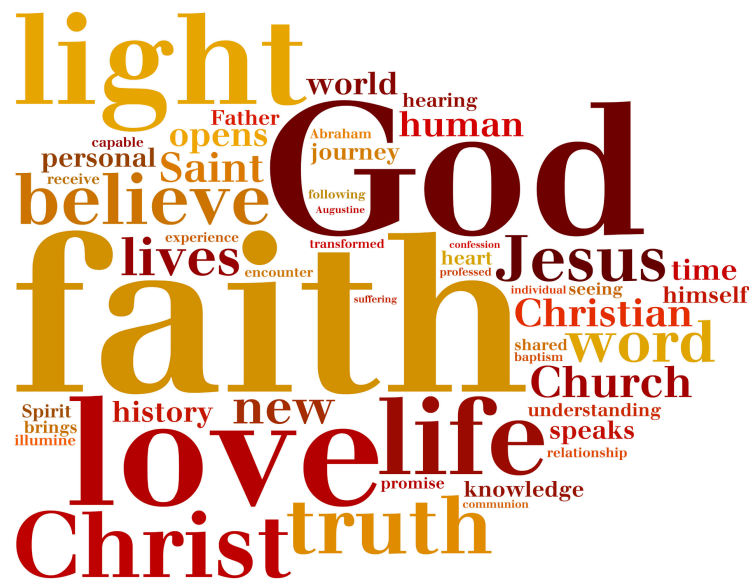
- Creed and Revelation (belief in God),
- Liturgy and Sacraments (worship of God),
- Life in Christ (living in accordance with God's ways), and
- Prayer (communication with God).

Our conviction is that we teach the person of Jesus Christ, with Whom each of us is invited to share a relationship. It is from the Father, through the Son, in the Holy Spirit that our ultimate goal of eternal life is accomplished. Therefore, our task as Catholic school educators is to:

- Deliver the truths of the Catholic faith that have been handed on to us,
- Bring clarity to students' understanding of doctrine, and
- Encourage students towards deeper conversion and commitment to living a Catholic Christian discipleship. .

FORMATION OF THE HANDS

When Jesus finished washing the feet of his disciples, he returned to his place and spoke to them “*Do you understand what I have done for you*”...*I have set you an example... As I have done, you also would do..*.” (Jn. 13: 12-15) St. A’s students are invited to participate in service projects as part of their growth in discipleship. Service opportunities are coordinated by the Director of Campus Ministries in collaboration with other departments.



CHAPTER 4: ACADEMIC PROGRAM

CURRICULUM

St. A's is committed to academic excellence. The achievements of students past and present are testimony to this. All diploma opportunities meet the graduation requirements of the state of Arizona and provide the necessary courses for admission to colleges and universities. However, it is the responsibility of the student to take the necessary courses for admission to the college or university of choice.

St. Augustine Catholic High School Graduation Requirements

Students must be in good academic standing and not to exceed nine (9) absences in any course

	High School	Scholars	High Honors
Theology	4	4	4
English	4	4	4
Math	4	4	4
Science	3	3	4
Social Studies*	3	3	3
World Language	2	2	3
Electives* <i>Must include at least 1 fine arts or Career & Technical Education (CTE)</i>	2	4	4
Total Credits	22	24	26

**The Class of 2026 is required to complete 4 credits of social studies and one less elective for each diploma opportunity.*

DIPLOMA OPPORTUNITIES

St. A's offers students two additional diploma opportunities, the *Scholars* and *High Honors*. Below is a list of additional requirements for each.

St. A's Scholars Diploma eligibility includes obtaining a C or better in all courses.

St. A's High Honors Diploma eligibility includes obtaining a C or better in all course work, and

- a fourth year of science
- a third year of world language
- successful completion of eight (8) Honors, AP, or DE classes.

ADDITIONAL INFORMATION

- A full credit is awarded for successful completion of a two-semester course, and a half credit is awarded for successful completion of a one-semester course or one semester of a full year course.
- Students are not permitted to take courses for acceleration credit outside of St. A's.
- Students are not permitted to graduate early from St. Augustine.
- Transfer students are individually evaluated to ensure they meet State of Arizona graduation requirements.

COURSE SELECTION

Choosing an appropriate program of studies is each student's responsibility. The Academic Dean prepares a sheet of recommended courses for students to discuss with parents/guardians. Students then meet with the Academic Dean or College & Career Counselor to finalize their course requests based on current programs and future goals.

Students who request honors/AP/DE courses must complete additional requirements including teacher recommendation and placement testing as needed.

If a student fails to complete the course request process, the Academic Dean and College & Career Counselor may assign classes.

LEARNING LAB

Teachers and the Dean of Academics, in conjunction with assessment data and parental input, may determine that in order to better support a student, s/he will be considered for a Catholic Accommodation Plan.

DROPPING OR ADDING A COURSE

Great care is taken in correctly placing and scheduling students. After receiving his/her schedule, a student may not request a schedule change without extenuating circumstances.

Not liking a course or not needing it for graduation is not a sufficient reason for dropping a course. Full credit courses must be taken for a full school year. Schedule changes may be permitted only when one of the following criteria is met:

- Desire to take a heavier academic load (if space is available)
- Documented academic need
- Misplacement in a course

Any course change request must be submitted to the Dean of Academics within the first 7 days of school unless the change is initiated by administration. All schedule changes are subject to the approval of the Principal. If a schedule change occurs after the first 6 weeks of school, the dropped course will be reflected on the student's transcript.

GRADE REPORTING AND PERFORMANCE EVALUATION

Each instructor distributes the course syllabus, which has information regarding the grading procedure to be used.

- A = Superior (100-90)
- B = Above Average (89-80)
- C = Average (79-70)
- D = Passing (69-60)
- F = Failing (below 60)
- I = Incomplete. (Student meets with the Dean of Academics and the teacher and develop a plan to ensure that the coursework is completed within two weeks during a regular grading

period, or four weeks for report card grades. Failure to complete the course within this time period results in an F).

ACADEMIC INFORMATION

Courses are designed to meet the needs of students who want a college preparatory curriculum, who can complete assigned tasks with minimum supervision, and who have a good level of aptitude and achievement.

Honors* courses are designed to meet the needs of students who want an advanced college preparatory curriculum, who are highly motivated, and who have a high level of responsibility, aptitude and achievement. Principles and concepts are explored in greater depth, and more independent work is expected of the student.

Advanced Placement* courses (AP) are nationally standardized courses with an approved curriculum designed to be college level coursework. Beyond honors level, students who enroll in AP courses must be self-motivated with an exceptional level of responsibility. Students should expect significant amounts of reading, writing, and problem solving. *All St. A's students who enroll in an AP course must take the appropriate AP Examination in May of each year and pay the required testing fee.*

Dual Enrollment* courses (DE) are offered through the partnership between Pima Community College and St. Augustine Catholic High School. This partnership allows qualified high school students to take college courses that may count toward both high school and college graduation, offering students the ability to shorten the time required to complete a degree or certificate program.

**To be considered for placement in an Honors/AP/DE class, a student must have maintained an A or B in the subject area, throughout their high school career, a cumulative GPA of 3.25 or higher, and instructor recommendation.*

GRADE POINT AVERAGE

Grades are recorded numerically and the Grade Point Average (GPA) is the average of those grades.

- AP and DE Courses are weighted +.5 (A = 4.5)
- Honors Courses are weighted +.25 (A = 4.25)
- All other courses are un-weighted (A = 4.0)

HONORS SCHOLARS

Students who are in the top 10% of their class of their senior year and have met the requirements for the St. A's High Honors Diploma are invited to submit an application and speech for consideration to be a graduation speaker. Speakers are selected through an application and interview process conducted by a committee to include the School President and members of the School Board of Directors.

ACADEMIC ACCOUNTABILITY

Students become ineligible for extracurricular activities, sports, clubs, and field trips, if they are earning **one or more F's, and/or two or more D's at the three-week eligibility check.** While ineligible, the following applies:

- The student may not attend any club meetings/activities during this time without the Club Advisor permission, after the Dean of Academics and the Dean of Students and teachers have been consulted.
- The student athlete may practice, but **may not participate in interscholastic contests nor travel with the team during the 3-week eligibility time period.**

At the next 3-week eligibility check, if the student has improved their grades to include no failures and no more than one D, they will become eligible. If they still have a failing grade or two or more Ds, they remain ineligible.

The **Dean of Academics** will:

- Generate academic reports to monitor students who are struggling academically. This may include placing students on a tutoring schedule.
- Collaborate with teachers, those students needing academic support and their parents.
- Collaborate with the Athletic Director and/or Club Advisors to implement student eligibility requirements.

ACADEMIC PROBATION

A student receiving an **F in one or more classes** at the end of a semester will be placed on **Academic Probation**.

A student on Academic Probation for **two consecutive semesters** will be reviewed by the Dean of Academics, in consultation with the Principal, to determine the next appropriate academic action if the student wishes to remain at St. A's.

Athletic and Extracurricular Activities

All extracurricular activities, sports, clubs or programs sponsored by St. A's are expected to uphold Catholic faith, teaching and moral discipline teaching and support the mission of the school.

If placed on Academic Probation, the student may regain eligibility to compete in athletics and participate in extracurricular activities if the failing grades are brought up within the three-week Academic Eligibility period. However, the student will remain on Academic Probation for the remainder of the semester.

CREDIT RECOVERY/SUMMER SCHOOL

A student failing to retake and pass necessary courses before the beginning of the new school year will be admitted on academic probation the following school year and must attend St. A's Summer Credit Recovery program.

ST. A'S SUMMER PREP

Incoming freshmen needing foundational support in math and English are required to attend the St. A's Summer Prep program prior to the beginning of the school year. Exceptions are rare and will be considered on a case by case basis, in consultation with the family and academic administration.

ACADEMIC INTEGRITY

Academic integrity is the commitment to honesty, respect, and responsibility in all academic work. It means students do their own work, give credit to others when using their ideas, and are honest about their own academic achievements. Upholding academic integrity ensures that all students are evaluated fairly and that St. A's academic reputation is maintained. Academic honesty and integrity is expected of all students at all times.

Consequences for a first time academic dishonesty incident include, but are not limited to, the following:

- The teacher will contact parents/guardians.
- The student will schedule a time after school to complete the assignment with the teacher.
- The student will complete a self-reflection in detention with an administrator.
- The student may be required to complete future assignments under closer monitoring until trust is restored.

Repeated or multiple incidents of academic dishonesty will result in increasing consequences that could include an official notation in the student's academic record, loss of credit for the course, and/or dismissal from St. Augustine.

Academic dishonesty include, but is not limited to:

- **Plagiarism:** Presenting someone else's work or ideas as your own without proper citation
- **Cheating:** Using unauthorized materials or receiving unauthorized assistance during an assessment or in completing assignments.
- **Unauthorized Help:** Helping another student commit an act of academic dishonesty. This could include providing answers to assignments or sharing work or giving answers to another student. Both students are equally guilty of academic dishonesty and will receive consequences.
- **Inappropriate Use of AI:** Using artificial intelligence tools, such as essay generators or problem solvers, to complete assignments without explicit permission from the teacher or without properly acknowledging the tool's assistance.
- **Failure to Follow Testing Expectations:** Failure to abide by the test taking procedure established by the teacher.

The Principal, in consultation with the Dean of Academics, will have the final determination of what constitutes academic dishonesty.

PROGRESS REPORTS/REPORT CARDS

Grades are available online to students and parents through RenWeb, and are updated weekly. An electronic progress report will be emailed at the six and twelve-week marks of each semester. A printed report card is mailed to the parents at the end of each semester.

PERMANENT RECORDS

The permanent record of each student is kept on file in the school registrar's office, containing only the final semester grades as well as attendance records and results of all standardized testing.

Official records and correspondences will reflect the student's legal name and gender. If a change is requested by parents, prior to a final decision, the school will consult with the Department of Catholic Schools.

TRANSCRIPTS

Official Transcripts are sent at \$10.00 per copy for current St. A's students, and alumni. Transcripts must be requested in writing with the Registrar. Requests cannot be taken over the phone. Expect a processing time of at least two business days.

CONTINUED ENROLLMENT

Enrollment at St. A's is on a year-to-year basis. Enrollment in any academic year does not guarantee re-enrollment in any subsequent years. Re-enrollment requires the joint agreement of the student, the parents, and the school administration. That agreement may be withheld with or without cause.

When infractions are either severe or have occurred multiple times, enrollment during a school year is subject to termination at the discretion of the Principal. Cases may be reviewed by the Student Accountability Council as determined by the Principal. Students who leave St. A's for any reason, including expulsion, failure to complete promotion standards, or dropping out of school, will not be readmitted and cannot earn a St. A's diploma. An appeal for reconsideration may be made to the School President, whose decision is final.

SPORTS

All athletes must understand that they are students first.

Absences and Activity Participation

A student who is absent for more than one class period, other than an off-campus school function (i.e. field trip) or excused medical appointment may not participate in afterschool activities (games, performances, etc.).

Academic eligibility will be determined every 3 weeks.

- Any student involved in athletics, school sponsored events, or extracurriculars become academically ineligible if they have an F, two D's or more than during grade check dates.
- If a student athlete is caught cheating on a major or minor assessment or has plagiarized work, they will automatically be academically ineligible.
- Once a student athlete becomes ineligible, he/she may practice but not participate in interscholastic contests or travel with the team during the 3-week eligibility time period.
- The student athlete is expected to attend tutorials and may be required to be on a tutoring schedule.
- Student athletes may regain eligibility with a passing grade no sooner than the following three week grade check, even if he/she is able to receive a passing grade before the end of the grade check period.
- If a student athlete is on the academically ineligible list three (3) times during a sports season, they will be dismissed from the team.
- Under extenuating circumstances students may have eligibility reviewed by the Dean of Academics, the Athletic Director, and the Principal.

INCOMPLETE GRADES

A student receiving an "I" (incomplete) is ineligible until s/he receives a passing grade to replace the "I". The incomplete must be made up within four weeks from the beginning of the next grading period.

The School President in consultation with the Principal, the Dean of Academics, the Club Advisor and/or the Athletic Director, retains the right of final decision making in any appeal to the above policies.

NO-CUT ATHLETIC POLICY

- St. A's adheres to a "no-cut policy" for individual sports (cross country, golf, tennis, swimming, track, wrestling). Tryouts are held for team sports (basketball, baseball, softball, volleyball).
- Students interested in participating in sports must try out for team sports with more than one level of team play (JV and Varsity). Per AIA rules, seniors are not allowed to play on JV teams. They may be invited to become team managers or serve the team in another capacity.
- Current and transfer students who are in good standing with a cumulative GPA of 2.0 or better, may be eligible at the beginning of the school year to participate and compete in sports and other extracurricular programs.
- Freshmen are eligible at the beginning of the school year.

MANDATORY TUTORIALS

Teachers and the Dean of Academics may require a student to attend tutoring from the end of seventh period until 3:30 p.m. with one school day's notice. If a student misses a mandatory tutorial, there will be further intervention and/or consequences.

FINAL EXAMS

All core academic courses have a final exam each semester. The weight of final exams will be determined by departments. This exam counts no less than 10% and no more than 20% of the final grade.

Exemptions from Finals

Only graduating seniors *may* be exempt from a second semester final exam in a course at a teacher's discretion provided the student

- has a minimum 90% average in the course,
- has not exceeded the Arizona Department of Education attendance policy in any course,
- has not had more than two detentions in a semester, and
- has not been suspended in the current school year.

STANDARDIZED TESTING

Faculty use testing data to inform instructional practices and curricular decisions to better support students academically. Testing data also provides students with a snapshot of their skill levels, and practice for college admissions tests.

The SAT is administered to all senior high school students. The test serves as a standard admission test for most colleges and universities in the United States. Junior and Senior students may also take the ACT (also a standard admissions test for most colleges and universities in the United States) at locations off campus.

PSAT is administered to all sophomore and junior students. This test also serves as the *National Merit Scholarship Qualifying Test* for juniors.

The **PSAT 8/9** is administered to all freshmen students.

Attendance on school testing days is mandatory for all students.

Advanced Placement Exams

Students enrolled in AP classes must take the AP exams on site on dates determined by the College Board.

High School Placement Test

Applicants for the ninth grade take the High School Placement Test (HSPT). Students attending a Catholic elementary school take the test at their school. All other applicants test at St. A's.

Students accepted as in-coming freshmen, also take a St. A's placement test in math, English, and Spanish, if choosing this for their World Language requirement. Data from these assessments allow us to determine how best to support students transitioning into high school.

CHAPTER 5: SCHOOL COMMUNITY

SCHOOL FACILITIES AND SERVICES

Main Office

The Buck O'Reilly Administration Building is open from 7:30 a.m.-4:00 p.m.

St. Augustine Catholic High School

8800 East 22nd Street

Tucson, Arizona 85710

Phone: (520) 751-8300 Ext. 1000

Campus Hours

St. A's does not provide student supervision outside the hours of 7:30 a.m. – 4:00 p.m. Students should not be dropped off before 7:30 a.m. or left on campus after 4:00 p.m. unless they are under the direct supervision of a teacher, coach, or staff member for activities or events that are planned in advance.

Drop Off/Pick Up

- Student drop-off/pick-up area is in front of the main entrance of the gymnasium.
- Bus drop-off/pick-up is in front of the tennis courts, on the east side of campus. Students will enter through Wing 1 Gate.
- Any student arriving late must enter through the Administration building front door, and report to the front desk for an admit slip.

Finance Department

St. A's Finance Department works with all families in meeting contractual commitments. We highly recommend parents/guardians meet each year with our Accounting Clerk, Ms. Teresa Gonzales tgonzales@staugustinehigh.com to discuss available scholarship options, as they can change annually.

Parents/Guardians are financially responsible for:

- Tuition and fees as designated in their family contracts at time of enrollment.
- Additional costs which may include sports fees, uniforms, lunches, and bus transportation
- Parental Service Hours, Raffle ticket sales, or other fees
- Advanced Placement testing fee if applicable

NOTE: Report cards and transcripts cannot be released until all financial commitments have been fulfilled.

Payments are submitted through FACTS Tuition Management. If the student is in attendance for any amount of time during a semester and then withdraws for any reason other than family relocation, the family is responsible for the entire semester's family commitment. The balance is due at the time of withdrawal.

School Health Office

A student's health is mainly the responsibility of their parents or guardians. However, school health services are available because health issues can happen at school and impact a student's performance. These issues can often be managed at school, reducing student absences. On the other hand, sending a sick student home can help them recover and prevent other students from getting sick.

Illness at School

- If a student becomes ill or is involved in an emergency where she/he must leave school, parents or emergency contact will be notified prior to dismissing the student.
- Students calling home regarding illness should do so in the presence of the Health Clerk or main office personnel.

Student Health Documentation

Parents/Guardians are required to (Per the Diocese of Tucson Guidelines 1.1):

- Complete an emergency information card for their child at the beginning of each school year and notify the school of any changes that occur during the school year.
- Present a written record of immunizations in compliance with Arizona law (Arizona Revised Statutes §15-871-874; and Arizona Administrative Code, R9-6-701–708; Vaccine Preventable Diseases).
- Present a copy of their child's annual physical examination, performed by the student's private medical provider on or before March 1st. This is required for
 - All in-coming freshmen and transfer students prior to the first day of class
 - All athletes must have a sports physical on file prior to the first day of each season's practice.

Parents/Guardians of Students with Special Health Conditions are required to:

Inform the school health personal (rwalsh@staugustinehigh.com) of special health conditions, and provide the following:

- Student's health care provider contact information
- Special health care instructions
- Properly labeled medications or equipment, if indicated

Individualized Healthcare Plan/Catholic Accommodation Plan

Parents are asked to obtain advice from their child's healthcare provider when health problems are discovered. Once this information is submitted to the school, an *Individualized Healthcare Plan or a Catholic Accommodation Plan, (CAP)* may be created to identify the required care and/or accommodations the student may need.

Parents/Guardians without health insurance or who cannot afford health care for their child will be referred to appropriate agencies. [KidsHealth](#)

Cafeteria

St. A's is a closed campus and students may not leave campus for lunch, and return for remaining classes.

St. Augustine does NOT participate in the NSLP. Reach out to the school's Accounting Clerk (tgonzalaez@staugustinehigh.com) for more information on reduced pricing/possible scholarship assistance.

- A meal plan can be purchased on a monthly basis.
- All meals will be prepared in our cafeteria.
- Students may bring their own lunches, but **may not order out for lunch delivery** (i.e. UberEats, etc.). Any food delivered to school will be held in the office until the end of the day.
- Family/friends may not bring take out food to students during the school day.
- Microwaves are available for student use in the cafeteria.
- Students may not sell food or other items on campus.
- As good stewards of the campus and the environment, students are expected to clear their own eating areas, deposit refuse in the containers provided, and recycle where appropriate.

College and Career Counseling

Counseling is available to assist the students with educational, career or college plans. Administration and interpretation of standardized testing is another service available through the guidance department.

Student Drivers

Parking on school grounds is a privilege. The lot is on the south side of the gym. Only registered vehicles are permitted in parking areas.

- St. A's may conduct patrols of the student parking lot and any vehicle on campus
- St. A's is not responsible for damage to or theft of any vehicle.

Driver Registration Form may be picked up in the main office.

Student drivers must comply with the following, and failure to do so may result in loss of parking privileges:

1. Submit copies of the following:
 - valid state of Arizona driver license
 - valid Arizona vehicle registration
 - valid proof of insurance
2. Pay a \$20.00 parking tag fee
3. Display Parking Decals on designated location on the vehicle.
4. Park in their assigned area

Student Responsibilities:

- Drive safely on school property and obey parking regulations. Failure to do so, or other disciplinary issues may result in the loss of parking privileges.
- Students arriving late must enter through the Administration building front door, and report to the main office.
- Students may not go to their car without an administrative escort.
- Students may not leave campus during school hours without prior parent permission and must sign out in the main office before leaving.

CHAPTER 6: GENERAL PROCEDURES AND INFORMATION

INTRODUCTION

Each St. A's student assumes responsibility for following all school policies and procedures before and after school, and cooperating with all personnel. If these are not followed by a student, parent/guardian or extended family member, the student's privilege of attending St. A's is jeopardized.

SY 26- 27 Bell Schedules

A. Regular (M/T/F) (50 minute)

1st	8:00 - 8:50
2nd	8:55 -9:45
Prayer	9:45 -10:00
3rd	10:05-10:55
4th	11:00 -11:50
Lunch	11:50-12:20
5th	12:25-1:15
6th	1:20-2:10
7th	2:15- 3:05

C. Thurs. Activity (45 minute)

1st	8:00-8:45
2nd	8:50-9:35
3rd	9:40-10:25
4th	10:30-11:15
Mass/Activity	11:20-12:05
Lunch	12:05-12:35
5th	12:40-1:25
6th	1:30-2:15
7th	2:20- 3:05

B. Wed. Early Dismissal (35 minute)

1st	8:00-8:35
2nd	8:40-9:15
3rd	9:20-9:55
4th	10:00-10:35
5th	10:40-11:15
Lunch	11:15-11:45
6th	11:50-12:30
7th	12:35- 1:10

D. All School Mass (42 minute)

1st	8:00-8:42
2nd	8:47-9:29
3rd	9:34-10:16
Mass	10:16-11:27
Lunch	11:27-11:57
4th	12:02-12:44
5th	12:49-1:31
6th	1:36-2:18
7th	2:23-3:05

E. Pep Rally (45 minute)

1st	8:00-8:45
2nd	8:50 -9:35
3rd	9:40-10:25
4th	10:30-11:15
5th	11:20-12:05
Lunch	12:05 - 12:35
6th	12:40-1:25
7th	1:30-2:15
Pep Rally	2:20-3:05

IF A DIFFERENT BELL SCHEDULE IS NEEDED, THIS WILL BE COMMUNICATED THE WEEK PRIOR FOR PLANNING PURPOSES.

ATTENDANCE

The State of Arizona and the Western Catholic Educational Association requires that St. A's provide the appropriate number of instructional days. Regular and on-time attendance is essential to success in school. Students are expected to be present and punctual for assigned classes and all other required events.

Absences

- Parents/guardians must notify the school office between 7:30 - 8:30 a.m. on the day of the absence. Absences are documented on the Student Information System (RenWeb).
- Excessive absences (7+) will result in a meeting with the parent/guardian.
- **Consistent with AZ Department of Education, students with 10 or more absences in any class may lose credit for their course, regardless of the reason for the absences.**
- During final exams, only a family emergency or illness is considered excused.
- All assignments, tests, quizzes, etc. assigned on day(s) missed are handled by the individual teachers in a manner outlined in their course syllabus.

Tardies

Multiple tardies will result in disciplinary action including lunch detention. Excessive tardies will result in disciplinary action, parent meetings, and in some cases an Attendance Contract. Violations of the contract may result in the student going before the Student Accountability Council for possible dismissal from St. A's.

Medical Appointments

Medical appointments should be made after school hours. However, if a student must be absent from school during a portion of any day:

- Parent/guardian must notify the school office between 7:30 - 8:30 a.m.
- Parent/guardian must come to the main office and sign out their child and sign in upon return.
- Student must also sign out in the main office when leaving and sign in when returning. This includes students who drive to school.
- Parents must provide the office with medical documentation confirming the appointment.

A student may never leave the campus without first reporting to the main office and obtaining permission. If so, this is considered truancy.

Truancy

Truancy is defined as a student who is not in attendance during the school hours. This includes school activities such as Mass, community prayer, pep rallies, and field trips. Truancy may result in disciplinary action at the discretion of the Dean of Students and Principal.

Activity Participation

- A student who is absent for **more than one class period** **may not** participate in a school activity (e.g. games, performances, etc.) the day of the absence.

- Absence due to participation in an off-campus school sanctioned function (i.e. retreat, etc.) or medical appointment, with appropriate documentation, are **exceptions**.

Parents/Guardians Out of Town

Parents/guardians are asked to notify the main office with contact information to ensure appropriate communication especially during a medical or other emergency,

SCHOOL CLOSURES AND NOTIFICATION

- In case of severe weather or another emergency that delays the opening of the school, or necessitates the closing of school, parents/guardians will be notified via RenWeb text alerts and email.
- Note: if Tucson Unified School District schools close due to weather, St. A's will automatically close.

FIELD TRIPS

- A student may be denied participation in a field trip if they fail to meet academic or behavioral standards.
- A student will not be permitted to participate without a signed *Field Trip Permission Form*.

DRESS CODE

St. A's expects all students to dress appropriately while on campus and during school-sponsored activities and events. As members of a Catholic School, students show respect for themselves and their school by being appropriately dressed.

Students are required to wear their IDs at all times. Consequences for not wearing IDs are the same as Dress Code violations.

Dress Code Violation:

The administration reserves the right to make judgments as to the appropriateness of dress and grooming.

- The first time a student is out of uniform, they will receive a loaner uniform.
- Subsequent times students are out of uniform, they will receive a loaner uniform and serve a detention. Parents/Guardians will be contacted by the Dean of Students.
- Continued violations of the uniform guidelines will result in additional disciplinary action.

Dress Code Guidelines

Boys/Girls Slacks and Shorts:

- Slacks and shorts must be clean and in good repair
- Blue, black, tan pants or shorts. Blue jeans are NOT permitted
- Slacks and shorts that are ripped, frayed, torn, ragged, or oversized are NOT permitted
- Slacks and shorts are to be fitted to the waist and hemmed properly, NOT worn on or below the hip

- Shorts must be “bermuda style” or have at least a 7in inseam
- Cargo and Capri-style pants are permitted and must be solid khaki or black. Denims are NOT permitted
- Sweatpants, athletic gear, yoga pants, and leggings are NOT permitted

Friday Dress Code Guidelines

- Tops: Students may wear any official St. Augustine Catholic High School t-shirts or polo’s.
- Bottoms: Students may wear blue jeans and any other bottom as described in the above Dress Code Guidelines.
- Shoes: Must follow all rules as described in the Dress Code Guidelines below.

IDs:

- Students are required to wear their Identification badge at all times. It must be visible.

Shirts:

- Students are required to wear the school polo shirt purchased through Screen Craze
- Appropriate sized school polo shirts, must cover from the neck to below the waistband whether the student is sitting or standing
- Oversized or tight-fitting T-Shirts are NOT permitted

P.E. Uniform:

- PE shorts purchased through Screen Craze
- PE T-shirt purchased from Screen Craze

Student Athletes:

- St. A’s sport team T-shirt or jersey may be worn on the team game days only during the corresponding sports season. Appropriate dress code bottoms must be worn.
- All dress code policies apply to the sports program

Outerwear:

- St. A’s sweatshirts, vests, sweaters, and jackets with the school logo purchased through Screen Craze, worn over the uniform shirt
- St. A’s polo collars must be visible under sweaters and sweatshirts
- Solid black, gray, white, or red sweatshirts, sweaters, and jackets. Writing, logos, or stripes, etc. is NOT acceptable on the outerwear
- Sweatshirt hoods may only be up while on campus if a student is outside during inclement weather

Shoes:

- Closed heel and toe are permitted
- Flats or tennis shoes in good repair are permitted
- Flip-flops, Crocs, clogs, slipper/slipper like, or tattered and/or torn shoes are NOT permitted
- Shoelaces for shoes that are so designed must be worn and tied

Socks: Predominantly white, black, red, gray, navy, or beige. Thigh highs are not permitted

Undergarments:

- Undergarments should never be visible in any form or fashion at any time
- Black, gray, white, or red long sleeve undershirts are permitted to be worn under a short-sleeved oxford uniform shirt or polo shirt

Jewelry:

- Must be simple and appropriate
- Stud or small hoop earrings, not more than 1” in diameter are permitted
- Gauges, nose rings/studs are NOT permitted
- Necklaces may be thin silver, gold or beaded, with or without a small medallion attached

Tattoos and body piercings:

- Tattoos (including temporary henna or henna-like tattoos) and body piercings are NOT permitted and must be covered at all times on campus or at school sponsored events.
- Body piercing includes, but is not limited to nose, tongue, lip, eyebrow, etc. are NOT permitted

Headwear:

- Hats, caps, stocking caps, sports headbands, bandanas, or scarves are NOT permitted during the school day

Makeup:

- Simple and moderate in appearance
- Gothic and excessive style makeup is NOT permitted
- Black lipstick and black or white eyeshadow is NOT permitted

Hair and Grooming:

- Hair must be a natural color
- Extreme hair styles, including length, shaving patterns is NOT permitted
- Facial hair is permitted if neatly groomed
- Shaving patterns in the eyebrows are NOT permitted

Masks:

If local health officials deem masks are required, they will become mandatory on campus. They may be worn as Personal Protective Equipment. Guidelines must be followed.

Dress Down and Spirit Days.

- Students are expected to be neat and well groomed, following the standards of modesty and good taste.
- Students are NOT permitted to come to school in unsightly/ripped/torn jeans, pajama bottoms, leggings, sweatpants, athletic shorts, tank tops, low-cut or revealing tops nor in sheer-type blouses or shirts.
- Very short skirts, dresses, and tight pants or shirts are NOT permitted.

- Shirts that do not completely cover the abdomen or shoulders are not permitted.
- Clothing with writing, embroidery or advertising that is obscene, offensive, or in contradiction to the teachings of the Church are NOT permitted.
- Students may NOT wear, distribute, or display items that promote a political agenda, campaign, cause or individual running for political office.
- Military clothing is permitted.
- Open-toed shoes, flip-flops, Crocs, clogs, slipper/slipper like, or tattered and/or torn shoes are NOT permitted

Spirit Days

- Students are required to wear the appropriate themed spirit shirt of the day.
- Students who come to school in uniform must wear it for the entire school day.

Co-curricular Event Attire

All St. A's Co-curricular events (including, but not limited to retreats, school dances, athletic contests, etc.) are meant to be positive social events where proper behavior and dignity are to be maintained. **The administration retains the right to deny admission or instruct a student to leave an event due to inappropriate attire.**

SCHOOL DANCES

Student dances are held periodically throughout the school year. St. A's students will be admitted after purchasing a paid ticket. Appropriate dress as defined by the school administration is expected. Students inappropriately dressed will be required to change. If unable to do so, the students will be asked to leave the dance.

Student Guidelines:

- All students are subject to breathalyzer tests before entering a school dance or other special event.
- Students must arrive no later than 45 minutes from the start of the dance to be admitted.
- Once admitted, a student will not be permitted to leave until 30 minutes before the dance ends.
- Students may not leave and then return to the dance.
- Students may bring **one** non-St. Augustine guests.
 - Guests must be under 19 yrs. of age and middle school students are not permitted to attend as guests.
 - A signed *St. A's Guest Permission Form* must be turned in to the main office no later than the indicated deadline,
 - Students must pre-purchase a ticket for that guest.
 - Guests may not attend if the St. A's student who invited them is not in attendance.

Guest Guidelines:

- Provide proper ID before being admitted to the dance.
- Agree to follow all established St. A's policies, including the dress code,
- Follow the directives of St. A's personnel assigned to supervise the dance.

Students who have been asked to withdraw or who have been expelled from St. A's will not be permitted to attend dances nor other school-sponsored events on campus.

SCHOOL ANNOUNCEMENTS

School announcements are made at the beginning of the day, at the beginning of lunch, and at the end of the day. Announcements must be approved in advance by the Administration.

MASS/ASSEMBLIES/PEP RALLIES

These activities provide experiences not available in the classroom. Students are expected to participate actively, and parents should not call them out for an early dismissal.

LOCKERS

Students wanting a locker will submit a request form to the main office personnel. Note: seniors will be given preference.

LOST AND FOUND

All lost and found articles should be turned in and claimed in the main office. At the end of each semester, unclaimed items will be given to a charitable organization.

VISITORS TO THE SCHOOL

Visitors to campus must sign in at the main office. A visitor's badge to be worn while on campus. Visitors must be escorted by or under the guidance of a St. A's faculty or staff member.

Alumni of St. A's are not permitted to visit during instructional time and must follow the visitor policy above. Former students of St. A's who did not graduate from the school are not permitted on campus without specific approval from the school's administration.

TELEPHONES

- Students who need to call parents or use a school telephone during the school day may do so in the main office after obtaining approval from an administrator.
- Students may NOT use their cell phones during school hours (8:00 a.m - 3:05), placed in their backpack and must be turned off

FOOD

Food and drink other than bottled water are not allowed in the classroom, chapel, or any part of the administration building.

CAMPUS MOVEMENT

A student must be in their assigned class during the school day. If a student is out of the classroom, they must have a Referral Slip or an approved Restroom Pass. Students may never be in the halls, an unassigned classroom, office, or restrooms during class time without appropriate permission.

INSURANCE

St. A's carries accident insurance on students that supplements family insurance in case of an injury. The school assumes neither responsibility nor liability obligations that result from injuries related to participating in the school's curricular or extracurricular programs.

SCHOOL LOGO

Any use of the school's logo, name, or mascot on clothing and other items must first be approved and cleared by the school president. This includes any use on uniforms, spirit shirts, and promotional literature.

SOLICITATION FOR DONATIONS

There should be no solicitation for donations by a student, student's family, employee, coach, or other representative of St. A's without the permission of the school president.

EMERGENCY DRILLS**Fire/Evacuation Drill**

Periodic fire/evacuation drills are necessary for the safety of all. When the fire alarm sounds, students are to follow the direction of their teacher or responsible adult. Faculty members will be responsible for an accounting of all students during drills.

Lockdown/Intruder Alert Drill

When the alert is given, all students and personnel should enter the nearest classroom, make sure the door is locked, turn out the lights, and close the blinds on the windows. Students will be instructed by staff to sit quietly and remain on the floor until further notice/all clear is given. No sound will be made unless otherwise instructed. Regardless of who calls at the door, the doors will not be opened.

CHAPTER 7: STUDENT CONDUCT

All St. A's faculty and staff are Catholic school educators, collaborating with students, parents/guardians and each other to help students become more responsible for their own actions. Students shall conduct themselves with due respect toward one another and faculty and staff members at all times. Improper conduct off-campus may be subject to school disciplinary actions.

DISCIPLINARY PROCEDURES

Classroom management is the primary responsibility of the teacher. The Dean of Students will become involved to

- Support teachers
- Address uniform violations
- Address ID violations
- Address attendance issues
- Address behavioral infractions
- Coordinate detention
- Consult with administration in planning and implementing other disciplinary action steps

Serious or repetitive issues will be referred to a Student Accountability Council.

Detention

Detention is an extension of the school day, and all school rules and policies (including uniforms, cell phones, etc.) apply. All detentions will be scheduled and communicated to students and parents by the Dean of Students or other administrator.

The Dean of Students will review any requests to reschedule detention such as

- Medical appointment/illness/absence from school
- Death in the family
- Court summons
- A scheduled tutorial with a St. A's faculty member, reported in advance by the faculty member.

If a student misses detention without prior approval, additional consequences may be given.

Suspension

A student may be assigned an in-school or out-of-school suspension based on the infraction and other circumstances. While serving an in-school or out-of-school suspension,

- A student is ineligible to participate in any extracurricular activities on the day of the suspension
- A student may earn credit for work submitted during or when they return from the suspension.
- Quizzes and exams may be taken during or after suspension, without academic penalty.

Multiple Suspensions During One Academic Year

Multiple suspensions will require a meeting with the student, parents/guardians, and/or the Student Accountability Council.

Additional Interventions

Disciplinary consequences may include some form of outside intervention, such as counseling or testing. These interventions help the student find a solution to the problematic behavior. The responsibility for funding these interventions lies with the families. Failure to comply with the recommendation indicates an unwillingness to work with the school and could result in expulsion.

Expulsion

Severe disciplinary situations may warrant expulsion. In consultation with the Student Accountability Council, the School President has the authority to expel a student. The President of the Board of Directors and the Superintendent of Catholic Schools will be consulted prior to a final decision being made. In some cases, a student may have the option to withdraw from school.

Once the decision to expel a student has been made, written notification of the decision will be sent to the parents/guardians and a copy forwarded to the President of the Board of Directors and the Superintendent of Catholic Schools.

Students who have been expelled or given the opportunity to withdraw may not be present on campus or attend any school-sponsored activity.

DUE PROCESS/PARENT'S APPEAL

Those who feel their rights or freedoms have been violated may seek resolution through due process. The process outlined below is taken from the Diocese of Tucson [2025-2026 Handbook of School Policies and Procedures.pdf](#)

1. Meeting with the Principal: In any conflict, an effort should first be made to resolve the issue in a spirit of fairness and justice by following the regular communication channels between the persons involved.
2. Submission of Grievance to Principal: If the issue cannot be resolved to the satisfaction of all concerned during the conference with the principal, parents/guardians will be given a copy of Due Process for Parents/Students Form with the information that they have five (5) days to proceed. The grievance shall clearly state the nature of the complaint and the solution sought.
3. Optional Second Meeting with the Principal: Should either party of interest, parents/guardians, or principal, deem it necessary to have a second conference before the five (5) days have elapsed, this should be considered. The Principal may also request another representative to attend the meeting.
4. Principal Submits a Response to the Grievance: Within five (5) business days of the receipt of the written grievance, the principal will give a written decision to the parents/guardians and retain a copy in the grievance file. The president will also

- have copies of all documentation, including the written decision of the principal concerning the matter.
5. Parent/Guardian Appeal to the Principal's Response: The parents/guardians have three (3) business days to appeal the principal's decision to the School President. The appeal must be submitted in writing: The subject of the appeal. Any factual data other than hearsay the person deems appropriate. The efforts that have been made to resolve the issue to date.
 6. The School President may designate another person(s) to read the appeal.
 7. The School President may investigate by calling in any or all of the interested parties.
 8. If the School President determines that there is legitimate cause for appeal, the President should ask the Principal to give a written explanation of his/her decision.
 9. Within ten (10) business days after the receipt of the appeal, the School President should prepare a written document with his/her decision to be given to the parents/guardians, retaining a copy in the grievance file.
 10. If the decision of the School President does not resolve the issue, parents/guardians may within three (3) business days of the decision submit a written request for reconsideration of the decision to the Superintendent of Catholic Schools.

POSSESSION AND DANGEROUS SUBSTANCES

St. A's students are prohibited from using, possessing, or distributing at school or at school-related events any substance that could modify a student's ability to function appropriately. The possession of drug-related paraphernalia is likewise prohibited. A student found in the possession of these will be subject to disciplinary consequences which may include expulsion.

St. A's believes in the inherent goodness of every child. Therefore every effort to find a wholesome resolution to a student's possession or use of any potentially dangerous substance will be made, while assuring the safety of all students and acting in the best interest of the entire student population.

Searches

The school reserves the right to search anything that is brought on campus (such as backpacks and other containers), lockers and vehicles driven onto the campus. Such searches are intended for the safety of St. A's students and to ensure that contraband (such as vaping materials, drugs, alcohol, or weapons) is not brought on campus. Any electronic device, including student cell phones, may be searched with reasonable suspicion that it contains evidence of violations of school rules or student safety concerns. Students assume responsibility for items discovered in their possession.

Preventative Measures

- In accordance with the school's search policy, all persons and property on the campus are subject to random inspection.
- St. A's may employ canine drug detection and/or other technologies to assist in campus inspections.
- Random drug testing of students is a service provided by the school.

DRUG TESTING PROCEDURES

The drug testing program demonstrates a commitment on the part of St. A's to promote a safe environment for students and their families. By mandating this program, students have:

- A reason not to use drugs (a way "out" of peer pressure)
- A reason to quit, if they have started
- A reason to get help, if they cannot quit

If a parent/guardian requests that the school perform a drug test on his or her child, we will facilitate testing at parent/guardian expense.

Students will be tested for drug use through a recognized drug testing laboratory. Testing may include hair samples, saliva samples, or other tests as determined to be necessary and/or effective by the school.

- Students are tested randomly. Students may also be tested due to reasonable suspicion of drug use, or if they previously tested positive.
- Trained school personnel administer the tests in the health office and mail the samples to the lab.
- The lab sends the results directly to school administrators.
- Test results are confidential and will not be made part of a student's permanent academic record.

Negative Drug Screen - Parents/guardians will be notified via email of the results if negative.

Positive Drug Screen - An administrator will contact parents/guardians directly. A student with a positive drug screen must follow disciplinary guidelines to remain at St. A's.

- Parent Conference with Administrators
- Student will receive a suspension
- Student will be placed on a Behavior Plan which may include enrollment in a drug counseling program
- Student may be removed from her/his athletic team for the remainder of the season, but will be allowed to try out for other teams in subsequent seasons
- Students may forfeit membership in non-athletic extracurricular organizations, (student council, clubs, etc.) for four months or the remainder of that school year, (whichever is shorter.)

Self-Disclosure

A student who voluntarily discloses their use of a dangerous substance to a faculty/staff member or school administrator may receive a modified plan of consequences to include proactive intervention.

Students who are aware of someone possessing and/or using drugs or alcohol on campus have a moral responsibility to report this knowledge to a faculty/staff member or school administrator. (This will be kept confidential.)

MEDICAL MARIJUANA ACT

ARS 36-2802 (limitations to the state's statute on medical marijuana) states that students may NOT possess or engage in the medical use of marijuana in school vans and buses, on school grounds, or at school activities.

- The school health office will not distribute medical marijuana to students at any time.
- Parents of students with prescribed marijuana must submit appropriate paperwork to administration as soon as the prescription is filled.

DISTRIBUTION OF DANGEROUS SUBSTANCES

Should a student be found buying, selling, or in any other way transferring potentially dangerous substances on school grounds, the student may be referred to the Student Accountability Council to determine continued enrollment at St. A's. Parents/guardians will be notified immediately. A police report of the incident will be made.

HARASSMENT/BULLYING

Harassment of students by any person, in any form, at any time will not be tolerated and is hereby prohibited. Harassment, including bullying, hazing, and intimidation, on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability or anything that constitutes teasing/taunting consistently is prohibited.

Threats to the St. Augustine school community will be taken seriously. The consequence may be expulsion and notification of law enforcement.

Any student who believes that s/he has been or is a victim of harassment/bullying, should immediately report the matter to the appropriate school authority.

- Parents/guardians should submit a written report to the administration if reported outside the school setting.
- Each complaint will be fully investigated and appropriate action will follow.

False reports (any report made with full knowledge of it being false information) regarding harassment, bullying, intimidation, etc., will be subject to immediate and appropriate disciplinary action. (see *Diocese of Tucson Handbook of Policies and Procedures* 3.13)

WEAPONS

Should a student be found in possession or use of a weapon on school campus or at school-sponsored activities, parents/guardians will be notified immediately and the student may be expelled. A police report of the incident will be made.

OTHER INFRACTIONS TO STUDENT CONDUCT EXPECTATIONS

Building administrators will decide if an incident is a first, repeated, or multiple/severe occurrence and whether to apply the minimum or maximum consequence. The Student

Accountability Council will be convened as needed to ensure fair and consistent consequences. The list below is not exhaustive.

Appropriate expression: All campus meetings, assemblies, and distribution or display of materials require prior administrative approval. Students may respectfully express their views without coercing others or infringing on their rights. Consequences will depend on the severity of any violations.

Fighting

Fighting is prohibited on campus and at school events. All participants may be subject to disciplinary consequences.

Gambling: Playing any game for money or other items of value (card games, athletic contest pools, etc.) is prohibited. The consequence will be determined depending upon the severity.

Simulated Firearms

Simulated firearms, including but not limited to AirSoft guns and water guns, are banned on campus and at school events. Violators will face disciplinary action.

Pornography: Possession of or active search for pornographic or hate material in print or electronic form is prohibited. The consequence will be determined depending upon the severity. Law enforcement may be notified.

Profanity/Inappropriate Language: Inappropriate verbal, written inappropriate, abusive or profane language or gestures are prohibited on campus and any school event. This included demeaning activities at athletic contests, such as insulting the other team, its fans, or the officials. The consequence will be determined depending upon the severity.

Public displays of affection (PDA): Public displays of affection, such as kissing and inappropriate touching, are not allowed on campus or at school events. Consequences will depend on previous warnings and the severity of the behavior.

Tobacco use: Use or possession of tobacco, e-cigarettes, or vaping products is prohibited at school and school events. Violators will receive disciplinary consequences.

Unauthorized access: Students are not allowed in classrooms, offices, teacher desks, or other areas of the school without a staff member. They are also not permitted in parking lots, sports fields, or nearby desert areas during the school day. Consequences will depend on the severity of the violation.

Vandalism/Theft: Stealing or intentionally damaging property on or off campus is a serious offense. Consequences will depend on the severity.

ADDITIONAL STUDENT CONCERNS

The Catholic Church teaches that sexuality is a gift from God. It is in the context of marriage that sex can be expressed in a healthy, holy and wholesome manner. Sex outside of marriage is contrary to the use of this gift and to the dignity of life itself.

Pregnancy

In the event of pregnancy, St. A's will make every effort to provide support, understanding, and compassion. In consultation with parents and students, the Principal and the School President will decide upon the appropriate manner for continuing with an uninterrupted high school program of studies. If a decision is made to temporarily continue education apart from the school, a student may return and receive a diploma at graduation provided that all necessary requirements are met. The same support, understanding and counseling provided to the young women will also be provided to the young man who has brought about a pregnancy. Counseling will be provided in an atmosphere of respect, trust, and confidentiality.

Pregnancy

Should a Catholic student become pregnant, appropriate pastoral attention and consideration will be taken. First and foremost, the student who approaches the school administration due to a pregnancy will receive affirmation for protecting the life of her baby. She may remain enrolled in the Catholic school at the discretion of the principal, provided the principal consults with the student's parents/guardians and the school's governing body. Included in such consultation will be a plan for ongoing medical, social-emotional, and pastoral support. In every case the best interests of the baby, the student, and the student body must be considered.

Student Marriage

The Sacrament of Marriage is a life-long commitment intended for mature adults. The school is designed to serve the formation needs of young men and women rather than married couples. Therefore, student marriage is strongly discouraged and may result in discontinuance of studies. If a student from St. A's intends to marry or is married, it is required that these students and their parents meet with the administration.

CHAPTER 8: GUIDELINES FOR THE ACCEPTABLE USE OF TECHNOLOGY

Learning how to access this information and communicate electronically are fundamental skills, as we prepare students for the future. To facilitate this, St. A's provides internet access for educational use and guidelines for acceptable use of all technology resources. All copyright laws are to be honored and academic honesty is expected at all levels of use.

Consequences for violation of policy or procedure will be determined based on the severity.

PRIVACY

- Network storage areas (email, documents, browser bookmarks, etc.) are like school lockers; faculty/staff may review these to ensure that the system is being used responsibly.
- The school's software management system allows for teachers and administrators to monitor electronic activity on school-owned devices.

GUIDELINES

Internet access for school-related, academic activities.

Students will:

- disclose to a St. A's faculty/staff member any message that is inappropriate or makes them feel uncomfortable.
- use the school account in an ethical, responsible and legal manner for school-related tasks only.
- access only those resources or topics that are related to academic pursuits.
- be responsible for their language and behavior on the school devices and network.

Students will not:

- post personal contact information about self or others, (i.e. address, telephone, school address, work address, last name etc.).
- use school devices to engage in social networking
- bring large personal devices (i.e. personal laptops, tablets, gaming devices, etc) to school.

STUDENT CHROMEBOOK POLICY

St. Augustine Catholic High School provides Chromebooks to students as an essential educational tool to support learning both in and out of the classroom. By accepting a school-issued Chromebook, students acknowledge their responsibility to use and care for the device in accordance with the expectations outlined below.

Purpose and Use

Chromebooks are provided for academic use only. Students are expected to use their devices in alignment with school policies, ethical guidelines, and the Catholic values upheld by St. Augustine. All usage is subject to monitoring by school administration.

Student Expectations

Chromebooks must be brought to school daily, fully charged. Devices should be used exclusively for educational activities and in compliance with the school's Acceptable Use Policy. Students must not install unauthorized software, modify system settings, or tamper with security features. Students are responsible for protecting Chromebooks from damage, loss, or theft.

Care and Handling

Students are expected to:

- Handle Chromebooks carefully and avoid any actions that may cause physical damage.
- Keep devices away from food, drinks, and extreme temperatures.
- Secure Chromebooks when not in use and never leave them unattended in unsecured locations such as unlocked lockers, hallways, or vehicles.
- Report any technical issues, damage, or loss to the school's IT department immediately.
- Keep Chromebooks clean and free of any debris, dirt, creams/oils, or stickers. Chromebooks that are returned in a dirty condition, with stickers, or in a state that requires clearing will be subject to a cleaning fee.

Financial Responsibility

Students and their families are financially responsible for any Chromebook and charger that is lost, stolen, or damaged.

Repairable Damage: If the Chromebook is damaged and repairable, the cost of the repair will be charged to the student's FACTS account.

Unrepairable or Lost / Stolen Devices: If the Chromebook is lost, stolen, or damaged beyond repair, the student will be responsible for the full replacement cost of the device, not to exceed \$300. Students

Failure to report damage, loss, or theft in a timely manner may result in additional consequences, including disciplinary action.

End-of-Year Return

At the conclusion of the academic year or upon withdrawal from the school, students must return the Chromebook and charger clean, and in good working condition. No stickers should be placed on Chromebooks and must be removed before returning them.

Chromebooks that are dirty or require stickers to be removed will be charged a cleaning fee. Any missing or damaged items will be assessed, and fees will be applied as necessary.

St. Augustine Catholic High School retains ownership of all Chromebooks issued to students. Failure to return school-owned equipment will result in a hold on the student's academic records and/or graduation status until the matter is resolved.

Electronic devices: Students may only use school-issued devices during school hours, Personal devices (e.g. cell phones, earbuds, etc.) must be turned off and kept in their backpacks

CONSEQUENCES FOR MISUSE OF PERSONAL ELECTRONIC DEVICES

- *First Offense:* The device will be confiscated and turned into the Dean of Students. It may be picked up at the end of the day.
- *Second Offense:* The device will be confiscated. The device will be confiscated. Parents will be notified of the repeated offense and future consequences.
- *Third Offense:* The device will be confiscated and returned to the student at the end of the school day. The student will turn in the device to the Dean of Students at the start of the day for two weeks.
- *Fourth Offense:* The device will be confiscated, and a meeting with the student, parent/guardian and Dean of Students will be scheduled and the student will be placed on a behavior improvement contract.

VIOLATIONS OF TECHNOLOGY POLICY

The following constitute violations of the Use of Technology policy. Exclusion from this list does imply that an action is acceptable. Consequences will be determined based on the severity of the violation, and may require notification of law enforcement.

- **Illegal use** violating any local, state, national, or international law, rule or regulation is not permitted.
- **Threats and/or harassment:** including but not limited to all forms of cyber-bullying, making derogatory or insulting remarks about others.
- **Fraud:** making fraudulent offers or claims and/or, impersonating others.
- **Communications:** transmitting or causing any unsolicited communication (SPAM).to be transmitted. Sending or intentionally receiving “instant messages” is prohibited.
- **Unauthorized access:**
 - a. accessing or attempting to access the accounts and/or files of others,
 - b. penetrating or attempting to penetrate security measures of any computer or network
 - c. accessing or creating material that is deemed inappropriate and/or immoral.
- **Network disruptions:** causing or attempting to cause or attempt to cause any disruption in computer or network services, including “denial of service” (DoS) attacks.
- **Commercial use:** making or attempting to make a profit, monetary or otherwise.
- **External software:** transmitting software to or from a St. A’s device in any form that was not installed by school personnel or authorized by their instructor.
- **Possession of inappropriate tools:** possessing hardware or software tools or utilities that are in violation of the Use of Technology policy.
- **Proxy access:** using Internet proxies for any reason, including but not limited to circumventing school filtering policies.

INAPPROPRIATE CONTENT AND FILTERING

While St. A's makes every effort to ensure students are protected from inappropriate internet content, no internet filter is 100% effective. St. A's filters only function while students are connected to the campus network.

Students should do the following if they encounter questionable/objectionable or offensive content

- Minimize the application or turn off your monitor.
- Immediately and discreetly notify the nearest faculty/staff member.

Students who are denied access to a site that you believe they should have access to should talk to a faculty or staff member.

LIABILITY

St. A's

- does not provide warranties of any kind, whether expressed or implied, for the service it provides.
- is not responsible for any damages a student incurs. This includes loss of data or service interruptions.
- does not provide warranties of any kind the internet access it provides.
- does not guarantee the availability of access to the internet and will not be responsible for any information that may be lost, damaged or unavailable due to technical or other difficulties.
- does not assure the privacy of information sent or received.
- cannot completely eliminate access to information that is offensive or illegal and resides on networks outside the school. The accuracy and quality of information obtained cannot be guaranteed.