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### **Title IX Statement**

St. Augustine Grade School is committed to assisting parents in their effort to maintain the right to exercise a free choice among schools for their children. St. Augustine actively promotes its independence and diversity relative to state-supported schools and institutions, while continually maintaining a broad public commitment to excellence in education. This school acknowledges the requirements of the Title IX of the Education Act of 1972, Public Law 92-31B (as amended by Public Law 93-568): ***that said non-public school does not discriminate on the basis of sex in employment practices or the educational program or activities which it operates; and that said non-public school shall not violate the requirements of Title IX.***

St. Augustine School admits students of all races, nationalities, and ethnic origins to all rights, privileges, programs, and activities generally accorded students in this school. It does not discriminate on the basis of educational policies, admissions, scholarship or loan programs, athletic and other administered programs.

### **General Guidelines:**

When registering anyone, the school will adhere to the directives of the Cardinal, the Archdiocesan School Office, and the State of Michigan. Parents or guardians of students seeking admission or transfer to St. Augustine School must present copies of the most recent report card, any standardized test results, and/or other evidence of achievement from the last school attended. In addition, the principal will interview prospective students and/or their parents to determine reasons for seeking admission. (5002)

St. Augustine School, respecting the rights of all involved, retains its authority to refuse admittance to, or expel, at any time, any student whose special needs cannot be met within the school setting, or whose presence would seriously impair the development of Christian education. The decision to accept a student is the responsibility of the principal (5002). **New students are accepted on a probationary basis for a period of not less than one semester (5002), with proper placement being determined by the past performance of the student.**

During the time of probation, parents are encouraged to maintain open, frequent communication with their child(ren)'s teachers. At the end of the probationary period, a conference will be held with the teachers, parents, and administrator in attendance. At this time a decision will be made as to whether to end the probationary period, extend it, or ask the parents to seek another educational setting for the student.

Parents seeking to enroll their child(ren) in St. Augustine School are expected to:

- Accept and support the Philosophy and Mission of the school and its implementation in the school program
- Support and adhere to all policies, procedures, and functions of the school
- Be prepared to give moral support to the school's developmental programs provided for the student
- Take advantage, for their child, of the school's auxiliary services such as alternative education, speech, etc. when recommended
- Realize that the school may not have the resources to meet the special needs of some children

- Provide the financial support necessary to operate the school by making timely tuition payments as agreed upon with the school administration
- Through the volunteering of time and services to school and parish functions, become actively involved in the life of the school and parish

**Age:**

St. Augustine Grade School adheres to the policies of the State of Michigan and the Archdiocese of Detroit in regard to the age of admissions. Students seeking enrollment in Kindergarten should be five years of age by December 1st of the present school year.

**Health Records:**

All applicants must comply with the State of Michigan’s required immunization and health rules and regulations. These require that a child enrolling in a public, private, parochial, or denominational school in this state for the first time shall submit one of the following:

1. a statement signed by a physician that the child has been immunized or protected against diphtheria, tetanus, pertussis, rubella, measles, mumps, Hepatitis B, and poliomyelitis. In addition, the child has been tuberculin tested to determine the presence of infection from tuberculosis.
2. a statement signed by a parent or guardian to the effect that the child has not been immunized and tuberculin tested because of religious convictions or other objections.  
***Immunizations are available at the Macomb County Health Department.***

Admissions will be considered incomplete until all health and immunization requirements have been met.

**REGISTRATION:**

In the spring, registration forms are sent to each family currently enrolled. These forms along with a **non-refundable** deposit must be returned by the specified date to assure current family status in school. Registration for the next school year will not be accepted until all prior tuition and fees are paid in full.

**TUITION:**

Tuition rates and fees are determined annually or more often as necessary. Active Blue Water parishioners are eligible for an “Active Steward” tuition rate at Blue Water Catholic schools. All Blue Water Vicariate parishes, working together support Catholic elementary and high school education at our Vicariate schools. Therefore all active Blue Water parishioners are eligible for the “Active Steward” rate at St. Augustine School.

Those described as an active parishioner of the Blue Water Vicariate is someone who is

- Registered in their own name in a Blue Water Vicariate parish
- An envelope holder and is supporting the parish through time, talent and treasure
- Participating regularly in the Eucharist and the life of the parish

The dynamic relationship of the school and parish will help to guarantee the integrity and well being of the Church community, maintain its foundational roots, and provide vision for its future.

Parish membership will be annually evaluated based on one's ongoing activity and commitment to the contributing vicariate parish during the previous calendar year.

**Tuition**  
**2011-2012**

	<b><u>Active Steward</u></b>	<b><u>Non-Contributing</u></b>	<b><u>Service Credit Fee</u></b>
<b>Kindergarten (Half Day):</b>	\$ 1,800.00	\$ 2,600.00	\$850.00 (\$25.00 X 34 hrs)
<b>Kindergarten (Full day) and Grade School:</b>			
One child	\$ 3,300.00	\$ 4,700.00	
Two children	6,000.00	9,100.00	
Three children	8,675.00	13,475.00	
Every additional child	1,100.00	2,000.00	

**Fees**

Registration Fee	\$ 60.00	<b>(Non-refundable)</b>
Noon supervision, <b>(Full day only)</b>	70.00	

***All fees and tuition must be paid or up to date on, or before, the first day of classes.***

**Payment Schedule:**

All parents must sign a tuition contract and choose one of four payment options. Tuition paid in one or two payments will receive a discount. Monthly payments are due on the 15th of the month. A tuition payment schedule that is not in one, two, or monthly installments must be approved by the principal. Tuition payments may be mailed to the school, placed in the collection basket in church (clearly marked "Tuition"), or brought to the office.

**Delinquent Tuition:**

It is the ultimate responsibility of the parent or guardian to see that the tuition is paid on time. All tuition should be paid in full by May 15th unless other arrangements have been made with the school administrator.

If a child withdraws from school and has an outstanding tuition balance or unpaid fees, grades, diplomas, and cumulative records may be withheld until all such amounts are paid in full (5016). Health records and a copy of the student's birth certificate will be forwarded to the receiving school.

### **SERVICE CREDITS:**

Each family, in addition to tuition, is required to volunteer time and talent to St. Augustine School. There are numerous opportunities to do so throughout the year including, but not limited to, being a teacher or library aide, working a fundraiser or athletic event, or serving on the board of the Parent/Teacher Club, Athletic Association, or School Advisory Committee.

### **Objectives:**

The objectives of the service credit program are:

- 1.) to involve all parents/guardians of the students in the support and enrichment of the school's educational and extra curricular activities
- 2.) to help maintain and improve quality educational programs and facilities at St. Augustine School through volunteerism and successful fundraising activities

***The Service Credit Program is explained on pages 34-40.***

### **Requirements:**

1. Any adult member of each school family is required to provide 30 hours of service to the school. Of those 30 hours, 15 hours must be spent serving at a mandatory fundraising event as determined by the School Advisory Committee. The remaining 15 hours can be spent in any other school-related activity as listed on the "Approved Service Credit Hour Activities" sheet (pages 34-40) or any activity approved by the school administrator. For contributing in-vicariate families, an additional 4 clock hours will be spent volunteering at the parish Fall Festival, MCREST, or other parish activities approved by the St. Augustine School Advisory Committee.
2. Half-day kindergarten and single parent/guardian families are required to provide 15 clock hours of service to the school. Of those 15 hours, 8 hours must be spent serving at a mandatory fundraising event as determined by the School Advisory Committee. In addition, each family must serve on a committee to run a mandatory fundraising event and will receive 5 credit hours towards their 8 hours. The remaining 7 hours can be spent in any other school-related activity as listed on the "Approved Service Credit Hour Activities" sheet or any activity approved by the school administrator. For contributing in-vicariate families, an additional 2 clock hours will be spent volunteering at the parish Fall Festival, MCREST, or other parish activities approved by the St. Augustine School Advisory Committee.
3. In lieu of volunteering to earn service credits, a family can elect to pay \$25.00 per un-worked service credit hour.
4. Event chairpersons will record the service credit hours of the event volunteers. However, it is the responsibility of the family to sign in and out so that proper credit is given.
5. Parents who are board members of a school-related committee can use their service in committee-related activities toward their service credit hours.
6. Parents of children who participate in the school's athletic program have an additional service credit commitment to the Athletic Association and sports program.
7. Mandatory fundraising events will be advertised accordingly by the school advisory committee. Please see the "Approved Service Credit Hour Activities" sheet for an approved list of service credit opportunities.

**DRESS CODE:**

**GIRLS**

**Basic Uniform:** The following items ***must*** be purchased from **Schoolbelles Uniform Company or French Toast**. Catalogs for both are available in the school office.

**Description**

**Color**

**Skirts**

Pleated  
Kick Pleat

Blue Plaid  
Blue Plaid

**Jumpers**

V-Neck Pleated  
Round Neck Pleated

Blue Plaid  
Blue Plaid

**Slacks/Shorts**

Waistband front, elastic back (polyester)  
Mid-rise, flat front with belt loops  
Flat front (polyester)  
Full elastic, pull-on twill (K-3)

Navy (also Khaki for gr.7/8)  
Navy (also Khaki for gr.7/8)  
Navy (also Khaki for gr.7/8)  
Navy

Pleated front walking shorts  
Mid-rise flat front shorts

Navy (also Khaki for gr.7/8)  
Navy (also Khaki for gr. 7/8)

**Shirts/Blouses (must be tucked in)**

Broadcloth Peter Pan or  
Tailored (short sleeve)  
Broadcloth Peter Pan or  
Tailored (long sleeve)  
Oxford (short sleeve)  
Oxford (long sleeve)  
Knit (Short sleeve)  
Knit (Long sleeve)

Light Blue, White (also yellow for 7/8)  
Light Blue, White (also yellow for 7/8)  
Light Blue, White (also yellow for 7/8)  
Light Blue, White (also yellow for 7/8)  
Light Blue, White (also yellow for 7/8)  
Light Blue, White (also yellow for 7/8)  
Light Blue, White (also yellow for 7/8)

**Optional:**

**Description**

**Sweaters (Must be Schoolbelles or French Toast)apparel**

Crew Neck Cardigan  
V-Neck Pullover  
Sleeveless V-Neck  
Crew Neck Pullover  
V-Neck Cardigan

Navy  
Navy  
Navy  
Navy  
Navy

**Jewelry:**

Girls are permitted to wear small earrings. For reasons of safety, loops and dangles are not permitted.

**Make-Up:**

Make-up may not be worn with the school uniform. Junior High girls may wear light make-up on "Dress-up" days only.

**Nylon hose**

(Appropriate and conservative)

Grade 7 and 8 only on "dress-up" days

## **BOYS**

**Basic Uniform:** The following items **must** be **Schoolbelles** or **French Toast** apparel.

<b><u>Description</u></b>	<b><u>Color</u></b>
<b><u>Trousers/Walking Shorts:</u></b>	
Plain front dress twill	Navy (also Khaki for gr. 7/8)
Pleated front dress twill	Navy (also Khaki for gr. 7/8)
Pleated front walking shorts	Navy (also Khaki for gr. 7/8)
Full elastic, pull-on twill (K-3)	Navy
<b><u>Shirts: (must be tucked in)</u></b>	
Broadcloth dress (short sleeve)	Light blue, White (also yellow for 7/8)
Broadcloth dress (long sleeve)	Light blue, White (also yellow for 7/8)
Oxford cloth (short sleeve)	Light blue, White (also yellow for 7/8)
Oxford cloth (long sleeve)	Light blue, White (also yellow for 7/8)
Knit (short sleeve)	Light blue, White (also yellow for 7/8)
Knit (long sleeve)	Light blue, White (also yellow for 7/8)

### **Optional:**

<b><u>Description</u></b>	
<b><u>Sweaters: (Must be purchased from Schoolbelles or French Toast)</u></b>	
V-Neck pullover (long sleeve)	Navy
V-Neck pullover (sleeveless)	Navy
Crew Neck pullover	Navy
V-Neck cardigan	Navy

## **BOYS AND GIRLS**

***The following items may be purchased anywhere.***

### **Turtlenecks:**

If worn, must be under another uniform garment

White

### **Undershirts**

must be plain white

### **Belts:**

Must be worn with slacks and walking shorts with loops (May be purchased anywhere)

Navy, black, brown

### **Socks:**

Crew, full length may be purchased anywhere

Solid navy, white, black, brown.

### **Shoes:**

- ❖ dress school shoes - **low cut (below the ankle)**,
- ❖ **clean** white, navy, black, brown, low cut tennis, gym or running shoes.

In the interest of safety, backless shoes, high heels, sandals, flip flops, clogs, and boots are not permitted. Heels should be no higher than 2 inches.

**Hair**

Hairstyles should be combed, neat, conservative and appropriate to the business at hand. The school administrator will decide on whether students' hair color and/or style of hair are acceptable.

**Uniform Availability:**

*For other optional accessories and current prices, please consult a Schoolbelles or French Toast uniform catalog which are available in the school office.*

**Alternative Dress Days:**

**Dress-Up Days:** Clothing should be neat, modest, conservative, and appropriate – the student's "Sunday best." Jeans, sweats, T-shirts, and play clothes are not considered appropriate "Dress-Up" Day attire. Skirts or **shorts** must be no shorter than two inches above the knee. Low-riser slacks, low cut tops and bare midriiffs are not allowed. Dress or casual boots are allowed as long as heels are no higher than two inches.

**Dress-Down Days:** Clothing should be neat, modest, conservative and appropriate. Torn, frayed, patched, tight fitting, low-rise pants are not appropriate. Sweatshirts and T-shirts with appropriate slogans and designs are permitted, as are sweaters and turtlenecks. **Shorts** should be no shorter than two inches above the knees. Ripped, torn, or cut-off shorts are not allowed. Tank tops, bare midriiffs, low cut, or mesh shirts are also not permitted. Sweat pants and sweat shorts are not allowed.

**Spirit-Wear Days:**

Students may wear St. Augustine spirit wear shirts with uniform pants, skirts, and jumpers.

**Dress Code Violation:**

The following procedure will be followed when students are not in compliance with the established dress code of the school:

***First Violation:*** A student who is out of uniform, without cause, will be given a written reminder to follow the established St. Augustine dress code. This warning must be signed by the parent/guardian and returned to school the next day.

***Second Violation:*** The student will contact his/her parent from school about the violation and be given a shirt, blouse, or belt to wear the rest of the day. The student will also lose the next "Alternative Dress" day privileges.

***Third Violation:*** The parent will be asked to come to school for a conference with the child and his/her teacher. Students in grades 5 through 8 will also be given an after-school detention.

***Repeated violations of the dress code will be reflected on the student's report card. In addition, the student will lose "dress-down privileges for the remainder of the school year.***

## **CODE OF CONDUCT/DISCIPLINE**

The immediate objective of school discipline is to maintain effective learning conditions. The ultimate objective is student growth in abilities, attitudes, and habits essential to acceptable and self-controlled behavior.

Students are expected to conduct themselves in a Christian manner and to treat others with respect. **Threats or acts of violence toward another individual will not be tolerated and will result in immediate suspension and possible expulsion.**

### **General Rules for Students:**

#### **1. Act in a Safe and Healthy Way.**

- Use furniture and all school equipment appropriately.
- Walk in the building and other designated areas.
- Follow the school, playground, bus, cafeteria, and classroom rules.
- Keep your hands and feet to yourself.

#### **2. Treat All Property with Respect.**

- Take care of textbooks, library books, school furniture, bathrooms, computers, playground equipment, other school property, and personal property.
- Toys and electronics (i.e. games, I-pods, cd players, radios etc.) should not be brought to school without the permission of the teacher or the administrator.
- Do not take the property of another without permission.

#### **3. Respect the Rights of Others.**

- Work without disruption.
- Show courtesy towards others.
- Use appropriate language.
  
- Cooperate to help others learn.
- Enter and leave the building quietly.
- Walk quietly in the halls.
- No "Put-downs"

#### **4. Take Responsibility for Learning.**

- Strive for excellence, work hard, and do your best.
- Come to school prepared.
- Keep track of your materials.
- Set a good example.

### **Early Morning Regulations:**

Students are to report to their designated areas when they arrive in the morning. Ball playing, running around, and use of playground equipment are not permitted before school.

### **Lunch Time Regulations:**

Students may purchase lunch for \$2.25 per day. Lunch orders are bi-weekly.

The school participates in the government special milk program which entitles students to purchase milk at a reasonable price. Some families may qualify for free or reduced milk. Forms explaining the special milk program are sent home at the beginning of each school year, but students may be enrolled at any time. Please contact the office for more information.

The following lunch rules apply to all students:

1. Cafeteria personnel and all adults on duty are entitled to courtesy and respect.
2. While eating in their designated area, students should sit properly, talk quietly, and use good table manners.
3. Lunch bags, wrappers etc. should be put in the baskets.
4. Glass bottles and containers are not permitted. Also, in the interest of good nutrition, we ask that students not drink pop with lunch.
5. Food should not be removed from the lunch room.
6. Students should come to school dressed for outdoor recess because, when the weather is suitable, they will go outdoors. (**Note: No student has permission to stay inside unless a note from a parent has been presented to the office.**)
7. Students may not re-enter the building during the lunch period without the permission of the lunch supervisor.
8. Students should remain on school property at all times and should play only in assigned areas.
9. Students should play in a safe manner. No tackle or rough games such as "Keep Away", "Tackle Football", "Red Rover", etc. are allowed.
10. Students should not throw foreign objects such as stones, rocks or snowballs.
11. **Fighting**, wrestling or other forms of physical confrontations are not allowed. There will be an automatic 1 - 3 day suspension for students involved in a fight situation. Permanent expulsion may also be considered depending on the severity and frequency of aggression.
12. Students are to immediately report any trouble, rumors of trouble, or injuries to the supervisor on duty, teacher, or administrator.
13. **Playground equipment** must be used properly, for the purpose for which it was intended. (i.e. Sit on swings; swing correctly, sit on slide, etc.)
14. Students will not chew gum during the lunch period or at any other time while on school/parish premises.

### **After-School Regulations:**

Students are to board their assigned buses or cars at dismissal. Drivers are asked to adhere to the pick-up plan as outlined in the back of this handbook. In the interest of safety, once the cars in the lot begin to move, students who have been detained and are late leaving the building may not board their cars. Drivers should stay in their lines, exit with the traffic, and then re-enter the lot.

After school, there will be no playing ball or other activities on school grounds without the permission of the school administration **and** until all cars/buses have departed the premises. Students waiting for rides should remain near the main door of the school.

Parents are expected to pick up their children from school on time at the end of the school day. If, on occasion, a parent is running late, she/he is asked to call the school office. Those drivers who are chronically late will be charged a supervision fee.

**Bus Regulations:**

A bus driver has an important job. The responsibility of transporting students is his/her number one priority. The following rules apply to all students who ride the Richmond School buses:

1. All students are expected to represent their family, school, and community in a first-class positive manner when riding any of the Richmond Community buses or while at a bus stop.
2. Students are to respect and obey the bus driver. S/he may assign students to certain seats to promote order on the bus.
3. Students must be at their designated stop **ten minutes before** the bus arrives. After the driver turns off the flashing red lights, they are not allowed to pick up any more students at that stop. DRIVERS WILL NOT WAIT FOR TARDY STUDENTS.
4. The bus must come to a complete stop before students may board or unload the bus.
5. Students are required to sit three to a seat when necessary and to be quiet at all railroad crossings.
6. Students must stay in their seats and in a sitting position when the bus is in motion. Students should remain seated and face the front of the bus with legs out of the aisle.
7. Students should keep hands, feet, and head inside the bus.
8. Students will not put down the windows unless the driver gives permission.
9. Students may not bring animals on the bus. This includes all classroom pets.
10. Students should not eat snacks, drink liquids, or chew gum while on the bus without permission of the driver.
11. Students may not place objects of any kind near the driver or in the aisles, i.e. musical instruments, books, lunches, special projects, etc. Extra items must be stored under the seats.
12. Students are expected to keep the bus clean and refrain from doing anything destructive to the bus. Any damage to a bus should be reported to the bus driver before exiting the bus. If a student is observed damaging a bus in any way, he/she must pay for the damage and may be suspended from the bus until restitution is made.
13. Conversation is allowed on the bus in a reasonable tone. However, if it becomes distracting to the driver, students will be asked to refrain from talking. Students must be silent at railroad crossings.

14. Profanity and obscene gestures are not allowed at any time.
15. Students should travel only on their own route.
16. Students will observe the following rules if it is necessary to cross the road after leaving the bus:
  - a. Make sure the bus is completely stopped.
  - b. On leaving, go to the front of the bus within sight of the driver.
  - c. On a signal from the driver or personal escort, look both ways and then, if safe, proceed across the road in front of the bus.
  - d. Walk; do not run in front of the bus when crossing the road.
17. After exiting the bus, **never** walk behind it.
18. Collecting of mail at a roadside mailbox by a student must not take place until the bus is out of sight. This will eliminate a student being placed in a driver's blind spot.
19. Students serving detentions are not allowed to ride a later bus the day of their detention.
20. Students playing sports or any extra-curricular activities are not allowed to ride a later bus.
21. One alternative drop off location is allowed if on the same day/days each week. Students are not allowed to change buses to ride to a friend's house, etc. This drop off is intended for students needing to be dropped off at a childcare. If an alternative drop off is needed, the necessary forms must be filled out by the student's parent or legal guardian. Should an emergency arise that requires a routing change, please contact the transportation department at 727-1150.

Please consult the **Richmond Community Schools'** Student-Parent Handbook for additional rules and regulations regarding bus transportation. Students who fail to adhere to the above policies and those stated in the student-parent handbook will be subject to discipline measures, including the loss of bus privileges.

## **TECHNOLOGY**

Internet access is now available to teachers, students and staff at St. Augustine School. We are very pleased to bring this access to St. Augustine School and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. St. Augustine School has taken precautions to restrict access to the controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We, at St. Augustine School firmly believe that the valuable information and interaction available on this world-wide network far outweighs the possibility that users may procure material that is not consistent with the

educational goals of St. Augustine School. It is the user who controls the search criteria and therefore the material accessed. With this in mind, we, St. Augustine School, believe that it is imperative to teach our students to make Christian choices in accessing material.

Students are responsible for good behavior on all school electronic and technological equipment just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. Electronic information access is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required and students who do not have such permission are responsible for not accessing the Internet at School. Access is a privilege, not a right.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District Servers will always be private.

The Archdiocese of Detroit has developed the following policy regarding electronic information access:

### **St. Augustine School Electronic Information Access and Use For Educational Purposes Policy**

St. Augustine School (the "School") encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The School has developed this Electronic Information Access and Use For Educational Purposes Policy (this "Policy") to govern the access, use the security of School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

- (a) "PEDs" means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of personal digital assistants (PDA's).
- (b) "School Confidential Information" means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the School does business.
- (c) "School Electronic Information" means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send receive, store or otherwise use that information or those communications. The School Electronic Information includes voicemail messages on the School Equipment.
- (d) "School Equipment" means any and all electronic devices owned, leased or operated

by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials, and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software, and application software, and firmware owned and/or licensed by the School, which resides and/or is embedded in any School Equipment.

- (e) "School Networks" means all School voice and data systems, including, without limitation, the School's Internet, intranet and extranet systems.
- (f) "School Systems" means the School Equipment and the School Networks.
- (g) "Users" means any individual who accesses and/or uses School systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.
- (h) "User Equipment" means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax machines and PED's. User Equipment without connectivity to School Systems does not fall under the purview of this Policy.

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, this Policy supplements, but does not replace, the School's [policies/handbook/manual]. The terms of this Policy will govern any conflict or inconsistencies with the terms of such [policies/handbook/manual]. Any School faculty and/or employee who violate this Policy may be subject to disciplinary action, up to and including termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace, the School's Code of Conduct. The terms of this Policy will govern any conflict or inconsistencies with the terms of such Code of Conduct. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School's agreements with such third parties. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School confidential Information and/or School Electronic Information. A third party's violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.

The School systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer, (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or (d) take any other action that

impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and or reviewing audit trails created by School Systems.

No email, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

The School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality or availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an "as is, as available" basis.

### **School Responsibility**

The School will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator may close an account at any time for infractions or temporarily remove a User account and/or User's access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The School will implement filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User's access to such materials, or that Users will not have access to such

materials while using School Systems. The filtering software operates only within the School wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.

The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.

It shall be the responsibility of all members of the School staff to supervise and monitor usages of the School Network and access to the Internet in accordance with this Policy and the Children's Internet Protection Act.

## **St. Augustine School Network Users**

Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

1. **Students.** Students who are currently enrolled in the School may be granted a School Network account upon agreement to the terms stated in this Policy.
2. **Faculty and Staff.** Staff members currently employed by the School may be granted a School Network account upon agreement to the terms stated in this Policy.
3. **Others.** Anyone may request a special account on or use of the School Network. These requests will be granted on a case-by-case basis depending on need and resource availability.

## **Privileges and Responsibilities of Users**

### **Privileges**

Subject to the terms of this Policy, Users have the privilege to:

- use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange.
- access information from outside resources which facilitate learning and enhance educational information exchange.
- access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

### **User Responsibilities**

Users are responsible for:

- using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
- attending appropriate training sessions in the use and care of School Systems.
- seeking instruction for the use of any available technology with which they are not familiar.
- adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
- maintaining the privacy of passwords, and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes.
- Students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.

- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
- material received, created or distributed using School Systems.
- maintaining the integrity of the electronic messaging system ( voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
- preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
- awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal with respect to their use of the School Systems.
- using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. The School is not liable for any financial obligations made nor any personal information provided while using School Systems.
- financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.
- any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment *do so at their own risk*.
- abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and the student handbooks may include such rules.

**Users are prohibited from:**

- using the technology for a "for-profit" business, for product advertisement or political lobbying.
- the malicious use of technology to disrupt the uses of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.
- using School Systems to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory, or otherwise prohibited by law.
- Participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network.
- vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

## **Declaration**

The School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information. Access and use of School Systems is a privilege for each User.

I have read, understand and will abide by this Policy. I agree to sign and return the Student Telecommunication Use Agreement and abide by this Policy and all other rules, regulations, policies and/or procedures related to School Systems. I understand that should I commit any violation, my privileges and/or account may be revoked, and that disciplinary action and/or appropriate legal action may be taken.

I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home usage of School Systems, and that students knowingly bringing or downloading such material into School environment will be dealt with according to the discipline policies of the School.

In consideration for the privilege of using the School Systems and in consideration for having access to the information contained or accessed on it, I hereby release the School and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the School Systems.

### **Inappropriate Web Site Posting**

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents, and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social networks, such as Myspace, will be disciplined, up to and including expulsion.

### **Cell Phones:**

Students who carry cell phones to school may not keep them on their persons. Upon entering the building, phones should be turned off and placed in the student's backpack and stored in the locker assigned to the student. Students needing to call a parent should ask to use the school phone in the office. This procedure is also in force during sports practices and at all school-sponsored events. Public Act 155, effective September 1, 2004, makes it a felony to photograph, or otherwise capture or record, a visual image for distribution, dissemination, or transmission of recording, photograph, or visual image of an individual having reasonable expectations of privacy.

***Basic discipline is handled by each individual teacher. Problems (such as those listed below) that arise will lead to parent contact by the teacher and/or administrator if warranted.***

### **Detention:**

Detention is used by teachers in grades 4 through 8 for serious infractions such as, but not limited to:

1. insubordination
2. endangering the health or well-being of self or others
3. deliberate disrespect or disobedience

Parents are given written notification of the detention at least one (1) day prior to the detention. Detentions will be served on Monday through Thursday for thirty minutes after school.

When a student receives three detentions during the school year, a conference will be held with the student, his/her parent/guardian, and the teacher. If, after this conference, an additional detention is received, another conference will be held with the parent, teachers involved, student and school administrator in attendance. In addition, the student will receive an "In-house Suspension."

After the fifth detention, appropriate measures will be taken by the administration of the school. Continued violation of school rules that result in detention may result in expulsion or suspension from St. Augustine School.

**Exclusion: (5006)**

Exclusion is a temporary removal of a student from classes for no less than 5 days. Exclusion is utilized for serious or repeated offenses by a student. Pending an investigation, an attempt will be made to determine the length of the exclusion within 48 hours of the incident. Students are not allowed to participate in extracurricular activities during an exclusion and will not receive credit for missed assignments.

**In-House Suspension:**

In-house suspension is used for repeated violation of school rules. The student on suspension is removed from the classroom for a period of one half to three days, **receiving no grades for all assignments and is required to make up any work missed.** Credit will be given for missed tests which are made up.

Students on "in-house" suspension may not participate in extracurricular activities, including assemblies, sports practices or games, dances etc. for the length of the suspension.

**Suspension:**

Suspension is the temporary dismissal of a student from school. Decisions to suspend shall follow only after other means of motivation have failed and/or attendant circumstances necessitate this extreme disciplinary action.

The period of suspension may be from 1 - 5 days. As in "in-house" suspension, the student receives no credit for work missed during the suspension. Students are not allowed on parish (including school) grounds, and are not permitted to participate in any sports or other extracurricular activities during the period of suspension.

***Suspension given at the start of a weekend or vacation will be continued after the weekend or vacation.***

**Expulsion:**

Expulsion is the permanent dismissal of a student from school. It shall be implemented after repeated attempts (including suspension and exclusion) to correct serious violations to the

school code of conduct have failed and/or when the offense is such a grievous matter of crime, scandal, morality or disruption that immediate expulsion is appropriate.

The administration retains the right to suspend or expel a student whose behavior warrants such action. This decision to suspend or expel a student rests solely with the school administration. Offenses resulting in suspension and possible expulsion include, but are not limited to:

- Possession of a weapon or other dangerous object
- Drug involvement
- Arson
- False Fire Alarm or tampering with alarm system
- Bomb Threat
- Vandalism of any sort to the property of the school, parish, faculty or staff, or another student
- Illegal Entry
- Theft of Property
- Smoking
- Verbal or Written Abuse (including racial or ethnic slurs), sexual harassment, or physical assault of an adult or student (e.g. fighting)
- Threats of violence

#### **Sexual Harassment** (5014)

It is the policy of the Archdiocese of Detroit and St. Augustine School to make every effort to provide an educational environment that is free of harassment. Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive to some, and fails to respect the rights of others. Harassment can be either conduct or communication.

Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff or other students will not be tolerated. Such behavior will result in disciplinary action, up to and including exclusion from school.

#### **Other Forms of Harassment** (5014)

Other forms of illegal harassment refer to any verbal or physical conduct or communication that shows hostility or aversion toward another based on race, color, religion, national origin gender, age, disability, or other legally protected status when the conduct or communication interferes with the student's education or creates an intimidating, hostile or offensive educational environment.

**Hazing** is one such form of illegal harassment. Hazing is defined as an intentional knowing or reckless act that was directed against an individual that could endanger the physical health or safety of the individual, and that was done for the purpose of affiliation with, participation, in or maintaining membership in an organization. Hazing is prohibited by Michigan Law (2004).

#### **Weapons** (5019)

A weapon is any object which can be used to threaten or injure another. It includes, but is not limited to, "dangerous weapons" as defined by the State of Michigan law. State of

Michigan law requires the reporting of the possession of a "dangerous weapon" to the local police department.

Students are prohibited from bringing weapons to school and school/parish-sponsored activities, on school/parish premises, on a school bus enroute to and from school, or in the immediate vicinity of the school/parish.

A student who is, or suspected to be, in possession of a weapon, or who threatens to use a weapon, will be subject to immediate exclusion pending an investigation. A search may be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of the student's person, pockets, book bags, purse, lunch container, locker, etc.

**Illegal Substances:**

The possession, use, sale or distribution of alcoholic beverages, controlled substances, paraphernalia, or tobacco by students in school or at school/parish-sponsored events is forbidden. A student found to be in possession of an illegal substance is subject to immediate exclusion pending an investigation. (5009)

**Steroid Bill is Law ( MCLA 380.1318)**

Public Act 215 (2006) prohibits the use of any **performance enhancing drug**. Any student found to be using performance enhancing drug will be subject to the same established penalties for possession of other banned substances.

**Right of Appeal:**

Catholic Schools of the Archdiocese of Detroit shall protect the dignity and rights of each parent, student, employee, and administrator. In the case of expulsion or other serious issues, there is the right to appeal by the student and parents involved. In order to safeguard the person's rights, the following procedures for conflict resolution are to be followed:

**Definition:** A complaint is defined as an expression of grief, regret, dissatisfaction, pain, censure or resentment finding fault.

**Procedures:** A sincere attempt shall be made to resolve any complaint by means of dialogue between the involved or conflicting parties. In the event that the complaint is not resolved by such dialogue, the following complaint procedure shall be used:

1. If a complaint is made by a parent or student or employee, such complaint shall be referred to the immediate supervisor who has full authority to deal with it without other consultation.
2. If a complaint is not satisfactorily resolved by the immediate supervisor, it may be referred to progressively higher local authorities for resolution. The immediate supervisor has full authority to deal with the complaint without other consultation. (Policy 2450)

**At St. Augustine, the levels of appeal are as follows:**

**Teacher  
Administrator  
Pastor**

### **Questioning Students** (5013)

The school shall cooperate as legally required with community agencies which serve the best interest of the students. The agencies which require full cooperation are the Family Independence Agency, appropriate police departments, and other governmental investigative agencies.

### **CURRICULUM**

The curriculum of St. Augustine School incorporates Catholic values at all levels and in all subject areas. It provides for individual differences among students and reflects the fundamental principles of student growth and development. The curriculum is in accord with Archdiocesan guidelines.

### **Faith Formation:**

The fundamental goals of St. Augustine Faith Formation Programs are to share and foster community, proclaim the mysteries of faith, lead to worship, and motivate service.

As St. Augustine is a Catholic school, all students must participate in religious education classes, liturgies, prayer services, etc. No child, regardless of religious affiliation, is excused from participation.

Students in grades 1 - 8 participate in the celebration of the liturgy once a week. All-school liturgies and prayer services are also celebrated at various times throughout the year (including holy days).

Kindergarten students will begin to participate in liturgies and prayer services during the second semester.

### **Academic Subjects:**

#### **Kindergarten**

Religion	Art
Reading Readiness	Mathematics
Creative Movement	Phonics
Music	Physical Education
Computer	

#### **Grades 1 - 3**

Religion	Social Studies
Mathematics	Science
Reading	Art
Handwriting	Music
Phonics	Physical Education
English	Computer Education
Spelling	

#### **Grades 4 - 8**

Religion	Social Studies
Mathematics	Art
Reading	Music
English	Physical Education
Spelling	Computer Education
Science	Handwriting

### **Alternative Learning:**

St. Augustine School maintains its own Alternative Learning Program for the benefit of its students. Evaluation and testing are available upon request and need. A child may be referred by his/her teacher or parent and must meet eligibility requirements as set by the State of Michigan. Further information can be obtained by contacting the principal.

### **Reporting System:**

Evaluating and reporting on a student's progress are done in many ways. Demonstration, observation, pen and paper tests, projects, portfolios are just a few of the means of assessment available to the teacher. Reporting on student progress will occur frequently throughout the year via Friday folders, conferences, progress reports, and report cards.

**Progress Reports:** Progress reports are distributed at the midway point of each quarter and give a brief overview of how a student is progressing in each subject area.

**Report Cards:** Report cards are distributed to students in Grades 2 - 8 on a quarterly basis. Students in Grade 1 receive a formal report card beginning with the second quarter. Kindergarten students receive report cards after the second and fourth quarters.

**Grading Code:** The formal grading codes are as follows:

#### **Grades 1 and 2:**

O	=	Outstanding
S	=	Satisfactory
N	=	Needs Improvement
U	=	Unsatisfactory

#### **Grades 3 - 8:**

A	=	93 - 100%
B	=	85 - 92%
C	=	70 - 84%
D	=	60 - 69%
U	=	59% or below
CP	=	Continued Progress

An "I" in Behavior (Improvement Needed) affects the student's participation in extra-curricular activities.

A "U" (Unsatisfactory) is an automatic suspension from participation in extra-curricular activities including sports unless otherwise stipulated. Honors recognition is also denied should a student receive a "U" on his/her report card.

### **Honors Awards**

Honors recognition is given to students in grades 5 - 8 each quarter.

**Principal's List:** 95% or higher in each subject and satisfactory conduct and effort in all subjects

**High Honors:** 93% overall average or higher in all subjects and satisfactory conduct and effort in all subjects

**Honors:** 90% overall average or above in all subjects with satisfactory conduct and effort in all subjects

**Effort Cards:** Given to students who do not qualify for the above honors but demonstrate outstanding and continued effort

**Parent/Teacher Conferences:** Formal parent teacher conferences are held twice a year, after the first and third quarters. Parents are encouraged to contact their child(ren)'s teacher(s) whenever they feel a conference is needed. Conferences may be requested via a written note to the teacher or by a phone call to the office.

**Academic Honesty:**

A student's honesty and integrity in all academic work is expected. Any form of plagiarism, copying another's work, improper conduct during an exam or test, or any other lack of honesty in doing one's individual academic work will be considered a serious violation of the school's goals and academic program. A student who is caught cheating on tests or copying the work of another student will receive a grade of "0". This will be reported to the administrator and parents will be informed.

**Homework:**

Appropriate amounts of homework are given to students at each grade level. A **general** guide for daily homework time is as follows:

<b><u>Grade</u></b>	<b><u>Time</u></b>
K	10 - 15 minutes
1	20 minutes
2	30 minutes
3	30 - 45 minutes
4	45 - 60 minutes
5	60 minutes
6	60 - 90 minutes
7	90 - 100 minutes
8	90 - 120 minutes

Questions or concerns about homework should be addressed to the child's teacher.

Students who are unable to attend school because of illness are encouraged to rest and concentrate on regaining good health. While they will be required to make up missed assignments, they will be given adequate time to do so. ***The number of days absent determines the number of days allowed for make up (i.e. one day for make-up per day absent, not to exceed one week).*** Extended illnesses will be handled on an individual basis.

**Assignments may be requested after the second day of an absence. Requests for homework should be made no later than 10:00 A.M. the day the work is needed.**

The time a student spends with a teacher during instructional hours is very valuable. Absences and missed class time hinder the academic progress of the students. Vacations and trips during the year are thus detrimental to a student's academic learning and are discouraged.

### **Exams**

Exams will be administered to students in grades 7 and 8 at the end of each semester in January and May.

### **Standardized Testing:**

St. Augustine participates in the Archdiocesan standardized testing program: ***Iowa Tests of Basic Skills***. It is administered to students in grades 1 through 8 in the fall of the year.

All students in grade 8 are encouraged to take the ***High School Placement Test*** in November which is administered at area Catholic schools.

Parents are informed of the results of these tests via printed reports.

### **Field Trips:**

Field Trips that help students achieve educational objectives are encouraged. In order to participate in a field trip, students must have the written permission of their parents or guardians. (6002) Parents are to assume the costs of the field trips.

When school bus transportation is not available and private vehicles are used, qualified volunteer drivers must be over 21 years of age. (6002) They must also have the coverage as determined by Michigan Catholic Conference. As of 2003, the preferred coverage is \$500,000 combined single limit coverage and \$250,000 per person and \$300,000 per occurrence.

All chaperones must have taken the "Protecting All God's Children" workshop and undergone a criminal background check.

It will be the responsibility of the classroom teacher to assign the students to the cars and chaperones. Brothers and sisters of the students attending a field trip are not excused from their own classes to attend the field trip. Those who do so will not be allowed to make up any missed assignments.

The school or parish owns the school's name and administrators have the right to restrict its use. An administrator may determine that a field trip organized by parents is not a school event and may decline the use of the school name.

### **RETENTION**

The following guidelines have been established when retention is being considered for a student;

1. The teacher will make contact with the parents at the beginning of the third quarter. At this time, the possibility of retention and other possible options will be discussed.
2. Review of the student's progress will again be made midway through the third quarter by the teacher and principal.

3. If progress continues to be unsatisfactory, formal notification, in writing, is given to the parents. This will be followed by a meeting between the parents, teacher(s), and the principal (if necessary).
4. A formal review will again be made by the teacher(s) and principal by April 15th.
5. A final meeting will be held by the end of April to determine whether retention is in the best interest of the student.
6. Parents shall have the right to appeal any retention decision to the principal after the April meeting date, but no later than May 15th of the current school year.

***A grade of "D" or lower in any academic subject area may prompt a teacher to recommend summer classes or tutoring in that subject.***

***Grades of "U" or its equivalent in Reading or Math require summer school or tutoring by a certified teacher.***

Students who receive a grade of "U" in any two major academic areas may be subject to retention.

## **ATHLETICS**

St. Augustine School offers the following team sports:

Flag Football	Grades 6 - 8 (Boys)
Basketball:	Grades 5 - 8
Volleyball:	Grades 7 - 8 (Girls)
Cheerleading:	Grades 5 - 8
Track	Grades 5 - 8

### **Priorities:**

Three (3) priorities have been established in Physical Education and will be adhered to:

1. to participate, have fun, and to benefit from the experience of hard work, success and failure, sharing common goals, competition, and companionship
2. to develop physical, mental, and emotional strength, endurance, alertness, and other skills
3. to learn how to win and how to lose in the spirit of good Christian sportsmanship

St. Augustine School is a member of the ***Blue Water Parochial Athletic League.***

In view of the large numbers of children participating in athletics and in view of the fact that all children should have the opportunity to play and participate, the following rules are enacted:

1. Team size may **not** be limited in grades five (5) and six (6).
2. Team size may be limited in grades seven (7) and eight (8).

3. Cheerleader squad size may be limited because of uniform availability. Seventh and eighth grade girls will cheer for the varsity teams, while the fifth and sixth grade girls will cheer for the junior varsity.
4. Playing time, at the varsity level, by each player will be under the discretion of the coach. The coach will, however, strive to play all players in each game. A player may not sit out two consecutive games. Each player at the junior varsity level will play at least two minutes of each game for which s/he dresses.

The ultimate goal of our sports program is to develop good sportsmanship in both the participants and the observers. At all sporting events, spectators and players are expected to show support for their team, and sportsmanship and courtesy toward opponents. Booing and heckling are prohibited. Persons who cannot support St. Augustine teams without resorting to such tactics will be asked to not attend or participate in any future athletic events.

### **Student Participation Policy:**

Students wishing to participate in a school-sponsored team sport must have a physical before practices begin. This is the responsibility of the parent. Forms for the physicals may be obtained in the school office.

Students delinquent in school work, or showing signs that participation in school athletics is interfering with academic achievement, will not be allowed to continue to participate.

Each week an eligibility list will be distributed to, and marked by, the teachers. A student becomes ineligible if his/her grade in any subject falls below a "C" average due to missed assignments or a lack of participation. A student who is academically ineligible may not attend the games for which s/he is ineligible. The student remains ineligible until improvement is made or until the principal re-instates the student's eligibility.

If any team member does not demonstrate proper behavior in class, school, or at any game, he or she may also be declared "ineligible" by the teacher or principal for a minimum of one game. If a student is absent from school the day of a game or practice, s/he may not participate in the game or practice. If a student is suspended from school (including in-house suspension), s/he may not attend practice or participate in a game during the suspension. A student may not "dress" for any games for which s/he is ineligible.

Some fees are required for participation in team sports.

### **Parent Involvement:**

Each school family who has a son or daughter participating in the athletic programs of the school is asked to donate their time and talent to the St. Augustine Athletic Association. Besides volunteering to help at the games, parents/guardians are asked to assist the club in the preparation and serving of the annual fish fries held during Lent. Student athletes (5-8) are also required to work at the fish fries.

## **ATTENDANCE**

In order to accomplish the educational objectives at each grade level, students must attend classes regularly.) It is important for the parent/guardian, with assistance from the school, to aid the student in developing desirable habits of attendance and punctuality. By law, the parent(s) or guardian(s) is responsible to see that any child in his/her charge, ages 6 to 16, is in continuous and consecutive attendance in school. (5003)

### **School Day:**

The school day begins at 7:50 A.M. and ends at 2:47 P.M. Students should not arrive on school grounds before 7:40 A.M.

### **Drop Off and Pick Up:**

Drivers taking their children to and/or from school are asked to follow the procedures specified by the school administration.

### **Absences:**

When a child is absent due to illness or other reason, the parent or guardian should contact the office at 727-9365 by 8:15 A.M. The school office, in order to determine the child's whereabouts, will contact parents who have not called by that time.

Extended absences should be verified by a doctor's note upon the child's return to school. These absences may also preclude the distribution of a report card during a quarter.

### **Unexcused Absences:**

All absences affect the academic performance of the student since there is no way to completely make up for the interaction that occurs in a classroom situation. For this

reason, parents are asked to make every effort to coordinate family vacations with the school's vacation periods.

Parents/guardians are also asked, to the best of their ability, to schedule doctor and dentist appointments outside of school hours.

### **Truancy** (5017)

If a pupil is absent without cause, or if the school has reason to suspect the validity of an excuse, the administrator shall investigate the situation and apply appropriate remedies.

In case of apparent truancy, contact is first made with the parent or guardian. If efforts to have the child return to school on a regular basis fail, the case shall be referred to the attendance office of Macomb County.

### **Tardiness:**

Students are expected to arrive on time for school. Tardiness interferes with a pupil's progress and is also an injustice to the other children of the class who are disrupted by the tardy member.

A student is considered "tardy" if s/he arrives after 7:50 in the morning. Students who are tardy are to report to the office for a late slip before going to class.

When frequent tardiness occurs, the teacher and/or administrator will confer with the parent or guardian. Extreme tardiness will be treated as truancy.

Three unexcused "tardies" will result in a loss of perfect attendance.

### **Early Dismissal:**

Parents/Guardians are asked to schedule all appointments outside of school hours. If it is necessary to pick up a child earlier than the regular dismissal time for a scheduled appointment, a written request or phone call should be made to the office. An early dismissal form will be given to the child's teacher. The student is then dismissed from the school office, where the parent or guardian must sign the student out.

Parents/guardians are asked to refrain from signing their children out early unless there is a good reason to do so. Repeated calls to classrooms asking for students to be dismissed are disrupting to the learning process.

### **HEALTH INFORMATION**

It is the responsibility of the parent or guardian to inform the administrator and appropriate teacher(s) if a student is subject to any medical condition that may merit regular or periodic attention while at school. (5010) This would include, but is not limited to, such conditions as allergies, asthma, epilepsy, vision or hearing problems, hypoglycemia, diabetes, etc.

The school will comply with all state and local law and health department regulations regarding communicable diseases. The recommendations of the local health department will be followed and shall include reporting to appropriate agencies. (5005)

### **Acquired Immunodeficiency Syndrome (HIV/AIDS)**

Members of the school faith community suffering with all serious communicable disease or blood borne pathogens including HIV/AIDS shall be treated with dignity and compassion. Continued functioning within the school community shall be dependent upon best available information from treating physicians or local health department. (5001)

### **Medication (5010)**

School personnel may not dispense or administer any medication to students without both parent permission and physician instructions. If prescription or non-prescription medicine must be taken during school hours, the principal or designee will supervise the taking of the medicine by the student. If a student must take medicine during school hours, a signed permission/release form from the parent(s) or guardian(s) must be on file. A signed physician's order (pharmacy prescription) indicating the drug name, dose, time and method of administration-duration must also be on file.

All medicine should be clearly labeled with the student's name on the container.

In accordance with Public Act 10, students are allowed to possess and use metered dose asthma inhalers provided a written and signed approval from the physician and parents is received by the principal. In addition, the school should be provided with a written emergency plan prepared by a licensed physician for its use.

EPI pen procedures should also be clearly explained by a physician in written form and kept on file in the school office.

### **Student Illness:**

It is important that children with colds, sore throats, coughs, or any contagious illness remain at home when they are ill. Attending classes when sick endangers not only the health of the child who is ill, but also that of others in the class.

If a child becomes ill during the school day, or is suspected of having a communicable disease, parents or their designees will be contacted and arrangements made for the child to leave the school. Students are released only after the parent or designee has signed him/her out.

**Health Services:**

A Macomb County public health nurse is available to oversee immunization records and other health issues that might arise.

**Vision/Hearing Screening:**

Students are tested by Macomb County for hearing and vision difficulties on a rotational basis. The schedule is as follows:

**Vision:** Grades 1, 3, 5, 7, and any referrals

**Hearing:** Grades K, 2, and 4, and any referrals

**EMERGENCY PROCEDURES**

**Emergency Cards:**

Emergency cards are given to each family for completion upon enrollment in St. Augustine. These forms contain important information regarding the student and parent/guardian and are used when it becomes necessary to contact a parent/guardian should an emergency situation arise during the school day. ***Please be sure that these forms are kept current and accurate.*** Phone numbers must be included.

**Medical Emergencies:**

Except for first aid, no treatment of injuries is permitted in the school. First aid is the immediate help given by the best qualified person on hand in case of an accident or sudden illness.

When notified of a serious emergency, the principal or designee will assess the situation to determine whether 911 should be called. Parents or their designee will be notified immediately. If the school is unable to contact either the parent or designee, the family physician will be contacted.

**Emergency School Closings:**

When weather conditions are poor listen to the major radio and television stations for the listing of school closings. When either "***Richmond Catholic Schools***" or "***Richmond Public Schools***" is announced, St. Augustine will not be in session.

***Please do not call school or parish offices during a weather emergency.***

If a rare occasion should arise when an emergency warrants canceling classes after school has begun, parents or individuals designated on the emergency forms would be notified. No student will be released from school without such notification.

**Crisis Plan:**

The school, in conjunction with the school advisory committee, has developed a crisis plan, which covers several emergency situations which could arise. This plan is reviewed yearly by the staff and School Committee, and updated as needed.

### **Tornado Emergency Procedures:**

Considerable thought and study have been put into the problem of proper protection of school children in case of a tornado.

**Tornado Watch:** The Weather Bureau has determined that conditions are or will be right for a tornado, but none has developed.

**Tornado Warning:** A tornado has developed in the area and has been sighted.

If a **TORNADO WATCH** occurs during the school day, the children will remain in school and be dismissed at the regular dismissal time.

In the event of a **TORNADO WARNING**, children will be given the best possible protection at school until the warning period has passed. Please limit your travel. Do not pick up your son or daughter from school as they are safest in the school building. Because we are concerned with the safety of your child, under no circumstances can we authorize another adult to take your son or daughter out of school.

It is exceedingly important that school telephone lines be clear for proper communication during tornado conditions. Please do not telephone the school when tornado conditions develop.

### **Fire and Tornado Drills:**

Fire and Tornado drills are conducted regularly to ensure the safety of the students if evacuation of the classrooms or building should ever become necessary.

### **VISITORS**

Visitors should enter the building at the main entrance and check in at the school office. In the interest of both the safety of our students and their education, visitors should have a specific school-related reason for being at school. Classes should not be delayed or interrupted because of a parent/teacher conference, bringing forgotten homework or lunches to a child, etc. (Forgotten items may be left in the office. The office staff will see to it that the child gets the item.)

***Visitors must sign in and sign out of the building and wear proper identification while they are in the building.***

### **SCHOOL ORGANIZATIONS**

#### **School Committee:**

The St. Augustine Catholic School Advisory Committee, as an advisory committee, seeks to be an avenue of communication among parents, students, and administration. It will counsel, confer with, and support the pastor and school administrator and consistently foster the positive response that will help promote the excellence in education we are all striving for. It will endeavor to develop and define policies, which govern the operation of the school subject to such regulations that might proceed from the Archdiocesan School Office. The Committee reports to the St. Augustine Parish Education Commission.

The board consists of nine elected members, the pastor, and principal who meet monthly during the school year to discuss school-related matters including:

1. long and short range planning;
2. relating with and receiving reports from standing and ad-hoc committees;
3. consulting on budget and tuition issues;

4. assisting with development, marketing and public relations;
5. recommending policy, and
6. evaluating the work of the School Committee. (8001)

Members serve three-year terms with a maximum of two consecutive terms allowed. Elections are held each fall and nominations are encouraged from all interested school parents.

### **Parent/Teacher Club:**

The PTC is an organization composed of all parents and teachers currently involved with the school. Membership is based on enrollment and no fees are required.

The PTC objectives are:

1. to lend support, both moral and financial to the students and staff
2. to promote good relations, based on good communication and cooperation between staff, administration, and parents
3. to further the goals of St. Augustine by aiding teachers and the administrator with school activities and projects
4. to serve as an open forum for discussing school-related ideas and suggestions

Elections are held in the spring of the year. The St. Augustine Parent/Teacher Club can only be as productive as the parents who lend their support.

### **Athletic Association:**

This organization represents all the parents whose children are involved in athletic endeavors at the school. All parents are asked to participate in this organization in a variety of ways because the school relies on the monies raised by this group to run its athletic program.

The major goal of the Athletic Association is to outfit and support financially all of the sports students participate in during the school year. This includes basketball, cheerleading, and other physical fitness competitions.

The major source of funds for this Association are the Fish Fries which are held at various times throughout the year.

A fee is charged of each student who participates in a sport. A portion is returned at the end of the playing season to those whose families have met their commitment to the Association.

### **Accountability of School Organizations**

All adult groups, organizations, societies, clubs and committees within the school committee related directly, or indirectly, are accountable to the **St. Augustine Catholic School Committee**, because it serves as the coordinating and unifying body of the school. The School Committee's concern is always for the welfare of the school as a whole, and for unifying the work of the school organizations. It is at the organizational level that the practical working out of the Committee's decisions takes place.

Therefore, each organization is required to send a representative as a non-voting member to all monthly open meetings to present their minutes, explain any activities or

decisions, and to report back to their organization the activities of the School Committee. If a representative is unable to attend, a written report must be presented to the principal, or to the School Committee's president at least five days prior to each monthly School Committee meeting.

### **Budget**

All school organizations must present to the Administrator an itemized budget for the upcoming school year by **January 31st of the current year**. The Administrator, in turn, will share this information with the School Committee as they prepare the upcoming year's school budget. A financial statement from each organization will be submitted to the School Committee, Administrator, and parish bookkeeper at the end of the current school year.

### **Fundraisers**

The following is an established policy regarding any fundraiser that will be conducted or involve the students, parents, or staff of St. Augustine School.

1. All fundraisers must have a specific goal and purpose
2. All fundraiser requests must be submitted to the School Committee on the **Fundraiser Request Form** detailing type of fundraiser, timelines (start and end dates), and the student, parent, or staff involvement of St. Augustine School.
3. All fundraiser requests for the upcoming school year must be presented to the School Committee by the January 31st of the current school year
4. To be tentatively included on the upcoming school year calendar, all fundraisers must have the written approval of the School Committee in conjunction with the School Administrator. Scheduling of approved fundraisers will be finalized by the Parish Pastoral Staff.

### **Calendar**

All school organizations will submit to the School Committee and Administrator a proposed calendar of activities or events for the upcoming school year by January 31st of the current school year. To be included on this calendar are all meetings, events, activities, or fundraisers involving the children, parents or staff of St. Augustine School. It will also be the responsibility of the organization to coordinate all events, activities or fundraisers with other St. Augustine School organizations to the best of their ability so that these do not overlap or conflict. In case of an unresolved conflict, the School Administrator and/or the School Committee will resolve all such scheduling conflicts. All proposed school events will be submitted to the parish pastoral staff and dates of these events will be finalized in the spring of the year during the calendar meeting.

## **STUDENT ORGANIZATIONS**

### **Student Council:**

This group is composed of student representatives from grades 1 - 8. In the fall of the year, officers are elected. The main goal of this organization is to provide students with leadership and decision-making opportunities.

**National Junior Honor Society:**

Students in grades 7 and 8 qualify for the NJHS based on scholarship (90% average for the prior 4 marking periods), character, leadership, service, and citizenship. Selection is made once a year by a five member committee composed of faculty members. New members are initiated at a special evening ceremony during which the new NJHS members are presented with a certificate of registration. Regular monthly meetings are presided over by the Society-elected officers and are supervised by the Chapter advisor. The Chapter carries out activities which focus on service to the school and community as required by the chapter.

***Students may not hold two offices simultaneously.***

# ST. AUGUSTINE SCHOOL SERVICE PROGRAM

## (REVISED FOR THE 2011/2012 SCHOOL YEAR)

- Sign up for thirty-service hour commitment will take place at the beginning of the new school year.
- All school families are required to earn thirty service hours; fifteen of the thirty hours must be worked during school budget fundraising events.
  - The commitment for single parent families is a total of fifteen hours with eight of those hours worked during school budget fundraising events.
  - All thirty service hours required may be earned during fundraising events.
  - Any adult member (sixteen years or older) of the family is eligible to participate in fulfilling the service hour requirements.
- In addition to the thirty-service hour requirement, each family is required to give four hours of service to the St. Augustine Parish at approved parish events.
- The School Advisory Committee may find it necessary to change and/or cancel any listed fundraising or school event. New events may also be added.
- **Event Committee Responsibilities**
  - ❖ **Chairperson**
    - Must complete Event Tracking Document and submit it to the appropriate committee. Tracking document will be available in the school office.
    - Must complete Service Hour Tracking Document on all volunteers and submit it to the service hour chairperson and/or school office. Please retain a copy for your records.
    - Responsible for all coordination and vendor related activities.
    - Responsible for delegating volunteer activity.
    - Must be present at the event to ensure that event runs smoothly.
    - Must handle any money that is collected if applicable.
  - ❖ **Co-Chair**
    - Shares equally the responsibility of the chairperson. However, the chairperson has the overall responsibility for the event.
  - ❖ **Volunteer**
    - Assists chairperson and co-chair(s) with assigned responsibilities
    - Earns one service hour for each hour of time worked.
- **If you have any questions or concerns regarding the service program, please see any member of the School Advisory Committee.**

# **SCHOOL RELATED COMMITTEES**

## **ATHLETIC CLUB**

Chairperson – 30 hours

- Chairperson – 30 hours (all service completed)
- Vice-Chairperson – 30 hours (all service completed)
- Committee member (6) – 30 hours (all service completed)
- Requires a two year commitment

## **MARKETING COMMITTEE**

- Chairperson – 30 hours (all service completed)
- Vice-Chairperson – 30 hours (all service completed)
- Committee member (4) – (1) hour of work earns (1) school service hour
- Requires a two year commitment

## **PARENT TEACHER CLUB**

- Chairperson – 30 hours (all service completed)
- Vice Chairperson – 30 hours (all service completed)
- Secretary – 30 hours (all service completed)
- Treasurer – 30 hours (all service completed)

- Requires a 2 year commitment

## **SCHOOL ADVISORY COMMITTEE**

- Chairperson – 30 hours (all service completed)
- Vice-Chairperson – 30 hours (all service completed)
- Secretary – 30 hours (all service completed)
- Committee member (6) – 30 hours (all service completed)
- Requires a three year commitment

## **SCRIP COMMITTEE**

- Chairperson – 30 hours (all service completed)
- Vice-Chairperson – 30 hours (all service completed)
- Committee member (6) – 30 hours (all service completed)
- Requires a two year commitment

# **SCHOOL BUDGET FUNDRAISING EVENTS**

## **ART TILES**

- Chairperson – 15 hours  
(all fundraising service completed)
- Volunteer (1) – (1) hour of work earns  
(1) fundraising service hour

## **BOWLING FUNDRAISER**

- Chairperson – 15 hours  
(all fundraising service completed)
- Co-Chair – 15 hours  
(all fundraising service completed)
- Volunteer (3) – (1) hour of work earns  
(1) fundraising service hour

## **BOX TOPS/SOUP LABELS**

- Chairperson – 30 hours  
(all service completed)
- Volunteer (3) – (1) hour of work earns  
(1) fundraising service hour

## **CAPRI SUN POUCHES**

- Chairperson – 15 hours  
(all fundraising service completed)

## **CHEF'S NIGHT OUT**

- Chairperson – 15 hours  
(all fundraising service completed)

## **CRAFT/VENDOR FAIR/TASTE FEST**

- Chairperson – 15 hours  
(all fundraising service completed)
- Co-Chair – 15 hours  
(all fundraising service completed)
- Volunteer (2) – (1) hour of work earns  
(1) fundraising service hour

## **EUCHRE FUNDRAISER**

- Chairperson – 15 hours  
(all fundraising service completed)
- Co-Chair – 15 hours  
(all fundraising service completed)
- Volunteer (6) – (1) hour of work earns  
(1) fundraising service hour

## **GARAGE SALE – SUMMER**

- Chairperson – 30 hours  
(all fundraising service completed)
- Volunteer (as needed) – (1) hour of  
work earns (1) fundraising service  
hour

## **GOOD FRIDAY FISH FRY**

- Chairperson – 15 hours  
(all fundraising service completed)
- Co-Chair – 15 hours  
(all fundraising service completed)
- Volunteer (unlimited) – (1) hour of  
work earns (1) fundraising service hour

## **MID-DAY RAFFLE – FALL**

- Chairperson – 30 hours  
(all service completed)
- Volunteer (2) – (1) hour of work earns  
(1) fundraising service hour
- Each family that sells all of their tickets  
earns (3) fundraising service hours

## **SCHOOL BUDGET FUNDRAISING EVENTS (Cont.)**

### **MID-DAY RAFFLE – SPRING**

- Chairperson – 30 hours  
(all service completed)
- Volunteer (2) – (1) hour of work  
earns (1) fundraising service hour
- Each family that sells all of their  
tickets earns (3) fundraising service hours

### **PANCAKE BREAKFAST**

- Chairperson – 15 hours  
(all fundraising service completed)
- Co-Chair – 15 hours  
(all fundraising service completed)
- Volunteer (15) – (1) hour of work  
earns (1) fundraising service hour

### **PIE/CHEESECAKE SALE**

- Chairperson – 15 hours  
(all fundraising service completed)
- Volunteer (1) – (1) hour of work  
earns (1) fundraising service hour

### **SALLY FOSTER**

- Chairperson – 15 hours  
(all fundraising service completed)
- Volunteer (2) – (1) hour of work earns (1)  
fundraising service hour

### **SILENT AUCTION – FALL FESTIVAL**

- Chairperson – 30 hours  
(all service completed)
- Co-Chair – 15 hours  
(all fundraising service completed)
- Volunteer (6) – (1) hour of work earns (1)  
fundraising service hour

### **TEXAS HOLD-'EM**

- Chairperson – 15 hours  
(all fundraising service completed)
- Volunteer (16) – (1) hour of work  
earns (1) fundraising service hour

### **VEGAS NIGHT**

- Chairperson – 15 hours  
(all fundraising service completed)
- Volunteer (10) – (1) hour of work  
earns (1) fundraising service hour

# **SCHOOL SERVICE EVENTS**

## **ACADEMIC OLYMPICS**

- Volunteer (as needed) – (1) hour of work earns (1) school service hour

## **ADVENT PROGRAM**

- Chairperson – 30 hours (all service completed)
- Co-Chair – 30 hours (all service completed)
- Volunteer (12) – (1) hour of work earns (1) school service hour

## **ATHLETIC BANQUET**

- Volunteer (3) – (1) hour of work earns (1) school service hour

## **ATHLETIC FISH FRYS**

- Volunteer (as needed) – (1) hour of work earns (1) school service hour

## **BOO BASH**

- Chairperson – 15 hours (all school service completed)
- Co-Chair – 15 hours (all school service completed)
- Volunteer (15) – (1) hour of work earns (1) school service hour

## **BOOK FAIR**

- Volunteer (as needed) – (1) hour of work earns (1) school service hour

## **DADDY/DAUGHTER DANCE**

- Chairperson – 15 hours (all school service completed)
- Co-Chair (2) – 15 hours (all school service completed)
- Volunteer (15) – (1) hour of work earns (1) school service hour

## **EDUCATION COMMISSION**

- Member – 15 hours (all school service completed)
- Requires a one year commitment

## **EDUCATION PROGRAMS – (5) Programs**

- Chairperson – 15 hours (all school service completed)
- Co-Chair – 15 hours (all school service completed)

## **FAMILY DIRECTORY**

- Volunteer (1) – (1) hour of work earns (1) school service hour

## **FIELD DAY**

- Volunteer (as needed) – (1) hour of work earns (1) school service hour

## **HONOR STUDENT LUNCH WITH MR B.**

- Volunteer (as needed) – (1) hour of work earns (1) school service hour

## **SCHOOL SERVICE EVENTS (Cont.)**

### **ICE CREAM SOCIAL AT OPEN HOUSE**

- Volunteer (as needed) – (1) hour of work earns (1) school service hour

### **LIBRARY AIDE**

- Volunteer (as needed) – (1) hour of work earns (1) school service hour

### **LUNCH MOM**

- Volunteer (22) – (1) hour of work earns (1) school service hour

### **MOTHER/SON BOWLING**

- Chairperson – 15 hours (all school service completed)
- Co-Chair – 15 hours (all school service completed)
- Volunteer (3) – (1) hour of work earns (1) school service hour

### **OFFICE HELP**

- Volunteer (as needed) – (1) hour of work earns (1) school service hour

### **OPEN HOUSE**

- Volunteer (5) – (1) hour of work earns (1) school service hour

### **SANTA SHOP**

- Chairperson – 30 hours (all service completed)
- Co-Chair – 30 hours (all service completed)
- Volunteer (50) – (1) hour of work earns (1) school service hour

### **SERVICE HOUR COORDINATOR**

- Chairperson – 30 hours (all service completed)
- Requires a two year commitment

### **TALENT SHOW**

- Chairperson – 15 hours (all school service completed)
- Volunteer (5) – (1) hour of work earns (1) school service hour

### **TEACHER AIDE**

- Volunteers (22) – (1) hour of work earns (1) school service hour

### **TEACHER APPRECIATION MEAL**

- Volunteer (15) – (1) hour of work earns (1) school service hour

### **TEACHER/STAFF/PARISH LUNCH-CATHOLIC SCHOOLS WEEK**

- Chairperson – 15 hours (all school service completed)
- Volunteer (15) – (1) hour of work earns (1) school service hour

### **UNIFORM RESALE**

- Chairperson – 15 hours (all school service completed)
- Volunteer (3) – (1) hour of work earns (1) school service hour

### **WEBSITE COORDINATOR**

- Chairperson – 30 hours (all service completed)
- Requires a two year commitment

## **PARISH SERVICE EVENTS**

### **ANNIVERSARY BREAKFAST**

- Volunteer (as needed) – (1) hour of work earns (1) parish service hour

### **CLEANING CHURCH**

- Volunteer (as needed) – (1) hour of work earns (1) parish service hour

### **FALL FESTIVAL**

- Volunteer (as needed) – (1) hour of work earns (1) parish service hour
- Service opportunities include:
  - Children's Games
  - Concessions
  - Flea Market
  - Friday Fish Fry
  - Hooligan Booth
  - Sunday Chicken Dinner

### **SPRING RUMMAGE SALE**

- Volunteer (as needed) – (1) hour of work earns (1) parish service hour

### **SUMMER MAINTENANCE**

- Volunteer (as needed) – (1) hour of work earns (1) parish service hour
- Contact the parish office for service Opportunities (727-5215)

*Saint Augustine School*  
School Calendar  
2010-2011

**NOTE: This is an incomplete and tentative calendar. Please consult the monthly calendar and the weekly newsletter for updated calendars of events.**

<u>Full Day Schedule:</u>	7:50 - 2:47	<u>Half Day Schedule:</u>	7:50 -11:05
		<u>Kindergarten Half Day:</u>	7:50 -11:15

Preschool Schedule:

Four Year Olds:	Monday, Wednesday, Friday:	8:30-11:00 a.m. or
	Monday, Wednesday, Friday:	12:00-2:30 p.m. or
	Monday, Wednesday:	12:00-2:30 p.m.

Three Year Olds:	Tuesday and Thursday:	9:00 – 11:00 a.m.
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MONDAY, AUGUST 30	Classes begin for K-8 7:50 – 11:05 Pre-school Orientation for 4 year olds 9:00 – 10:00 and 12:00 – 1:00
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TUESDAY, AUGUST 31	First Full Day of School in uniforms for grades 1-8 7:50-2:47 Half Day for K: 7:50 – 11:15 Preschool Orientation for 3 year olds: 9:00-10:00
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WEDNESDAY, SEPTEMBER 1	Full Day for 1-8: 7:50-2:47 Half Day for K: 7:50-11:15 4 year old pre-school begins MEET THE TEACHER NIGHT
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THURSDAY, SEPTEMBER 2	Half Day for K: 7:50-11:15 3 year old pre-school begins
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FRIDAY SEPTEMBER 3	No School
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MONDAY SEPTEMBER 6	Labor Day, No School
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OCTOBER 22	Blue Water Vicariate In-Service: No School Grades K-8
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NOVEMBER 4	Parent Teacher Conferences: No School K-8
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NOVEMBER 5	No School
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NOVEMBER 24	Thanksgiving Holiday begins at 11:05
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NOVEMBER 29	Classes resume for grades K - 8
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DECEMBER 22	Christmas Vacation begins at 11:05
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JANUARY 3	Classes resume
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FEBRUARY 18-21	Winter Break
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FEBRUARY 22	Classes resume
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FEBRUARY 25	½ Day Dismissal at 11:05 (PTC Skating Party)
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MARCH 14	Reading Conference In-Service, No School
APRIL 1	Spring Break Begins April 1 <sup>st</sup> at 2:47
APRIL 11	Classes resume
APRIL 21	Holy Thursday, Easter break begins at 11:05
APRIL 26	Classes resume
MAY 26	Graduation
MAY 27	Teacher In-Service, No School
MAY 30	Memorial Day -No classes, Preschool – 8
JUNE 1	Kindergarten End-of-Year Program
JUNE 6	Half Day for Grades 1 – 7, Dismissal at 11:05, Records afternoon
JUNE 7	Last Day: Dismissal at 11:05
JUNE 8	First make up day for bad weather or other emergencies (if necessary)

**St. Augustine School Staff  
2011 - 2012**

**Principal**

Mrs. Melissa Lipsmeier  
Bachelors in Social Studies  
with Elem. Ed. Minor.  
Dual Concentration Masters in  
Education Admin. and Curriculum Instruction

**Office**

Ms. Connie Miller  
Mrs. Judy Rey

**Pastor**

Rev. Joseph Plawecki

**Associate Pastor**

Rev. John Nedumcheril

**Director of Religious Education**

Mrs. Tina Kovalcik

**Parish Secretaries**

Barbara Armstrong  
Patti Misiuk

**Parish Bookkeeper**

Mrs. Colleen Baumgarten

**Maintenance**

Mr. Ted Suwalkowski  
Mr. Brian Frank

**Preschool Director/Teacher**

Mrs. Bev Kammer  
Associate Degree in Early Childhood Education

**Preschool Aides**

Mrs. Jennifer Thomson  
Mrs. Diana Malburg

**Kindergarten**

Mrs. Ann Perry  
B.A. in Elementary Ed and Early Childhood  
M.A. in Reading

**Grade One**

Mrs. Marianne Jennings  
B. A. in Elementary Education

**Grade Two**

Mrs. Linda Viviano  
B. S. in Elementary Education

**Grade Three**

Mrs. Ellen Kauffman  
B. A. in Elementary Education

**Grade Four**

Miss Mary DeJonckheere  
B. S. in Technology and Applied  
M Ed in Elementary Education

**Grade Five & Six**

Mrs. Michele Grifka  
B. S. in Elementary Education

**Grade Seven**

Ms. Janet Savoyard  
B.S. Degree in Elementary Education  
M.S. in Science Biology

**Grade Eight**

Mr. David Mecsey

**Math Academy**

Mrs. Brenda Gross  
B. A. in Elementary Education

**Library**

Mrs. Karen Miller

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Fees	3	Shoes, socks	6
Field Trips	24	Shorts	7
Fighting	9	Staff	43

Student Council	32	Tornado Emergency	30
Suspension from School	18	Truancy	27
Suspension, In-House	18	Tuition	2
Tardiness	27	Uniform Company	5
Technology	11	Uniform Options	5
Testing, Standardized	24	Vision Screening	29
Title IX	1	Visitors	30
Tornado Drills	30	Weapons	19