

St. Augustine High School

A Catholic College Preparatory School

1300 Galveston Street

Laredo, TX 78041

2008-2009

Parent-Student Handbook



81st Anniversary

By accepting enrollment of students, St. Augustine High School agrees to uphold the rules, guidelines, and policies contained in this handbook, and to offer the best education as the school is capable of giving.

While every effort is made to ensure the accuracy of the information contained in this handbook, St. Augustine High School reserves the right to make changes at any time without prior notice.

Bell Schedules

Daily Schedules

<u>Regular Schedule</u>		<u>2:00 o'clock Assembly Schedule</u>	
7:55	First Bell	7:55	First Bell
8:00-8:47	1 st Period	8:00-8:40	1 st Period
8:51-9:01	1 st Period-Announcements	8:44-8:54	1 st Period-Announcements
9:05-9:52	2 nd Period	8:58-9:38	2 nd Period
9:56-10:43	3 rd Period	9:42-10:22	3 rd Period
10:47-11:34	4 th Period	10:26-11:06	4 th Period
11:38-12:25	5 th Period	11:10-11:50	7 th Period
Lunch (Grades 8 th – 9 th)			
12:29-1:16	6 th Period	11:54-12:36	5 th Period
Lunch (Grades 10 th – 12 th)		Lunch (Grades 7 th – 9 th)	
1:20-2:07	7 th Period	12:40-1:20	6 th Period
		Lunch (Grades 10 th – 12 th)	
2:11-3:08	8 th Period	1:24-2:04	8 th Period
		2:08-3:05 Assembly	
<u>Mass Schedule</u>		<u>Early Dismissal Schedule</u>	
7:55	First Bell	7:55	First Bell
8:00-8:40	1 st Period	8:00-8:30	1 st Period
8:44-9:24	2 nd Period	8:34-8:44	1 st Period-Announcements
9:28-9:38	2 nd Period-Announcements	8:48-9:18	2 nd Period
9:38-10:38	Mass	9:22-9:52	3 rd Period
10:42-11:18	3 rd Period	9:56-10:26	4 th Period
11:22-12:02	4 th Period	10:30-11:00	5 th /6 th Period
12:06-12:46	5 th Period	11:04-11:34	7 th Period
Lunch (Grades 7 th – 9 th)			
12:50-1:30	6 th Period	11:38-12:08	8 th Period
Lunch (Grades 10 th - 12 th)			
1:34-2:14	7 th Period		
2:16-3:05	8 th Period		

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St. Augustine School

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

*“Every visible thing in this world
is put in the charge of an angel.”*

St. Augustine

Contact Information

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Fax No. (956)725-9241
Principal’s Fax No. (956)724-8770
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Website

www.st-augustine.org

VISION, MISSION, AND PHILOSOPHY OF EDUCATION FOR THE 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.

OUR IDENTITY AT ST. AUGUSTINE HIGH SCHOOL



St. Augustine School is college preparatory and career path Catholic school from 9th through 12th grade in the Diocese of Laredo. The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teachers. The theology taught at the school complies with Vatican II. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Augustine, we strive to "teach as Jesus did." The curriculum guidelines, consistent with the State of Texas, are followed for the teaching of all secular subject areas. 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, which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

ST. AUGUSTINE HIGH SCHOOL 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.

ST. AUGUSTINE HIGH SCHOOL PHILOSOPHY

St. Augustine School will create 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 will create a dynamic academic environment where the love of learning and the pursuit of creative ideas are regularly pursued. 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 sports program, several clubs/organizations and activities for its students. In addition to this, students are expected to participate in service activities on campus and in the community.

CORE VALUES (GOALS)

- Nurtures Gospel values, Catholic beliefs, sacramental life, and religious practice.
- Teaches the whole person: spiritual, emotional, intellectual, physical, and psychological aspects and provides opportunities for growth.
- Instill traditional values such as respect, politeness, loyalty, trust and dignity.
- Promotes the love of learning and highest academic standards based on the appropriate ability level of students.
- Witnesses a spirit of community within and outside the school by encouraging respect, service to others and a cooperative spirit.
- Accepts, encourages, and embraces the diversity: religion, economics, cultural, linguistic, social, and academic among us.
- Employs competent, professionally prepared and enthusiastic faculty.
- Provides for the financial accountability and stability of the school.

ST. AUGUSTINE SCHOOL HISTORY

St. Augustine High School is a co-educational Catholic high school with grades 9-12 promoting the highest academic standards and 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 1970's, 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 bonded 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 81 years of serve to Laredo and neighboring communities, it has instilled this concept of excellence in over 4000 graduates. The school takes pride in the fact that 100% of the senior class has been accepted into colleges and universities throughout the country.

St. Augustine High School remains to date the only Catholic high school in the Diocese of Laredo encompassing Dimmit, Jim Hogg, La Salle, Maverick, Webb, Zapata, and Zavala counties with a 90% Catholic population.

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

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.
- 2. Parents and students** are expected to support the general 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 10 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.
- 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.

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, 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.

I. GENERAL INFORMATION

A. Christian Service Hours

All St. Augustine High School students are required to perform Christian service hours for the community, which supports them.

Each student must perform 15 or more hours of service per semester, for a total of 30 hours for each school year.

B. General Courtesy

All students will develop the practice of courtesy as an expression of mutual respect. Courtesy is integrated throughout the school day and in all relationships. **Off-campus conduct reflects the good reputation of students, parents, and faculty. Coming to school and returning home, on field trips, at sports events, and during other off-campus activities, students have the responsibility to maintain behavior exemplary of St. Augustine High School especially when wearing the school uniform.**

C. Title IX

St. Augustine School adheres to the tenets of Title IX: "No person in the United States shall, on the bases 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. The office record must be accurate, complete, and up to date.

E. School/Office Hours

The school office hours are from **7:30 a.m. to 5:00 p.m.** daily.

F. School Mass/Prayer Services

All students are required to attend all scheduled religious activities 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 welcomed to attend any school Mass or Prayer Service.

G. School Visitors/Guests

St. Augustine School is a closed campus. Parents/ guardians and/or their guests wishing to visit should give prior notice to the school and must secure a visitor's pass from the administrative office. 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 the 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 between parents/guardians, and members of the school in the pursuit of quality, faith centered education. Association dues (FSO dues) are paid at the time of registration. Parents are expected to participate in association meetings/activities throughout the school year. In addition, **parents are required to contribute 10 hours of service to the school (or \$50 per hour) throughout the year.**

I. 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, the police will be notified and the student will be taken to the station for questioning. In such cases, the police or the school authority, as appropriate, will notify the parents.

J. Prom Guests

For students inviting a guest from another school to the Prom, a guest form must be completed at least two (2) weeks before Prom. These forms can be obtained from and returned to the Senior counselor's office. It is the responsibility of the St. Augustine student to make sure guests are aware of school dress policy.

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. Notes, e-mails, or faxes will not be allowed.

II. ADMISSIONS POLICY

St. Augustine High School admits students of any race, religion, color, nationality, or ethnic origin only in grades 9-11. All receive the full rights and privileges awarded to students, and may participate in all programs and activities for which they are eligible. 12th grade students are not eligible for admissions because of the graduation requirements.

In addition, St. Augustine School is not equipped to accommodate students who demonstrate severe academic deficiencies and/or behavioral problems.

A. Application for Admission

All prospective students must meet the following criteria for acceptance:

- Successful performance on a standard placement test,
- An academic level commensurate with grade level placement they are seeking at St. Augustine,
- Good discipline record from previous school attended.

The admission's committee also evaluates available data, such as the grades on prior years' report card, standardized test scores, previous years' teacher recommendations, if available, and take into consideration any physical or mental conditions, which may require special services.

In addition, students from the public school are required to have the correct number of credits, at least six (6) 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 comparability to Texas curriculum, grade placement, and language placement. When necessary, students from out of the country whose first language is not English will be required to attend a 2-week ESL (English as a Second Language) summer program.

The policy for accepting students to St. Augustine School when there is a waiting list is the following:

1. Siblings of current students,
2. Students from other Catholic feeder schools, and, finally,
3. Non-Catholic students whose parents accept the philosophy of St. Augustine School.

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

B. Immunization Requirements

The immunizations required by the State of Texas to attend school at St. Augustine School are the following:

- ❖ 4 DOSES OF POLIO VACCINE
- ❖ 4 DOSES OF DTP/DTAP Vaccine
- ❖ 3 DOSES HIB VACCINE

- ❖ 2 MMR VACCINES
- ❖ 1 VARICELLA/CHICKEN POX VACCINE OR LETTER STATING DATE ILLNESS WAS CONTRACTED
- ❖ 1 TD/TETANUS BOOSTER
- ❖ 2 DOSES HEPATITIS A 6 MONTHS APART
- ❖ 3 DOSES HEPATITIS B 1&2, 1 MONTH APART, 3rd 6 MONTHS AFTER 2nd DOSE

Proof of these immunizations must be submitted to the Health Coordinator by the first day of school. The State of Texas does not require a TB/tuberculosis test; however, it is mandatory that all new students entering St. Augustine School have one.

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.

C. Mid-Year or Partial Year Admission

St. Augustine High School operates on a two-semester system; therefore, students will be accepted only at the beginning 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 new students are on academic and/or behavioral probation. Probationary students must receive grades of 70% or higher for the first year, and must follow all behavioral expectations. If during this trial period there are any problems, a student may be asked to withdraw from St. Augustine School.

E. Withdrawal Policy

- Parents/Guardian must notify the school if a student is withdrawing.
- Registered students who withdraw before August 20, 2008 are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw before November 1, 2008 are responsible for ½ of the full tuition amount.
- Registered students who withdraw before December 19, 2008 are responsible for the full tuition amount.

The school will not award diplomas, official transcripts, and report cards nor forward records for students who leave or withdraw with an outstanding balance.

III. FINANCIAL OBLIGATION

.TUITION SCHEDULE

SCHOOL YEAR - 2008-2009

Actual Tuition Rate per child ...	\$4,350.00*
Registration.....	\$1,565.00**
<i>*Does not include: fine art supplies, pre (AP) or (AP) fees, novels, and other consumable product.</i>	
<i>**non-refundable fee.</i>	
Total	\$5,915.00

A. Tuition Payments: *The total tuition for each student is \$4,350 for the 2008 -2009 school year. Payment guidelines:*

- Pay monthly tuition by the 1st of the month or before the 10th beginning August 2008. Tuition paid after the 10th of the month will incur a \$50.00 late fee.
- If the 10th falls on a weekend, or holiday, tuition must be paid by the Friday or a day prior.
- The registration fee for returning students will be due on February 2009.

- The registration fee for new students is due upon acceptance to the school.
- All application fees and registration fees are NON-REFUNDABLE.

There will be 10% fee for each check returned from the bank with a minimum of \$40.00 for each check returned.

In addition, please be advised that students whose accounts are not up to date by the 11th day of the month (or the nearest school day after the 10th) will not be allowed to attend class, take tests, and/or receive their report cards.

After the 10th of December and the 10th 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 demonstrate evidence of financial need. **Students must be accepted and registered before an application for assistance is issued.**

Applications must be submitted to the business office by **May 1** together with:

- 1) A letter to the principal summarizing the family's financial circumstances,
- 2) Diocesan financial aid application (form available in the principal's office),
- 3) Copies of parents' most recent federal income tax report (1040, 1040A, 1040EX),
- 4) Three (3) most recent check stubs of parents/guardians,
- 5) Authorization to release information (form available in the business office),
- 6) Transcripts and/or report cards for the

student seeking financial assistance.

Based on this information the administration 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

State adopted textbooks are provided by the school to students at no additional fee. Some courses may require students to purchase their own books at minimal prices; books remain the property of the student at end of the school year. Books purchased by the school are the property of St. Augustine High School **and must be covered at all times.**

Adhesive material may not be used as a cover for these books.

Students are responsible for the proper care at all times of school property. 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.

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

D. Graduation Fees

Twelfth graders anticipating graduation will be charged a fee to cover the cost of a cap and gown, diploma and diploma cover, church decorations, flowers, programs, and other necessities for the graduation ceremonies. These fees are included in the registration fee.

E. Student Insurance

Student insurance is provided, in addition, to parent's insurance during school hours; travel to and from school, and during any school sponsored events.

F. Advanced Placement (AP)

Exam

All students enrolled in AP courses, are required to take the College Board AP exam for the course at the end of the school year. AP exam fees are due by January 2009.

G. Lunch Program

St. Augustine School offers a hot lunch program daily. Meals are prepared in the school cafeteria. 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 carry out restaurants since the school will not allow outside food for students.** Students are expected to use the same manners required in the classroom during lunch. Courtesy towards other students and cooperation with lunch monitors are in order at all times.

Students are not allowed to take food out of the cafeteria at any time.

H. Other Fees

Other fees that may be paid are:

- *Transcript fee *ID card
- *School Ties *Lost/damaged books
- *PE Uniform
- *Returned checks at 10% of the check amount (minimum \$40)
- *Tuition late fees of \$50.00

IV. ACADEMIC AFFAIRS

A. Theology

All St. Augustine School students are required to take Theology as part of their daily course work. The Theology courses are aligned with the U.S.C.C.B. Theology Framework for High School and the Diocese of Laredo Religious Curriculum. The program consists of Catholic doctrine and tradition, Scripture, Social Justice, Church History, Morality, Life Choices

preparation for the reception of the Sacraments 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 from a high school. The Diocesan curriculum guidelines are consistent with the Texas Education Agency guidelines and are followed in the teaching of all secular subject areas. The curriculum is structured to allow students to develop and achieve academic growth while attaining spiritual Growth. The high school requirements are:

Subject	Graduation Credits
Religion	4.0
English	4.0
Mathematics	3.0 *4.0
Science	3.0 *4.0
Social Studies	4.0
Physical Education	1.5
Health	0.5
Basic Writing	0.5
Speech	0.5
Foreign Language	3.0
Computer	1.0
Fine Arts	1.0
Electives	2.0
Total Credits	28.0

***Beginning with the Class of 2011 (9th Grade in 2007-2008, these additional credits are needed for graduation).**

C. Graduation

Graduation takes place during the month of May. The specific date is announced once the school year begins. Based on the number of graduates, the number of participant tickets are allotted to each graduate.

The graduation ceremony is a privilege not a right; therefore, student will not be allowed to

participate because of academic, behavioral, and/or disciplinary reasons.

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 following two (2) State of Texas graduation plans:

Recommended High School Program-all students graduate under this plan with the credits listed in section (B).

Distinguished Achievement Plan-students can also graduate under the Distinguished Achievement Program (D.A.P). These students, in addition to, the credits listed in section (B) must also achieve a combination of four advance measures approved by the State of Texas which demonstrated performance at the college or professional level and which are assessed through an external review process. The advances measures are a combination of the following:

Original research and/or project (up to two measures)

Judged by a panel of professional in the field that is the focus of the project; or conducted under the direction of mentor(s) and reported to an appropriate audience

Test data (up to four (4) measures)

- An Advanced Placement exam score of three or above counts as one measure;

- A score on the THEA that qualifies a student for recognition as a Commended Scholar of higher by the National Hispanic Merit Scholarship Corporation; as part of the National Hispanic Scholar Program of The College Board.

College Courses (up to 4 measures): A grade of 3.0 or higher on any college course taken as dual/concurrent enrollment.

Students graduating with a D.A.P diploma will not be permitted to have failed any required course for graduation.

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 withdrawn from school, or**
- **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 immediately be placed on probation. It is then required for these students to raise their average to 70% or above in those courses failed 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 will be issued four (4) times during the academic school year or 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 Parent Monthly Newsletter (STAMP), the school year calendar, and on the schools' 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 in all courses mid-way through each nine-week grading period. Parent must sign and return them promptly.

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 web site.

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. In addition, 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) 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 college-level courses are taught according to the curriculum guides approved by the College Board and are available to highly motivated student in grades 9-12. To qualify students must have a teacher's recommendation, department chairperson's approval and/or an exam. A student must have an average of 85% or better each quarter to remain in the course.

A five-point bonus is calculated into the average at the end of each semester for each course a student is enrolled in. **All students enrolled in Advanced Placement courses are required to take the AP exam for the course(s) in which they are enrolled.**

M. Summer School

Summer school classes are offered during the month of June for those students who have failed a course/or courses. Each summer course taken can fulfill a credit if the final average for the summer school course is 70% or better. Course offerings will be based on the unavailability 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.

N. Exemptions from Final Exams

Only seniors can exempt from their semester exams based on the following criteria:

- Full year courses must have a 94 or above average (1st semester grades plus the average of 3rd and 4th quarters)
- Semester courses must have a 94 or above average for the respective quarters

No exemptions will be granted to those students who have had to appeal the course(s) for which they may qualify to be exempt.

O. Presidential Classroom

In order to attend Presidential Classroom, the following requirements must be met:

- Juniors must have a cumulative GPA of 90 or better.
- Seniors must have a cumulative GPA of 85 or better
- Both juniors and seniors must apply through the interview process established by the school

Students may attend only once during either the Junior or Senior year. Presidential Classroom is the only authorized weeklong seminar recognized by the school

P. College Course

An agreement between TAMIU, LCC, and St. Augustine High School has been developed to benefit 11th & 12th students. This plan will allow these students to have concurrent/dual enrollment.

Students who qualify to participate in this program will be able to earn six (6) college credit hours and simultaneously satisfy St. Augustine High School and State of Texas graduation requirements. Criteria for selection include:

- Grade point average of 90 or better
- Apply and be admitted to either TAMIU or LCC
- Satisfactorily complete all three parts of the THEA or TCOMP and

pass the reading and writing sections, OR receive an SAT exemption by scoring a 500 on each part or a 1070 with a 500 on the verbal section.

Once accepted the student and parent/guardian must sign a contract with St. Augustine, which outlines all school rules and regulations, which must be met in order to receive this privilege.

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 sophomore 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. Graduating with Honors

Students will graduate with Honors status if their overall GPA is 90 or higher (based on their four years in high school).

D. General Awards

Subject Awards

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

However, some subjects may have additional requirements.

The Principal's Award

The Principal's Award is given for the best "All Around" 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 healthy family values within the community.

Other Awards

Other awards that may be presented are:

- The Most Improved Student Award
- Living Our Faith Award
- All Year Perfect Attendance
- All Year Honor Roll
- Student of the Quarter

VI. ATTENDANCE

A student's absence from school interferes with his/her academic progress.

A. School Day

The school day begins promptly at 7:55 A.M. and ends at 3:08 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 15 or more minutes late for any class will be marked absent from the class and must bring a admittance slip.

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

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 appeal in order to be granted credit.

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.

Reminder: 3 tardies equal 1 absence; excused or unexcused.

D. Extended Absences

Students must be present for 165 of 180 instructional days. Excessive absences may result in loss of credit. In case of extenuating circumstances, such as prolonged illness for which there is adequate medical documentation, an accident requiring

hospitalization, or a lengthy family crisis, the Principal must be notified in writing. Every attempt will be made to make assignments available to the student so that his/hers academic progress is not jeopardized. It is the family's responsibility to arrange for and pick up the student's work.

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 in each class they missed. **Exceptions to this policy will be extremely rare and parents are discouraged from requesting exceptions.**

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 **may** 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/wards 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

Seniors are allowed two 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)**. **No senior will be excused for a college visit immediately before or after a holiday.**

I. Tardy to Class

A student arriving after 8:00 AM must report to the front office and receive a tardy slip for admittance to class.

A student 15 minutes late for any class is considered absent for that class unless an excused admittance slip is secured.

Students who are tardy to the class immediately following the lunch period will be considered tardy to school and must obtain a tardy slip from the front office in order to be admitted to class.

Three (3) tardies equal one absence.

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 second 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.

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, parent must sign him/her back in.

L. Class Retreats/Field Trips

Class retreats are a time for reflection, meditation and are an opportunity for students to develop 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**. Signed slips should be returned

to the teacher at least one week prior to the retreat/trip,

NOTE: No student will be permitted to call home for permission to go on a field trip/class retreat. A fax of the original permission slip, a phone call or an e-mail is not acceptable.

VII. DISCIPLINE CODE

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors with the students' sense of appropriateness will indicate to them. The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

To ensure a mature Christian atmosphere 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

Parental cooperation is essential for the welfare of the students. Under normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitude of the 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 leave the school.

B. School Rules

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

- There is no eating, drinking, or gum chewing on campus, except for educational purposes approved by the administration.
- Any outside containers not bought at St. Augustine High School are discouraged.
- 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.
- No Sharpies or other permanent markers are allowed on campus.
- 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.
- All electronic devices such as, but not limited to: cameras, recorders, CD/DVD players, pagers, MP-3 players, I-Pods, cell phones and other recording devices are not permitted.

Any school personnel can confiscate any visible electronic devices.

- 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.
- Brining personal sporting equipment to school is greatly discouraged. Such equipment can be lost, damaged, or stolen. These items will also be confiscated.

NOTE: All confiscated devices are 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.

Note: Continued disregard for any school rule or regulation will result in a student being asked to leave St. Augustine High School. .

C. Zero Tolerance

St. Augustine School will not tolerate certain activities on its campus before, during, and after school by students because of the dangers posed to the community. These activities include, but are not limited to; the possession of a firearm or other weapon, the selling or distributing of controlled substances, and the established association with and/or relying upon a gang for support protection, and assistance. Local law enforcement authorities will be notified. **Any student involved in these activities will be subject to immediate expulsion from the school.**

D. Lunch Detention

Lunch detention will be held daily for students who violate dress code rules and/or are late to 1st period class.

Lunch detention may also be imposed on a student for other disciplinary infractions. Student will be served lunch and; therefore, be charged \$3.00 for this service.

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:

- Use or possession of tobacco or tobacco products, including cigarettes, cigars, pipes, snuff, or chewing tobacco.
- 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 or National Junior Honor Society, they will be required to appear before the Faculty Council who will determine if he/she is removed from the organization.
- Inappropriate public display of affection.
- Willfully disrupting classes, masses, or assemblies, alone or in concert with others, with such conduct as the emission of disruptive sounds and noise.

- Enticing or preventing other students from attending or participating by using loud or profane language or gestures, lewdness, or the use of threats of force.
- 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)

F. Very Serious Offenses

The 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 or possession of heroin, cocaine, marijuana, or any other controlled substance as defined by federal law.
- ✓ Use or possession of any firearm, knife, or other weapon prohibited under the Texas Penal Code, including but not limited to clubs, chains, razors, or metallic knuckles.
- ✓ 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.
- ✓ Being arrested or cited for civil disobedience or the like.

- ✓ Misrepresentation of St. Augustine in any fashion via social networks or chat rooms (MySpace, YouTube, Facebook, etc.) will face disciplinary action by the school administration.
- ✓ In addition, students who defame teachers, staff, administrators and others in the school community is not consistent with Christian values and will be held accountable for harm they cause others through the use of websites, the internet, letters, or other forms of communication.
- ✓ Lewdness.
- ✓ Continued disregard for any school rule or regulation will result in a student being asked to leave St. Augustine School.

G. Other Offenses

These offenses will usually be remedied by using discipline management techniques other than suspension or expulsion. These offenses may include but are not limited to the following:

- Violation of the dress code (students may be required to remain in the office until parent/guardian brings correct clothing, in addition to other sanctions).
- Tardiness.

H. 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 and tests from the day(s) of suspension but zeros will be recorded for this work.

I. 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 taken 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 a case-by-case basis.

In less severe cases, students who have been expelled maybe considered for re-admission.

J. 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.

K. 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.

L. 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.

M. 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, and expulsion is a possibility.

N. Fundraising Activities

Faculty and students may not sell any products or raise money for any purpose without the permission of the administration. This pertains to on-campus and off-campus sales activities.

O. Professional Counseling

Administration reserves the right to require professional counseling for students. Parents/Guardians who do not support the administration will to withdraw their students from St. Augustine High School. Each case will be handled individually by administration.

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 be

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 the hearing the aggrieved party and provide a minimum of 48 hour notice. Their 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 it 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

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 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.

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
- ❖ Only plain white undershirts or PE uniform shirts can be worn under the girls' blouses
- ❖ Solid black shoes with uniformed 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 to be picked up

by parents for proper hair compliance.

- ❖ Hats, caps, bandanas, scarves and other accessories are not allowed.
- ❖ Only headbands blue, white, black or grey in color 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 and/or holograms contact lenses of any kind are prohibited.
- ❖ Jewelry should be simple and appropriate for school
- ❖ Girls may wear one pair of earrings that are not hoops or dangling, No other type of body piercing is allowed.

BOYS

- ❖ Regulation navy blue pants worn at the top of the hip or at the waist with a black belt. The cuffs cannot be rolled up or have slits.
- ❖ White polo shirt with school emblem must be tucked in at all times with the belt showing. Blousing the shirt over the belt is not permitted. 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.
- ❖ The official school tie must be worn properly with the blue oxford shirt. **Note: Ties and oxford shirts must be worn every Mondays, Mass days, exam days, and any other days specified by administration.**
- ❖ 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. Boots, steel-toed shoes, sandals, and slippers are not permitted.
- ❖ No body piercing is allowed.

- ❖ Body rings are not allowed except one finger ring
- ❖ 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. Students found in violation of hair requirements will be sent to the office to be picked up by parents for proper hair compliance.
- ❖ Hats, caps, bandanas, and other head accessories are not allowed except the “skull” caps with the school logo that can be purchased from an approved school vendors.
- ❖ Boys must be clean-shaven at all times. If in violation, boys will be sent home.

Sweaters, jackets, and sweatshirts to wear over the uniform are to be purchased at school approved vendors. The uniform should be clean and pressed with all buttons attached and hem intact.

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 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.

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.
- No pajamas or night wear (Even on Saturdays).

Students who abuse the privilege of casual dress days will have the privilege revoked.

C. Graduation/Senior Mass Attire

Male graduates will be required to wear a white long sleeve shirt; black dress pants; black dress socks; black shoes (no casual shoes) and a tie. Gentlemen must have well-groomed hair and be clean-shaven for this day.

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

We reserve the right to say 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 implemented:

Ladies

- Modesty, style, and good taste are encouraged.

- No low-cut garments that expose cleavage are allowed
- Spaghetti straps or strapless dresses may be worn, but must be properly fitted.
- 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
- Tattoos must be covered

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
- Tattoos must be covered

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.

E. Physical Education Dress Code

Official Physical Education (PE) uniforms and proper athletic shoes must be worn during PE classes.

F. Emblem



The mascot of the school is a knight, which is found on the emblem. The students at the school refer to themselves as the Saint 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 pray for strength and courage in our battle against evil and selfishness. 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, and other forms of communication.

G. 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. Lockers are the property of the school, and the administration reserves the right to inspect lockers at any time.

H. 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 protect the dignity of all involved. Administration may ask pregnant student, mother and/or the father not to attend regular classes. 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. In extreme cases, the students involved may be asked to withdraw. Each case will be handled on an individual basis by administration.

I. Cars and Parking (Juniors and Seniors)

Junior and Senior students who want to park in the student parking 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.

J. 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/EMERGENCY/ EVACUATION PROCEDURES

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 the 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.

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.

C. Emergency/Safety Alerts

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 stations.

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 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 Health Coordinator 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

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the Health Coordinator with the following information:

- student's name
- frequency
- dose
- date

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 without prior approval from the administration. 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 or beverages except juices and water.

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 Counselors assist students and their parents in students' educational plans while at St. Augustine School. This includes scheduling, or assisting students in scheduling students' classes, administering standardized testing programs, overseeing academic probation, keeping academic records, and assisting students and their parents in special academic needs.

The high school Counseling office 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, catalogues, 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.

D. Library

The library is available for use by all St. Augustine High School students. Books may be borrowed following usual library procedures. Borrowed books must be returned by 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. World Wide Web websites may be accessed for research purposes at the library only after securing permission from respective teachers.

XI. CO-CURRICULAR ACTIVITIES

St. Augustine High School encourages students to be involved in co-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 co-curricular activities.

A student who wishes to participate in any co-curricular 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 co-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 now 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 91% 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 Co-Curricular Activities

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

- Interact Club
- French Club
- First Aid Club
- TAPPS Academic Team
- Career Club
- Cheerleader
- Library
- Youth Orchestra
- Tech Club
- Athletic Booster Club
- Business Club

XII. ATHLETICS



A. Rules and Regulations

The rules, regulations, and standards are set forth in this handbook for student

athletes are designed to give each athlete a sense of pride and responsibility through membership in the athletic program whether they are on fields of play, in the classroom, in our community or visiting another school or 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. The athlete will pay for any equipment or uniforms, which are lost, stolen, or damaged.
7. Represent the school to the best of their abilities.
8. Be respectful of coaches, teammates, opposing team members, self and others 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 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 your absence 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

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 parents at their person written request.
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.
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 contests in accordance with the school and team policies.
7. Ensure that on the day of a contest he/she attends at least two full periods, unless the contest requires loss of a complete day of classes.
8. Attend a full day of school the day after a contest. Violation of this rule may result in suspension.

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. A current physical examination.
2. Knowledge of rules and regulations form signed by both parents and students.
3. Parental agreement form.

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.

D. Athletic Discipline Plan

- **ALCOHOL DRUG RELATED CRIMINAL ACTIVITY**
- **FELONY CONVICTION**

Suspension from the athletic program for remainder of school year. (If a student athlete is charged with a felony but not yet convicted, they will come before the athletic discipline committee made up of the Principal, Athletic Director, and Head Coach for a review of their offense and determination of consequences.)

The school discipline code will apply.

MISDEMEANOR

✓ **First Offense**

- Suspension – 2 games
- Other disciplinary measures determined by coach.

✓ **Second Offense**

- Suspension from athletic program for remainder of the season.

TOBACCO

✓ **First Offense**

- Suspension – 1 game
- Disciplinary action determined by coach.

✓ **Second Offense**

- Suspension from the athletic program for remainder of the season

Misconduct on school campus

- Misconduct to be handled by coach.

XIII. RULES AND CODE FOR TECHNOLOGY

A. Internet Service and Computer Use

St. Augustine High School has the ability to enhance students' education endeavors through the use of computers. With this educational opportunity also comes responsibility. It is important that parents and their children read the ethics code and pledge for on-line safety distributed in computer class and discuss it together. The school network has an internet content filter to block web pages deemed

inappropriate but *it is the students' responsibility not to see out unauthorized sites. Internet sites which are deemed, pornographic, or which advocate violence, prejudice, bigotry, or discrimination are considered unauthorized.*

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 program should be loaded onto any hard drive or downloaded from the Internet, unless authorized in writing by the Technology Coordinator 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 cost \$.25 per page, and copies must be paid for at the time of printing. Printing will only be done with a receipt from the business office.

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 DOCUMENT

1) Acceptable Use – The purpose of the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. Your access must be in support of education and research and consistent with the educational objectives of your project. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network.

Transmission of any material in violation of any national or state regulation is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.

2) 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 close 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.

3) Network Etiquette – The Rules for the acceptable use of network etiquette include, but are not limited to, the following:

- a) Be polite. Do not get abusive in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- c) Illegal activities are strictly forbidden.

- d) Do not reveal your personal address or phone numbers of students or colleagues.
- e) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- f) Do not use the network in such a way that you would disrupt the use of the network by other users.
- g) All communications and information accessible via the network should be assumed to be private property.
- h) **NO DOWNLOADING** of any files unless approved by an administrator, faculty, or staff, member.

4) 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, not deliveries, missed deliveries, or service interruptions. Use of any information obtained via the Internet at your own risk. St. Augustine School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5) Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the Technology Coordinator immediately:

- o Do not demonstrate the problem to other users.
- o Do not use another individual's account.
- o Attempts to log on as anyone other than your self will result in termination of user privileges.

Any user identified as a security risk may be denied access to the Internet.

6) Vandalism – 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. This includes but is not limited to, the uploading or creation of computer viruses, removing of mouse balls, disks or other peripherals.

7) Social Networking Websites – The use of social networking websites is prohibited at St. Augustine.

8) St. Augustine High School has the right to restrict or to 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

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 counseling department or the school receptionist.

PowerSchool can be accessed directly at <http://powerschool.st-augustine.org> or by following the PowerSchool links on <http://www.st-augustine.org>.

To report a problem with PowerSchool, send an e-mail to

psadmin@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,

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 and/or appropriate Counselor.

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: The department chair.

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 assistant 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 respective counselor.

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

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

St Augustine (354-430)

A Christian at 33, a priest at 36, 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 toward 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 of his day. 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 scrap 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.