

St. Augustine High School



Parent-Student Handbook

2017-2018

“Excellence in Catholic Education since 1927”

St. Augustine High School

1300 GALVESTON ST.
(956) 724-8131
LAREDO, TEXAS 78040



Contact Information

Telephone (956)724-8131
Fax (956)724-8770

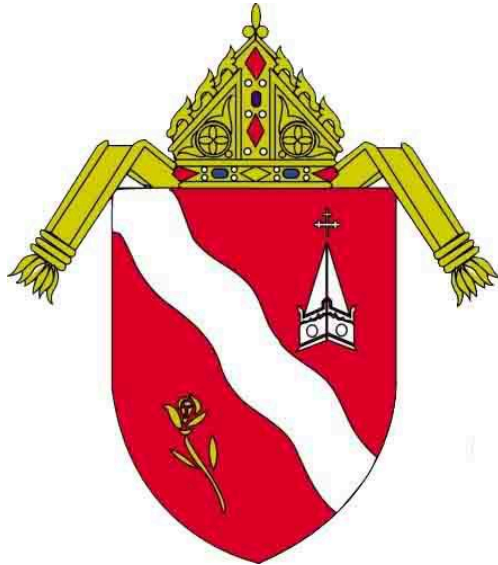
Website

www.st-augustine.org

Administrative Team

<i>Olga Gentry, Principal</i>	ogentry@st-augustine.org
<i>Rodrigo Romo, Vice-Principal</i>	romo@st-augustine.org
<i>Frances Wawroski, Director of Student Attendance and records</i>	fwawroski@st-augustine.org

Catholic Schools of the Diocese of Laredo



Vision

International Gateway for Catholic Education and the New Evangelization

Mission

Rooted in tradition and open to the spirit of the 21st century, the administration, faculty, and staff of the Diocese of Laredo Catholic Schools will work in solidarity under the leadership of the Diocesan School Office to form a unified and collegial system of Catholic liberal arts and humanities programs and curricula dedicated to the call for a New Evangelization and the continuous integral Christian education and formation of young people. We will assist our students and all persons associated with our schools to realize and achieve their full human potential in the image and likeness of God.

About St. Augustine High School



St. Augustine School is a college preparatory Catholic school in the Diocese of Laredo that serves students in grades 9 through 12. The curriculum emphasizes academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers and the school community. Theology taught at the school complies with Vatican II and the United States Catholic Council of Bishops (USCCB). United with each other in meaningful liturgy and prayer, the students can further deepen their understanding of the Christian life. At St. Augustine, we strive to "teach as Jesus did." The curriculum followed for the teaching of all secular subject areas is consistent with the State of Texas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. The school strives to offer a program, that makes use of many sources of reading material, a wide variety of audio-visual and technological applications and a multi-text approach to the content areas.

St. Augustine School History

St. Augustine High School is a co-educational Catholic high school that serves students in grades 9-12. St. Augustine High School is committed to promoting the highest academic standards and establishing a foundation of Catholic values and traditions. It is fully accredited by the Texas Catholic Conference Education Department as approved by the Texas Education Agency.

The original St. Augustine campus was located in downtown Laredo next to present Cathedral of San Augustin. Founded in 1927 by the Oblates and staffed by the Sisters of Divine Providence, the school flourished for many years at this location. Then in the mid 1970s, with the closings of both Ursuline Academy (a Catholic girl's school) and St. Joseph's Academy (a Catholic boy's school), the idea of relocation was pursued. The community joined together to purchase the Ursuline Academy campus, and in 1976 St. Augustine High School was relocated to its present location at 1300 Galveston.

Operated for the next eleven years by the Laredo Catholic Consolidated, Inc., a non-profit corporation, St. Augustine School became part of the Diocese of Corpus Christi in 1987. Then in July 2000, with the formation of the Diocese of the Laredo, St. Augustine School became part of the Diocese of Laredo.

St. Augustine High School's mission challenges each student to achieve academic excellence, to embrace Catholic values and traditions, and to make a difference in the world. In its 90 years of service to Laredo and Nuevo Laredo, it has instilled this concept of excellence in over 4000 graduates. The school takes pride in the fact that 100% of the senior class annually applies, is accepted, and attends colleges and universities throughout Texas, the United States, and Mexico.

St. Augustine High School remains, to date, the only Catholic high school in the Diocese of Laredo.

Today, St. Augustine High School is staffed and administered by both lay and religious faculty. The school continues to base its education on a tradition of academic excellence and Catholic principles, continuing the tradition founded in the history of St. Augustine School, St. Joseph's Academy and Ursuline Academy. St. Augustine High School will continue to promote the tradition of educating and forming the whole person-mind, body and spirit.

Mission Statement

St. Augustine Catholic School develops the whole person, promotes Gospel values, inspires a love of learning, and upholds academic excellence in a nurturing community.

Philosophy

St. Augustine School creates a strong spiritually centered community, living the Catholic/Christian virtues expressed through worship and service. It values the collaboration of all members of the community: Bishop, parents, alumni, students, administration, faculty, and staff. By modeling respect for all, especially in a diverse student population, the school invites all members of the community to actively participate in a faith-filled campus life.

St. Augustine School creates a dynamic academic environment where the love of learning and the pursuit of creative ideas are regularly perused. Committed and qualified faculty will emphasize high academic achievement while exploring the quest for wisdom.

St. Augustine school commits itself to provide a financially stable school where students are nurtured, respected, and encouraged to become service oriented members of the local community. St. Augustine school creates a positive atmosphere that heartens the human spirit, values the whole person and supports family values.

Accreditation

St. Augustine School is accredited by the Texas Catholic Conference Education Department, which meets the approval of the Texas Education Agency. In addition to a well-rounded college preparatory curriculum, St. Augustine High School offers a competitive athletics program, numerous clubs/organizations and service opportunities for its students. In addition to participating in the school community, students are expected to be contributing members of the local community.

General Expectations

St. Augustine High School takes seriously its philosophical commitment to develop a faith community and to provide an excellent program to facilitate the growth of the whole person. To achieve these ends, certain general expectations are assumed for both students and parents:

1. Parents and students are expected to support the schools Catholic philosophy as it manifests itself in religious education, worship, and commitment to service and justice. Parents/Students are expected to support the decisions of the school.
2. Parents and students are expected to support the advancement development and fundraising activities of the school.
3. Parents are expected to meet all their financial obligations on the appropriate due dates and to pay for any damage to school books or property due to carelessness or neglect on the part of the student.
4. Parents are expected to actively participate, attend and support parent-teacher conferences and parent organizations.
5. Parents are expected to contribute 20 hours of service or \$50.00 per hour to the school throughout the year.
6. Parents must notify the school in writing when student is absent or tardy, and/or when there is any special situation regarding the student's well-being, safety, and health.
7. Parents must complete and return to school any requested information promptly.
8. Parents must read school notes/newsletters and show an interest in the student's total education to include attending report card night.
9. Students are expected to arrive on time, be well rested, in proper uniform, and be ready to begin the school day.
10. Students are expected to participate in co-curricular activities in accordance with their time and abilities, sharing of their God-given talents with the "Knight" community.

Core Values

- Nurture Gospel values, Catholic beliefs, sacramental life, and religious practice.
- Teach the whole person: spiritual, emotional, intellectual, physical, and psychological aspects and providing opportunities for growth.
- Instill traditional values such as respect, integrity, loyalty, trust and dignity.
- Promote a love of learning and high academic standards based on the needs of each student.
- Witness a spirit of community within and outside the school by encouraging respect, service to others and a cooperative spirit.
- Accept, encourage, and embrace diversity: religious, economic, cultural, linguistic, social, and academic amongst all members of the school community.
- Employ competent, professionally-prepared, and enthusiastic faculty.
- Provide for the financial accountability and stability of the school.

St. Augustine High School reserves the right to impose disciplinary consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology, (For example, on a home computer) may subject a student for consequences. Inappropriate use includes harassment, use of school name, impersonating a school employee or official, remarks directed to or about teachers, offensive communications, and safety threats. Students are responsible for the good name of St. Augustine School by demonstrating respect for all persons and property. Furthermore, St. Augustine reserves the right to ask any parent displaying inappropriate, harassing or threatening behavior towards a school employee or student to withdraw their children/child for St. Augustine.

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I. General Information

A. Christian Service Hours

All St. Augustine High School students are required to perform Christian service hours in the community. Students must perform service hours as delineated in their Religion course syllabus.

B. General Courtesy

All students will practice of courteous behavior as an expression of mutual respect. Courtesy is displayed throughout the school day and in all of students, parents and faculty relationships. **Off-campus conduct should reflect the good reputation of St. Augustine High School. Students have the responsibility to exhibit behavior exemplary of St. Augustine High School especially when wearing the school uniform whether it be coming to school and returning home, on field trips, at sports events, and other off-campus activities.**

C. Title IX

St. Augustine High School adheres to the tenets of Title IX:

"No person in the United States shall, on the basis of sex be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

D. Office Records

Parents/Guardians are **required** to notify the school office, in writing, of any change to telephone numbers, addresses, and/or emergency contacts. In case of a change of address , proof of

address (in the parents' name) will be required.

E. School/Office Hours

The school office hours are from **7:30 a.m. to 4:30 p.m.** daily.

F. School Mass/Prayer Services

All students are required to attend all scheduled religious activities and behave appropriately regardless of personal religious affiliation. **Silence, appropriate posture, and decorum must be observed.** Students are encouraged to participate fully in the liturgy and services. Parents and/or guardians are welcome to attend any school Mass or Prayer Service. (See school calendar for dates.)

G. School Visitors/Guests

St. Augustine School is a closed campus. Parents/ guardians and/or their guests wishing to visit the school should give prior notice to the school and must secure a visitor's pass from the administrative office. All visitors must report to the office when arriving on campus. Any student wishing to bring a guest on campus for a class or a regular school day must receive permission from administration at least 3 days in advance.

NOTE: Certain dates will not be available for visits, i.e. exams, standardized testing, retreat days, assembly days etc.

H. Family and School Organization (FSO)

The Family and School Organization is an organization dedicated to the collaboration amongst parents/guardians and members of the school community in the pursuit of quality, faith-centered education. Association dues (FSO dues) are included with tuition and fees. Parents are expected to participate in association meetings/activities throughout the school

year. **Parents are required to contribute 20 hours of service to the school (or \$50 per hour) throughout the year.**

I. Advisory Board

The St. Augustine Board assists administration in the governing of St. Augustine Schools. It is a consultative board, which provides advice and guidance to administration. Curricular, discipline, staffing decisions are exclusive to the principal, not the board.

J. Police

If the police wish to interview a student, the parent will be notified and must be present. If a student is found in possession of an illegal substance, law enforcement may be notified. In such cases, school administration will notify the parents.

K. Leaving During School Day

If a student needs to leave the school campus for any reason during the school day, he/she must be signed out by the parent/guardian. Students with their own transportation must have a note from home and a phone call will be made to verify the early release.

II. Admissions Policy

St. Augustine High School admits students of all races, religions, colors, nationalities, and/or ethnic origins. All receive the full rights and privileges awarded to students and may participate in all programs and activities for which they are eligible. However, St. Augustine School is not equipped to accommodate students

who demonstrate severe academic deficiencies, physical handicaps, emotional and/or behavioral problems.

A. Application for Admission

All prospective students must meet the following criteria for acceptance:

- Official transcripts from previous school districts are required for students entering 10th grade
- An academic level commensurate with grade level placement they are seeking at St. Augustine,
- Good discipline record from previous school attended,
- Student and family in good standing at previous school (Letter of recommendation maybe requested)

Note: For Freshman admission, all 8th grade students from the diocesan Catholic schools are automatically accepted upon recommended action from their principal. 11th and 12th graders are accepted only if moving to Laredo from out of town. School administration evaluates data, such as the grades on prior years' report card, standardized test scores, previous years' teacher recommendations, if available, and will take into consideration any individual needs, that may require special services. In addition, students from the public school are required to have at least six (6) credits per year, with the exception of religion.

If a student is coming from out of the country, an evaluation of school records from the previous school is made to determine compatibility to the Texas curriculum and graduation programs. When necessary, students from out of the country whose first language is not English will be required to take private English tutorials.

The policy for accepting students to St.

Augustine School when there is a waiting list is the following:

1. Siblings of current students
2. Children of St. Augustine faculty/alumni
3. Students from other Catholic feeder schools
4. All others who meet entrance requirements.

The Advisory Board officially amended this Enrollment Priority Policy on July 15, 1993.

B. Immunization Requirements

Proof of immunizations must be submitted to the Health Coordinator by the first day of school. All immunizations must be current within 15 days from the first day of school. After this date, any student not in compliance may be sent home and is not allowed to return until his/her immunizations are current. A list of required vaccines is available in the office.

C. Mid-Year or Partial Year Admission

St. Augustine High School operates on a two-semester system; therefore, students will be accepted within the first nine weeks of each semester. This will ensure that students receive the maximum number of credits as per state law. Exceptions to this rule can be made at the discretion of the Principal.

D. Probationary Acceptance

All Freshman and new students are on academic and behavioral probation. Probationary students must receive satisfactory grades for the first year and must meet all behavioral expectations. If during this trial period any problems arise, a student may be asked to withdraw from St. Augustine School.

E. Withdrawal Policy

Parents/Guardians must notify administration if a student is withdrawing. Registration fees/first three months payments are non-refundable. The school will not award **official** transcripts, diplomas, and report cards nor forward records for students who leave or withdraw from the school with an outstanding tuition account balance. The school reserves the right to take the outstanding account holders to court.

III. Financial Obligations

All families are expected to pay the full tuition according to St. Augustine High School's payment schedule.

TUITION SCHEDULE 2017-2018	
Actual Tuition Fees	
per child.....	\$7000.00*
<i>*Does not include: fine art supplies, pre (AP) or (AP) fees, novels, e-books, workbooks, apps, and other consumable products. graduation fee and yearbook.</i>	
<i>**non-refundable fee.</i>	
Total	\$7000.00

A. Tuition Payments

The total tuition for each student is \$7000 for the 2017-2018 school year.

Payment guidelines:

- Pay monthly tuition by the 1st of the month or before the 5th beginning in June. Tuition paid after the 5th of the month will incur a \$25.00 late fee.
- If the 5th falls on a weekend, or holiday, tuition must be paid by the following weekday. (See monthly calendar.)

- The preregistration fee for returning students will be payable in February (with tuition). Fee increases \$50/month after February.
- The preregistration fee for new students is due upon acceptance to the school.
- All preregistration fees and first 3 payments are NON-REFUNDABLE. **(NO EXCEPTIONS!)**

For the efficiency of the business office, families are required to use either ACH automatic billing or FACTS Tuition. There will be an annual fee of \$240 assessed to parents not on automatic tuition payment plan. There will be a \$40 fee for each check returned from the bank. Contact the business office for more information.

In addition, please be advised that students whose accounts are 2 months past due will not be allowed to attend class, take tests, and/or receive their report cards.

After the 5th of December and the 5th of May, no checks will be accepted to pay off accounts. Only cash will be accepted at that time.

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL BUSINESS OFFICE at (956)724-8131.

B. Financial Assistance

Financial assistance is available to students whose families qualify as determined by the diocesan guidelines. Applications are due June and reviewed in order received.

Students must be accepted, registered and have account in good

standing before an application for

assistance is issued. Applications for financial assistance must be submitted to the business office by **May 31**, together with the following required documentation:

- 1) Copies of parents' most recent federal income tax report (1040, 1040A, 1040EX),
 - 2) Three (3) most recent check stubs of parents/guardians,
 - 3) Authorization to release information (form available in the business office),
 - 4) Transcripts and/or report cards for the student seeking financial assistance.
- Based on this information the principal will make the determination to whom and how much financial assistance will be given. For returning students, families must re-apply annually and must be current with tuition payments.

C. Textbooks and School Property

All textbooks and classroom materials are the property of St. Augustine High School. State adopted physical textbooks are provided by the school to students to used in class at no additional fee.

Students are responsible for the proper care of books at all times. Any lost, stolen, damaged, or defaced books and/or damage to other school property is the responsibility of the student who will incur the cost of repair or replacement.

Some courses may require students to purchase their own books such as novels and workbooks at minimal prices; books remain the property of the student at end of the school year. **Students are responsible for purchasing required electronic textbooks.** Other courses such as art, may have additional fees.

Note: Administration may search lockers, desks, or other any school property without prior notice.

D. Graduation Fees

Graduating Seniors will be charged a fee to cover the cost of a cap and gown, diploma with cover, decorations, flowers, programs, and other necessities for the graduation ceremonies. These fees are NOT included in tuition.

E. Student Insurance

Student insurance is provided, in addition, to parent's insurance during school hours and during any school-sponsored events, including athletic and extra-curricular activities. Parent insurance is primary; student insurance is secondary. It is parent's responsibility to file for benefits from student insurance and pay all medical expenses following an accident even if it occurred while in sports/athletic team.

F. Advanced Placement (AP) Exam

All students enrolled in AP courses, may be required to take the College Board AP exam for the course at the end of the school year. AP exam fees must be paid by the student and are due by March each year.

G. Lunch Program

Students eat their lunch in school. St. Augustine Cafeteria offers a hot lunch program daily. Meals are prepared on-site. Students may purchase a lunch ticket for \$25.00. The cost of each meal is deducted from this lunch ticket.

Parents should not bring lunches from restaurants. Outside food for students is not allowed. Exceptions may be made for birthdays, at the discretion of the principal.

Students are expected to use the same manners required in the classroom during lunch. Courtesy towards other students and cooperation with lunch monitors are expected at all times. Students are responsible for picking up after themselves in the cafeteria.

H. Other Fees

Other fees that may be collected by the school are as follows:

- *Transcript fee
- *ID- card
- *Lost/damaged books
- *Detention
- *Returned check fee
- *Tuition late fees
- *Yearbook (Payment due before Dec 1, 2017)

IV. Academic Affairs

All students will complete their course of study as required by the State of Texas (TCCED). All students regardless of religious affiliation will take the assigned religion course and give respectful attendance at Mass, daily prayer and prayer services.

A. Theology

All St. Augustine School students are required to take Religion as part of their daily course work every year. The Religion courses are aligned with the USCCB Theology Framework for High School and the Diocese of Laredo Religious Curriculum. The program consists of Catholic doctrine and tradition, Scripture, Old/New Testament, Social Justice, Church History, Morality, Life Choices, Sacraments and preparation for the reception of the Sacrament of Confirmation.

B. Course Requirements

St. Augustine High School is accredited by the Texas Catholic Conference Education Department as approved by the Texas Education Agency. As such, St. Augustine High School meets the requirements set by the State of Texas for graduation.

The Diocesan curriculum guidelines are consistent with the Texas Education Agency guidelines and are based on the highest graduation plan. The curriculum is structured to allow students to develop and achieve academic growth while attaining spiritual growth.

The high school graduation requirements are:

Subject	Graduation Credits
Religion	4.0
English	4.0
Mathematics	4.0
Science	4.0
Social Studies	4.0
Physical Education	1.0
Health	0.5
Test Prep	1.5
Speech	0.5
Foreign Language	3.0
Fine Arts	1.0
Other Electives	2.0
Total Credits	28 +

C. Graduation

Graduation takes place during the month of May as set on the Diocesan calendar. The graduation ceremony is a privilege not a right; therefore, a student may not be allowed to participate because of academic, behavioral, and/or disciplinary reasons at the discretion of administration.

D. Diploma

Upon completion of all graduation requirements, the school will issue a diploma. The school reserves the right to withhold diplomas from any student who demonstrates immorality in actions, conduct detrimental to the reputation of the school, including but not limited to: arrest, accusations, or during pending investigation of a crime, and the threatening of a school/community member. Diplomas can also be withheld if the tuition and any fees are not paid in full.

E. Graduation Plans

The students of St. Augustine High School graduate under the highest State of Texas graduation plan with the multidisciplinary endorsement and opportunities for up to 5 performance acknowledgements which are earned through:

1. College coursework
2. AP Test
3. Bilingual biliteracy
4. PSAT, ACT, or SAT Score

F. Grading System

In order to maintain academic excellence, the following grading system is used:

93-100	Excellent work
85-92	Above Average work
77-84	Average work
70-76	Passing but below average
0-69	Failing

Any student, who receives three or more failures at the end of the first semester, will be subject to one of the following as determined by the Principal:

- Be asked to be withdraw from school.
- Be placed on probation if grades are high enough to expect the student to pass at the end of the school year.

G. Academic Probation and Retention

If at the end of any quarter, the student scores below 70% in two or more subjects, the student will be considered “at-risk”. A contract will be signed between the teacher, the student, and the parents. It is then required for these students to raise their average to 70% or above in those failed courses the next quarter. Those students who do not improve their academic performance to a passing level must attend summer school to make up the credit they did not receive. **A student may be dismissed from St. Augustine High School for continued academic failure.**

H. Report Card

Report Cards are issued four (4) times during the academic school year every nine (9) weeks, to parents/guardians.

Parents/Guardians must pick up the report cards. The dates of the mandatory report card nights are published in the annual/monthly school calendar and on the school’s web page.

Note: Final grades will not be averaged or posted in PowerSchool until all financial obligations are cleared with the business office.

I. Progress Reports

Progress Reports are issued to students in all courses mid-way through each nine-week grading period as indicated on the annual/monthly calendar. Parent must sign and return them promptly. It is the student’s responsibility to give their progress reports to their parent.

J. Parent-Teacher Conferences

Parent-Teacher conferences are held when report cards are distributed at the end of each nine-week period. If the conference requires more than five

minutes, an appointment with the respective teacher(s) at a different time is recommended.

Parents/Guardians or teachers may request a conference at any time during the school year. In addition, parents can communicate via e-mail with teachers. The e-mail addresses of all teachers are listed on the school’s website.

K. Transcripts/Student Records

All records and transcripts of academic work are kept in strict confidence. Request for transcripts must be paid and picked up in the Business Office. Please allow at least three (3) workdays for an official transcript to be processed. Transcripts can also be requested online at <http://www.parchment.com/>. Please note that transcripts will not be issued until all financial obligations are cleared. St. Augustine School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records.

L. Advanced Placement Courses

St. Augustine offers a number of Pre-AP and AP courses in the core content areas. These rigorous, college-level courses are taught according to the curriculum guides approved by the College Board and are available to qualifying students in Grades 9-12. To qualify students must have a teacher’s recommendation, an A in coursework, department chairperson’s approval and/or an exam. A student must maintain an average of 85% or better each quarter to remain in the course. A five-point bonus is calculated into the GPA at the end of each semester for each course a student is enrolled in. **All students enrolled in Advanced Placement courses may be required to take the AP exam for the course(s) in**

which they are enrolled. Parents must pay for the AP exam.

M. Summer School

Summer school classes are offered during the month of June for those students who have failed a course/or courses in order to recover the credit. Students who must recover a credit due to excessive absences (8/semester) must also enroll in summer school. The summer school average for a course must be over 70% to recover lost credit. Course offerings will be based on the availability of teachers.

The dates for summer school will be posted during the last quarter. Tuition is based the number of classes taken, and payment is due at the time of registration. Other arrangements can be made for courses not offered during summer school with administrative approval.

N. Exemptions from Final Exams

No students will be exempt from final exams, not even seniors. In college, Freshman must be prepared take and be successful at cumulative final exams. Therefore, at this college preparatory institution, all student will take a final exam for each course.

O. Dual Enrollment Program

A written agreement between St. Augustine H.S. and Laredo Community College has been developed to benefit Juniors and Seniors. This plan will allow these students to have concurrent/dual enrollment. Students who qualify to participate in this program during the school year as Seniors will be able to earn up to 30+ college credit hours and simultaneously satisfy St. Augustine High School and

the State of Texas graduation requirements.

Courses may be taken in summer or online during the school year.

Criteria for selection include:

- Apply and be admitted to either TAMIU or LCC
- Satisfactorily attempt and pass the TSI reading and writing sections, OR receive an SAT exemption by scoring a 500 on each part

*Similar criteria for courses to be taken at TAMIU and St. Mary's.

Once accepted the student must follow all school rules and regulations, which must be met in order to receive this privilege. A student may be removed from the dual enrollment program, for academic or behavioral reasons at anytime. Parents must pay college tuition to St. Augustine within 2 weeks of the first college class day.

P. Transfer Students

St. Augustine High School will accept transfer students in grade 10 on a probationary status shoulds/he have the required credits. Students must maintain both academic and behavioral requirements as stated in the student handbook. If not in compliance, the student will be asked to leave as based on the discretion of the administration. Only the credit will transfer, not the grades from previous school. Juniors and Seniors considered for admission only of transferring to Laredo from out of town.

V. Academic Honors

A. Honor Roll

Honor Roll will be one of the following categories:

- **First Honors**

A numerical average of 93 or better with no grade less than 90 in any subject.

- **Second Honors**

A numerical average of 85 or better with no grades less than 85 in any subject.

B. Valedictorian and Salutatorian

The graduating high school student who earns the highest cumulative grade point average (GPA) will be recognized as Valedictorian at the commencement exercises. The student with the second highest GPA will be the Salutatorian. To be considered, students must have attended St. Augustine High School from the beginning of their Freshman year.

The Administration reserves the right to refuse this award to a student who does not demonstrate Christian values, high academic standards, and behavior in keeping with the ethics and morals of St. Augustine High School.

C. General Awards

- **Subject Awards**

Subject awards are given to students who have the highest grade point average for the year in each subject category.

- **The Principal's Award**

The Principal's Award is given for the best "All Around" senior student in academics, faith development, service, behavior, etc.

- **KNIGHT Award**

The St. Augustine KNIGHT Award is the highest award given to a student that

exemplifies the spirit of the mission of St. Augustine School.

Criteria: Spirit of leadership, academic effort, appropriate conduct, academic achievement (A's and B's), respect for others, and integrity and evidence of service (willingness to help) exhibits enthusiasm and goes beyond the norm. The student who receives this award demonstrates Christian values within the community and serves as a role model for others.

Other Awards

Other awards that may be presented are:

- Living Our Faith Award
- All Year Perfect Attendance
- All Year Honor Roll
- Student of the Quarter
- Outstanding Leadership

These are selected by grade level team teachers.

VI. Attendance

Daily attendance is important because absences from school interfere with academic progress.

A. School Day

The school day begins promptly at 8:10 A.M. and ends at 3:05 P.M. The school year consists of 180 instructional days.

B. Absences

It is recommended that on the day a student is absent, a parent/guardian notifies the school of the absence(s). In order to return to school, the student must submit a note signed by their parent/guardian or a physician explaining the nature of the absence. An excused admittance slip is issued for absences due

to illness, death in the immediate family, or other reason approved by administration.

Absence notes are considered legal documents and are kept as a school record. If a student does not have a written excuse, the student will be given an unexcused slip, and he/she will receive a zero for all work missed.

Any student that is 20 or more minutes late for any class will be marked absent from the class and must attend detention.

A student absent from class is prohibited from attending any school function or activity on the day of the absence without the consent of the school.

C. Appeal of a Course

Academics suffer and the consequences may be lost credits due to absences. As per *Texas Law*, a student that has **8 or more** absences (excused or unexcused) in a semester course and/or **16 or more** absences (excused or unexcused) in a full year course, will need to recover the credit in summer school.

An Appeals Committee, appointed by the principal, will review all documentation and will decide as to whether or not to grant the credit(s). Documentation may include medical excuses, and/or parent's notes. Absences over the number allowed by the state, will have to be made up. If absences are over 15 per semester or 25 per year the credit may be recovered only through summer school attendance. **Note:** In the case of Seniors, diplomas will not be issued.

D. Excessive Absences

Students must be present for 164 of 180 instructional days. Students may not be absent more than 5 days in a grading period per 9-week quarter. Excessive absences may result in loss of credit. Students may be asked to withdraw due to excessive absences. In the case of excessive absences due to severe illness, the principal will consider the extenuating circumstances on an individual basis.

E. Holiday Absences

Parents are expected to adhere to the holiday schedule. Therefore, students absent on the day before or after a holiday will receive a **double unexcused absence**, which means two zeros and two absences in each class they missed. **Exceptions to this policy will be extremely rare and at the discretion of the principal.**

F. Truancy

Truancy constitutes an absence from class, from a disciplinary action, or from a school-related event without the consent of St. Augustine School and the student's parent/guardian.

Cases of truancy **will** be subject to a conference attended by the student, his/her parent/guardian, and school administrator. The consequence for truancy is suspension or expulsion.

G. Non-School Related Activities

As a matter of policy, St. Augustine School discourages parents/guardians from removing their children from classes to attend off-campus trips. The absence from class may affect the student's educational growth. St. Augustine School also recognizes the parent's/guardian's right to make their own decision regarding the best interests of their children. Parents/Guardians who remove a student

from classes are required to acknowledge the above policy by writing a letter detailing the off campus trip.

Each off-campus case will be dealt with individually by the administration to determine if and how missed work may be made up, and to review how the off-campus absences will affect the academic status of the student.

H. College Visits

Juniors and Seniors are allowed four excused absences for college visits. Proof of the college visit and permission from the Principal must be obtained **at least a week in advance of the visit**. Failure to do so will result in an **unexcused absence(s)**. **Additionally, documentation of the college visit must be presented upon return to school. *College visits for Freshmen and Sophomores will be considered on an individual basis by the principal.**

I. Tardy to Class

A student arriving after 8:10 AM must report immediately to class and report to detention at lunch. Every first period tardy will require detention – no exceptions! Please do not schedule medical/dental appointments at first period.

A student 20 minutes late for any class is considered absent for that class unless an excused admittance slip is secured the following day.

J. Make-Up Tests/Work

The following guidelines apply:

- **If a student has an excused absence** any work assigned on the day of the absence must be

turned in on the third school day upon the student's return.

- Exams/Quizzes/Tests assigned **on the day of a student's absence** must be taken on the second school day upon the student's return.
- Work due **the day of the excused absence** must be turned in upon the student's return to school.
- **If a student was absent because of a co-curricular activity (representing the school)** the work assigned on that day should be turned in on the third school day upon the student's return and this work will be accepted at full credit.
- Exams/ Quizzes/ Tests assigned **prior to the student's absence** must be taken on the day the student returns. They should be taken during the respective class time or after school.
- In addition, **assigned work must be turned in before departure from school** by students who will be out part of the day representing the school.
- It is student's responsibility to coordinate make up work with the teacher regardless of the reason for the absence.

K. Medical /Dental Appointments

The parent/guardian must sign out students who need to leave the campus for medical/dental appointments during school hours. If the student is going to return to the campus after the appointment, a parent must sign him/her back in.

L. Class Retreats/Field Trips

Class retreats are a time for reflection, meditation, and an opportunity for students to strengthen their relationship with God and others.

The purpose of a field trip is to enrich and foster knowledge of the community and is encouraged if they are an integral part of the development of the subject. These activities are well planned and should be viewed as class outside of the classroom and not as a day of play.

To be allowed to go on a field trip/class retreat, students must turn in the Diocese of Laredo permission form (two sided) which includes the **parent/guardian signature.**

VII. Discipline Code

Student behavior is expected to conform with St. Augustine High School's mission and philosophy.

To ensure a mature Christian atmosphere that is conducive to the academic process and to provide a system of justice, St. Augustine High School establishes the following structure for order and discipline.

A. Parental Cooperation

Parents are expected to support and comply with all policies of St. Augustine High School. Parental cooperation is essential for the success of the students. Under normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitude/actions of their parents.

Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

In addition, families that actively participate in the sponsoring of

parties for minors where alcohol is served will be asked to withdraw from the school.

B. School Rules

The following rules are enforced at all times at school (including but not limited to lunch, breaks, before and after school, between classes, etc.) and at all school functions and activities (including field trips, dances, fundraisers, etc.).

- Eating, drinking and gum chewing during instructional time is prohibited.
 - Classrooms and campus areas are to be left orderly and clean.
 - Students are not to move school property unless expressly requested to do so by the teachers.
 - Students are responsible for the removal of all trash and debris from the classroom before the start and end of each class period as well as in the cafeteria.
 - Profane, obscene, and racist language, gestures, signs, and on clothing and are prohibited.
 - Students who must leave class for any reason must have an official pass from their teacher to leave class for any reason.
 - **Electronic devices such as, but not limited to: cameras, recorders, CD/DVD players, tablets, iPods, iPads, cell phones and other recording devices are not permitted, unless required for instructional purposes.**
- Any school personnel can confiscate any visible electronic devices at any time. The school will not be responsible for theft or damage of any electronic device.**
- The delivery of food to students during school time is prohibited.

- Floral and other gift deliveries will be accepted only in the front office, and kept there until the end of the day, except on Valentine’s Day when no deliveries will be accepted.
- Students will not be allowed to roam the campus with balloons and/or floral gifts.
- Students may not bring any form of toys or games (such as playing cards, video games, or toy weapons) to school.
- Computer software of any kind may not be brought to school.
- Bringing personal sporting equipment to school is greatly discouraged unless otherwise specified by the coach. Such equipment can be lost, damaged, or stolen. These items will also be confiscated.

NOTE: All confiscated devices and electronic devices are kept in a safe area. The school will not be held responsible for any confiscated items subject to fire, theft, or damaged while in the possession of the school.

**Students who choose not to follow school rules may receive a disciplinary referral. Continued disregard for school rules or regulations will result in a student being asked to leave St. Augustine High School.
(Repeated referrals to administration will serve as documentation.)**

C. Zero Tolerance

St. Augustine School will not tolerate certain activities (on or off campus before, during, and after school) by students. These activities include, but are not limited to: the possession of a

firearm or other weapon, the selling, distributing, or use of controlled substances, and the established association with and/or relying upon a gang for support/protection, and assistance. Local law enforcement authorities may be notified. **Any student involved in these activities will be subject to immediate expulsion from the school.**

Effective September 1, 2014, a random drug testing policy will be implemented. All enrolled students must participate. See appendix.

D. Lunch Detention

Lunch detention will be held daily for students who are late to 1st period class. Students late to 2nd – 8th period will serve lunch detention the following day.

Lunch detention may also be imposed on a student for other disciplinary infractions at the discretion of the **administration**.

Detention fee of \$5 will be charged for this service on their tuition account. No exceptions!

Saturday Detention

St. Augustine will conduct Saturday detention once a month. The following are reasons for Saturday detention: excessive tardies, continued disregard for school uniform policy and behavioral issues as decided by administration.

E. Serious Offenses

Students committing a serious offense will be suspended for a period of one to three days, usually on campus, and will not be permitted to participate in any school activity during the time of suspension. These offenses may include but are not limited to the following:

- Vandalizing (including misuse of fire extinguishers and alarm system), destroying, or defacing property belonging to the school or to any other person (the sanction of which shall also include restitution).
- **Cheating results in an automatic zero grade with no possibility for make-up work.** If the student is a member of the National Honor Society, s/he may be required to appear before the Faculty Council for possible removal from the organization.
- Inappropriate public displays of affection.
- Willfully disrupting classes, Mass, or assemblies, alone or in concert with others may result in suspension or expulsion.
- Enticing or preventing other students from attending or participating in class.
- Obstructing or restraining free passage of students or teachers.
- Leaving the school campus or school activities without permission or under false pretense.
- Skipping classes or school
- Insubordination toward teachers, staff, and administrators.
- Stealing or taking another's things.
- Fighting or other acts of violence.
- Forgery.
- Violating copyright laws. (Plagiarism)
- Participation in a food fight.
- Driving irresponsibly on or in the campus area.
- Inappropriate use of technology

F. Very Serious Offenses

Administration will make the final determination of the seriousness of an offense.

Students committing a very serious offense should expect to be expelled. These offenses may include, but are not limited to the following:

- ✓ Use of (or being under the influence of) alcohol on campus.
- ✓ Use or possession of any controlled substance as defined by federal law.
- ✓ Use or possession of any firearm, knife, or other weapon prohibited under the Texas Penal Code,
- ✓ Use or threats of force.
- ✓ Intentionally causing or threatening to cause serious bodily injury to another on or off campus or at any school activity.
- ✓ Excessive suspensions.
- ✓ Racial intolerance or sexual harassment.
- ✓ Hazing/Bullying
- ✓ Being arrested
- ✓ Misrepresentation of St. Augustine in any fashion via social networks or chat rooms including but not limited to facebook, Instagram, snapchat, whatsapp, youtube.
- ✓ In addition, students who defame teachers, staff, administrators and others in the school community (or impersonate any school personnel) are not consistent with Christian values and will be held accountable for the harm they cause others through the use of websites, the internet, letters, or other forms of communication, to include cyberbullying
- ✓ Lewdness.
- ✓ Continued disregard for any school rule or regulation may result in a student being asked to leave St. Augustine School.

G. Suspension

Students who are given an in-school suspension will be required to report to school each day and work with a school staff member. Students must complete all class work, tests from the day of suspension, but zeros will be recorded for this class work, and a maximum grade of a 70 can be earned for a test.

The decision to suspend or expel a student may be made by the principal in collaboration with the administrative team and superintendent, when needed.

H. Expulsion

Expulsion is a very serious matter. Students who pose a threat to themselves or others may be expelled from St. Augustine High School. While every effort will be made to keep the student enrolled at St. Augustine High School, expulsion remains an option at the discretion of administration. Expulsion of a student is a grave matter, and the severity of the infraction will be dealt with on an individual basis. In less severe cases, students who have been expelled maybe considered for re-admission.

I. Child Abuse Law

St. Augustine School abides by the Child Abuse Laws of the state of Texas. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

J. Administrative Conference

Should a student clearly violate specific behavioral, academic or attendance expectations of the school, or seriously discredit the reputation of St. Augustine High School, the school administration will hold a conference with the student

and his/her parents/guardians, to discuss further fair and proper steps that need to be taken in the best interest of all parties involved. As needed, the school superintendent will be in attendance.

K. Search and Seizure

St. Augustine High School reserves the right to inspect the school property at any time. If there is a concern for safety of the students, St. Augustine High School also reserves the right to search students. Lockers and desks are the property of St. Augustine High School, and may be inspected periodically by the Principal or designee without prior notice. Students may be asked to disclose their personal belongings in investigations, especially as the administrators deem necessary. Note: the right to search include backpacks, cellphones, electronic devices and cars.

L. Drug-Free Campus

The campus of St. Augustine High School, which includes the parking lot and surrounding area, is a drug-free campus. Any controlled substances, and illegal substances or any substances deemed unfit for our campus by the administration are strictly forbidden. Any violation of this policy will be dealt with on an individual basis, however, an immediate administrative conference will be held, with the right for immediate expulsion by administration. Drug dogs will be used periodically and information gathered from the search can be used by the school and law enforcement.

M. Fundraising Activities

Students may not sell any products or raise money (not related to school clubs) for any purpose without the permission of the administration.

N. Professional Counseling

Administration reserves the right to require professional counseling as intervention for students in at risk situations. Parents/Guardians who do not support the administration will be asked to withdraw their students from St. Augustine High School. Each case will be handled individually by administration. *This is done in order to protect the safety, health, and well-being of students in need of professional intervention.

O. Bullying/Cyberbullying

Bullying/Cyberbullying is define engaging in written or verbal expression *through* electronic means or physical conduct. This includes; (1) including a gesture that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the school (2) having the effect of physically harming a student, damaging a student's property or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or (3) is sufficiently severe, persistent or pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student. Bullying/Cyberbullying will not be tolerated and is reason for expulsion.

P. Grievance Procedures

Students, parents, and/or guardians who feel they have a legitimate grievance related to school practices, policies, or relationships shall be expected to adhere to the following procedures.

The purpose of this procedure is to reach a resolution at the lowest possible

administrative level and to provide equitable solutions to grievances in a spirit of justice and charity.

Prior to the initiation of a formal procedure, parents who seek redress for their child(ren) in matters of policy, regulation, or discipline must first confer directly (either face-to-face or by telephone), with the teacher, staff member, or administrator complained against, for resolution of the situation. If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

- A written statement of the complaint is presented to the Principal.
- The Principal will set a date for hearing the aggrieved party and provide a minimum of 48 hour notice. The parents or guardians shall file student grievances, and at the hearing both student and parent or guardian will be present. The Principal/member(s) of the administrative team will provide a written response and decision within three (3) days after the hearing.
- If the aggrieved party is not satisfied with the decision of the Principal/Administrative Team and depending on the nature of the appeal, notification of intent to move to the third step shall be in writing to the school Grievance Committee. The Committee will review the grievance and, if deemed necessary, will hear any further details related to the case within seven (7) days. The Committee renders its decision within ten (10) days of its receipt of notification.

- If the aggrieved party is still not satisfied with the decision of the Grievance Committee, an appeal may be made to the Superintendent within three (3) days of the decision of the Grievance Committee. The Superintendent will review all documentation of the grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting will take place within seven (7) days of the Superintendent's receipt of such appeal. The Superintendent will then render the decision within five (5) school days.

THE DECISION OF THE SUPERINTENDENT IS FINAL

VIII. Dress Code / Other Rules and Regulations

All students are expected to wear the complete school uniform **daily**. The attire and grooming of St. Augustine High School students must be modest, neat, clean, and becoming of the dignity of a representative of the school, at all times.

At St. Augustine High School, dress expresses one's attitude toward learning, outwardly signifies the whole person. Proper dress indicates one's self respect and symbolizes the unity of purpose and philosophy at St. Augustine High School. The school uniform is to be worn with dignity and proper decorum in order to promote discipline

and to foster pride in being a student at St. Augustine High School. Anything deemed unacceptable by the school administration may not be worn.

A. Minimum Dress Code Requirements/Regulations

GIRLS

- ❖ Regulation plaid skirt no more than 2" above the top of the knee in **front and back**. Uniform skirts cannot be rolled up at the waist or hips.
- ❖ Official uniform blouse is white with the school seal (only polos purchased in school office)
- ❖ Only plain white undershirts or PE uniform shirts can be worn under the girls' blouses (discreet underclothing please)
- ❖ **Solid black shoes** with uniformed "St. A." socks
- ❖ Hair must be neatly groomed. Bleaching, extreme or unusual colors or styles are not permitted. Students found in violation will be sent to the office immediately to be picked up by parents for proper hair compliance.
- ❖ Hats, caps, bandanas and other accessories are not allowed. (except in extreme cold weather)
- ❖ Only blue, white, black, maroon, or grey ribbons, headbands, bows can be worn.
- ❖ The application of styling gels or hair sprays is not permitted in the classroom.
- ❖ Makeup can only be worn by girls, and if worn, must be applied lightly, and modestly. Makeup cannot be applied in classroom.
- ❖ Tattoos of any kind are prohibited.
- ❖ Ear piercings only (no other body piercings)

- ❖ Jewelry should be simple and appropriate for school
- ❖ No other type of body piercing is allowed.

BOYS

- ❖ Regulation navy blue pants (trouser style) worn at the top of the hip or at the waist with a black belt. The cuffs cannot be rolled up or have slits. No skinny pants!
- ❖ White polo shirt with school emblem must be tucked in at all times with the belt showing. The collar must be folded properly.
- ❖ Uniform blue oxford shirt (with school monogram) must be worn with sleeves extended and buttoned (not folded up) on designated days (usually Mass days or other special occasions as announced).
- ❖ The official school tie must be worn properly with the blue oxford shirt.
- ❖ Only a plain white or P.E. undershirt is permitted beneath the uniform shirt.
- ❖ Boys must wear solid black shoes with white, black, blue, or gray socks. (no no-show or ankle socks) Boots, steel-toed shoes, sandals, and slippers are not permitted.
- ❖ No body piercing is allowed.
- ❖ Hair must be groomed and cut above the shirt collar, above the ears, and above the brow line. Bleaching, extreme or unusual colors or styles are not permitted. No Mohawks! Students found in violation of hair requirements will be sent to the office immediately to be picked up by parents for proper hair compliance.

- ❖ Hats, caps, bandanas, and other head accessories are not allowed (except in extreme cold weather and if deemed appropriate.)
- ❖ Boys must be clean-shaven at all times. If in violation, boys will be sent home.

Sweaters, jackets, and hoodies to wear over the uniform are to be purchased at school approved vendors or in the office.

The uniform should be clean and pressed with all buttons attached and hem intact. The outerwear must be “official” with school logo. No other outerwear is allowed (except in extreme cold – below 40°F).

Students are required to observe the dress code fully and properly while they are wearing the uniform on or off campus, including break, lunchtime, and between classes, and directly before and after physical education classes.

Students may never desecrate the school uniform, add, or remove from the official attire. Students should remember they represent the school while in uniform at all times on or off campus.

B. Out of Uniform Dress Code

In the event that the administration allows students to attend classes in clothes other than the official uniform (Jean Days, etc.) the following code must be followed:

- Tank tops, halter-tops, shirts that expose the midriff, short shorts and short skirts are not permitted.
- Modesty in length and fit must be maintained.
- Clothes or accessories, which endorse alcoholic beverages, illicit drugs, or concepts contrary to the Christian character of the school, are not prohibited.
- Flip flops are not permitted. (nor are extremely high heels)
- No pajamas or night wear.

Thursdays are class, club or college t-shirt days. These t-shirts are to be worn with uniform bottoms. Students who abuse the privilege of such free dress days will have the privilege revoked.

Students who are not wearing the proper school uniform will receive a uniform infraction notice and/or referral and must have their parents bring the proper items to school immediately.

The rule applies from the first day of school until the last. The student will remain out of class until the proper uniform is brought by the parent. Additionally the student may be sent to detention.

C. Graduation/Senior Mass Attire

Male graduates will be required to wear a dark, conservative suit with white t-shirt; black shoes (no casual shoes) and a tie. Gentlemen must have well-groomed hair and be clean-shaven for this day. Shoes should be dark, conservative.

Female graduates will wear dresses or skirt/blouse outfits. No off the shoulder, halter-tops, spaghetti strap tops, low-cleavage dresses, mini skirts or pants will be allowed.

We reserve the right to deem what is appropriate for a Catholic School. This dress code applies to all school events when students are not required to wear uniforms. Those students not dressed appropriately will not be allowed to participate.

D. Formal Attire Dress Code

Prom is a special, once in a lifetime event and a formal night for St. Augustine High School students. In order to maintain the integrity and formality of this night, these simple guidelines for dress, behavior and procedures will be followed:

Ladies

- Modesty, stylish, and good taste.
- No low-cut garments that expose cleavage are allowed
- Spaghetti straps or strapless dresses may be worn, but must be properly fitted and in good taste.
- Dresses must be above the middle of the back
- The dress should not show flesh in the front past the center of the arm when it is held in a natural position at one's side
- Two-piece dresses and cutouts that reveal bare midriffs are not allowed
- Sheer/see through fabric over bare areas is not acceptable
- Hems and slits are to be no higher than the end of the fingertips

Gentlemen

- Formal attire may be classified as a tuxedo or dress suit, including a tie, bow tie, and a shirt which may include a cummerbund
- Must wear a collared, buttoned up shirt that may not be removed or unbuttoned more than two buttons
- Will be required to wear clothing that covers their chest and underclothing at all times
- Dress shoes must be worn-tennis shoes, flip-flops, and athletic shoes are unacceptable
- No shorts
- No make-up
- No piercings/tattoos

We reserve the right to say what is appropriate for a Catholic school. Those not dressed appropriately will not be allowed to participate in or attend. All

school rules must be followed at prom, which is a school event. The discipline code applies at prom.

E. Prom Guests

For students inviting a guest from another school to the Prom, guest information must be provided to the Senior Prom sponsor. It is the responsibility of the St. Augustine student to make sure that guests are aware of the school dress policy. Any students who have been asked to leave the school are not welcome to attend the prom.

F. Physical Education Dress Code

Official Physical Education (PE) uniforms and proper athletic shoes must be worn during PE classes. They are available this year online through Adidas on the school website.

G. Emblem



The mascot of the school is the KNIGHT, which is the official school logo as is the school seal.

The students at the school refer to themselves as the St. Augustine Knights. This is most appropriate, since just as in days gone by, a knight would place his sword and shield at the foot of the altar of his eternal king and pray for strength and courage, so too we do to live as good Christian. The knight's sword is symbolic of prayer and the sacraments,

and our shield is symbolic of faith and good works.

Note: The Diocese of Laredo and St. Augustine School owns the school's name and administration has the right to restrict its use. St. Augustine School prohibits the unauthorized use of the name of the school and its logos on blogs, letters, the internet, t-shirts, invitations and other forms of communication.

H. Lockers

When a locker is assigned to a student, then he/she is required to purchase a lock for his/her locker. It is the student's responsibility to make sure that his/her locker is secured at all times. St. Augustine School shall not be held liable for lost or damaged articles in lockers. Lockers are the property of the school, and the administration reserves the right to inspect lockers at any time. Items should NOT be kept in unlocked lockers. A student may use only the locker assigned. The sharing of lockers is not permitted.

I. Pregnancy

In keeping with the Church's stance, St. Augustine School supports a pro-life philosophy. In this regard, the school does not condone abortion. Should a student become pregnant while enrolled, every effort will be made to preserve human life and to protect the dignity of all involved. Administration may ask the pregnant student, mother and/or the father to do online learning from home. In cases where the student remains a student of St. Augustine High School, there may be an additional charge to compensate teachers who have to do additional work. The pregnant student and/or father maybe asked to enroll in online learning through St. Augustine. An additional cost may apply for the online course license. Each

case will be handled on an individual basis by administration.

J. Cars and Parking

Students who want to park in the student parking area must complete an application and pay a fee for this privilege. The application requires a valid copy of the drivers' license, registration, auto insurance policy, and a parent consent letter in order to receive a parking permit. Applications for parking permits are available in the front office. **Cars not displaying the current year parking permit will be subject to towing at the owner's expense.** Any abuse of the car/parking privilege, such as remaining in the car after arrival on campus, going to the car at any point during the school day, driving recklessly, or diving off campus before dismissal, is a violation of the car permit policy. Offenders will no longer have permission to park on school grounds. Parking at St. Augustine High School is at the students' own risk. The school is not responsible for items left in cars, vandalism, and/or theft.

Parking is on a first-come first-serve basis. Overflow of cars from the high school parking lot will have to park on the street. However, parking in private driveways and teachers' parking spaces is prohibited and will result in loss of car/driving privileges and such cars will be towed at the owner's expense.

NOTE: Cars, parked on Guerrero Street, are considered to be in traffic violation and are subject to a traffic ticket and/or being towed. Cars blocking drive ways, mailboxes, and trash pickup is a city violation and subject to ticketing and towing by the city. Administration strongly encourages students to park in the parking lot – as it is more secure,

avoiding safety issues if parked on the streets.

K. Lost and Found

If an article is lost, the student should check the Lost and Found Area in the Front Office. Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity or may be sold to other students at a considerable discount.

IX. Safety and Emergency Evacuation Procedures

St. Augustine High School will make every effort to ensure the safety of its' students.

A. Fire Alarm and/or Bomb Threat

1. A fire drill is an extremely serious matter. Students who do not follow directions will be referred to administration for proper action, such as expulsion.
2. All students are expected to know the fire exit route from any classroom or area where they are. They should be familiar with all exits by the first week of each semester. Directions indicating the route to be used are posted in each classroom.
3. Silence must be observed from the time that the fire alarm rings until all students are at their standby stations in order to hear directions.
4. At the sound of the fire alarm, all should at once begin to file out.
5. The student closest to the door is to see that it remains open or held

while students exit the room.
The last person out of the room closes the door.

6. The pace for the fire drill is a fast walk. Leaders need to set the pace. Each fire drill is timed.
7. Keeping streets and driveways clear for emergency vehicles is necessary.

Note: Pulling a fire alarm or fire extinguisher (intentionally) is punishable by law and or expulsion.

B. Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over the local television and/or radio stations. The school's email/text communication will be used as well.

C. Emergency/Safety Alerts/Lock Down

In the event of an emergency, the school can be the safest place for students. A disaster plan is in place should such a disaster occur. School authorities will provide information through local radio/TV stations/email/text/student cell phones. Lock Down will be announced on PA System – teachers & students know the safety plan per room.

D. Illness at School

A student who becomes ill or injured at school should inform his/her immediate teacher, who will refer him/her to the school nurse or office. **If the school official determines that the student is not well enough to attend class, a parent/guardian will be notified, and the student will be released into the care of the parent/guardian.**

Students who do not report to the office when ill will not be excused for their

absence and are subject to disciplinary action.

If any injury requires immediate medical attention, the school office will notify the school nurse for treatment.

Parents/guardians will be contacted as soon as possible.

E. Medication

If a student must take a medication in school prescribed by a doctor, that medication must be sent to the Health Coordinator Office in the container received from the pharmacy and must have on its label the following information:

- a. student's name
- b. name of doctor prescribing the child's medication
- c. frequency
- d. dose
- e. date

It is not recommended that students self-medicate. In no circumstances should students give their medication to another student.

X. Student Services

A. Cafeteria

Cafeteria services are available to students in the student center on most school days (these services are not available on half-days and during other special events).

Students are allowed to buy food only during their scheduled lunchtime, and students may not eat in the classrooms (except as allowed by teachers or special occasions related to instruction). Students attempting to buy food at other times will receive disciplinary sanctions. Students are required to maintain cleanliness in the cafeteria.

Parents are advised that students may bring a sack lunch from home, but they may not have food delivered to campus, nor may they bring sodas to school in the lunch box.

B. Campus Ministry

St. Augustine School's campus ministry program seeks to enhance the spiritual development of the school community and the faith life of each student by offering sacramental celebrations, class retreats, and service projects. Service is a key component of our Catholic identity and the mission of our church. In addition, building the faith community of the school is incumbent on all: administration, faculty, staff, students, and parents. Consequently, Campus Ministry plays a pivotal role in our school and its outreach.

C. Academic Counseling

The Counselor assists students and their parents in students' educational plans while at St. Augustine School.

This includes administering standardized testing programs, overseeing academic probation, keeping academic records, and assisting students and their parents in special academic needs.

The high school counselor also assists students in their post-secondary education and career planning. This office is the center for college, career, and vocational information. The following materials are accessible and available to students: college handbooks, catalogs, videos, resume assistance, financial aid and scholarship information, SAT/ACT guides and applications, summer programs for off-campus studies and job opportunities. College representatives and alumni of

the school are invited to share information with seniors and juniors.

College application weeks are held in August through Labor Day in the Senior year – with senior team teachers assisting.

D. Library

The library is available for use by all St. Augustine High School students. Books may be borrowed following standard library procedures. Borrowed books, including electronic books, must be returned by the due date to avoid an overdue fine. A lost book must be reported at once to avoid extra fines. Reference materials and periodical literature may not be taken out of the library. Compact discs, videocassettes, recorders, and other types of on-line subscriptions and media software are also available in the library. ProQuest may be accessed for research purposes at the library, in the classroom, or at home.

XI. Extra-Curricular Activities

St. Augustine High School encourages students to be involved in extra-curricular activities when time, abilities, and interests allow. Although St. Augustine School believes in developing the whole person, a higher priority must be on academics over extra-curricular activities.

Participation by students in co and extra-curricular activities is a privilege and not a right. A student who wishes to participate in any co-curricular activity outside of the normal school day, must be eligible. If a student has an average below 70% in two or more subjects after the 1st, 2nd, or 3rd quarter, he/she will be immediately placed on the ineligible list for participation in

extra-curricular activities. Any student that is on the ineligible list may not participate in any related activities. Two weeks after the issuance of report cards, a progress report for the ineligible students will be reviewed. Those students who have raised their average to 70% or above in those courses failed at the quarter will then be eligible for participation.

A. Student Council

The Student Council is responsible for organizing activities, which build school pride, spirit, and unity. The Student Council along with its sponsors acts as the voice of the student body and provides a channel through which ideas from students can be expressed. Leadership, cooperation, creativity, learning, and other life skills can be acquired through participation in this organization.

B. National Honor Society

Membership in the National Honor Society (NHS) is a prestigious honor for both the student and St. Augustine School. *Membership is not a right but a privilege bestowed on deserving students.*

NHS is a nation-wide society that recognizes students who exemplify the following characteristics: character, service, leadership, and scholarship. Students are inducted into the NHS twice a year. Students must first have a 92% or above GPA (average) to be eligible for membership. Those students who meet this first requirement then receive an application. The Faculty Council, made up of 5-7 faculty members appointed by the Principal, reviews these applications and then selects those students eligible for induction.

Students inducted into NHS, retain their membership for life becoming inactive members once they are no longer in school; however, while active members of the organization, they must maintain the standards established by the national offices of the organization or appear before the Faculty Council who will determine their future membership status.

C. Other extra-Curricular Activities

There are numerous other Co-Curricular activities available for student participation. They include:

- Knight Club/Interact Club
- Campus Ministry
- Model UN
- TAPPS Academic and Art Teams
- Knight Ambassadors
- Cheerleading
- Knights PALS
- Library Club
- Tech Team
- Orchestra
- BMT- Business, Math & Technology
- Ping Pong Club
- Cupcake Club
- St. A Study Café
- Principals Advisory
- Campus Beautification Team
- Premed
- Psychology
- Robotics
- Fitness club

XII. Athletics

A. Rules and Regulations

The rules, regulations, and standards are set forth in this handbook for student athletes and designed to give each athlete a sense of pride and responsibility through

membership in the athletic program whether they are on the court/fields of play, in the classroom, in our community or visiting another school/city. Therefore, the athlete will:

1. Strive for excellence in all of his/her activities at all times while a member of the program.
2. Abide by practice schedules and complete workouts each day.
3. Personally notify the coach when they cannot attend practice (and will miss practice only under extreme circumstances).
4. Be responsible for the proper care of his or her practice and game clothing.
5. Abide by the coaches' instructions, directions, and decisions.
6. Pay for any equipment or uniforms, which are lost, stolen, or damaged.
7. Represent the school to the best of his/her abilities.
8. Be respectful of coaches, teammates, opposing team members, self and others exhibiting good sportsmanship & Catholic values at all times.

The student athlete will be held accountable for all rules and regulations contained within this handbook. In addition, student athletes will be held accountable for any additional rules and regulations set forth by the coach.

During the athletic period or after school practice, an athlete:

1. Must notify the coach if he/she must miss a practice session. This is a responsibility of the athlete or his/her parents, not a friend. Very few reasons for

absence will be acceptable to the coaches. Failure to report absences or excessive tardiness may result in dismissal from the team.

2. Will not be tardy; tardiness to the athletic period is inexcusable.
3. Will not engage in roughhousing, towel popping, or any other harmful or threatening acts.
4. Will not engage in any form of hazing/bullying; doing so are grounds for immediate expulsion.

During team travel, an athlete will:

1. Travel to and from all contests with the team. The coach may approve an athlete returning home with his/her own parents only. Athletes will not be released to other parents.
2. Dress neatly and properly on all trips. Coaches will specify attire.
3. Conduct him/her self properly on the school bus or in any school vehicle.
4. Conduct him/her self properly while eating in a restaurant with the team/at another campus.
5. Be informed of departure and approximate return time for each trip by the coach. It is the athlete's responsibility to be on time for all departures and to inform parents of the time to be picked up after the contest.
6. Dress for all home and away contests in accordance with the school and team policies.
7. Attend a full day of school the day after a contest. Violation of this rule may result in suspension from the team.

B. Dropping a Sport

There will be times when some athletes find it necessary to quit playing a sport

during or after the season. Reasons for such decisions will vary widely, but for whatever reason the decision is made; the following procedures should be followed in order to drop a sport:

1. Think the whole situation through before reaching the decision.
2. Talk to the coach to see if a solution can be reached without having to quit. A parent conference may be required at the discretion of the coach.
3. If a decision is made to quit a sport to join another, the athlete must receive written permission from the coach of the sport being dropped. If the coach does not give permission then the athlete must wait until the first sport is over before joining the new one.
4. All equipment must be returned.

C. Medical and Permission Requirements:

1. Yearly physical examination.
2. Acknowledgement of rules and regulations form signed by both parents and students.
3. Parental agreement form. As indicated on this form, parents must respect all coaching decisions (to include play time/strategies).

Each coach shall have the authority, with the concurrence of the Principal and Athletic Director, to suspend or place on probation any student-athlete for a major infraction of the standards of the organization or the school. Acting upon the recommendation of the coach, or in his/her best judgment, the Athletic Director may suspend or place on probation any student athlete for a major infraction of the standards of the organization or the school.

REMEMBER: Athletic participation at St. Augustine High School is a privilege and not a right extended to those students who abide by the standards, rules and regulations set forth in this handbook, in addition to those verbally stipulated by the coaches and the Athletic Director.

*As required by TAPPS, Texas Association of Private Parochial Schools, the athletic league governing body.

Parents are expected to act in an appropriate manner as a fan, exhibiting good sportsmanship regardless of the situation (at home or away). Failure to do so could result in immediate removal from the gym or suspension from attending other games. (This includes for lack of respect to coaches, school administration.) In extreme cases, law enforcement officials may become involved and/or family/child asked to withdraw from the school.

XIII. Technology

Students are expected to use technology in accordance with the mission, philosophy and core values of St. Augustine High School, the Diocese of Laredo and its Catholic schools.

A. Internet Service and Computer Use

St. Augustine High School is able to enhance students' educational endeavors through the use of Technology. With this educational opportunity also comes responsibility. It is important that parents and their children read the Technology Acceptable Use Policy. The school network has an internet content filter to block web pages deemed inappropriate but ***it is the students' responsibility not to search for***

unauthorized sites or material nor try to circumvent the filter. Internet sites which are deemed, pornographic, or which advocate violence, prejudice, bigotry, or discrimination are considered unauthorized as are social media sites during instructional time.

B. As used herein, the term “Computer[s]” refers to any desktop, laptop, iPad, tablet or other mobile electronic device owned or issued by St. Augustine High School to any student for school and/or home use. The term “Computer Services” refers to the school’s network or Internet connections used to access school or web based information.

C. St. Augustine High School has a **BYOD** (Bring your own Device) program. All **BYOD** devices must adhere to the St. Augustine High School Technology Acceptable Use Policy. Parents are responsible for purchasing the iPad, apps and e-books for their son/daughter. Parents are also responsible for the safe-keeping, repair and insurance of their son/ daughter’s iPad. Parents retain ownership and possession of the iPad and agree to grant to teachers, school administration and staff the right to collect and/or inspect and/or confiscate (for a limited period) the iPad at any time and the right to alter, add or delete installed software or hardware. Usage, within the school is a privilege and not a right. Students may lose the privilege of using the iPad or to have it in their possession if they abuse their responsibilities or breach this or other School policies. Students are responsible for daily care of their device.

***The school is not responsible and may not be held liable for lost, stolen or damaged devices.**

Rules for computer use include the following:

- ❖ No food or drink, including water, should be at or near any computer or workstation. Students should wash and dry their hands after eating and before using computers.
- ❖ Students must have a teacher’s permission before using any computer for any reason and must be under supervision.
- ❖ No programs should be downloaded or installed on any school device, unless authorized in writing by the Technology Director or other administrator.
- ❖ Playing of games on the computer is not permitted.
- ❖ Any internet sites, games, programs, or other computer applications that deal with war, battle, killing, violence, or other sexual connotations or overtones are categorically unauthorized. Exceptions may be made for research purposes, under the guidance of a teacher.
- ❖ No student is allowed to change system configurations on any computer unless authorized by a school administrator.
- ❖ Printing or photocopying will result in a fee, and copies must be paid for at the time of printing.

More specific rules and guidelines will be posted near each computer. Violation of any rules will result in disciplinary action and in serious cases, an administrative conference will be held with the potential of suspension or expulsion.

B. Technology Acceptable Use Policy **PLEASE READ THIS INFO**

Acceptable Use

1. The purpose of the technology is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. Access must be in support of education and research thus consistent with the educational objectives of assigned projects.
2. Use of other organizations' networks or computer services must comply with the rules appropriate for that network. Transmission of any material in violation of any Federal or State regulation is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
3. Students must also comply with all specific instructions from school staff and volunteers when using technology.
4. The school may monitor students' Internet usage.
5. Furthermore, the school retains the right to search the students devices as related to a discipline issue.

- **Privileges** – The use of the Internet is a **PRIVILEGE**, not a right. Inappropriate use will result in termination of those privileges. School administration will determine what inappropriate use is and their decision is final. They may remove access at any time as required. The administration, faculty, and staff of St. Augustine School may request the system administrator to deny, revoke, or suspend specific user accounts.
- **Use of the Internet/Network** – The Rules for the acceptable use of the internet/network include, but are not limited to, the following:
 - a) Accessing or Communicating Inappropriate Materials - Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials, images (still or video) or messages. Appropriate language should be used. Swearing, the use of vulgarities or any other inappropriate language is not permitted.
 - b) Students may not use technology for any illegal activity. St. Augustine High School assumes no responsibility for illegal activities of students while using technology.

- c) Students must never disclose or publicize personal information of their own or any other person, nor their personal address or phone numbers.
- d) Note that electronic mail (e-mail) is not guaranteed to be private. System administrators have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e) The network should not be used in such a way that it would disrupt the use of the network by other users.
- f) All communication and information accessible via the network should be assumed to be private property.
- g) Downloading of any files must be approved by an administrator, faculty, or staff member.
- h) No use of social media on school computers nor on personal devices during instructional time.
- **St. Augustine School** makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Augustine School will not be responsible for loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use of any information obtained via the Internet is at student's own risk. St. Augustine School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
 - **Security** – Security on any computer system is a high priority, especially when the system involves many users. If a student feels they have identified a security problem on the Internet, they must notify the Technology Coordinator immediately:
 1. They should not demonstrate the problem to other users.
 2. They should not use another individual's account.
 3. They should not attempt to log on as anyone other than themselves.
 4. Additionally, any user identified as a security risk may be denied access to the Internet.
 - **Misuse of Passwords/Unauthorized Access** - Students may not share passwords, use other users' passwords, access or use other users' accounts, or attempt to circumvent the network security systems and/or Computer Services.
 - **Malicious Use/Vandalism** - Students may not engage in any malicious use, disruption or harm to computers and/or computer services, including but not limited to impersonating of a school official, faculty member or student, hacking activities, "jail breaking", and creation/uploading of computer viruses. Vandalism will

- result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy equipment, data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones.
- **Social Media** – The use of social media is prohibited at St. Augustine (on computers, cell phones, iPads, byod's and other electronic devices). Students shall not engage in any social media that may misrepresent, harm or tarnish the image, reputation and/or goodwill of St. Augustine High School.
 - **St. Augustine High School** has the right to restrict or terminate network and Internet access at any time for any reason. St. Augustine also has the right to monitor network activities, student files and student e-mail in any form that it sees fit to maintain the safety and confidentiality of the school's technology resources and to enforce the provisions of this policy.
 - The unauthorized capture of images, video or audio is in direct breach of the school's Technology Acceptable Use Policy.
 - Students' personal devices, unless authorized by a teacher, are not to be used on school premises. Each student must ensure all his devices are SWITCHED OFF in the school building. Mobile phone usage is permitted in the school during lunch break times only. Note: Devices in 'Silent' or 'Vibrate' mode are not considered 'off'. Personal devices should not be visible during the school day.
 - **St. Augustine High School** retains the right to review cell phone content to the extent necessary to verify a suspected violation. A student's failure to cooperate in such review shall constitute an admission of the policy violation and result in the administration of disciplinary action consistent with the policy.

C. PowerSchool System

PowerSchool, a web-based student information system (SIS), simplifies data-driven decision making by providing real-time information to all stakeholders – over the Internet. Administrators get the most accurate information to make decisions that are more effective. Teachers gain timesaving administrative tools, parents gain immediate access to their children's grades, and students can track their own progress. Usernames and Passwords can be obtained from the PowerSchool administrator.

PowerSchool can be accessed directly at <http://staug.powerschool.com> or by following the PowerSchool links on <http://www.st-augustine.org>. To report a problem with PowerSchool, send an e-mail to info@st-augustine.org

Parents

Using a web browser, parents simply enter a unique username and password to access information about their children's grades, assignment status, and attendance. Parents who otherwise would not come to school and initiate discussions with teachers can now get a snapshot of their child's progress at any time right from their home or office computer. Parents can use this information to discuss academic expectations with their children. PowerSchool lets parents become aware of issues as they emerge, instead of just at the end of the semester when it may be too late to make positive changes.

Students

PowerSchool gives students access to assignments and information about their individual progress, students can be more accountable for their own academic success. PowerSchool allows students to track grades.

Technology as a means of Communication with Parents

St. Augustine High School administration and business office will use parents' primary email address and cellphone to send important information and reminders. Please take advantage of this opportunity! Update contact information to info@staughschool.org

Most Frequently Asked Questions

Who to Call If . . .

1. *I have a comment or question about*

- my child's academic progress in class

- a teacher's expectations of my child
- a teacher's treatment of my child
- the appropriateness of my child's placement in a current course

Answer: The respective teacher

2. *I have a question or comment about*

- the curriculum or policy of a department
- consistency among different sections in a department
- answers a teacher has given me about expectations, placement, or performance of my child

Answer: A vice-principal or principal.

3. *I have a question or comment about*

- disciplining of my child
- an answer a teacher has given me about the treatment of my child
- an answer a department chair has given me about the performance or expectations of my child

Answer: The vice-principal or principal.

4. *I have a question or comment about*

- post-high school planning for my child
- course selections for the following year
- general concerns about my son's/daughter's overall performance or behavior
- answers from teachers or department chair regarding

current placement of my child

Answer: The counselor or an administrator.

5. *I have a question or comment about*

- club activity or scheduling
- athletic activities and schedule

Answer: Club sponsor, coach or the athletic director.

6. *I am dissatisfied with answers I have received from other*

Note: This handbook may be amended as deemed necessary by the principal during the school year. Every effort will be made to advise parents and students of such changes in a timely manner.

The Principal and School Administrators have an open-door policy but in order to protect valuable time (that of parent & school personnel) it is strongly encouraged to schedule an appointment with the principal's secretary except in the case of an emergency.

school personnel, or I have a question or comment about general school policy.

Answer: The principal or when all else fails, the superintendent.

PARENTS SHOULD MAKE EVERY ATTEMPT TO SETTLE A CONCERN, DISPUTE OR DISAGREEMENT AT THE LEVEL AT WHICH IT AROSE.

St Augustine of Hippo (354-430)

St. Augustine of Hippo, a Christian at 33, a priest at 36, and a bishop at 41. Many people are familiar with the biographical sketch of Augustine of Hippo, sinner turned saint. There quickly surfaces the intensity with which he lived his life, whether his path led away from or towards God. The tears his mother, the instructions of Ambrose and most of all, God himself speaking to him in the Scriptures, redirected Augustine's love of life to a life of love.

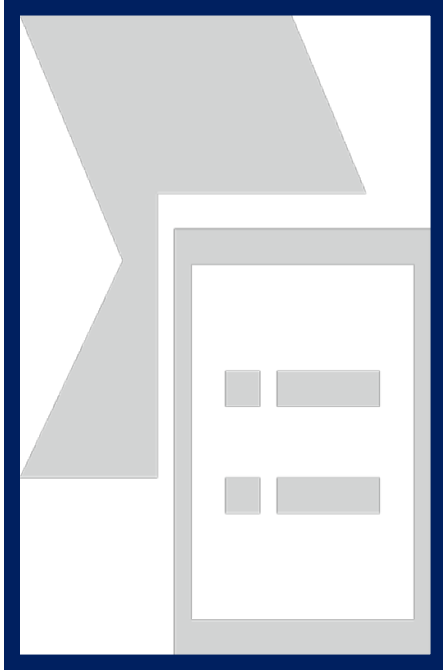
Having been so deeply immersed in creature-pride of life in his early days, it is not surprising that Augustine should have turned, with a holy fierceness, against the many demon-thrusts rampant in his day. He providentially fulfilled the office of prophet. Like Jeremiah and other greats, he was hard-pressed, but could not keep quiet.

"I say to myself, I will not mention him,
I will speak in his name no more.
But then it becomes like fire burning in my heart,
imprisoned in my bones:
I grow weary holding it in,

I cannot endure it"
(Jeremiah 20:9)

St Augustine is still acclaimed in our day. He is a prophet for today, trumpeting the need to avoid escapisms and stand face-to-face with personal responsibility and dignity.

Prayer to St. Augustine



Do not weep if you love me! If only you knew the gift of God and what heaven is! If you could hear the angels singing here and see me in their midst! If you could see, unfolding before your eyes the eternal fields and horizons, the new paths where I walk. If for only a moment you could contemplate as I do the Beauty beside which all other beauties grow dim. When you saw me, you loved me in the land of shadows and you would not see me again or love me in the land of immutable realities?

Believe me, when death comes to break the bonds, as she has broken those that held me bound, and, when on a day that God knows and has appointed, your soul will come to heaven where mine has preceded it, you will find your affection purified.

God forbid that, upon entering into a happier life, unfaithful to memories and to the true joys of the other life, I should become less loving. Then you will see me again, transformed in ecstasy and happiness, no longer awaiting death but advancing with you, from moment, into new paths of Light and Life. Dry your tears and, if you love me, weep no more.

Appendix/Drug Testing Policy

St. Augustine High School Student Drug Testing Policy and Contract

1. The objectives for this program are:
 - I. To be proactive in ensuring a safe, drug-free school environment at St. Augustine High School in order to support and uphold academic excellence.
 - II. To instill in all students the importance of loving, respecting and caring for their bodies and their minds, all created in the image and likeness of God.
 - III. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse the use of illegal drugs.
 - IV. To allow all students to make a commitment against drug use.
 - V. To promote the health, safety and well-being of all students.
 - VI. To work with parents of students who test positive for drugs to involve their child in a drug education and counseling/intervention program for students.
2. All students in grades 9-12 will be required to submit to drug testing consistent with this policy.
3. Prior to the first class day each school year, a parent/guardian of a student, and the student, must both sign a written consent form authorizing drug testing of the student. Students who have reached the age of majority, or their disabilities of minority have been removed, will sign the written consent authorizing drug testing of the student.

Random Drug Testing

4. All students will be required to submit to random drug testing. Random testing may be conducted at any time. Random testing may be conducted as determined by the campus principal or designee. The names of all eligible students will be placed in a computer generated "pool." Random selections from that pool will be conducted by the testing service contracted by the school.

Reasonable Suspicion Testing

5. When a teacher/athletic director/sponsor/coach/campus administrator has a reasonable suspicion that a student is currently using drugs, the student may be required to submit to a test under this policy. "Reasonable suspicion" means a suspicion of drug use based on specific observations made by teacher/athletic director/sponsor/coach/campus administrator of the appearance, speech, or behavior of a student subject to this policy; the reasonable inferences that are drawn from those observations; and/or information of drug use by a student subject to this policy supplied to school officials by other students, staff members, or patrons.
6. Drug testing will be done by a nationally certified drug testing laboratory. The school will contract with a certified drug-testing laboratory. The laboratory will follow strict procedures for

¹ The term "drug" for the purpose of this policy includes the following:

- Any controlled substance or dangerous drug as defined by state and federal law; without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
- Any simulated controlled substance or dangerous drug;
- Any drug as defined by state and federal law without regard to amount;
- Any abusable volatile chemical substance for inhalation;
- Any prescription drug used in a manner not consistent with the prescription.
- Any other intoxicant or mood-changing, mind-altering, or behavior altering drugs, including pills and other over-the-counter stimulants and sedatives; or Any anabolic steroids.

the chain of custody and access to test results. The laboratory will provide qualified collectors to oversee collection of specimens. The service will provide Medical Review Officer (MRO) services for the interpretation and verification of positive results. The MRO will report all test results to designated school officials. Results will not be provided either verbally or in writing to any person who has not been designated by the school to receive results. The school reserves the right to test for prohibited/illegal substances, including but not limited to: amphetamines, barbiturates, benzodiazepines, cannabinoids, cocaine, methadone, methaqualone, opiates, phencyclidine, steroids, other illegal or addictive drug and any adulterant.

7. Drug Testing will be performed by urinalysis in accordance with accepted practices and procedures as established by the certified drug testing laboratory with whom the school contracts. Student privacy will be protected to the greatest extent possible during the collection and coding of urine specimens. Students will provide urine specimens in a private stall in a restroom accompanied by an adult monitor of the same gender. After the specimen is produced, it will be handed to the monitor.

8. Results of any drug test will not be given to law enforcement authorities nor be used for any school discipline, except as related to applicable activities noted in this policy. Access to written drug results will be limited to the following:

- Parent/Guardian
- Student
- Principal/Designee

Access to verbal notification that a student has tested positive for drug use will be provided to the principal or designee.

9. All information related to the testing or the identification of students as a user of illegal drugs will be protected by the school and its employees, officers, and agents as confidential, unless otherwise required by law, in response to overriding public health and safety concerns, or as authorized by the parent/guardian or student. The school will destroy the records maintained under this policy in accordance with the school's records retention schedule.

10. If the drug test indicates positive results, the laboratory will immediately forward the results to its MRO. The MRO will contact the parent/guardian to determine if prescription medication or other legal substances may have caused the positive result. The parent/guardian will have the opportunity to provide any prescriptions to the MRO for review and issuance of his/her determination. The MRO will contact the principal or designee after all procedures have been completed, and they have determined the test to be a positive. The school principal or designee will then contact the parent/guardian to schedule a meeting with the student.

Consequences of Positive Drug Testing

11. Consequences of a FIRST confirmed positive test result shall be as follows:

- a. Required conference with parent/guardian and student.
- b. Referral to an approved counseling program for an assessment which will determine the length of counseling needed for the student. The student must fulfill the recommendation of the counseling program, and provide documentation confirming completion of the program.
- c. A minimum 10 school day school suspension.

- d. Prior to being readmitted to school, a negative test result must be obtained at the student's/parent's/guardian's expense.
- e. After readmission to school, the student shall submit to retesting once a month for 4 months.

12. A SECOND confirmed positive test result shall constitute good cause for the permanent removal and expulsion of the student from the school if the parents do not voluntarily withdraw the student prior to such action.

13. A positive drug test that results in a suspension in excess of the number of days remaining in the school year will continue on the first day of school of the next school year.

14. If a family withdraws a student from the school after a positive drug test, the student shall not be eligible for readmission until the family and student have complied with the Consequences set forth above.

15. Refusal to participate in a drug test after signing the contract and consent form shall count as, and have the same Consequences as, a positive test.

16. Failure to comply with the Consequences of a positive drug test as identified above may result in expulsion of the student from the school.

17. If a student tests positive a third time, the school may take any additional corrective or disciplinary actions it deems necessary in its sole discretion, including but not limited to expulsion of the student.

Appeal of Positive Drug Test

18. An appeal of the consequences of a positive result must be filed with the school principal by the student or parent/guardian. During the time of any appeal, the Consequences outlined herein will remain in effect. If the appeal is resolved in favor of the student, the student will be immediately reinstated. In any appeal in which the parent/guardian requests retesting, the parent/guardian must submit the appeal within forty-eight (48) hours of confirmation and notification of the positive result. Retesting must be performed by a nationally certified drug testing laboratory using the original positive sample, and will be done at the parent/guardian's expense.

**St. Augustine High School
Student Drug Testing Policy
Parent/Guardian/Student Contract and Consent Form**

I, _____ (printed name of parent/guardian) and
_____ (printed name of parent/guardian)
are/am the parent/guardian of _____ (print name of student) a
student enrolled in the St. Augustine High School.

I acknowledge that I have received a copy of the St. Augustine High School Student Drug Testing Policy. I have read the School's Student Drug Testing Policy and understand the provisions of the drug testing policy. I agree to and accept all of the terms and conditions of the St. Augustine High School Drug Testing Policy. I hereby give my authorization and consent to the drug testing of my child provided by the policy. I understand that my child's continued enrollment at St. Augustine High School is conditioned upon my consent and participation in the drug testing program. In consideration of the benefits arising to me and my child from this activity and my child's continued enrollment in the school, I hereby grant permission for my child to participate in the drug testing program.

I further agree to WAIVE and RELEASE all future claims, suits and liability of every kind, including expenses of litigation, court costs, and attorneys' fees against St. Augustine High School and the Catholic Diocese of Laredo, Bishop James A. Tamayo, their officers, agents and employees, arising from or relating to any injury or damage which I or my child might sustain as a result of my child's participation in the drug testing program.

I acknowledge that I have read and understand this consent and release. I represent that I am the parent or guardian of the student named above and that I have the authority to make the representations and agreements set forth in the Student Drug Testing Policy and this Consent Form. I hereby agree that I and the student shall both be bound by the terms of the consent and release provisions set forth herein.

Circle which (Parent/Guardian Signature)

(Date)

I, the student identified above, acknowledge that I have read the foregoing consent and release and that I understand it and agree to be bound by its terms and the terms of the Student Drug Testing Policy and program.

(Student Signature)

(Date)

St. Augustine High School
PARENT/STUDENT AGREEMENT
2017-2018 Academic Year

Student's Name: _____

Grade: _____

This document confirms that we have reviewed the St. Augustine High School Parent-Student Handbook on the school website and understand that it serves as a binding agreement between school, parent and student. We understand that a printed version of the Parent-Student Handbook will be made available to us upon request.

Instructions: INITIAL EVERY AGREEMENT-STATEMENT BELOW:

_____ We hereby certify that we have read the St. Augustine High School Student-Parent handbook, and hereby agree to abide by, support, and be governed by the philosophy, principals, rules, terms and regulations enunciated therein. We also agree to accept and be bound by the terms and conditions of the Diocese of Laredo Catholic Schools Policy Manual, which is incorporated into this Agreement and is available to us upon request.

_____ We will work collaboratively with school administration, faculty and staff to support the academic success of our child(ren) by attending Report Card Night, Back to School Night, teacher conferences, and communicating with frequently/as needed with school officials with regard to our child(ren)'s academic progress and classroom behavior.

_____ We will participate actively in the spiritual development of our child(ren) by participating in school masses and para-liturgical celebrations, diocesan events, service projects and Sunday mass at our parish.

_____ We will fully support the social and fundraising activities of the school including but not limited to, Jamaica, athletic events, academic nights, Catholic Schools Week, Casino Night, car raffle, and Annual Giving. Furthermore, we will adhere to our financial/ service obligation to the school by keeping our tuition account current and abiding to the mandated 20-hour service requirement.

_____ We recognize that conduct both on and off campus and at all times while attending St. Augustine High School must be in a manner consistent with the philosophy, principals, rules and regulations stated herein and failure to adhere could result in removal from the school.

_____ We further acknowledge and accept that St. Augustine High School may suspend, expel, or terminate our child/family enrollment and/or impose any appropriate sanction the St. Augustine High School so desires because of failure to adhere to and abide by the philosophy, principals, rules, and regulations of St. Augustine High School.

_____ We understand and will abide by Rules and Code of Ethics of Technology for St. Augustine High School. We further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should a violation occur, access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action initiated.

_____ We have been informed of the St. Augustine High School Random Drug Testing Program. We accept and agree to all of the terms and conditions of the Drug Testing Policy and Contract. We understand and agree that refusal to submit to a drug test or otherwise comply with the policy will result in removal of a student from the school.

_____ Finally, we give permission for our child(ren) to be photographed or video-recorded (taped) at St. Augustine High School, and realize that the photo might be published in the newspaper, a magazine, a web page, or other publication. The video may be used for educational or informational purposes regarding the programs or curriculum at St. Augustine High School.

Parent's Signature: _____

Date: _____

Student's Signature: _____

Date: _____

HANDBOOK IS AVAILABLE ON-LINE