

Saint Augustine Catholic High School



Student-Parent Handbook 2020 - 2021

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CHAPTER 1: INTRODUCTION

Saint Augustine Catholic High School is a four-year Catholic high school operated under the guidance of the Saint Augustine Catholic High School Board of Directors and the Diocese of Tucson. The admission standards, calendar, rules, regulations and procedures are determined by the school principal. All policies and rules apply to the entire student body, including those students who have reached 18 years of age. The principal reserves the right to amend regulations in this handbook with reasonable notice to the families of students. If changes are made, written and/or electronic notification will be made.

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 dignity and worth of all individuals. We believe that with parents as primary educators, the school will develop the unique and valuable qualities our students possess and create thoughtful, constructive members of society who live and exemplify Catholic values.

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.

CHAPTER 2: 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

The school celebrates the Eucharist as a community each week. All students are required to attend; reverence, respect, and participation are expected. All teachers are expected to attend and witness a living adult faith. Staff members and parents are welcome to attend these Masses when they are available. The celebrants for the school Masses include pastors and parochial vicars from the Pima East Vicariate (and others), as well as Chancery Officials, and the Bishop.

The school offers a communal penance service at least twice a year, typically during Advent and Lent. Students are encouraged to participate in the Sacrament of Reconciliation more frequently throughout the year in their own parishes. If a student wishes to receive the Sacrament of Reconciliation outside of the Penance services, the Campus Minister can usually arrange for a priest to stay after a school Mass.

Any student in becoming Catholic or completing the Sacraments of Initiation should see the Campus Minister. St. A's has a working relationship with St. Francis de Sales parish; students from the school have participated in the RCIA program at St. Francis and have been received into the Church at the Easter Vigil.

COMMUNITY AND PERSONAL PRAYER

On days when the school does not celebrate the Eucharist, the community gathers for community prayer. Faculty, staff, and students lead these prayers and reflections. The Theology Department has responsibility for assigning prayer to various persons, as well as being sensitive to prayer needs based on current events and liturgical seasons.

The Chapel is open to all for personal prayer and reflection. The Blessed Sacrament is present, and a respectful attitude is expected from those entering the chapel. The Chapel is open from 7:30 a.m. to 4 p.m. for those who wish to pray. Students are encouraged to stop by the Chapel before school, after school, or during lunch to spend a few moments with the Lord.

RETREAT PROGRAM

Students at Saint Augustine participate in retreats throughout their four years at the school. These retreats are theme based and focused on issues specific to the particular grade level.

Seniors and a selected group of juniors participate in the KAIROS retreat each year. The KAIROS retreat is an intensive four-day, three-night retreat that focuses on an adult relationship with God. Post-KAIROS members typically participate in Fourth Day activities with the members of their small groups or the retreatants as a whole group.

During the COVID 19 pandemic all retreats will be suspended.

FORMATION OF THE MIND

Saint Augustine requires all students to take Theology while they are enrolled at the school. St. A's uses the United States Conference of Catholic Bishops (USCCB) high school curriculum. Our task is to deliver the truths of the Catholic faith that have been handed on to us. The handing on of the truths of the faith is a stage in the process of evangelization, so our goal is not only to bring clarity to students' understanding of doctrine, but also to encourage them towards deeper conversion and commitment to living a Catholic Christian lifestyle. It is our conviction that we are teaching the person of Jesus Christ, with whom we are 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 to be accomplished.

Theology at Saint Augustine is a serious academic course. The St. A's Theology Department, in keeping with the norms of the Catechism of the Catholic Church, 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).



FORMATION OF THE HANDS

Because of the Gospel mandate to love and serve our neighbors, St. A's requires its students to participate in acts of service to the community. The official details of the program will be presented annually by the Theology Department and Campus Ministry.

CHAPTER 3: PARENTS AS PRIMARY EDUCATORS

Parents are an important and in fact irreplaceable component of a child's successful education. The most successful students tend to be those whose parents are actively involved in their children's education. St. A's expects the cooperation and welcomes the assistance of parents and guardians to provide the best possible educational experience for each student.

PARENT RIGHTS

Because parents are the primary educators of their children, they are entitled to certain rights. The school recognizes the following rights of parents and expectations that they should have of St. A's.

- St. A's will provide authentic and Catholic religious and spiritual formation for the students.
- St. A's endeavors to provide the best possible Catholic, college-preparatory education to each student enrolled.
- St. A's will provide guidance and counseling about the college admissions and scholarship processes.
- St. A's will communicate with parents in a timely fashion if a student is experiencing academic challenges, personal difficulties, or serious disciplinary sanctions.
- St. A's will keep parents apprised of school happenings through the newsletter, parent emails, the school website, and other forms of communication.
- St. A's will respond to parent emails and telephone calls within one business day.

PARENT RESPONSIBILITIES

For the school to function effectively and efficiently, parents are charged with the following responsibilities. St. A's expects the full cooperation of parents.

- Parents will cooperate with and publicly support the school's mission, policies, and regulations.
- Parents will support their child's education by actively monitoring grades on Renweb and communicating with teachers as necessary.
- Parents will use the chain of responsibility (see below) when they have a concern that they would like to address.
- Parents will provide for additional tutoring, academic support, and personal support of their child when school resources have been exhausted.
- Parents will assist the school by ensuring all demographic, phone, and email information is updated with the registrar; additionally, parents will submit all documents and forms necessary to the school in a timely fashion.
- Parents will assist in teaching their children professional behavior by supporting the policies of the school on attendance, punctuality, uniform, and work ethic.

- Parents will support the school’s mission by participating in the Diocesan Safe Environment Program clearance requirements, completing parental service hours (or paying the fee) in a timely fashion, and by participating in school fundraising efforts that require family support.
- Parents will participate in the school community by attending mandatory parent meetings, reading the school newsletter and other communications from the school, and by trying to be actively involved in one or more parent organizations.
- Parents will pay their family commitment and any other financial obligations in a timely manner.
- Parents will complete their required family service hours in a timely manner or pay the appropriate fee.
- Parents will support the school’s fundraising activities and events.

ADDRESSING CONCERNS

Saint Augustine Catholic High School encourages open and positive communication between the home and school. From time to time, parents may have a concern regarding their student’s progress in a subject or activity. When this happens, parents are asked to address their concern to the appropriate person respecting the chain of responsibility.

CHAIN OF RESPONSIBILITY

1. Guide and encourage your child to handle the issue him/herself.
2. Parents should contact the teacher, counselor, coach or activity moderator by email 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 or by telephone or other electronic device by or among students, parents, teachers or school administrators on school property or involving the use of the school telephone is strictly prohibited without the express written permission of the school administration.

DUE PROCESS

Students or parents who have grievances have a right to appeal if they feel that they have not been dealt with fairly. The appeal for all grievances must follow the next in line of authority: teacher, dean, principal.



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 support school activities (such as helping at the annual Western Barbecue, faculty lunches, student movie nights, etc.)

CHAPTER 4: SCHOOL COMMUNITY

INTRODUCTION

The documents of the Roman Catholic Church, Canon Law, and the policies of the Diocese of Tucson and the Saint Augustine Catholic High School Board of Directors are the major determinants of policy, regulations, and procedures for Saint Augustine.

The administration of Saint Augustine is the responsibility of the Principal who is appointed by the St. Augustine Board of Directors and who work under the supervision of the Board President and in collaboration with the Superintendent of Catholic Schools.

The students at Saint Augustine Catholic High School assume responsibility for cooperating with all policies, regulations, procedures, programs, personnel, and use of facilities and equipment. The principal reserves the right to refuse admittance, suspend, or expel any student at his or her discretion. The high standards that our school holds apply to after school hours as well. If any student, parent/guardian or extended family member refuses to follow these standards, they place their student's privilege of attending Saint Augustine in jeopardy.

Normally, a student is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student(s) from the school for any of the following reasons:

- Refusal to cooperate with school personnel
- Refusal to adhere to school policies and regulations
- Interference in matters of school administration, discipline, or finance

All students, regardless of age, should live under the authority of an adult who is the parent or legal guardian. The school expects the complete cooperation of the parents or guardians of the students with respect to this responsibility.

This handbook is an attempt to delineate the fundamental rules, regulations, and expectations of Saint Augustine Catholic High School to students and parents. Certainly, there are many common-sense expectations that are not included in its pages. The principal assumes the responsibility to rule on the propriety of individual incidents.

Saint Augustine shall admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at Saint Augustine. Saint Augustine shall not discriminate based on race, color, national and ethnic origin in the administration of its educational policies, admissions policies, financial aid programs, athletic programs, fine arts programs, and other school-administered programs.

Saint Augustine does not provide supervision of students outside the hours of 7:15 a.m.-4:00 p.m. Parents should not drop their children off before 7:15 a.m. or leave them on campus later

than 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.

Students should be dropped off and picked up in front of the main entrance of the gymnasium and not through the Administration building doors. Students riding the bus will be dropped off and picked up in the cut-out area in front of the tennis courts. Students will enter through Wing 1 gate.

Student drivers must purchase a parking permit and park in the lot south of the gymnasium. (*See Student Driver/Parking Policy for details*)

Students are reminded to not leave items of value visible in their vehicles. The school assumes no liability for lost or stolen items left in cars, or damage to vehicles parked on campus. Unless a student has made a prior arrangement, students are expected to leave campus after the last bell.



SCHEDULES

For the 2020-2021 school year, Saint Augustine Catholic High School will operate on a six period bell schedule.

DAILY BELL SCHEDULES

SENIORS AND JUNIORS WILL FOLLOW SCHEDULE A

REGULAR SCHEDULE A (50 MIN)

1ST	8:00-8:50
2ND	9:00- 9:50
3RD	10:00- 10:50
4TH W/PRAYER	11:00-12:00
LUNCH	12:00-12:25
5TH	12:30- 1:20
6TH	1:30-2:20

SOPHOMORES AND FRESHMEN WILL FOLLOW SCHEDULE B

REGULAR SCHEDULE B (50 MIN)

1ST	8:00-8:50
2ND	9:00- 9:50
3RD W/PRAYER	10:00- 11:00
LUNCH	11:00-11:25
4TH	11:30- 12:20
5TH	12:30- 1:20
6TH	1:30-2:20

Full-time teachers should be available every day until 3:30 p.m. for tutorials and makeup by appointment for either students attending on-campus classes or those attending online.

Online students will adhere to the bell schedule as if they were attending on-campus classes.

FACULTY AND STAFF

Administration

Principal
Assistant Principal
Dean of Students & IT Coordinator
Athletic & Admissions Director
Finance Director
Campus Minister

Mr. Dave Keller, M.B.A., M. Ed.
Mr. Phong Vu, M.Ed., M.A.
Mrs. Cindy Scheuer, B.A., B.S.
Mr. Gregg Boehmer, M.A.
Ms. Stacy DeLong, B.A.
Ms. Adi Encinas, M.A.

Administrative Staff

Event & Facilities Coordinator
Office Manager/Health Clerk
Registrar/Financial Aid Assistant
Bookkeeper/Financial Aid Assistant

Mrs. Doreen Alderete
Mrs. Robin Walsh
Ms. Susan Spaniol
Ms. Teresa Gonzales

Student Support Staff

College Guidance Counselor
Intervention Specialist

Mrs. Cathy Meyer, M.A.
Mrs. Stephanie Thompson, B.A.

Facilities Staff

Facilities Technician
Custodian
Senior Facilities Technician
Custodian

Mr. G. Luis Alberto Diaz
Mrs. Alma Navarro
Mr. Roger Susil
Mrs. Jeanne Yarab

Theology Department

Ms. Adi Encinas, M.A.
Mr. David Plummer, M.Theology
Mrs. Rebecca Pina, M.A.
Mr. Carlos Solorzano, M.A.

English Department

Ms. Adi Encinas, M.A.
Ms. Isabella Penola, B.A.
Ms. Cosetti Quijada, M.A.
Mrs. Kathy Simolaris, M.A.
Mrs. Cindy Scheuer, B.A., B.S.

Social Studies Department

Mrs. Tanya Bullard, B.A.
Mr. Nicholas Bury. B.A.
Mrs. Lisa Imblum, B.A.
Mr. Dave Keller, M.B.A., M. Ed.
Mr. Adrian Villasenor, M.A.

Mathematics Department

Mrs. Adrienne Fimbres-Garcia, B.S.
Ms. Hannah Kemper, B.S.
Mr. Alex Mata, M.A.
Mr. Neil Semblante, M.A.

Science Department

Mr. Michael Fontana, B.S.
Mrs. Michelle Galvan, M.A.
Mr. Robert Johnson, B.S.
Mr. Phong Vu, M.Ed., M.A.

World Language Department

Mrs. Rosemary Bryerton, B.A.
Mrs. Lenika Diaz, B.A.
Mrs. Carolina Rodriguez, M.A.
Mrs. Rebecca Pina, M.A.

Fine Arts Department

Mrs. Lisa Imblum, B.A.
Ms. Cossetti Quijada, M.A.
Mr. Carlos Solorzano, M.A.

Physical Ed. Department

Mr. Gregg Boehmer, M.A.

CHAPTER 5: GENERAL PROCEDURES AND INFORMATION

ATTENDANCE RULES

Saint Augustine Catholic High School is required by the State of Arizona and the Western Catholic Educational Association to provide the appropriate number of instructional days. Students are expected to be present and punctual for assigned classes and all other required events.

Excused Absence

Excused absences may be either unexpected or anticipated. In the case of an unexpected absence, parents/guardians are requested to notify the school office between 7:30-8:30 a.m. on that day(s) student is absent. Absences are documented and kept on file in the attendance office.

For anticipated absences, a signed note of explanation or an email from the parent must be brought in to the attendance office as far in advance as possible. Students must also contact their teachers to ask for work they may miss during the absence.

The only excused absences permitted during final exam days are for illness or a family emergency.

All assignments, tests, quizzes, etc. assigned on day(s) missed are handled by the individual teachers in a manner outlined in their course syllabus.

Unless a course syllabus indicates another method of handling absences and late work, it should be noted that:

(1) Assignments given prior to the absence but due during the absence are due on the day of return. Tests and quizzes are to be made up on the day of return after an absence if the last day the student was present was the last class day before the test or quiz.

(2) Teachers reserve the right for long term assignments (where a student has been given three or more weeks after it is assigned) to insist that the assignment be turned in on the due date even if the student is absent on the day the assignment is due.

Unexcused Absence

An unexcused absence is recorded when the absence occurs without prior notification from the parents. The school does not make value judgments on the reason for absences except on semester exam days. In the case of unexcused absences, tests and assignments that are due on the day of the absence become due on the day the student returns.

Tardiness

Any student not in an assigned room by the first scheduled class of the day is tardy and must receive a tardy slip in the Attendance Office before reporting to the first period. Students who are not seated in their assigned rooms when the bell rings are tardy. Lateness to class of more than half the scheduled time is recorded as being absent from the class. **Three tardies to the same class are the equivalent of one absence from the class.**

1. Students who are tardy at the beginning of the day must check in at the front office.
2. To excuse your child's tardy, please call the front office before noon.
3. Both on campus and online students are expected to be on time for every class.

Excessive Absence & Truancy

Students absent from individual classes for more than nine days in a semester may lose credit for the class(es) missed. Note that three tardies to the same class are the equivalent of one absence from the class. If a student has been absent for more than five days in a semester without previously arranging that absence with the school, parents/guardians may be contacted for a conference. The principal makes a final determination regarding reception of course credit.

Truancy from school or an individual class or school activity to include Mass and field trips is a serious matter. **Likewise, excessive tardiness and irregular attendance without sufficient cause is a serious concern and may result in suspension and/or loss of course credit.** The principal reserves the right to make judgments in these areas.

Illness at School

If a student becomes ill or is involved in an emergency where he or she must leave school, every attempt is made to contact parents for notification prior to dismissing the student. A member of the administrative team may give a student permission to leave the campus during class hours. Students making phone calls home regarding illness should make their call in the presence of an administrator, counselor, or health clerk.

Part-Day Absence

Please plan personal errands and appointments outside of school time. However, if a student must be absent from school during a portion of any day, the student must present to the attendance office a note signed by the parent before the school day begins, or the parent must come in and check their child out. The student signs out in the attendance office when departing and signs in upon return. A student must never leave the campus without first reporting to the main office and obtaining permission.

Students who drive will be permitted to drive off campus during the day only for a medical or parent-arranged appointment, and only then with permission from the parents.

Effect of Absence on Activity Participation

Students who have missed **more than three** class periods for any reason other than an off-campus school function (such as a field trip) or an excused medical appointment may not participate in any school activity (practices, games, performances, social events, etc.) that day without permission from the principal.

School Closures and Notification

In case of severe weather or other emergency forcing the closing of school or that delays the opening of the school, Saint Augustine will make an announcement through Renweb and email. If Tucson Unified School District schools close because of weather, Saint Augustine will automatically close.

Field Trips

Students may be denied participation in a field trip if they fail to meet academic or behavioral standards in the class participating in the field trip or in any other class that would be missed.

Students will not be permitted to leave school for a field trip unless the proper field trip permission form provided by the school has been completed, signed, and turned in. Permission to take part in a field trip cannot be given over the telephone.

During the COVID 19 pandemic all field trips will be suspended.

Parents Out of Town

When parents are going to be out of town, the attendance office requires a note telling how parents can be reached and who is responsible for the student in the parents' absence. The information is essential in case of medical or another emergency.



PERSONAL APPEARANCE

The appearance of Saint Augustine Catholic High School students rests on the philosophy that as members of a Catholic School, students show respect for themselves and their workplace by being appropriately dressed. St. A's requires that all students dress appropriately while on campus and during all school sponsored activities and events. St. A's also expects that parents/guardians monitor, encourage, and support their children in this matter.

The administration reserves the right to make individual judgments as to the appropriateness of dress and grooming. Parents/guardians will be notified when students receive a uniform infraction. Students who receive three dress code violations at any time during the school year will receive a detention to be served on a specifically designated day. Those who continue to violate the uniform policy will meet with the assistant principal or the principal.

UNIFORM GUIDELINES

- **Boys/Girls Slacks and Shorts:** Students are required to wear solid color khaki or black pants or shorts. The material may be a **non-denim** cotton or cotton blend (example – 98% cotton, 2% spandex). Slacks and shorts may not be ripped, torn, ragged, or oversized. They must be clean and in good repair. In addition, slacks are to be fitted to the waist and hemmed properly. Pants worn on or below the hips are not acceptable. **Stretch clothing such as sweat pants, athletic gear, yoga pants, and leggings worn as pants are not allowed.** Cargo and Capri-style pants are permitted as long as they are made of the fabric noted above.

Shorts must be not shorter than 4 inches above the crease in the back of the knee. Shorts are to be fitted to the waist and hemmed properly. Shorts worn on or below the hips are not acceptable. Athletic shorts are not permitted.

- **T-Shirts:** During the COVID-19 pandemic, classrooms will be ventilated with open doors and windows. In order to make a more comfortable learning environment, students will be permitted to wear St. A's t-shirts every day during the pandemic. Once the pandemic is over, St. A's polos must be worn Monday-Thursday. St. A's t-shirts may be worn on Fridays.
- **Shirts:** **Students will wear the school polo shirt with St. A's logo purchased through Screen Craze every day including Mass days.** Polo shirts are not required to be tucked in, and they must be large enough to cover from the neck to below the waistband whether the student is sitting or standing. Shirts may not be oversized or tight-fitting.

Important Note: Student athletes may wear their sport t-shirt on days they have a game. On those days, students must still wear dress code bottoms.

- **P.E. Uniform:** Students enrolled in P.E. classes must wear the **red basketball shorts purchased through Screen Craze and a St. A's t-shirt that is either purchased from Screen Craze** or is any St. A's "spirit" shirt or St. A's sports team t-shirt (not a game competition jersey).

- Outerwear: St. A's sweatshirts, vests, sweaters and jackets with the school logo purchased through Screen Craze may be worn over the uniform shirt. Collars of the school polos must be visible under sweaters and sweatshirts. *Those who wear St. A's "hoodies" may not have the hood up while on campus unless it is raining and they are walking outside from one part of the campus to another.*
- Shoes: For both boys and girls, school 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. Students must wear shoelaces for shoes that are so designed and the shoes must be tied.
- Socks: Socks should be predominantly white, black, red, gray, navy, or beige. Thigh highs are not permitted.
- Undergarments: No undergarments for either male or female students should be visible in any form or fashion at any time. This includes undergarments that are of a color that would be visible through the uniform pants, shorts, skorts, or shirts. **Also, no long sleeve undershirts are permitted to be worn under a short-sleeved oxford uniform shirt or polo shirt.**
- Jewelry: Both boys and girls may wear jewelry that is simple and appropriate. Stud or small hoop earrings (1" maximum) are permitted for students of both genders. 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 considered to be within the uniform code. Therefore, students should not obtain tattoos or have their bodies visibly pierced (including, but not limited to: nose, tongue, lip, eyebrow, etc.) The school reserves the right to suspend or expel students who violate this rule and who refuse to remedy the situation.
- Headwear: No hats, caps, stocking caps, sports headbands, bandanas, or scarves may be worn during the school day.
- Makeup: Only female students are permitted to wear makeup and 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. The school reserves the right to determine what is appropriate makeup.
- Hair and Grooming: The following hairstyles are not permitted: hair that is dyed unnatural colors; shaving patterns in the hair or eyebrows; excessively teased or bushy hair that is unkempt in appearance; ponytails worn by boys; uneven hairstyles (e.g. mohawks, fauxhawks, "man buns," etc.) The school reserves the right to control extremes in hairstyles. The maximum acceptable length of hair for boys is to the eyebrows, and to the earlobes at the

sides. Sideburns are not permitted. Facial hair is not permitted; boys are to be clean-shaven at all times.

- Masks may be worn by students as Personal Protective Equipment during the COVID 19 pandemic. If local health officials deem masks to be required, wearing masks will also be mandatory on campus. Masks can be of any design as long as they 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.

Special Dress Days

Special dress down or dress up days (for sports, for student council, for all students) must be approved in advance by the administration. Dress is according to the themes dictated by the special day. In all cases, 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, nor are shirts that do not completely cover the abdomen or shoulders. Clothing with writing, embroidery or advertising that is obscene, offensive, or in contradiction to the teachings of the Church are not permitted. No military clothing is allowed. No garment may ever be worn that is cut off, ragged, or torn. No open-toed shoes for either gender is allowed.

On spirit days, students are required to wear the appropriate themed spirit shirt of the day. Should a student come to school in the regular uniform on a special dress day (by choice or by error), that student is to remain in uniform with all components properly worn. In all cases, students whose clothing does not meet the expectations of the school will be required to borrow a school uniform from the school or call home to have a uniform brought in. The dean and/or principal reserves the right to make final determinations of appropriate attire.

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.

SCHOOL FACILITIES AND SERVICES

Main Office

When school is in session, the Buck O’Rielly Administration Building is open from 7:30 a.m.-4:00 p.m.

Business Office

The School’s Finance Department is accountable for family commitment and fee collection services. This office is also responsible for financial matters concerning clubs, departments, classes, and other organizations of the school. Families are responsible for tuition and fees as designated in their family contracts. Additional costs of attendance include the purchase of uniforms, lunches, and some standardized testing. Parents are expected to complete the required service hours or pay a fee to offset missing hours. There are many volunteer opportunities available throughout the school year. Fees are assessed if a student takes Advanced Placement classes. Families must submit family commitment payments through FACTS Tuition Management. Payments can be made in one installment, two installments, or ten installments throughout the year. See the finance director for specific details. Family commitment is prorated on a semester basis, which means that 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.**

Health

The health clerk coordinates the collection of physical forms, emergency contact forms, and immunization records by the first day of school. The health clerk handles sick and injured students until parents can be contacted. Emergency contact forms must include at least one emergency contact number. Students must be temperature and/or vomit free for a 24-hour period before returning to school.

Medical exemptions must be signed by a licensed physician with indication of the medical reason for the exemption and must be updated each school year. The clinic does not provide medications. No over the counter medications will be given without written permission from both physician and parent/guardian. Prescription medication must be left with the health clerk unless permission is given by the health clerk. Medications kept in the health office must have a medication permission sheet signed by the parent and must be in the original container labeled with student name, name of medication, and administering instructions. Medication left at the end of the year is discarded. **All athletes must have a sports physical on file prior to the first day of each season’s practice. During the COVID-19 pandemic, any athletes showing COVID-19 symptoms may not participate in any extracurricular activities.**

Cafeteria

Through the school year, lunch is offered at a reasonable price or students may bring their own lunches. Everyone is asked to do his part in maintaining the cafeteria and courtyard areas during

lunch. 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.

Guidance and Counseling

Counseling is primarily available to assist the students with educational, career or college plans. Information concerning these areas is available in the guidance office. Administration and interpretation of standardized testing is another service available through the guidance department.

Students are welcome to discuss problems of a personal nature with any of the school's administrative team. Students and parents may be encouraged to seek outside professional counseling services depending on individual situations. Students may arrange an appointment with the school counselor or any member of the administrative team. Parents are also welcome to meet with the school 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. To honor this commitment, all personnel will be oriented to the relevant law and instructed in practical steps to follow the law that requires reporting of suspected child abuse.

School PA Announcements

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

Assemblies

Students are to participate actively in the assemblies scheduled at the school. This break in the regular schedule provides an opportunity for experiences not available in the classroom. Persons on the program are to be accorded proper respect. While spirited behavior is encouraged at pep rallies, it would be inappropriate for a more formal assembly such as a lecture, concert, or Mass.

During the COVID 19 pandemic all assemblies will be suspended.

Lockers

All freshmen students will be assigned lockers. Sophomores, juniors, and seniors who would like a locker may request one through the front office. School lockers have self-contained locks. Students are not permitted to use wallpaper, paint, or to make modifications that will damage or permanently alter the lockers. Those assigned a locker are accountable for the condition of the inside and outside of their lockers and are subject to the cost for repairs/replacement of damages. Large amounts of money or items of personal value must not be brought to school and left in lockers as the school bears no responsibility for any personal items of the students. Students are not to exchange lockers or permit others to enter their locker.

Lockers should always remain locked when not in use. Students are prohibited from “jamming” their lockers for ease of opening.

Lockers remain the property of the school and as such, the administration has access to the keys/combinations of all lockers. The administration reserves the right to inspect/search student lockers at any time without the permission of students on a random basis. In addition, the administration reserves the right to inspect/search student lockers if there is reasonable suspicion that a locker may contain something harmful to the members of the school or to the educational mission. Students are responsible for all articles found in their respective lockers. Saint Augustine assumes no liability for lost or stolen items.

During the COVID 19 pandemic all use of lockers will be suspended.

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 and wear a visitor’s badge while on campus. Visitors who are not wearing a badge will be asked to obtain one or leave the campus.

Graduates 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.

During the COVID 19 pandemic, all visitors to campus must wear a mask.

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

Students must have a pass to be outside of class during class time. **A student may never be in the halls, another classroom or office, or restrooms during class time without a pass.**

Insurance

Saint Augustine Catholic High School 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 curricular or extracurricular programs at Saint Augustine Catholic High School.

Safe Environment Program

All employees, substitutes, coaches, volunteers (including parent volunteers) at Saint Augustine Catholic High School are classified as “high-risk” according to Diocesan definitions and as such are required by the school to 1) submit to a formal screening process including a criminal history check, including fingerprinting 2) receive education on the Safe Environment Program (SEP), and 3) sign an attestation form agreeing to abide by the Diocesan Code of Conduct and Summary Statement of Guidelines for the Prevention of and Response to Sexual Misconduct (according to the Diocesan timeline guidelines). Saint Augustine voluntarily participates in the Diocese of Tucson’s safe environment and compliance programs and subjects itself to annual audits.

EMERGENCY DRILLS

The school has in place an Emergency Response Plan for numerous situations. Summarized below are the responses for the two most common types of drills.

Fire/Evacuation Drill

Periodic fire/evacuation drills are necessary for the safety of students and faculty. 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, lock the door, 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.

SCHOOL LOGO

The school spends considerable time, talent and treasure building an image we wish to project to the community. It is crucial that the use of our logo and mascot be consistent, and appropriate. Any use of the school's logo, name, or mascot on clothing and other items must first be approved and cleared by the principal. 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. Augustine Catholic High School to a board member, potential donor, or benefactor of our school without the permission of the Principal.

STUDENT DRIVERS/PARKING POLICY

Parking on school grounds is a privilege and rules violations may result in the revocation of parking privileges.

1. Student drivers must hold a valid state of Arizona driver license and must have a valid Arizona registration for their vehicle. Copies of their drivers license, registration, and insurance card must be on file in the school office.
2. Students must park in their assigned parking spot. Parking spot assignments will be given once the *Student Driver Registration Form* is returned.
3. Students must drive safely on school property and obey parking regulations. Any misconduct involving automobiles or other discipline issues may result in the loss of parking privileges in addition to other disciplinary consequences.
4. Students may not return to their vehicles without administrative approval until dismissal.
5. If arriving after the 1st period bell, students must walk around and enter through the main office doors and check in at the attendance desk.
6. All students who leave during the day must have parent permission and sign out in the main office prior to leaving.
7. St. Augustine retains authority to conduct routine patrols of the student parking lot and to inspect the interior and exterior of any automobiles on school property.
8. Students who drive to school must register with the high school office. Only registered vehicles are permitted in parking areas. Parking decals must be displayed on the bottom left of the rear windshield.
9. St. Augustine is not responsible for damage to or theft of any vehicle.

CHAPTER 6: ACADEMIC PROGRAM

ADMISSIONS

Ninth Grade

Saint Augustine Catholic High School is open to those students of all races who have satisfactorily completed the eighth grade, who have indicated their ability to follow the course of studies provided by this school, and whose conduct has been such as to recommend them. 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.

Incoming ninth grade students take the High School Placement Test (HSPT) to help the school personnel determine the appropriate course of study. Alternative testing may also be required. Students may also be required to take a summer school readiness course as a condition of acceptance. A completed application packet, which includes an application form, student questionnaire, principal 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.

Transfer Students

Students who wish to transfer to Saint Augustine 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 at least the full senior year (two semesters) in order to receive a Saint Augustine diploma.

Transfers from local high schools are not ordinarily admitted for the senior year. Students transferring from Catholic high schools outside the metropolitan Tucson area may be admitted as seniors.

International students (defined as students who are not citizens of the United States and who come to Saint Augustine from a school in a foreign country) who attend Saint Augustine are considered non-graduating foreign exchange students **unless other prior arrangements have been made with the principal and if they meet requirements for graduating seniors**. These students may participate in graduation activities.

No student transferring to Saint Augustine will be awarded a diploma if he/she has received a diploma from another secondary institution, either in the United States or abroad.

CURRICULUM AND GRADUATION REQUIREMENTS

Each academic department has developed a philosophy and a curriculum that reflects the sequence of departmental course offerings, selection of supplementary materials, and identification of effective instructional strategies. The department determines evaluation

techniques to be used as well as defining course standards and benchmarks. Each teacher provides the students with a course syllabus outlining the goals and objectives of the course and expectations for student performance and behavior.

Graduates of Saint Augustine Catholic High School must earn a minimum of 24 credits to earn the *Saint Augustine Diploma*. Students who earn a minimum of 25 credits will earn the *Saint Augustine Scholars Diploma*, and those who earn a minimum of 26 credits to include a third year of language and a fourth year of science **and** successfully complete 8 honors/AP/DE classes will earn the *Saint Augustine High Honors Diploma*.

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 of one semester of a full year course.



The school's curriculum provides all necessary courses for admission to any college in the University System of Arizona. It is the responsibility of the student to be sure that all necessary courses are taken for admission to the college of choice.

See course descriptions for specific requirements in each subject area. All students pursuing a diploma from Saint Augustine Catholic High School have the option of enrolling in honors and AP classes if they meet requirements for those courses.

All students are required to perform Works of Mercy service hours each year.

Required course and the number of credit hours for graduation follow:

Subject	St. Augustine Diploma	St. Augustine Scholars Diploma	St. Augustine Honors Diploma
Theology	4	4	4
English	4	4	4
Mathematics	4	4	4
Science	3	3	4
Social Studies	4	4	4
World Language	2	2	3
Fine Arts/CTE	1	1	1
Other Electives	0	2	2
	22	24	26

Only students who have fulfilled all graduation requirements are permitted to receive an official diploma. Students are not permitted to take courses for acceleration credit outside of St. A's without the express written permission of the Principal. Students are not permitted to graduate early from Saint Augustine.

Transfer students to St. Augustine will be individually evaluated to ensure they meet State of Arizona graduation requirements. Non-credit study halls may be substituted for "Other Electives" upon administrative recommendation and approval – thereby reducing the number of elective credits as long as required credits in core courses are met.

See course descriptions for specific requirements in each subject area. All students pursuing a diploma from Saint Augustine Catholic High School have the option of enrolling in honors, AP, and Dual Enrollment classes if they meet requirements for those courses.

**Students graduating before May 2021 are still required to take 3 credits of Social Studies to earn the St. Augustine Diploma and 4 Social Studies credits to earn the St. Augustine Scholars and Honors Diplomas. Beginning with the Class of 2021, students are required to take 3.5 credits of Social Studies.*

GRADE REPORTING

Due to tremendous differences in course content, the method by which a grade is determined in various courses can differ greatly. At the beginning of each course, the instructor distributes the course syllabus, which has information regarding the grading procedure to be used.

A (90 - 100) Excellent to superior work indicates a high level of mastery of materials or skills as indicated by the objectives of the course.

B (80 - 89) Average to above average work and mastery of materials or skills.

C (70 - 79) Average work or mastery of materials or skills.

D (60 - 69) Passing (with credit awarded), but with deficiency in mastering a significant part of the materials or skills.

F (0 - 59) Failure to master the fundamental objectives of the course.
No credit awarded.

I (incomplete) If work is not completed within two weeks after the semester ends, the I becomes F, unless other arrangements have been made with the principal.

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

PROGRESS REPORTS/REPORT CARDS

Grades are available online to students and parents and are updated at least 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, kept on file in the school office, contains only the final semester grades as well as attendance records and results of all standardized testing.

CONTINUED ENROLLMENT

Enrollment at Saint Augustine is on a year-to-year basis. Enrollment of a student in any academic year does not create a right or entitlement to re-enrollment in any subsequent years. Instead, re-enrollment of any student requires the joint agreement of the student, the parents, and the school administration. That agreement may be withheld by the student, the parents, or the principal either with or without cause.

Enrollment during a school year is subject to termination at the discretion of the principal. Students who leave Saint Augustine 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 Saint Augustine diploma. An appeal for reconsideration is made to the principal whose decision is final.

ACADEMIC INFORMATION

Levels of Instruction

The academic program seeks to meet the needs of all admitted students. Through the testing program, counseling, teacher recommendations, and consultation with parents, students are placed in courses that take into consideration the course objectives and goals, as well as the aspirations, academic skills and emotional maturity of the student.

Some courses are offered on different levels. While the curriculum is parallel, meaning that each level of the course has similar goals and objectives, the level of instruction varies by methodology, degree of difficulty and volume of information presented. All levels of all courses are fully college preparatory. Students are not necessarily placed at the same level in all subject areas. Placement is based on the student's aptitude and performance in the various disciplines.

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, depending upon the course taken. *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 the product of 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 level/AP/DE class, a student must have a current A or B in the subject area and instructor approval.

CHANGES IN STUDENT SCHEDULE

Every effort will be made to accommodate student schedule requests in the spring for the following academic year. It is imperative that students and parents take this process seriously as the master schedule is created around these requests. Once the master schedule is constructed, schedule changes are disruptive to teacher schedules, student schedules, and course balance.

Changes in level placement in a core curriculum course require the approval of the department involved, the guidance staff, and the principal. Changes in actual courses (usually involving elective choices) are normally not allowed except in extraordinary circumstances. In any event, the student must obtain approval from the teachers involved in the change as well as from the guidance staff and the principal.

TRANSCRIPTS

Transcripts are sent at \$3 per copy for students attending Saint Augustine and alumni. Transcripts must be requested in writing to the registrar. Requests for transcripts cannot be taken over the phone. Forms are available from the registrar. Expect a processing time of at least two business days.

MAKING UP FAILURES

A student who fails a course that is required for graduation has three options for making up the credit: The student may attend an approved summer school, or take an accredited online course. **Students must earn a C grade or better in the credit recovery course for the grade to transfer to St. Augustine.** Students who fail a required Theology course for graduation must complete a credit recovery program offered at St. A's, or through an approved online course. **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.**

For any course made up outside of St. Augustine, it is the student's responsibility to ensure that all transcripts are sent to the St. Augustine Registrar upon completion of the course. A failure in the first semester of a full-credit course may be changed to a "D" at the principal's discretion only if the student's work improves to a "B" or better during the second semester. This also requires the student, teacher, and principal to meet and discuss the potential grade change early in the second semester to help the student prepare a plan for improvement.

OPTIONS FOR SUBSTITUTION & REPLACEMENT GRADES:

Because a “D” in a core course is considered a deficiency in the college acceptance and admissions process, students should consider re-taking the class for a higher grade. If a student retakes a class in which he or she received a “D” and takes that course from a pre-approved accredited school outside of St. Augustine, and receives a “C” or better, the higher grade will be added to the student’s official transcript as a *substitute grade* along with the “D” grade. Both grades will be calculated in the student’s GPA. Courses that are repeated only earn credit once.

If a student receives a “D” grade and is able to make up the class through a St. Augustine summer school course or through Edgenuity, and has permission from the principal, the higher grade will be added to the student’s official transcript as a *replacement* grade for the original “D” grade.

ATHLETIC & EXTRA-CURRICULAR ELIGIBILITY

Parents can access student grades through Renweb. Teachers are expected to have grades updated every week. Electronic progress reports are recorded at the six and twelve-week mark of each semester; and the semester grade is calculated at the end of the term.

St. Augustine adheres to a “no-cut policy” for JV teams and for sports where there is only one team. Students currently on varsity teams who are academically eligible, attend practices, and have a positive attitude are ensured playing time except in close games where if those students were to play might jeopardize the outcome of that game. For sports where there is more than one level of team play (JV and Varsity), students must try out for Varsity. Because seniors are not allowed to play on JV teams per AIA rules, 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 will be eligible at the beginning of the school year to participate and compete in sports and extra-curricular activities. Freshmen are eligible at the beginning of the school year and will be assessed after the first six-week grading period.

Students become ineligible for competition during the season if they are earning one or more F’s at any progress or grade-reporting period. During this time of ineligibility, the student is expected to attend at minimum a weekly session with the teacher of the class(es) he or she is failing. This session could be a tutorial or a mandatory homework period. Students may attend practices, games, and performances during this time, but will be unable to compete. Students will not be permitted to miss any class time to travel with the team during the period of ineligibility. **Grades will be checked every two weeks to determine eligibility.**

Students with a Cumulative GPA of less than 2.0 or those who fail a semester course are ineligible to compete for two weeks after the start of the first and/or second semester and

will be required to attend at least a weekly tutorial. Eligibility will be determined at that time and checked weekly.

The principal retains the right of final decision making in any appeal to the above policies.

ACADEMIC PROBATION

Any student who receives an F in one or more classes at the end of a semester will be placed on Academic Probation. While on Academic Probation, a student may regain eligibility to compete in athletics and participate in extra-curricular activities (see above) if they bring up failing grades. However, the student will remain on Academic Probation for the remainder of the semester. Any student whose grades are at a probation level more than twice in an academic year will be reviewed by the dean's office to determine the next appropriate academic action to be able to remain at St. Augustine.

MANDATORY TUTORIALS

Teachers and the dean have the option of requiring any student to attend a mandatory tutorial on any school day from 2:55 p.m. until 3:30 p.m. with one school day's notice. If a student misses a mandatory tutorial, there will be administrative consequences from the dean's office.

FINAL EXAMS

All core academic courses have a final exam each semester. This exam counts no less than 10% and no more than 25% of the final grade. Rarely are finals given before regular exam dates. For extraordinary reasons, students may apply to the Principal to take one or more finals after the end of the semester.

Graduating seniors *may* be exempt from the final exam in a course at each individual teacher's discretion provided that during second semester, the student has at least a 90 average, has not been suspended, has no more than two detentions, has been absent from the class (unexcused) not more than three times. The only exception to the absence rule is for students who miss a class because of a school activity, such as a field trip or athletic contest, or undue circumstance.

TESTING PROGRAM

Applicants for the ninth grade at Saint Augustine take the High School Placement Test (HSPT).

In the fall, the ACT Aspire is administered to all freshmen and sophomore students. The PSAT (Preliminary SAT) is administered to all junior students. The PSAT test provides practice for the SAT and also serves as the National Merit Scholarship Qualifying Test. Juniors also take the NCEA's ACRE (Assessment of Catholic Religious Education) Test in the spring. In addition, all junior students take the ACT test on campus in the spring. Junior and senior students may also take the SAT at locations off campus. The

The logo for ACT, featuring the letters 'ACT' in a bold, blue, sans-serif font. A red swoosh underline is positioned under the 'A'.The logo for CollegeBoard PSAT/NMSQT, featuring a blue outline of the state of Florida to the left of the text 'CollegeBoard' in blue and 'PSAT/NMSQT' in black below it.

ACT and SAT are standard admissions tests for most colleges and universities in the United States.



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

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 on an annual basis through an application and interview process conducted by a committee to include the school’s President and members of the School Board.

STUDY HALLS AND UNASSIGNED PERIODS

Because students are able to earn 28 credits over four years, it is possible for a student to take a non-credit class as often as every semester if necessary. Students may request a study hall at any grade level. Seniors who meet stringent academic and disciplinary criteria may apply for an unassigned period. Students may not request a certain block for their study hall or unassigned period.

With written parent permission, students who qualify for an unassigned last period of the day may leave early. If given an unassigned period, students must leave campus immediately after their last scheduled class ends. Once students are on campus, they are not permitted to leave until dismissed for the day. Students who violate the expectations of the unassigned period will lose this privilege and be placed in a formal and monitored study hall.

NON-CUSTODIAL PARENTS

The 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 with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

CHAPTER 7: REGULATIONS FOR STUDENT CONDUCT

The staff at Saint Augustine is dedicated to helping students become more responsible for their own actions. The goal is that students become more self-disciplined at school, at school activities, and outside of school. Therefore, improper conduct off-campus can be subject to school disciplinary actions.

DISCIPLINARY PROCEDURES

Uniform Violation

Students who receive three dress code violations in a semester will receive an administrative detention to be served on a specifically designated day. Those who continue to violate the uniform policy will meet with a school administrator.

Unexcused Tardies

Students who are late to school or to class without good reason cause a disruption to their own learning as well as others. Tardies are tracked through Renweb and the attendance office. **Students who receive three tardy violations will receive an administrative detention to be served on a specifically designated day.** Those who continue to violate the tardy policy will meet with the dean's office.

Teacher Detentions

Instructors assign classroom detentions as natural consequences for continued inappropriate behavior or rule violations. These detentions are initiated and supervised by the classroom teacher. Teacher detentions are served either before or after school and are a minimum of 10 minutes and a maximum of 35 minutes. Students who receive more than two Teacher detentions in a semester will be referred to the dean's office.

Administrative Detentions

Administrative detentions are scheduled on an as needed basis and at the discretion of the dean's office. Administrative detentions address specific school policy violations (for example, repeated violations of dress code or tardies) that require an administrative response. ***Students who receive an administrative detention will be notified by email (both student and parents/guardian) on Friday and will serve the administrative detention the following Tuesday.***

Please note the following policies involving administrative detention:

1. All administrative detentions will be served with a designated administrative team member.

2. 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.**

3. 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

4. Unacceptable reasons for changing a scheduled administrative detention:

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

5. Consequences for tardiness to administrative detention

- Up to 5 minutes - stay an equivalent number of minutes extra on that day
- After 5 minutes - serve the next two administrative detentions.

If a student needs to reschedule an administrative detention because of the above acceptable reasons, he or she will serve two lunch detentions on Wednesday and Thursday in lieu of the scheduled Tuesday after-school detention and/or make arrangements with the dean's office.

Students who miss detention for an unacceptable reason will serve three lunch detentions on Wednesday, Thursday, and Friday in lieu of the scheduled after-school detention. **Lunch detentions will be served in the cafeteria with the teacher assigned to lunch duty.**

Suspension

A student is suspended for a serious breach of conduct or repeated less serious offenses. There are two types of suspensions:

1. In-School Suspension: Students who are assigned in-school suspension report to the main office at 7:45 a.m. and are placed in a designated suspension room where they complete assignments given to them from their teachers as well as homework. They are dismissed at 2:45 p.m. and expected to leave the campus immediately after school.

2. Out-of-School Suspension: Students who are assigned an out-of-school suspension remain at home for the duration of the suspension. They are responsible for turning in all schoolwork, submitting assignments either electronically or in person on the first school day they return. The

Principal may assign additional work beyond classroom assignments that must be completed for re-admittance to school.

Students earn full credit for all work submitted during their suspension and are permitted to sit for quizzes and exams with no academic penalty. **For both in-school and out-of-school suspensions, students are ineligible to participate in any co-curricular activities on that day.**

Multiple Suspensions During One Academic Year

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

Expulsion

Clearly the most drastic form of disciplinary action is to remove a student from the Saint Augustine community. While the President of the Board and the Superintendent of Schools will be consulted, only the principal has the authority to expel a student and may do so at his/her/their total discretion.

Once the decision has been made to expel a student, 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.

Additional Interventions

In some cases, a disciplinary penalty may include some form of outside intervention, such as counseling or testing. These interventions are given to help the student find a solution to the problematic behavior, not to punish. 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.



DRUG POSSESSION AND DRUG TESTING POLICY

The use of alcohol, drugs, or any substance that alters perception or behavior conflicts with St. Augustine’s philosophy to promote the worth and dignity of our students in a safe environment. St. Augustine students are prohibited from using, possessing, or distributing at school or at school-related events any such substance that could modify their ability to function appropriately in the school environment. The consequences of substance abuse among teenagers are negative, well-documented, and often tragic.

In accordance with our school’s search policy, all persons and property on the campus, are subject to random inspection for drugs or alcohol. In addition, St. Augustine may employ canine drug detection and/or other technologies to assist in campus inspections.

Program and Consequences: St. Augustine’s mandatory, random drug testing program screens students throughout the school year for drug use. If a student has a positive drug screen, he or she must follow specific disciplinary guidelines to remain at St. A’s.

Disciplinary measures may include, but are not limited to suspension, community service, counseling, spiritual direction, involvement in rehabilitation treatment options as directed by the school administration (at parent/guardian expense) to deal with personal involvement with drugs and potential addiction. Students must also demonstrate a negative drug screen in subsequent tests in order to remain at St. Augustine.

Possession of Illegal Substances: Note that **possession** on campus of any illegal substance is prohibited and law enforcement will be immediately notified, and students face immediate suspension and/or expulsion.

Self-Disclosure: The goal of this program is prevention and intervention. Students who, alone or together with their parents, voluntarily disclose their violation of the policy to a St. Augustine faculty member or administrator will have the opportunity for 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 teacher 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.

DRUG TESTING PROCEDURES

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 (students may be tested throughout the school year), 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.

If a student's drug screen is negative, indicating drug-free, the parents/guardians will receive an email letter reporting those results. If the test is positive, a school administrator will directly contact the parent/guardian.

The drug testing program demonstrates a commitment on the part of St. Augustine Catholic High School to promote a safe environment for our 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

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

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 St. Augustine 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.

REGULATIONS

The following is a list of basic expectations of student conduct. Included are possible consequences for violations of those expectations. However, any violation of these regulations is taken in context, and disciplinary action can range from a warning to expulsion, at the discretion of the principal.

1. ***Respect for self and others***: Students shall conduct themselves with due respect toward one another and the faculty and staff members at all times. Insolence, defiance, or refusal to accept the directions of school personnel is a serious offense. Threatening comments made to school personnel will not be tolerated.

(Action: Legal: Possible report to law enforcement. School: Administrative response.)

2. ***Opposition to moral standards***: Saint Augustine Catholic High School has a concern with students who engage in behavior which is in opposition to our Catholic philosophy and moral standards. Engaging in such behavior on or off campus at school-sanctioned events, quasi-school events, or non-school events could require a penalty or dismissal from the school. Action that occurs off campus that brings scandal to the school can result in a disciplinary consequence.

(Action: Administrative response.)

3. ***Use or possession of controlled or illegal substances***: The use or possession of illegal drugs, alcohol, or other controlled substances is strictly prohibited. The possession of drug-related paraphernalia is likewise prohibited. *

4. ***Distribution of controlled or illegal substances***: The distribution of illegal drugs, alcohol or other controlled substances is prohibited. Distribution occurs when one student provides the substance to another, whether or not the exchange of money occurs. *

*(Action for both 3 and 4: Legal: St. A's will report the possession, use, sale, or transfer of controlled or illegal substances to law enforcement (includes prescription drugs), and the student is subject to arrest. School: Liable for expulsion. In the case of suspension, the student is placed on a contract giving the school permission to administer drug/alcohol tests without warning. Regarding athletic participation, students are immediately removed from that team for the remainder of the season but will be allowed to try out for that and other teams in subsequent seasons. Regarding non-athletic clubs and organizations, the student must forfeit membership for four months or the remainder of that school year, whichever is shorter.)

5. ***Weapons***: The use or possession of a dangerous weapon, including but not limited to firearms, knives, laser pointers, or explosive compounds, is prohibited at school or any school function. Furthermore, the attempted use of any object to harm another is considered use of a weapon. (Action: Legal: St. A's will report to law enforcement any student who is in possession of a deadly weapon on school grounds, any minor in possession of or carrying a firearm, and any object designed for lethal use, and the student is subject to arrest. School: Liable for suspension and/or expulsion.)

6. **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, whether they contain tobacco or not.

(Action: Suspension.)

7. **Fighting:** Fighting is prohibited on campus and at any school function. Students should be aware that the penalty for fighting is normally imposed on all participants equally. Students who instigate fights but are not actively involved (that is, students who spread rumors, put others up to fighting, make rude, vulgar, obscene, racial, or insulting remarks, etc.) subject themselves to the same penalties as those who are involved in the fight.

(Action: Legal: St. A's will report to law enforcement if required by law. School: Detention or suspension and/or expulsion, dependent upon the severity.)

8. **Attacking another student:** Threatening, harassing or intimidating another student verbally, physically, or electronically is prohibited.

(Action: Legal: St. A's will report to law enforcement any suspected crime. School: Detention or suspension and/or expulsion, dependent upon the severity.)

9. **Vandalism:** It is a serious offense for students to perform any act of vandalism on or off this campus. (Action: Detention or suspension and/or expulsion, dependent upon the severity.)

10. **Harassment/Bullying/Hazing:** Harassment and bullying and hazing activities are forbidden. Examples of harassment include, but are not limited to, verbal or written taunting or threats; bullying; jokes, stories, pictures, or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group. "Cyber-bullying" and other electronic means used to harass students or to demean members of the Saint Augustine community or the school itself is prohibited, even on non-school computers or personal electronic devices (cell phones, PDAs, etc.). The hazing of new students or students joining clubs or teams is also prohibited.

Furthermore, it is a serious offense for students to harass faculty or staff members or to invade their privacy by disturbing them in their homes.

(Action: Legal: Depending upon the severity, law enforcement may be contacted. School: Liable for suspension or expulsion.)

11. **Truancy:** Students are expected to be in their assigned class for the entire period. Students may not leave a class without permission from a faculty or staff member. Anytime a student is absent from a class without permission, this action is viewed as cutting class.

(Action: Legal: possible notification of law enforcement. School: detention(s); for repeated truancy, referral to the administrative team.)

12. **Copying another's work:** Honesty and integrity are expected of all students at all times. Students are expected to submit their own work on all assignments unless given explicit instructions to the contrary by a teacher. Copying is defined as giving or gaining an unfair advantage for yourself or others and is a serious offense. Both parties are equally guilty and will receive the same penalty.

(Action: Detention/suspension and possible grade of zero on the assignment. For habitual copying, students are liable for expulsion.)

13. **Plagiarism:** Plagiarism is defined as the use of another person's work and failing to give appropriate credit. This specifically includes the failure to use in text citations and a works cited page in assignments where these are required. This is a serious violation of academic integrity and can result in both an academic and behavioral penalty.

(Action: Detention/suspension and possible grade of zero on the assignment. For habitual plagiarism, students are liable for expulsion.)

14. **Violation of test-taking procedures:** To protect the integrity of the testing process, each student must abide by the procedures established by the individual teachers. Failure to follow these procedures invalidates the test results and is therefore a serious offense.

(Action: Detention/suspension and possible grade of zero on the test; students are liable for expulsion.)

15. **Lying:** Lying to cover one's own misdeeds or the misdeeds of others' works against the mutual trust that should exist between teachers and students and is an offense against the school community.

(Action: Administrative response.)

16. **Theft:** Theft or damage of the property of others or of the school is a violation of the rights of others.

(Action: Legal: Possible notification of law enforcement. School: Restitution and an additional consequence dependent on the situation.)

17. **Class disruption:** Students who repeatedly cause disturbances in class are liable to be permanently removed from the class, which may result in the loss of credit for the course. Similar problems in the chapel, cafeteria, or other common areas or during the Liturgy may likewise result in removal from that area as well as other disciplinary action.

(Action: Detention; removal from class or common area.)

18. **Profanity/Inappropriate Language:** The use of any verbal or written inappropriate, abusive or profane language or gestures is prohibited on campus and at any school event. It is also unacceptable to engage in demeaning activities at athletic contests, such as insulting the other team, its fans, or the officials.

(Action: Removal from the event; detention; possible suspension.)

19. **Gambling:** Gambling of any kind, including, but not limited to dice, card games, or athletic contest pools, is prohibited.

(Action: Legal: Possible notification of law enforcement. School: Detention; confiscation of money involved to be contributed to charity.)

20. **Tardiness:** Students must arrive on time for the first class each day. Students are expected to be in all classes, SLCs, and assemblies on time. Students may not leave campus between arrival

at school and the end of the school day unless they have received written permission to leave campus from the attendance office or are on a school supervised outing.

(Action: Follow consequences outlined in school Tardy Policy.)

21. **Food:** Food and drink other than bottled water are not allowed in any classroom (unless permitted by the teacher), the chapel, or any part of the administration building. Gum may be chewed in class at the discretion of the teacher, provided it does not create a distraction and is disposed of properly.

(Action: Detention.)

22. **Lockers:** Students are never to give their locker combinations to others. Only appropriate decorations are permitted inside lockers. Lockers may be temporarily decorated on the exterior (e.g. for birthdays), but these decorations must be removed when the event is over. Furthermore, only masking tape should be used to secure decorations. Glue and other adhesives can damage the lockers. Lockers are not to be jammed in any way that prevents their locking as this may permanently damage the locking mechanism.

(Action: Detention.)

23. **Electronic devices:** Other than school-issued technology, use of electronic devices during the school day is disruptive to the learning climate. Therefore, students may not use any electronic device during school hours, including but not limited to cell phones, mp3 players, iPods, PDAs, video game consoles, wireless or wired headphones, etc. Students may carry these items on their persons provided they are off during school hours.

(Action: Confiscation of the device.)

24. **Pornography:** Possession of or active search for pornographic or hate material in print or electronic form is prohibited.

(Action: Legal: Possible notification of law enforcement. School: Detention or suspension; possible loss of computer privileges.)

25. **Appropriate expression:** 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. 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.

(Action: Detention or suspension.)

26. **Uniform violation:** The uniform is a symbol of Saint Augustine and should be worn with pride. Students are expected to comply with the uniform code upon arrival to campus, during the school day, and after school until departing the campus (exceptions: school sponsored athletics, performances and activities before or after school).

(Action: Follow consequences outlined in school Uniform Policy.)

27. **Selling of items:** Students are not allowed to sell tickets, candy or other products in the school, unless they have permission from the principal.

(Action: Detention.)

28. ***Inappropriate access:*** Students are not to access classrooms, offices, teacher desks or property, or other sections of the school unless accompanied by an adult employee of the school. During the school day, students are not to go to parts of the campus outside classrooms, classroom walkways, the administration building and the courtyard. Students should not be in/on other areas of the campus including the parking lots, sports fields, adjoining desert, the Bishop's residence and neighborhoods and sidewalks.
(Action: Detention and liable for suspension/expulsion.)

29. ***Inappropriate computer use:*** Appropriate use of technology is defined by policy (See Chapter 8). Violation of the appropriate use policy is a serious offense.
(Action: Administrative response.)

30. ***Driving on campus:*** To drive onto campus and park during the school day, students must possess a valid driver's license and annually purchase a parking permit. Driving recklessly, speeding, playing music too loudly such that it is disruptive to the school or the neighbors, failing to register a car and/or display a parking permit, parking in an assigned space, in visitors parking, or in a handicapped space, can result in disciplinary action.
(Action: Detention or suspension and/or expulsion; loss of driving privileges.)

31. ***Public displays of affection:*** Public displays of affection are not allowed on campus or at school sponsored activities. Romantic gestures are inappropriate while at school or school events. Such gestures include kissing, and inappropriate touching.
(Action: Warning, then administrative detention; for subsequent offenses, a meeting with the parents will be required)

32. ***Senior pranks and Senior "Skip Day":*** These activities are prohibited at St. Augustine. Student activities that go against the attendance policies, as well as the moral and ethical policies of the school will not be tolerated.
(Action: Detention or suspension and/or expulsion)

33. ***Threats to St. Augustine community:*** The school will take very seriously any lethal threats made to the school community.
(Action: Legal: Notification of law enforcement. School: Expulsion.)

SCHOOL DANCES

St. A's periodically holds student dances throughout the school year. St. Augustine 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 or face disciplinary procedures.

Once students are admitted to the dance, they may not leave and then return to the dance. **To be permitted into the dance, students may arrive no later than 45 minutes from the start of the dance. Admittance after this time will not be permitted. Once students are admitted to the dance, they will not be permitted to leave until 30 minutes before the dance concludes.**

Students may bring one non-St. Augustine guest if they pre-purchase a ticket for that guest and turn in a signed Guest Permission Form provided by St. Augustine Catholic High School. The guest must provide proper ID before being admitted to the dance. The guest must agree to follow all established St. A's policies, including the dress code, and must 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 St. A's dances or other school-sponsored events on campus.

During the COVID 19 pandemic, all dances will be suspended.

ISSUES OF SEXUALITY

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.

Early 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 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.

SEARCHES

The school reserves the right to search anything that is brought on campus (such as book bags and other containers) as well as automobiles driven onto the campus and student lockers. Such searches are intended for the safety of Saint Augustine students and to ensure that contraband (such as vaping materials, drugs, alcohol, or weapons) is never brought on campus. Students assume responsibility for items discovered in their possession.

CHAPTER 8: GUIDELINES FOR THE ACCEPTABLE USE OF TECHNOLOGY

Electronic networks and other new technologies have changed the way we communicate and share information. The ability to access information through available technology is to be used by students and staff to further educational goals and objectives by providing educational resources previously unavailable; Internet information supports and enriches our curriculum. 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.

Saint Augustine has a network consisting of every computer, tablet, and printer at the school, including various server computers that control data flow, store information, and coordinate all other computers. Saint Augustine provides access to the Internet for educational use.

The purpose of this policy is to create a set of guidelines for acceptable use of all Saint Augustine technology resources (referred to as internal computers) and all resources connected to the Saint Augustine network (referred to as external computers). It is important to note that external access to Saint Augustine resources (through the Internet, such as by browsing our web page) is governed by this policy as well as the policies of the computers, tablets, or networks that are used to connect to Saint Augustine. Likewise, use of external computers or networks from Saint Augustine is governed both by this policy and by the policies of the external computer or network.

Use of any Saint Augustine technology resource indicates acceptance of this policy in its entirety.

ELECTRONIC NETWORK USE

To emphasize that electronic network use at Saint Augustine is for appropriate activities, this policy requires that:

- Access is utilized for school-related, academic activities only.
- Access is provided only with the knowledge and approval of a member of the Saint Augustine faculty.

The school and its employees are not responsible for use that is in violation of this policy

PERSONAL SAFETY

Students will not post personal contact information about themselves or other people. Personal information includes address, telephone, school address, work address, last name, etc. Students will not use school computers to engage in social networking in any form unless specifically instructed to use one of these sources for a school assignment. Students will agree not to meet with anyone that they have communicated with using the school Internet access. Students will

promptly disclose to a teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

PRIVACY

Network storage areas (email, documents, browser bookmarks, etc.) are treated like school lockers. Faculty and staff members may review files and communications to keep the network working properly and to ensure that users are using the system responsibly. The school's software management system will allow for teachers and administrators to monitor electronic activity on school-owned devices.

DISTANCE/ONLINE LEARNING

During the 2020-2021 school year, students have the option of engaging in Distance Learning. While online, students are to adhere to the following guidelines:

- Students are expected to be respectful and participate
- Teachers may record and post sessions. Students can NOT at any time record videos or take pictures without the direct written permission from the teacher.
- Students must use correct names and appropriate backgrounds
- Appropriate uniform attire must be worn
- Sit up in chair, at a desk or table (not in bed)
- Adhere to face-to-face policies (not on cell phones, etc)
- Don not share Zoom invites and attend only your classes

STUDENT RESPONSIBILITIES

Students will access the Internet only with software owned by Saint Augustine. Students are explicitly prohibited from bringing personal tablets and computers and software to school, whether or not that software is successfully loaded onto a Saint Augustine computer. The student is responsible for using the school account provided in an ethical, responsible and legal manner for school-related tasks only. Use of the Saint Augustine computer system implies acceptance of this policy. Students will access only those resources or topics that are related to academic pursuits. Students are responsible for their behavior on the school computer network, just as they are in a classroom or a hallway. Students will use appropriate language and follow the same rules of conduct as required in the Saint Augustine Student Handbook.

Laptops: Students are encouraged to use technology as a tool for academic success. Use of the school laptops is both a privilege and a responsibility that aids in organizational skills, accessing and storage of information, and presentation of information. All students are expected to follow the policies outlined in the Student Handbook. Students are not permitted to access the school's network or Internet connection either wirelessly or with a connecting cable.

Chromebooks: Student use of technology in a 1:1 environment provides the opportunity to enhance the overall learning experience at St. Augustine. Use of these devices is a privilege and

a responsibility. All students are expected to follow the policies outlined in the Student Handbook. Students must use school-issued devices at school and will not be permitted to bring their own personal devices to school to use for coursework.

SPECIFIC STIPULATIONS 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. Use of a computer that violates compliance standards as mentioned in chapter five may require notification of law enforcement.

1. ***Inappropriate Access.*** Students are not to use school computers without permission or to use them for non-educational purposes. (Action: Detention; possible loss of computer privileges.)
2. ***Illegal use.*** Using a Saint Augustine computer resource to violate any local, state, national, or international law, rule or regulation is not permitted. (Action: Suspension or expulsion, possible notification to law enforcement.)
3. ***Threats and/or harassment.*** Using a Saint Augustine computer resource to harass, threaten, or promote harm or destruction of person or property is forbidden. 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.)
4. ***Fraud.*** Using a Saint Augustine computer resource to make fraudulent offers, impersonate others, or make false claims. (Action: Suspension or expulsion, possible notification to law enforcement.)
5. ***Communications.*** It is forbidden to use a Saint Augustine computer resource to transmit or cause to be transmitted any unsolicited communication (SPAM). Sending or intentionally receiving “instant messages” is prohibited. (Action: Administrative Response; possible suspension or expulsion.)
6. ***Unauthorized or inappropriate access.*** Accessing or attempting to access any resource which the user is not authorized to access, regardless of whether or not the attempt is successful is forbidden. 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. (Action: Immediate revocation of computer privileges; possible suspension or expulsion).
7. ***Network disruptions.*** It is forbidden to cause or attempt to cause any disruption in computer or network services, including “denial of service” (DoS) attacks. (Action: Immediate revocation of computer privileges; possible suspension or expulsion).

8. **Plagiarism, copyright or trademark infringement.** Using a Saint Augustine computer resource to transmit, access, or provide access to any work that can be classified as plagiarism or that is in violation of copyright or trademark laws is a serious offense. This stipulation specifically includes accessing Internet sites that provide academic papers and/or homework answers. (Action: Possible zero on the assignment; possible suspension or expulsion.)

9. **Commercial use.** No user may use any Saint Augustine computer resource to make or attempt to make a profit, monetary or otherwise. (Action: Detention; confiscation of money involved to be returned if possible; otherwise to be contributed to charity.)

10. **External software.** Users may not transport or transmit any software to or from Saint Augustine 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. (Action: Confiscation of software; possible revocation of privileges; detention or suspension.)

11. **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. (Action: Dependent on the situation.)

12. **Proxy access.** Users may not use Internet proxies for any reason, including but not limited to circumventing school filtering policies. (Action: Detention or suspension; possible revocation of computer privileges).

INAPPROPRIATE CONTENT AND FILTERING

While Saint Augustine does make 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. Augustine 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.

Likewise, 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. Saint Augustine 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

Saint Augustine makes no warranties of any kind, whether expressed or implied, for the service it is providing. Saint Augustine 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.

Saint Augustine makes no express or implied warranties for the internet access it provides. Saint Augustine cannot completely eliminate access to information that is offensive or illegal and residing on networks outside the school. The accuracy and quality of information obtained cannot be guaranteed. Saint Augustine 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.