



Student-Parent Handbook

2022 - 2023

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CHAPTER 1: ST. AUGUSTINE CATHOLIC HIGH SCHOOL

Saint Augustine Catholic High School is a four-year Catholic high school operated under the auspices of the Saint 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, and 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 facilitates academic excellence in a Catholic environment where students are encouraged to grow in the Christian life through dialogue, proclamation, charitable outreach, worship, and celebration.

Philosophy

Saint Augustine Catholic High School believes in the inherent dignity of each person and advocates for the wellbeing of all those served, particularly the most vulnerable.

- St. Augustine Catholic High School welcomes all students whom we can serve. Youth and parents deserve compassion, sensitivity and respect when dealing with difficult and delicate situations.
- St. Augustine Catholic High School affirms the value of each person and we see Christ in everyone.
- Through the authority of the bishop, St. Augustine Catholic High School assists parents as the primary educators of their children, as well as fulfills our duty to assist people to live the fullness of the Christian life. (Code of Canon Law (CIC) cc. 794; 796 §1).

- St. Augustine Catholic High School models and teaches the Catholic faith to all those enrolled in our school with the understanding that parents/guardians will respect and support such teachings.
- St. Augustine Catholic High School educates young people to respect every person in their particularity and difference, so that no one should suffer bullying, violence, insults, or unjust discrimination based on their specific characteristics (such as special needs, race, religion, gender identity, etc.).
- It is of the utmost importance that our children understand the depth of God’s love for them and their intrinsic dignity and beauty. Children should always be and feel safe and secure and know they are loved.(Congregation for Catholic Education, 2019)
- St. Augustine Catholic High School is an educating community of faith in which persons can express themselves and grow in their humanity, through a process of relational dialogue, interacting with others in a constructive way, exercising tolerance, understanding different points of view, and creating trust in an atmosphere of authentic harmony. We are an “educating community, a place of differences living together in harmony”. (Congregation for Catholic Education, 2019)
- St. Augustine Catholic High School community is a place to encounter and promote participation. We must listen carefully, in dialogue with parents, to discern the educational needs of the students we serve. (Congregation for Catholic Education, 2019)
- St. Augustine Catholic High School respects each family’s culture. We strive to listen carefully, in dialogue with parents, to discern the educational needs of the students we serve. In this way, students are accompanied by a community that teaches them “to overcome their individualism and discover, in the light of faith, their specific vocation to live responsibly in a community with others” (Congregation for Catholic Education, 2019)
- Issues involving gender identity can be varied and complex, with each situation being unique. Therefore, all administrative decisions made in any such situations involving gender identity and/or same-sex attraction issues will be made on an individual basis, in consultation with the Department of Catholic Schools and will reflect Catholic teaching.

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)

Admission will not be denied to students solely upon their expressed gender dysphoria, same-sex attraction, and/or sexual identity issues. However, 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 requesting accommodations for their student must first submit verification of medical/counseling services and what accommodations are recommended by the medical professionals to ensure a successful academic and social life at the school. The school will consult with the Department of Catholic Schools, prior to determining if accommodations can be made.

Ninth Grade

Saint Augustine Catholic High School 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 siblings of current students and 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, administrator and teacher recommendation forms, transcripts of past grades 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. A student transferring to Saint Augustine must be enrolled for a minimum of three academic semesters in order to receive a Saint Augustine diploma. *Transfer students to St. Augustine will be individually evaluated to ensure they meet State of Arizona graduation requirements.*

Transfers from local high schools are not eligible for acceptance beyond junior year. 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 should complete the St. A's online enrollment application.
- 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.

CHAPTER 2: PARENT AND SCHOOL COLLABORATION

Parents are an irreplaceable component of a child's successful education. The most successful students tend to be those whose parents are actively involved in their child's education. A spirit of cooperation, trust, and support between the parents and the school is essential. St. Augustine Catholic High School 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. Augustine Catholic High School recognizes the following:

- The school will provide authentic and 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 serious 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. Augustine Catholic High School respects the rights of non-custodial parents. In the absence of a court order to the contrary, Saint 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. Augustine Catholic High School 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 in a timely fashion
- Participating in the Diocese of Tucson Safe Environment Program clearance requirements.
- 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.
- Involvement in the *Parent to Parent* (P2P) organization

- Attending mandatory parent meetings, becoming actively involved in parent organizations, supporting fundraising activities, and keeping informed through the various avenues of communication, and
- Completing **Parent Service Hours** and meeting all financial obligations

ADDRESSING CONCERNS

St. A's encourages open and positive communication between the home and school. At times, parents may have a concern regarding their student's progress in a class or activity. In these cases, parents are asked to address concerns with the appropriate person respecting the chain of responsibility.

Chain of Responsibility

1. Guide and encourage your child to handle the issue for him/herself.
2. Parents should contact the teacher, counselor, coach or activity moderator by e-mail or by phone, making an appointment if desired or needed.
3. Parents should call or make an appointment with the appropriate administrator or staff member:
 - Academics: Teacher, Dean, Intervention Specialist, Principal
 - Discipline: Dean, Principal
 - Athletics: Coach, Athletic Director, Principal

The audio or video tape 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 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 faculty and students within the Christian community of Saint Augustine Catholic High School. Its objectives are to promote the well-being of the Saint Augustine Community by:

- Working closely with the school to achieve unity of purpose and activity 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

Use your gifts and talents to support your child's school through a variety of opportunities available throughout the school year!

- Hours listed below cover all siblings
- Other family members can contribute to the Parent Service Hours

- Hours are also given for contributions made to St. A's through a Tax Credit Organization. Every \$100 made for St. A's equal one (1) Parent Service Hour. A copy of the receipt must be turned into the receptionist in the main office.
- Hours are also given if you receive a contribution through the *Referral Program* for your student from a Tax Credit Organization.
- Half of the hours must be completed in the first semester.
- Unworked hours are billed at \$15.00 per hour at the end of each semester
- Unworked hours from the fall semester can be done in the spring semester by making prior arrangements in the main office.

Hours Per Family Requirement

Two parent household	20 hours	per year
Deployed parent household	10 hours	per year
Single parent household	10 hours	per year

CHAPTER 3: RELIGIOUS FORMATION

FORMATION OF THE HEART

Students are formed in their personal relationship with God through the Sacraments, Community and 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 Dean of School Culture 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. Augustine Catholic High School has a working relationship with St. Francis de Sales parish; students from the school have participated in the RCIA program at the parish and have been received into the Church at the Easter Vigil. Any student interested in becoming Catholic or completing the Sacraments of Initiation should see the Dean of School Culture.

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 Dean of School Culture coordinates various prayer opportunities, taking into consideration community needs, current events and the liturgical seasons.

RETREAT PROGRAM

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

KAIROS: Our annual KAIROS retreat is an intensive four-day, three-night retreat, with a focus on an adult relationship with God. It is open to seniors and a selected group of juniors. Post-KAIROS members typically participate in Fourth Day activities with the members of their small groups or the retreatants as a whole group.

FORMATION OF THE MIND

Among our academic courses at St. A's, Theology is a paramount. All students are required to complete four (4) credits of Theology to graduate. The St. A's 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 continually 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 are teaching 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
- Also encourage them towards deeper conversion and commitment to living a Catholic Christian lifestyle.

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 required to participate in service opportunities because of this Gospel mandate to love and serve our neighbor. Service opportunities are coordinated by the Dean of School Culture and the Theology Department.



CHAPTER 4: ACADEMIC PROGRAM

CURRICULUM AND GRADUATION REQUIREMENTS

St. A's is committed to academic excellence. The academic program seeks to meet the needs of all admitted students. The achievements of students past and present are testimony to this. The school's curriculum, aligned to the Arizona Department of Education Academic Standards, provides 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/university of choice.

St. A's offers students three diploma opportunities: *High School*, *Scholars* and *High Honors*. Below is a list of required courses and the credits needed for each:

	High School	Scholars**	High Honors*
English	4.0 Credits	4.0 Credits	4.0 Credits
Theology	4.0 Credits	4.0 Credits	4.0 Credits
Mathematics	4.0 Credits	4.0 Credits	4.0 Credits
Science	3.0 Credits	4.0 Credits	4.0 Credits
Social Studies	4.0 Credits	4.0 Credits	4.0 Credits
World Languages	2.0 Credits	2.0 Credits	3.0 Credits
Fine Arts	1.0 Credit	1.0 Credits	1.0 Credits
Electives	1.0 Credits	2.0 Credits	2.0 Credits
<i>Total Credits</i>	<i>23 Credits</i>	<i>25 Credits</i>	<i>26 Credits</i>

****Eligibility to receive a St. A's High Honors Diploma, must include a 'C' or better in all course work, a fourth year science, third year of world language, successful completion of eight (8) Honors, AP, or DE classes.***

*****Eligibility to receive a St. A's Scholars Diploma, includes obtaining a C or better in all courses.***

- 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 without the express written permission of the Dean of Academics in consultation with the Principal.
- Students are not permitted to graduate early from Saint Augustine.
- Transfer students are individually evaluated to ensure they meet State of Arizona graduation requirements.
- Non-credit study halls may be substituted for additional electives upon administrative recommendation and approval, only if required credits in core courses are met.

COURSE SELECTION

Choosing an appropriate program of studies is each student's responsibility. Parents/Guardians are encouraged to participate actively in the annual process of selecting courses that meet the needs of their student. College/Career Counselor and the Dean of Academics are also available to assist students, making recommendations based on current programs and future goals.

- If a student fails to complete the online registration the counselor may assign classes.

DROPPING OR ADDING A COURSE

Great care is taken in correctly placing and registering students. After receiving his/her schedule, a student may not change that schedule without prior approval of the Dean of Academics in consultation with counselors (unless the change has been initiated by St. A's). *These requests must be submitted within the first full week of each semester. (i.e. August 15th by 4:00 p.m.)* A parent/guardian of the student must approve all schedule changes.

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 are permitted only when one of the following criteria is met:

- Department approval based on student ability;
- Desire to take a heavier academic load (if space is available);
- Misplacement in a course.

All schedule change requests must be filed with the Dean of Academics. The student must complete a schedule drop/add form, with teacher and parent/guardian signatures. Requests will be reviewed before a decision is made.

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. (Students must make arrangements with the teacher and Dean of Academics to ensure that the coursework is completed within four weeks after grades are posted. Failure to complete the course within this time period results in an F).

ACADEMIC INFORMATION

Academic level 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 level 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 are expected to sit for 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 a current A or B in the subject area, a cumulative GPA of 3.0 or higher, and instructor approval.*

CUM LAUDE GRADUATES

Senior students who rank in the top 10% of their class and have met the requirements for the St. Augustine Catholic High School Honors Diploma, will be distinguished as "Cum Laude" graduates. Two graduation speakers will be selected annually through an application and interview process conducted by a committee to include the school's President and members of the School Board.

ACADEMIC PROBATION

The **Dean of Academics** will:

- Generate academic reports to monitor students who are struggling academically.
- Collaborate with teachers of students needing academic support.
- Collaborate with the Learning Lab Coordinator and Tutors as needed.
- Collaborate with the Athletic Director and/or Club Advisors to implement Student Eligibility Requirements

A student receiving an F in one or more classes at the end of a semester will be placed on **Academic Probation**. A student may regain eligibility to compete in athletics and participate in extracurricular activities if the failing grades are brought up. However, the student will remain on Academic Probation for the remainder of the semester.

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 School program.

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.

CREDIT RECOVERY/SUMMER SCHOOL

- Students must earn a D or better in order to receive credit. Credit recovery means that the final grade from a repeated course will be added to the student's official transcript along with the failing grade. Both grades will be calculated into the student's GPA.
- Transfer students who need a Theology, and current students who failed a required Theology course must complete a credit recovery course offered by the school.
- A student failing other courses required for graduation must retake the course through the St. A's Summer School.

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 beginning school in the fall semester.

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 $+0.5$ (A=4.5) and Honors Courses are weighted $+0.25$ (A=4.25). All other courses are un-weighted (A=4.0).

ACADEMIC INTEGRITY

Honesty and integrity are expected of all students at all times. Students are expected to submit their own original work on all assignments unless given explicit instructions to the contrary by a teacher. **Failure to comply with this standard will be considered plagiarism, and may result in a failing grade on the assignment.** Plagiarism is defined as the use of another person's work, or your own previously submitted work, and **failing to give appropriate credit**. Plagiarism includes, but is not limited to:

- *Direct plagiarism*: taking someone else's work and passing it off as your own without giving credit.
- *Patch Work plagiarism*: taking information from various sources and stitching it together with your own words and failing to give credit through proper citation.
- *Copying* another student's work or *sharing* your work with others. This includes

homework as well as essays and performance assessments. Both parties are equally guilty and will receive the same consequence.

- Failure to use in text citations and a works cited page in assignments where these are required. This includes citing any work that is not your own such as direct quotes, paraphrases, and summaries of others' ideas.
- Accessing Internet sites that provide academic papers and/or homework answers.
- Submitting an assignment that you have previously submitted and/or for which you have received credit.
- Failure to abide by the test taking procedures established by the teacher. Failure to follow these procedures invalidates the test results and is therefore a serious offense.

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.

Parents/guardians may petition to school administration for their student to be addressed by their preferred name and pronoun. Prior to a final decision the school will consult with the Department of Catholic Schools.

TRANSCRIPTS

Official Transcripts are sent at \$5 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.

Enrollment during a school year is subject to termination at the discretion of the principal. Students who leave St. A's for any reason, including expulsion, voluntary transfer to another local high school, 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 principal whose decision is final.

STUDY HALLS

Students are able to earn 28 credits over four years, consequently it may be possible for a student to take a *non-credit class* once a semester if necessary. These *non-credit classes* are Study Halls where students can receive additional academic support or work on credit recovery classes.

EXTRA-CURRICULAR INELIGIBILITY

Students may become ineligible for extracurricular activities, sports, clubs, and field trips, if they are earning one or more F's at any progress or grade reporting period.

While ineligible, the following applies:

- The student should work with his/her parents/guardians, teachers, and Dean of Academics to develop a plan for academic improvement. If grades improve during the designated time period, the student will become eligible.
- The student **may not attend any club meetings/activities nor practices during this time without the Club Advisor or AD's permission, after the Academic Dean and teachers have been consulted**
- The student athlete may become ineligible if earning one or more F's before tryouts for each season and at mid-season for each sport.
- The student athlete will **NOT** be allowed to sit on the bench during home games/meets, nor travel to away games/meets during this time.
- **The third time a student athlete is deemed ineligible, s/he will be removed from the team for the remainder of the season.**

INCOMPLETE GRADES

A student receiving an "I" (incomplete) is ineligible, but becomes eligible upon receiving 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 Principal in consultation with the Academic Dean, the Club Advisor and/or the Athletic Director, retain 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 mandatory tutorial 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 consequences from the Dean of Academics office.

LEARNING LAB

Teachers and the Dean of Academics, in conjunction with assessment data, may determine that in order to better support a student, he/she will be assigned time in the Learning Lab.

FINAL EXAMS

All core academic courses have a final exam each semester. The weight of final exams will be determined by departments and/or teachers. This exam counts no less than 15% and no more than 25% of the final grade.

Exam Exemptions

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, has not had an unexcused absence more than two times, has not been suspended, nor has had more than two detentions in the current school year.

STANDARDIZED TESTING

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

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 a Spanish placement if wanting to study this world language. Data from all these assessments allow us to determine how best to support students transitioning into high school.

PSAT

The **PSAT 8/9** is administered to all freshmen students. The **PSAT** is administered to all sophomore and junior students. This test also serves as the *National Merit Scholarship Qualifying Test* for juniors. Junior and Senior students may also take the SAT or the ACT (standard admissions tests for most colleges and universities in the United States) at locations off campus.

Advanced Placement Exams

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



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

Finance Department

St. A's Finance Department works with families in meeting contractual commitments. Payments are submitted through FACTS Tuition Management, and may be made in one installment, two installments or ten installments throughout the year. 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. **Report cards and transcripts will not be released until all financial commitments have been fulfilled.**

Parents/Guardians are financially responsible for:

- Tuition and fees as designated in their family contracts.
- Additional costs which may include uniforms, lunches, and bus transportation
- Parental Service Hours or fees
- Advanced Placement testing fee if applicable.

School Health Office

Although a student's health is primarily the responsibility of the parents/guardians, school health services are provided with the understanding that health problems may occur at school and may negatively affect the student's school achievement. Often these problems can be adequately addressed in school and allow the student to minimize absences. Conversely, if a student is sent home when ill, this can also benefit the student as well as protect the other students from undue exposure to illness.

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 after May 7th of the entry year. **This is required for all students new to a school and all students participating in school-sponsored athletics. All athletes must have a sports physical on file prior to the first day of each season's practice. Any athletes showing COVID-19 symptoms may not participate in any extracurricular activities.**

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

- Inform the school of a child with special health problems, and provide school health personnel with the following:
 - Student's health care provider contact information
 - Special health care instructions
 - Properly labeled medications or equipment, if indicated
 - Parents/Guardians are to seek the advice of their child's health care provider when health problems are discovered
 - Parents/Guardians without health insurance or who cannot afford health care for their child will be referred to appropriate agencies.
(<https://kidshealth.org/en/parents/findcare.html>)

Cafeteria

St. Augustine Catholic High School is a closed campus. Students may not leave campus for lunch, and return for remaining classes.

- Lunch is offered at a minimal or no cost for students. Students may bring their own lunches, but may not order out for lunch delivery (i.e. UberEats, etc.).
- 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.

Behavioral Health Counseling

Behavioral Health Counseling is available to assist students with issues of a personal nature. Students may arrange an appointment with the school behavioral health counselor or any member of the administrative team. Students and parents/guardians may be encouraged to seek outside professional counseling services depending on individual situations. Parents/guardians are also welcome to meet with the Counselor along with their child by appointment. Note that it is the responsibility of **all** diocesan personnel to follow all the laws of the State of Arizona with regard to mandatory reporting.

St. A's will not allow or otherwise cooperate in the administration of puberty blocking or cross-sex hormones on school property. Appropriate counseling recommendations for students to address behavioral and mental health concerns may be made available, and may include therapy referrals to mental health providers who uphold Catholic teaching in their practices.

Campus Hours

St. A's does not provide student supervision outside the hours of 7:20 a.m. – 4:00 p.m. Students should not be dropped off before 7:20 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

- Students drop off and 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 main office.

Student Drivers

Parking on school grounds is a privilege. The lot is south of the gym. Violations may result in the loss of parking privileges. Student Driver Registration Form may be picked up in the main office.

1. Student drivers must submit copies of the following:
 - a. valid state of Arizona driver license
 - b. valid Arizona vehicle registration
 - c. valid proof of insurance
2. Students must pay a \$10.00 parking fee
3. Students must park in their assigned area, 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.
4. Only registered vehicles are permitted in parking areas. Parking decals must be displayed on the **bottom left of the rear windshield**. Failure to do so may result in loss of parking privileges.
5. Students arriving late must enter through the Administration building front door, and report to the main office.
6. Students may not return to their vehicles without administrative approval until dismissal.
7. Students may not leave during school hours without prior parent permission. Students must sign out in the main office before leaving.
8. St. A's may conduct patrols of the student parking lot and any vehicle on campus
9. St. A's is not responsible for damage to or theft of any vehicle.

Student Clubs

All clubs or programs sponsored by St. A's are expected to uphold Catholic teaching and support the mission of the school and should not contradict the Catholic faith, teaching and moral discipline. Clubs or programs should focus on activities of interest, not on specific conditions of an individual.

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 a student, parent/guardian or extended family member does not follow these, they place their student's privilege of attending St. A's in jeopardy.

DAILY BELL SCHEDULES

FIRST LUNCH

Monday, Tuesday and Friday-Lunch by 5th

52 minute classes (Regular Schedule)

1st	8:00 - 8:52
2nd	8:55 -9:47
Prayer	9:47 -10:02
3rd	10:05-10:57
4th	11:00 -11:52
Lunch	11:52-12:22
5th	12:25-1:17
6th	1:20-2:12
7th	2:15- 3:05

Wednesday-Lunch by 6th

37 minute classes (Early Dismissal)

1st period	8:00-8:37
2nd period	8:40-9:17
3rd period	9:20-9:57
4th period	10:00-10:37
5th period	10:40-11:17
Lunch	11:17-11:47
6th period	11:50-12:32
7th period	12:35- 1:10

Thursday - Lunch by 5th

47 minute classes (Activity Day)

1st period	8:00-8:47
2nd period	8:50-9:37
3rd period	9:40-10:27
4th period	10:30-11:17
Activity	11:20-12:05
Lunch	12:05-12:35
5th period	12:38-1:25
6th period	1:28-2:15
7th period	2:18- 3:05



SECOND LUNCH

Monday, Tuesday and Friday-Lunch by 5th

52 minute classes (Regular classes)

1st	8:00 - 8:52
2nd	8:55 -9:47
Prayer	9:45 -10:02
3rd	10:05-10:57
4th	11:00-11:52
5th	11:55-12:47
Lunch	12:47-1:17
6th	1:20-2:12
7th	2:15- 3:05

Wednesday-Lunch by 6th

37 minute classes (Early Dismissal)

1st period	8:00-8:37
2nd period	8:40-9:17
3rd period	9:20-9:57
4th period	10:00-10:37
5th period	10:40-11:17
6th period	11:20-12:02
Lunch	12:02-12:32
7th period	12:35- 1:10

Thursday-Lunch by 5th

47 minute classes (Activity Day)

1st period	8:00-8:47
2nd period	8:50-9:37
3rd period	9:40-10:27
4th period	10:30-11:17
Activity	11:20-12:05
5th period	12:08-12:55
Lunch	12:55-1:25
6th period	1:28-2:15
7th period	2:18-3:05



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. St. A's defines excessive absences, (excused and unexcused) as more than 10% of the total 180 instructional days for the year, (18 days), or nine days per semester. Students are expected to be present and punctual for assigned classes and all other required events.

Excused Absence

- 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).
- 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.
- Excessive absences may result in loss of credit.

Unexcused Absence

- An absence is documented as 'unexcused' in the absence of prior notification from parents/guardians.
- Unexcused Absences are documented on the Student Information System (RenWeb).

- Tests and assignments that are due on the day of the absence become due on the day the student returns.
- Excessive absences may result in loss of credit
- **A student who is absent for more than five days in a semester without previously notifying the school may be contacted for a conference, to include parents/guardians. The principal makes the final determination regarding course credit.**

Tardies

Tardies are tracked through Renweb and the attendance office. Any student arriving late to First Period, must report to the main office for a tardy slip. This will be collected by the teacher.

- Students who are not seated in their assigned rooms when the bell rings are tardy.
- Tardies are documented on the Student Information System (RenWeb).
- **Three tardies to the same class are the equivalent of one unexcused absence from the class, and may result in the loss of credit. Excessive tardies will receive administrative detention.** If a student continues to violate the tardy policy, parents/guardians and the student will meet with the Principal and Dean of School Culture to determine consequences.

Truancy

Truancy is defined as a student who is not in attendance during the hours school is in session. St. A's defines the hours school is in session to include school activities such as Mass, community prayer, pep rallies, and field trips. The principal reserves the right to make judgments in these areas.

Part-Day Absence

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

- Parents/guardians must notify the school office between 7:30 - 8:30 a.m., or
- Student must present the main office personnel a note signed by the parent/guardian before the school day begins, or
- Parent/guardian must come to the main office and check their child out.
- The student must also sign out in the attendance office when leaving and sign in when returning. This included students who drive to school.
- **A student must never leave the campus without first reporting to the main office and obtaining permission. If so, this is considered truancy.**

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 a school activity (practices, games, performances, pep rallies, etc.) the day of the absence. The student will remain in class unless it is a schoolwide event (pep rally, assembly), during school hours. In which case the student will report to the Principal or Dean of School Culture.

Parents/Guardians Out of Town

To ensure appropriate communication between parents/guardians and school, especially during a medical or other emergency:

- Parents/guardians are asked to notify the main office how to be reached while out of town or
- Who to reach while parents are out of town, in case of an emergency.

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 of main office personnel.

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.
- Permission to take part in a field trip cannot be given over the telephone.

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.

The administration reserves the right to make judgments as to the appropriateness of dress and grooming. Students out of uniform will be loaned an appropriate uniform to be returned washed the next day. Students who continuously receive uniform infractions require a meeting with the Dean of School Culture or the principal, and an appropriate consequence will be determined.

UNIFORM GUIDELINES

Boys/Girls Slacks and Shorts:

- Non-denim solid color khaki or black pants or shorts.
- Slacks and shorts may not be ripped, torn, ragged, or oversized.
- Slacks and shorts must be clean and in good repair.

- Slacks and shorts are to be fitted to the waist and hemmed properly. Not worn on or below the hip.
- Cargo and Capri-style pants are permitted as long as they are non-denim solid khaki or black.
- Shorts must be not shorter than 4 inches above the crease in the back of the knee
- **Sweat pants, athletic gear, yoga pants, and leggings are not allowed**

Shirts:

- **Students are required to wear the school polo shirt with St. A's logo purchased through Screen Craze.**
- Polo shirts must be the appropriate size, able to cover from the neck to below the waistband whether the student is sitting or standing.
- T-Shirts may not be oversized or tight-fitting.

Student Athletes

The team sport T-shirt may be worn on game days, with appropriate dress code bottoms.

P.E. Uniform:

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

Outerwear:

- St. A's sweatshirts, vests, sweaters, and jackets with the school logo purchased through Screen Craze, worn over the uniform shirt.
- School polo collars must be visible under sweaters and sweatshirts.
- Solid black, gray, or red sweatshirts, sweaters, and jackets. Writing, logos, or stripes, etc. is NOT acceptable on the outerwear.
- Sweatshirt hoods may not be up while on campus unless a student is outside and it's raining or extremely cold.

Shoes: Appropriate shoes must be worn and must be closed heel and toe.

- Either dress shoes or tennis shoes in good repair are permitted.
- The maximum heel height is 1 inch.
- Flip-flops, tattered and/or torn shoes are not permitted.
- Shoelaces for shoes that are so designed must be worn and tied.

Socks: Should be 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.
- Long sleeve undershirts are not 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.
- Gauges are not allowed.
- Necklaces may be thin silver, gold or beaded, with or without a small medallion attached.

Tattoos and body piercings:

Tattoos (**including temporary henna tattoos**) and body piercings are not permitted. Body piercing includes, but is not limited to: nose, tongue, lip, eyebrow, etc.

Headwear:

No hats, caps, stocking caps, sports headbands, bandanas, or scarves may be worn during the school day.

Makeup:

- It must be simple and moderate in appearance.
- Gothic style makeup is not permitted.
- Black lipstick, black or white eyeshadow, and black fingernail polish is not permitted.

Hair and Grooming: The school reserves the right to make final determination.

- Seniors Only: Facial hair must be well-groomed and no longer than ¼ inch.
- Shaving patterns in the hair or eyebrows; (e.g.mohawks, fauxhawks)
- Extreme hair styles, may include length, hair color, etc;
- Facial hair behind masks

Masks: May be worn as Personal Protective Equipment.

- If local health officials deem masks are required, wearing them will become mandatory on campus.
- Masks should be a solid color. If they have a design, they must follow “free dress” guidelines: *Clothing with writing, embroidery or advertising that is obscene, offensive, or in contradiction to the teachings of the Church are not permitted. In addition, students may not wear, distribute, or display items that promote a political agenda, campaign, cause or individual running for political office.*

Free Dress/Spirit Days

Free dress dress/ spirit days (for sports, for student council, etc.) must be approved a minimum of one week in advance by the administration.

- 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, tank tops, low-cut or revealing tops nor in sheer-type blouses or shirts.
- Very short skirts 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. In addition, 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 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 school day.

Co-curricular Event Attire

All co-curricular events (including, but not limited to retreats, school dances, athletic contests, etc.) at St. A's are meant to be positive social events where decorum of appropriateness and dignity are to be maintained. The administration retains the right to deny admission or instruct a student to leave an event for improper dress. Appropriate public display of affection (PDA) is expected at all times.

SCHOOL PUBLIC ANNOUNCEMENTS (PA)

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

ASSEMBLIES

Students are to participate actively in school assemblies, and should not be called out by parents for an early dismissal. Assemblies provide an opportunity for experiences not available in the classroom. While spirited behavior is encouraged at pep rallies, this is inappropriate for a more formal assembly such as Mass, guest speakers or performances.

LOCKERS

Students wanting a locker will submit a request form to the Dean of School Culture. 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 the campus must first sign in at the main office. They will be given a visitor's badge to be worn while on campus.

Alumni of St. A's are not permitted to visit during instructional time and must follow the visitor policy as 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 use a school telephone during the school day may do so in the main office. Students may use their cell phones for communication before and after school only. They must be off during the school day. (See Electronic Devices, under Disciplinary Procedures for details)

HALL PASSES

A student may never be in the halls, another classroom or office, or restrooms during class time without a pass.

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 board 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

Classroom Doors

Doors are to be closed and remain locked at all times.

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 and each other to help students become more responsible for their own actions at school activities, and outside of school. Students shall conduct themselves with due respect toward one another and the faculty and staff members at all times. Improper conduct off-campus may be subject to school disciplinary actions.

DISCIPLINARY PROCEDURES

The **Dean of School Culture:**

- Fosters among the St. Augustine Catholic School community that all we do is rooted in the Gospel message in collaboration with faculty and staff
- Plans liturgical celebrations, penance services, prayer, and retreats
- Supports teachers with classroom management
- Address uniform violations
- Addresses disciplinary infractions. Serious issues involving suspension or expulsion will be referred to a committee comprised of the Principal, the Dean of School Culture, and the Dean of Academics.

DETENTION

Detention is an extension of the school day. All school rules and policies (including those involving uniforms, cell phones, and electronic devices) are in effect throughout the detention. **Students will not be allowed to leave early for a sports game or extra-curricular event on days they serve a detention.**

Classroom Detentions

Classroom detentions are assigned as a consequence for continued inappropriate behavior or rule violations. These detentions are assigned and supervised by the classroom teacher. Teacher detentions are served either before or after school and are a minimum of 15 minutes and a maximum of 30 minutes. Students who receive more than two classroom detentions in a semester will be referred to the Dean of School Culture.

Administrative Detentions

Administrative detentions address repeated violations of a school policy or procedure that require an administrative response. ***Students who receive an administrative detention will be notified by email (both student and parents/guardian).***

Acceptable reasons for changing a scheduled administrative detention:

- 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

Unacceptable reasons for changing a scheduled administrative detention:

- St. A's athletic or fine arts practices/rehearsals
- St. A's club meeting/events
- Student employment
- Off-site tutorials/study sessions
- Transportation (in extraordinary situations, parents may request change)

Students who miss detention for an unacceptable reason will meet with the Dean of School Culture and Principal, and an appropriate consequence will be determined.

SUSPENSION/EXPULSION

A student may be assigned an In-School or Out-of-School suspension based on the infraction and other circumstances.

- A student is ineligible to participate in any co-curricular activities, including sports on the day of either an in-school or out-of-school suspension.
- A student may earn credit for work submitted during the suspension. Quizzes and exams may be taken, without academic penalty.

Multiple Suspensions During One Academic Year

Multiple suspensions will require a meeting with the student, student's parents/guardians, and the administrative team.

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 school president and the administrative team, the principal has the authority to expel a student. The president of the Board and the superintendent of Catholic Schools will also 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 board president and superintendent of Schools.

Students who have been expelled 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 Handbook of School Policies and Procedures](#)

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 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 president may designate another person(s) to read the appeal.
7. The president may investigate by calling in any or all of the interested parties.
8. If the 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 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 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.

SEARCHES

The school reserves the right to search anything that is brought on campus (such as backpacks and other containers) as well as automobiles driven onto the campus and student lockers. 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. Students assume responsibility for items discovered in their possession.

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. *

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.

Preventative Measures

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

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 the peer pressure that may exist)
- A reason to quit, if they have started
- A reason to get help, if they cannot quit

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 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.

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

- demonstrate a negative drug screen in subsequent tests in order to remain enrolled.
- removed from that team for the remainder of the season but will be allowed to try out for teams in subsequent seasons
- forfeit membership in non-athletic extracurricular organizations for four months or the remainder of that school year, (whichever is shorter.)

Test results are confidential and will not be made part of a student's permanent academic record.

Self-Disclosure

A student who voluntarily discloses their use of a dangerous substance to a faculty or staff member or administrator will receive a modified plan of consequences to include proactive intervention before other potential consequences are implemented.

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.)

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.

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 will be expelled, and 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, -bullying, hazing, intimidation, on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability or anything that constitutes teasing/taunting consistently is prohibited.

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 regarding harassment, bullying, intimidation, etc., will be subject to appropriate disciplinary action. (see *Diocese of Tucson Handbook of Policies and Procedures* 3.13)

Threats to the St. Augustine school community will be taken seriously. The consequence may be expulsion. Law enforcement will be notified.

WEAPONS

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

OTHER CONDUCT EXPECTATIONS

Fighting

Fighting is prohibited on campus and at any school function. The disciplinary consequence may be given to all participants equally.

Tobacco use: The use or possession of tobacco products at school or any school function is prohibited. The use of e-cigarettes or vaping products (and similar products) is also prohibited. Any student in violation of this will receive a suspension.

Vandalism/Theft: The stealing of or deliberate destruction or damage to property on or off campus is a serious offense. The consequence will be determined depending upon the severity.

Profanity/Inappropriate Language: The use of verbal or written inappropriate, abusive or profane language or gestures is prohibited on campus and at 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.

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.

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

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

Public displays of affection (PDA): Public displays of affection are not allowed on campus or at school-sponsored activities. Romantic gestures including kissing, and inappropriate touching are

inappropriate. Consequences will be determined depending upon previous warnings and the severity.

Appropriate expression: All meetings and assemblies on the campus, as well as the distribution of literature or buttons and/or the display of materials, petitions, etc. must have the prior approval of the principal. Students may respectfully express their points of view provided they do not seek to coerce others to join them in their mode of expression and provided they do not intrude on the rights of others. Consequences will be determined depending upon the severity.

Inappropriate access: Students are not allowed in classrooms, offices, teacher desks or property, or other sections of the school unless accompanied by a school staff member. Students may not be in the parking lots, sports fields, nor adjoining desert, during the school day. Consequences will be determined depending upon the severity.

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 alter their dress. If unable to do so, the students will be asked to leave the dance.

- **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 concludes.**
- **Students may not leave and then return to the dance.**

Students may bring one non-St. Augustine guests. Guests must be under 21 yrs. of age. A signed *St. A's Guest Permission Form* must be turned in to the main office no later than three days prior to the event. by the deadline indicated, and 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.

The guest must:

- provide proper ID before being admitted to the dance.
- agree to follow all established St. A's policies, including the dress code, and
- 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. Augustine will not be permitted to attend dances or other school-sponsored events on campus.

OTHER STUDENT ISSUES

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.

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 Saint Augustine intends to marry or is married, it is required that these students and their parents meet with the principal.

Pregnancy

In the event of pregnancy, Saint Augustine Catholic High School will make every effort to provide support, understanding and compassion. In consultation with parents and students, the principal 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 our young women will also be provided to a Saint Augustine young man who has brought about a pregnancy. Counseling will be provided in an atmosphere of respect, trust and confidentiality.

Abortion

Saint Augustine Catholic High School strongly opposes abortion. The school will provide all available resources and nurturing support for a pregnant student out of respect for the absolute dignity of human life. In the event the school becomes aware, despite its support, that one of its students has willfully chosen to obtain an abortion, the student is liable for expulsion from Saint Augustine. For the same reason, other members of the Saint Augustine student body, including the father, are liable for expulsion if they have helped procure an abortion.

CHAPTER 8: GUIDELINES FOR THE ACCEPTABLE USE OF TECHNOLOGY

Learning how to access this information and how to communicate electronically are now fundamental skills, and an important goal as we prepare students for the future. To facilitate this, St. A's provides access to the Internet for educational use and guidelines for acceptable use of all technology resources. Use of any St. A's technology resource indicates acceptance of this policy in its entirety. **Consequences for any violation of policy or procedure will be determined based on the severity.**

PRIVACY

Network storage areas (email, documents, browser bookmarks, etc.) are treated like school lockers. Faculty/staff may review files and communications 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 is utilized for school-related, academic activities only and is provided only with the knowledge and approval of a member of the St. A's

Students may:

- not post personal contact information about themselves or others, (i.e. address, telephone, school address, work address, last name etc.).
- not use school computers to engage in social networking unless specifically instructed to do so for a school assignment.
- not meet with anyone that they have communicated with using the school Internet access.
- not bring personal tablets and computers and software to school.

Students will:

- immediately disclose to a St. A's faculty/staff member any message they receive 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 behavior on the school computer network.
- use appropriate language and follow the same rules of conduct as required in the St. A's.

Chromebooks: Student use of technology in a 1:1 environment provides the opportunity to enhance the overall learning experience at St. A's. Use of these devices is a privilege and a responsibility. All students are expected to follow the policies outlined in the Student Handbook.

Electronic devices: Other than school-issued technology, use of electronic devices during the school day is disruptive to the learning climate. Students may not use any electronic device during school hours, (e.g. cell phones, earbuds, etc.) Students may carry these items on their persons provided they are off during school hours.

Consequence:

- First Offense: The device will be confiscated and turned into the Dean of School Culture. It may be picked up at the end of the day.
- Second Offense: The device will be confiscated and turned into the Dean of School Culture. The student must turn the device in to the Dean before 8:00 a.m., daily for five days. It may be picked up at the end of each school day.
- Third Offense: The device will be confiscated and a meeting with the student, parent/guardian and the Dean of School Culture will be scheduled.

SPECIFIC VIOLATIONS OF POLICY

The following constitute specific violations of this policy. Exclusion from this list does not state or imply that an action is acceptable. **The Principal reserves the right to rule on the acceptability of all computer activities. Consequences will be determined based on the severity of the violation. Use of a computer that violates compliance standards may require notification of law enforcement.**

1. **Illegal use.** Using a St. A's device to violate any local, state, national, or international law, rule or regulation is not permitted.
2. **Threats and/or harassment:** This includes all forms of cyber-bullying, including but not limited to making derogatory or insulting remarks about others. (Action: Suspension or expulsion, possible notification to law enforcement.)
3. **Fraud:** Using a St. A's device to make fraudulent offers, impersonate others, or make false claims.
4. **Communications:** Using a St. A's device to transmit or cause to be transmitted any unsolicited communication (SPAM). Sending or intentionally receiving "instant messages" is prohibited.
5. **Unauthorized or inappropriate access:** Unauthorized access includes, but is not limited to, accessing or attempting to access the accounts or files of others, penetrating or attempting to penetrate security measures of any computer or network, and intentionally accessing or creating material that is deemed inappropriate and/or immoral.
6. **Network disruptions:** Causing or attempting to cause or attempt to cause any disruption in computer or network services, including "denial of service" (DoS) attacks.
7. **Commercial use:** Using a St. A's device to make or attempt to make a profit, monetary or otherwise.
8. **External software:** Transporting or transmitting any software to or from a St. A's device in any form. Users may not run any software not installed by a faculty or staff member or not approved or authorized by their instructor.

9. **Possession of inappropriate tools:** Users in possession of hardware or software tools or utilities that may be used to commit violations of this policy are in violation of the policy.
10. **Proxy access:** Users may not use 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 and users may occasionally access content offensive or be denied access to legitimate content. St. A's filters only function while students are connected to the campus network and do not apply to student home use.

Should you encounter questionable, objectionable, or offensive material, please take the following steps:

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

If you are denied access to a site that you feel should be allowed, please inform a faculty or staff member.

CONSEQUENCES OF UNACCEPTABLE STUDENT USE

The school's administration will deem what is inappropriate use and their decision is final. Where applicable, law enforcement agencies may be involved. St. A's will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the school network.

LIABILITY

St. A's makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. A's will not be responsible for any damages a student incurs. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or student errors or omissions.

St. A's makes no express or implied warranties for the internet access it provides. St. A's 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. St. A's will 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. Information sent or received cannot be assured to be private.

Access to computer communication technology is provided for school-related, academic activities only. All copyright laws are to be honored and academic honesty is expected at all levels of use.