

PARENT/STUDENT HANDBOOK

2011-2012



St. Augustine Catholic School

1421 V St. NW Washington DC, 20009

Phone: 202-667-2608 FAX: 202-667-2610

www.staug-dc.org.org

Sister Gloria Agumagu, HHCJ – Principal

Father A. Patrick Smith – Pastor

Dear Parents and Students,

What greater work is there than training the mind and forming the habits of the young?

St. Augustine Catholic School

Welcome to St. Augustine Catholic School! In choosing St. Augustine School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Saint Augustine School for the 2011-2012 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Augustine School during the 2011-2012 school year.

The faculty and staff of our school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Sr. Gloriamary Agumagu, HHCJ
Principal

Mrs. Lorrain Lee
Assistant Principal

St. Augustine School

St. Augustine School's curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Augustine, we are attempting to teach as Jesus did. Like our patron, St. Augustine of Hippo, we teach our students to love to learn; learn to love.

The Archdiocesan curriculum guidelines, consistent with the State of Indiana guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact only, on learning through problem solving rather than by precept only. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

Accreditation

St. Augustine School is accredited through the Middle States Commission on Elementary Schools. In 2012 – 2013 school year the Archdiocese of Washington schools will be managed with Advance Education accreditation company.

HISTORY OF SAINT AUGUSTINE CATHOLIC SCHOOL

Saint Augustine parish and school, traces its heritage to 1858 and the efforts of a group of dedicated emancipated Black Catholics. Faced with a society that was not yet willing to put off the last vestiges of slavery and a church that, at best, tolerated the presence of Black people in its congregation, these men and women founded a school and chapel on 15th Street under the patronage of Blessed Martin de Porres. This school was operating four years before mandatory free public education of Black children became law in the Nation's Capital.

After operations were briefly interrupted by the Civil War, a new church was built and dedicated to Saint Augustine in 1876. From its beginning, Saint Augustine was the parish of Black Catholics in Washington, DC, and combined efforts of religious and lay persons flourished.

From its earliest years the school was staffed by the Oblate Sisters of Providence, the oldest religious order of Black women in the United States.

The Sodality of the Blessed Virgin Mary was established in May of 1892 and continues to this day as an active organization of lay women in the parish.

The parish continued to grow and flourish with a strong commitment to education and good liturgy. In February 1928, when, under the pastorship of Fr. Alonzo Olds, the parish purchased the site of the Washington Home for Children at 1715 15th Street as the new home of Saint Augustine's Parochial School. A school, rectory and convent were soon built and the construction of a new church was begun. Most of the parish activities and operations were moved to 15th and S Streets NW

while the church building at 15th and M Streets was maintained and used until 1946, when it was sold by the Archdiocese of Washington.

One of Saint Augustine's neighbors was a large Catholic parish, Saint Paul, whose members were largely of Irish and German descent. With the rise of integration, membership at Saint Paul steadily dwindled until 1961, when Archbishop Patrick O'Boyle decreed that the parishes of Saint Paul and Saint Augustine would be united.

In 1979, the parish, and the Archbishop of Washington, agreed to sell the property at 15th and S Streets NW. At that time, it was decided to renovate the buildings and consolidate the school and other parish ministries of Saint Paul and Augustine Church at 15th and V Streets NW.

On November 12, 1982, Archbishop James Hickey decreed that the Church of Saint Paul and Augustine would again be called the Parish of Saint Augustine.

In the 2008 – 2009 school year, Saint Augustine Catholic Church assumed the sponsorship of the school. As a parish standalone school, the pastor Reverend Patrick A. Smith invited the Sisters of the Handmaids of the Holy Child Jesus an indigenous order of women religious whose mother house is in Nigeria, West Africa to take up the leadership of St. Augustine Catholic School.

Sacramental Programs

Students are instructed for the sacraments of Penance and Holy Eucharist in Grade 2. Preparation for Confirmation takes place in the 8th Grade Religion Class. All parents must complete the Saint Augustine Sacramental Information Form.

School Masses

Opportunities for students to celebrate the sacraments of Penance and Holy Eucharist are provided during the school year. Dates of school masses are given in the monthly calendar/newsletter. Parents are always welcome at school masses. Parents are also invited to attend appropriate religious services with their children. Weekly Mass usually occurs every Friday at 8:15AM in the church.

Archdiocesan Schools Mission Statement

The Catholic Schools in the Archdiocese of Washington, rooted in Gospel values and the teaching mission of the Catholic Church, are learning communities of faith and service dedicated to educational equity and excellence for all students.

School Mission

Saint Augustine Catholic School's primary task is the communication of the person and message of Christ. We provide this through standards based curriculum, community service, and leadership opportunities in a global society.

Philosophy

St. Augustine School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Archdiocese of Washington.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and spiritual development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years education is of the utmost importance because through education and guidance the children of today become the productive citizens of tomorrow.

Saint Augustine Catholic School teachers encourage creativity and critical thinking as well as the ability to apply what has been learned to real world experiences.

Attendance

1. Parents must call the school before 10:00 a.m. on the morning of the absence. A call must be made each day during an extended absence.
2. Upon returning to school, the student must bring a formal note from his/her parent or guardian explaining the absence. This note must be given to the homeroom teacher.
3. When absent, students are expected to make a serious effort to keep up with their schoolwork. If possible, students will turn in all missed assignments and take missed tests or quizzes on the day of their return. In the case of prolonged absence, or when a student is too ill to keep up with work, exceptions will be made on an individual basis.
4. Every three tardies counts as an absence.

Parents are asked not to plan vacations during scheduled class time. It is very difficult to make up missed class lessons. Teachers will not be expected to make individual, tutorial lessons for students whose families have chosen to vacation during scheduled class days.

5. For 30 or more unexcused absences, students will not be promoted to the next level.
6. Excused absences must be accompanied by an official note. Absences will be reviewed by the administration team.

TARDINESS

Tardy students disrupt the class and lose valuable learning time. Being late is also upsetting to the student who is tardy. Therefore, tardiness is taken seriously. No student will be admitted late to a class without a tardy slip issued by the school office. Students in grades 6, 7, and 8, who arrive after the first period has begun, should obtain a late pass and report directly to class. They should not go to their lockers until a convenient time can be found so they will not disturb the class already in session. Students who arrive late to class on a regular basis will be required to meet with their parent/guardian and the principal.

- Students should be in line with their class in the Saint Augustine Room by 8:00 a.m., if not, they are considered tardy.
- A student will be marked TARDY if he/she is not in his/her homeroom/ classroom by 8:15a.m.
- Students who are tardy at least three times a week will be awarded a detention. Three detentions will result in a 1-day suspension. No exceptions will be made.

Medical/dental appointments are considered an “EXCUSED” tardy, but students must arrive at school that day with a note from the doctor or dentist to receive credit for the day.

If a student is chronically tardy, parents may be asked to meet with the teacher and/or principal. Families that continue to be chronically tardy may not be invited to re-enroll.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals /tardies each of which are less than 3 ½ hours are considered a one-half day absence.

School Hours

Grades Pre-K through 8 are to report at: 7:55 AM – 3:30 PM. Students not in their homeroom at 8:15 AM are considered tardy.

At St. Augustine School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for students at 7:00 AM for Before School Care. Students arriving at that time will go to the St. Augustine Room until they are dismissed to their classrooms at 8:10 AM.

Prayer and afternoon announcements begin at 3:15 PM each day.

Dismissal immediately follows. Please check the school calendar and weekly newsletter for early dismissal dates.

St. Augustine School offers Before/ After School Care Program. Students who are enrolled in the program must be registered. A fee of \$1.00 per minute is charged for students remaining in the program after 6:00 PM and arriving before 7.00 AM.

Students who are not picked up by 6:00 PM will receive:

1. A phone call reminding you to pick up your students on time
2. A registered letter reminding you that failure to pick up your child on time constitutes neglect.
3. Students who remain after 6:00 PM will be sent home via the Police precinct located within the District of school.
4. Repeated failure to pick up your child from After School Care on time will result in your child not being allowed to attend the After School Care program.

Students not picked up by the end of carpool (approximately 3:45PM) will be sent immediately to the After School Care Program. Parents are charged the daily per child rate of \$25.00 for using this program.

School Office Hours

The school office is open on all school days from **7:30 AM – 4:30 PM**.

Academic Policies

Curriculum

The Archdiocesan curriculum guidelines, consistent with the District of Columbia guidelines, are followed for the teaching of all secular subject areas.

Saint Augustine Catholic School follows the curriculum outlined by the Catholic Schools Office of the Archdiocese of Washington. Religion is more than just another subject. We reiterate our belief that religion is a philosophy, a set of attitudes, a code of behavior, the teaching of which must permeate all activities of the school, both academic and non-academic. Teachers who are non-Catholic may not formally teach religion as an academic discipline. St. Augustine School offers students

opportunities for growth in some of the following major subjects: Religion, English, Math, Science, Social Studies, Reading, Spanish, Spelling, Computer Science, Music, Art, Library Skills, Penmanship, and Physical Education. Counseling is provided through the Christ Child Society, Inc. of Washington, DC.

Title I and the Title II are incorporated, when necessary, in the school curriculum to improve the students' ability to attain grade-level proficiency and succeed in the regular program.

Textbooks and other supplementary materials are selected according to Archdiocesan guidelines. All students are expected to complete requirements for each subject at the particular grade level. All students are required to return the textbooks that were issued to them at the beginning of the school year. There will be a fee charged for books that are lost, damaged or stolen.

Religion – Christian Due Process

Religious studies include Catholic doctrine and tradition, Bible study, Social Justice, and for those who are eligible, preparation for the reception of the Sacraments of Reconciliation, Eucharist, and Confirmation.

Students attend school Mass once a week on Fridays. If a student is late for Mass three times their grade in religion will be lowered.

Students in Grades 3 and 8 take the Catechesis of Religion Education Assessment. The School Director of Religious Education (DRE) also enhances the teaching of basic catholic prayers for the students. Students pray daily in the morning, midday and at the close of the school day. Students are encouraged to learn about the saints of the day during

morning assemblies. Each month students learn moral values as and how to apply them in their daily lives.

Computer Literacy

Students will be introduced to Word Processing, Data Base, Spread Sheets and Web Design, all of which are integrated with curricular subjects.

Fine Arts

Students learn the significance of visual art in relation to historical, social, political, spiritual, environmental, technological, and economic issues. In addition, music, school choir, visual Arts, Art, and Performing Arts are also part of our curriculum. Students in grades 1-8 identify and apply criteria to make informed judgments about art.

Handwriting

Students in grade Pre-K thru Grade 2nd will build up penmanship by learning a series of writing skills and will be taught how to write in cursive starting from Grades 3 through 8. They are expected to submit all handwritten work in cursive.

Language Arts

In Pre-K and K, Students learn letters, words, and sounds. They apply this knowledge to read simple sentences. Also, in Kindergarten, they will listen and begin to read grade-level appropriate classic and contemporary literature, nursery rhymes, alphabet books and dictionaries. They will also learn to write and draw pictures with specific purposes and for specific audiences. Pre-K thru 2nd grade uses a very effective reading program

(Reading Mastery and Pals) that enables them to read in an accelerated manner beyond grade-level.

Generally, students from Grades 3-8 use their knowledge of word parts and word relationships, as well as context clues (the meaning of the text around a word), to determine the meaning of specialized vocabulary and to understand the precise meaning of grade-level-appropriate words.

Students read and understand grade-level-appropriate materials. They describe and connect the essential ideas, arguments, and perspectives of the text by using their knowledge of the text structure, organization, and purpose. At Grade eight, in addition to regular classroom reading, students read a variety of narrative (story) and expository (informational and technical) text, including classic and contemporary literature, poetry, magazines, newspapers, reference materials, and information, etc.

Students read and respond to grade-level-appropriate historically and culturally significant works of literature that reflect and enhance their study of history and social science. They also clarify their ideas and connect them to other literary works.

Students learn to discuss, list, and graphically organize writing ideas and to write clear, coherent, and focused essays. Students also learn to progress through the stages of the writing process and proofread, edit, and revise writing.

Students of St. Augustine school are measured at the beginning, middle and the end of the school year with Performance Series test with the following components: Reading, English, Spelling, Vocabulary, Composition, Library Skills, Math, and Literature.

Mathematics

Kindergarten students learn the relationship between numbers and quantities up to 10, and that a set of objects has the same number in all situations regardless of the position or arrangement of the objects. They can describe simple addition and subtraction, length, capacity, weight and temperature and can compare objects using these qualities. These concepts build up as the year progresses in grades 1-8

In order to allow teachers to meet students' individual needs in mathematics instruction, students in Grades 6-8 are placed into math groups: Mathematics Skills, Pre-Algebra, and Algebra I.

Students in Grade 8 Algebra take the End of Course Algebra Test in May.

Grade 6

At the end of Grade 5, the 5th grade math teacher will place students into instructional math groups according to their math averages, Terra Nova math stanine scores, and teacher recommendation, based on observations of student skills, effort, and ability and is tallied at the end of each quarter. All 6th grade math groups will complete the same curriculum. Each group may work at a different pace or be given different homework assignments or enrichment as needed.

Grade 7

At the end of Grade 6, students will be placed into instructional math groups according to their score on a placement test, their final math average, Terra Nova test scores, and teacher recommendation based on observation of student skills, effort, and ability. In 7th grade, students begin formal instruction in Pre-Algebra. Student proficiency with computation of whole numbers, decimals, fractions, and integers is

required for successful completion of the course. Students who fail to end the school year with a “C” average or better will be required to attend summer school.

Grade 8

At the end of Grade 7, and upon entering the eighth grade, students will take a placement test. All students in the 8th grade are expected to reach the mastery level of computation with decimals, fractions and integers. Each phase of middle school math is designed to focus on high school preparation. All students in the 8th grade will receive instruction in Algebra I at the high school freshman level. Our goal is to provide each student with a solid foundation to be successful now and for years to come.

Physical Education

In St. Augustine school, physical fitness programs are designed to be appropriate for each grade. Students learn to achieve and maintain a health-enhancing level of physical fitness, demonstrate responsible personal and social behavior in physical activity settings, demonstrate understanding and respect for differences among people and understand that physical activity provides the opportunity for enjoyment, challenge, self expression, and social interaction.

Science

The Archdiocese of Washington’s academic standards of science contain six standards for grades PreK - 8. These includes: the nature of science and technology, scientific thinking, the physical setting, the living environment, the mathematical world. It touches also on General Sciences and Laboratory Experiences.

Social Studies

Students examine the connection of their own environment with the past and learn to relate the events and people of the past to the present. Social

Studies classes are broken down in various sub headings: History, Geography, Economics, District of Columbia History, and Current Events. In History, historical knowledge, chronological thinking, fundamentals of government, functions of government and roles of citizens are addressed. Geography will address the world in spatial terms, places and regions. Physical systems, human systems, environment and society are also explored. Through Economics students learn how people work to meet basic economic needs according to the different jobs they do. Finally, students will identify themselves as individuals who interact with other individuals and groups in society, including the family, school and the community. They will identify ways that people, who are different, make up the community.

Spanish

Students of Saint Augustine School learn a second language other than English. The students in Pre-Kindergarten – 8th grade engage in written and spoken conversations on a variety of topics.

- Recognize and express multiple greetings and farewells.
- Recognize and state basic personal information. Examples: name, age, origin, etc.
- Recognize and express a variety of likes, dislikes, and feelings in single – word responses.
- Recognize and use situation – appropriate non-verbal communication.

In addition, students are taught to develop awareness of other cultures. They examine, experience and reflect on the relationships between the practices, products and perspectives of the cultures studied. In addition,

students learn vocabulary, common expressions, grammar, conversation, and culture.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is a D or below will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of C (76% or higher).

Awards

All teachers will complete their own certificates for that school year. The Office will take care of Principal/Honor Roll certificates.

Spirit of St. Augustine Award

Grades Pre-K - Grade 2 (One boy and one girl in each homeroom)

Grades 3 - 4 (One student per homeroom)

Grades 5 - 8 (One award per grade)

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

Criteria:

- | | |
|-----------------------------------|--|
| +Spirit of reverence | +Integrity |
| +Academic effort | +Evidence of service (willingness to help) |
| +Appropriate conduct | +Exhibits leadership |
| +Academic achievement (A's & B's) | +Goes above and beyond the norm |
| +Respect for others | |

St. Charles Lwanga (catechist) for Excellence in Religion

Grades 2 – 8 (one per Homeroom)

Criteria:

- | | |
|-------------------------------------|--|
| +Academic effort | +Exhibits interest in the Catholic faith |
| +Appropriate conduct | +Goes above and beyond the norm |
| +Academic achievement (A's and B's) | |

Saint Theresa of Calcutta Service Award

Grades 6 – 8 (one per grade)

Criteria:

- +Commitment to service outside of school above and beyond the classroom
- +Light the World projects

St. Cecelia Award for Excellence in Music

Grades 2 – 5 (one per grade)

Grades 6 and 8 (one per grade)

Criteria:

- | | |
|---|---|
| +Displays effort and cooperation in class | +Active participation in Musical Programs |
| +Academic Achievement (A's and B's) | +Goes above and beyond what is expected in the curriculum |
| +True love for Music performance and learning | |

Paul Robeson Award for Excellence in Dance and Drama

Grades Kindergarten thru 8 (one per grade)

Criteria:

- | | |
|---|---|
| +Displays effort and cooperation in class | +True love for drama and dance performance and learning |
| +Academic Achievement (A's and B's) | +Active participation in Musical Programs |

+Goes above and beyond what is expected in the curriculum

George Washington Carver Award for Excellence in Science

Grades 2 – 8 (one per grade)

Criteria:

- | | |
|---|---|
| +Displays effort and cooperation in class | +Exhibits interest in applied Science |
| +Academic Achievement (A's and B's) | +Active participation in class |
| | +Goes above and beyond what is expected in the curriculum |

St. Thomas More Award for Excellence in Social Studies

Grades 2 – 8 (one per grade)

Criteria:

- | | |
|---|---|
| +Displays effort and cooperation in class | +Active participation in class |
| +Academic Achievement (A's and B's) | +Goes above and beyond what is expected in the curriculum |
| +Exhibits interest in Social Studies | |

St. Thomas Aquinas Award for Excellence in Math

Grades 2 through 4: (one per homeroom)

Grades 5 through 8: (one per grade)

Criteria:

- | | |
|---|---|
| +Displays effort and cooperation in class | +Active participation in class |
| +Academic Achievement (A's and B's) | +Goes above and beyond what is expected in the curriculum |
| +Exhibits interest in Math | |

Langston Hughes Award for Excellence in Language Arts

Grades 2 through 5: (one per homeroom)

Grades 5 through 8: (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Language Arts
- +Active participation in class

- +Above and beyond
- +Public Speaking

Jackie Robinson Award for Excellence in Physical Education

Grades 3 – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in applied Physical Education

- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Joseph Award for Excellence in Art

Grades 3 – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)

- +Exhibits interest in Art
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Clare Award for Excellence in Computer

Grades 3 – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)

- +Exhibits interest in Computer
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

Our Lady of Guadalupe Award for Excellence in Spanish

Grades 3 – 8 (one per grade)

Criteria:

- | | |
|---|---|
| +Displays effort and cooperation in class | +Exhibits interest in Spanish |
| +Academic Achievement (A's and B's) | +Active participation in class |
| | +Goes above and beyond what is expected in the curriculum |

Grading Scale for Grades 1 - 3

E = 90-100

G = 80-89

S = 70-79

I = 60-69

U = 59 or below

Grading Scale for Grades 4 - 8

A = 94 – 100

B = 86 – 93

C = 76 – 85

D = 70 – 75

F = 69 or below

E = Excellent

G = Good

S = Satisfactory

U = Unsatisfactory

Admission Information

Nondiscriminatory Policy

St. Augustine School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to St. Augustine School:

1. Members of St. Augustine Parish
2. Members of other parishes
3. Non-Catholic students

Important Admissions Disclaimer: All financial aid decisions are determined by the Governing Board of St. Augustine School and the Pastor not the administration of St. Augustine School.

Children entering Pre-K must be three (3) and four (4) years of age by August 31st. Children entering Kindergarten must be five (5) years of age by August 31st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Augustine School will meet the educational needs of the students. An interview with the student is part of the admission process.

At the time of registration, all new students seeking admission to St. Augustine School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- *Verification of active parish affiliation/stewardship
 +Use of weekly envelopes or automatic deposit
- *Health Records
- *Immunization Records
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Augustine School.

Non-Catholic students whose parents accept the philosophy of St. Augustine School will be accepted on a space available basis.

Financial Obligations

TUITION SCHEDULE

SCHOOL YEAR – 2011-2012

PRE-KINDERGARTEN - GRADE EIGHT

Actual Tuition Rate per child.....**\$4,975.00**

Registered and active Parishioners receive a \$500.00 credit in April.

FINANCIAL ASSISTANCE FORMS are available ON-LINE at www.psas.org or at the school office.

***The application deadline to apply for Arch Diocesan Tuition Assistance is December, 2011.**

Tuition Payment Options:

Payment Options: *(Please read carefully as our payment options have changed.)*

- Pay in full by June 1, 2011, or
- Pay ½ annual tuition by June 1, 2011 and the remainder by December 1, 2011, or
- Enroll in the St. Augustine Tuition Management Service. Payments begin in August 2011.
- Please note that you may pay in full for one child and utilize St. Augustine grant for another.

Enrollment/Re-Enrollment

- The \$350.00 Application Fee for new students must be submitted with the application. The Book/Technology Fee for new students is due upon acceptance to the school.
- Returning students must reserve their spot by paying the Book/Technology Fee indicated.
- All Application Fees are NON-REFUNDABLE.
- There will be a \$25 returned check fee for all checks made payable to St. Augustine School that do not clear in the bank.

St. Augustine Tuition Management Service Overview

- There is an annual non-refundable \$43 administrative fee for enrollment in the St. Augustine program per family. This fee will be added to your tuition collected by St. Augustine Parish – please do not make this payment to the school.
- Pay tuition over 10 months via personal check, money order, or automatic deduction.
- Your enrollment form for St. Augustine scholarship must be returned with your registration.
- All families not selecting the St. Augustine tuition plan will be expected to make one direct payment to St. Augustine School for the entire amount of tuition no later than June 1, 2010. You may drop off your payment to the school office or to the School Accounting Office located in the Parish Office on the second floor at 1419 V. Street, NW, Washington, DC.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school and schedule an exit interview with the principal.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL ACCOUNTING OFFICE at 202-667-2608.

SCHOOL YEAR 2011-2012 BOOKS/SUPPLIES FEE (NON-REFUNDABLE FEE)..... \$250.00

*Covers registration materials, rental of hard-cover textbooks, consumable workbooks, classroom supplies, assignment books, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), Science lab fees for consumable materials; **DOES NOT COVER FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, ATHLETIC PROGRAMS** (basketball, volleyball, dance, soccer, etc.) or other after school activities.*

Application Fee: (non-refundable)..... \$350.00

*After March 1, 2011 - Late Re-Registration..... *\$450.00*

**Late registration fee is an additional \$100.00. Failure to re-register by the March 1, 2011 deadline may result in loss of a slot in the returning class.*

Graduation Fees:

Eight Grades.....\$250.00

Kindergarten.....\$50.00

MEDICATION

Allergy Policy

St. Augustine School recognizes that asthma is a medical condition affecting many school children and welcomes all pupils with asthma. This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. All staff members that come in contact with children with asthma are provided with training and are updated as needed.

1. Asthma Medication

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent. Student that brings an inhaler to school is required to fill out an ADW Inhaler Authorization Form from the school's office.

2. Record Keeping

At the beginning of each school year, or when a child enrolls at St. Augustine Catholic School, parents are asked to submit a child's medical record. From this information, the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are asked to inform the school.

3. The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school

does not use chemicals in science and art lessons that are potential triggers for children with asthma.

4. Food Allergy Policy

St. Augustine School recognizes that life threatening food allergies are an important condition affecting many school children and welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Augustine School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy. All parents are required to fill out and submit an Allergy Agreement and Action Plan from the Archdiocese of Washington – Catholic Schools Office. If a student is in need of an EpiPen their parent is required to have an ADW EpiPen Authorization form which can be obtained from the school office. As part of their training, all faculty and staff are instructed to call 911 in case of emergency.

5. Training

In order to minimize the incidence of life threatening allergic reactions, St. Augustine School will provide training and education for all St. Augustine School staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to ALL school employees and will include (but is not limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- The signs and symptoms of anaphylaxis.
- Location of and the correct usage of an epinephrine auto-injector (EpiPen).
- Specific steps to follow in the event of an emergency.
- Completion of an “Evaluation Form” by each employee after training.
- Activating Emergency Medical Response - Dial 911.

Policy and procedure will be reviewed at the beginning of every school year.

6. Notifications

The parent will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

7. Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), 911 will be called and the school’s Emergency Response Plan activated.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

8. Medications on Field Trips

Protocols for field trips will include timely notification of the nurse.

Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student. The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

A cell phone or other communication device must be available on the trip for emergency calls.

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Nurse or to the school office in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Nurse/ office with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

Child Abuse Laws

St. Augustine School abides by the Child Abuse laws of the District of Columbia and Archdiocese of Washington Child Protection policies. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development, mutual respect and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and other.

The Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, Palm Pilots, CDs, iPods or other mp3 players, cameras, or anything that will detract from a learning situation are not allowed at school at any time. Key chains and toys may not be attached to student backpacks.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school.

Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year or earlier due to special circumstances.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

Counselor

A certified counselor serves the needs of students and parents through class and individual consultation.

DISCIPLINE

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date and time of the detention are at the discretion of the Principal who monitors the detention.

Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

Suspension

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$75.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Augustine School.

Students who have been expelled will not be allowed to return to the school the following year without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be expelled from St. Augustine School.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations

The children and teachers are to rise in silence when the alarm sounds, close the windows and doors. Then they walk briskly to the assigned place in single file. They will return to the building and classroom when the signal is given.

Crisis Plan

St. Augustine School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. St. Augustine Church
2. Off Campus – Police Station located at 14th & U Streets, NW

Students are to walk to assigned place briskly, in single file at all times in silence. Then the students are to stand in a column of two's facing away from the building.

Tornado drills are held periodically. The procedures are to rise in silence when the alarm sounds and walk briskly to the assigned place in single file. The students will sit, face wall, and put hands over head. The students and staff will return to building or classroom when signal is given.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Birthday treats may be

brought to school for students in **Grades Pre-K through Grade 1 only**.

Students are invited to come to the Principal's Office for a birthday treat.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Valentines will not be distributed at school. Once again this only contributes to hurt feelings.

Cell Phones

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession.

Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year or earlier in some special circumstances.

Car Drop-off

Parents are to drive by the door on the front side of the building, on V Street, and drop-off children. Parents are asked to remain in their cars and to proceed through the drop-off process. Students are not allowed to walk to a parked car without a teacher or administrator escort.

Homeroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means on a given day.

Parents are asked to pay close attention during the drop-off process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.

It is the responsibility of the parent to contact car pool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made.

Field Trips

A field trip permission slip is distributed for every off campus activity. For your convenience, a sample is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted.

Permission slips are due in the office forty-eight hours after receipt of the permission slip.

Note: a fax does not take the place of an original signature.

1. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
2. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
3. Students who are participating in the field trip must ride the bus or subway to and from the field trip with their class. Students not on the bus or subway may not participate in the field trip and will be counted absent for the day.
4. All monies collected for the field trip are **non-refundable**.
5. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.

6. Parents who are not official chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the official chaperones. Participation by unofficial chaperones jeopardizes the protection for our students and all other official adults on the trip.
7. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
8. All chaperones must be 25 years of age or older.
9. Field trips are designed to correlate with teaching units and to achieve curricular goals.
10. Field trips are re-evaluated each year to determine the trip's compatibility with curricular goals.
11. A field trip is a privilege and not a right.
12. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
13. All grades do not always have the same number of field trips.
14. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
15. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

Gum

Students should not chew gum at any time that they are at school. This includes before class, during class, and after class. Disciplinary action will occur for students who chew gum during the course of the school day.

Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, St. Augustine School uses a Wednesday folder system for students in grades PK-3 & PK-4. Parents are required to provide a communications folder for their child. Information is not sent home if the Wednesday folder has not been returned. Students in grades Kindergarten through 8 will receive communications in the weekly Halo Report which is sent home every Wednesday.

Official school-wide emergency communications are sent using the School Reach phone system.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday.

Homework will not be assigned to students on Fridays. No tests or quizzes will be given on Mondays or the first day of school of the week. No projects will be due on Monday or the first day of school of the week.

However, students enrolled in Algebra may expect weekend homework.

Homework due to Vacations

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of the vacation.

Homework Policy Due to Illness

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments.

Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM. For **short absences**, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school.

Students will be allowed a period of one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Library

The school has a well-equipped library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of \$3.00 per day for unreturned books must be paid to the Librarian. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

Lockers

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

Students in Grades 5 – 8 are issued a school-owned combination lock to use to protect their personal items during the evening and on the weekends. The school maintains a universal key and reserves the right to open student lockers at anytime without probable or reasonable cause. The locks are the property of St. Augustine School. Students will be responsible for replacement of any lost lock. A lock that is not locked on a student's locker during the school day will be removed from the locker.

The student must come to the office to retrieve his/her lock. A \$5.00 fine is charged after the second infraction.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket which is located in the Saint Augustine Room. **Items placed in the Lost and Found remain there for 7 days. After 7 days, items are donated to charity or discarded.**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Lunch Program

Saint Augustine School offers a hot lunch program daily. Meals are prepared in the school kitchen. Students/Parents may purchase lunch at the school office or via the Lunch Order form sent home with the weekly Halo Report. The cost of each meal will be \$5. The students are to pay for their lunch monthly or weekly. Monthly menus will be provided to enable parents/student to purchase lunches in advance.

Students who do not have lunch will be provided with lunch and then billed. Any student who accumulates 5 days of billed lunch with non-payment will not be allowed to continue to receive school lunch until payment is received.

Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. **Parents should not bring lunches or drinks from carry-out restaurants.**

Students are expected to use the same manners required in the classroom during lunch. Courtesy towards other students and cooperation with

lunch monitors is expected at all times. Teachers on lunch duty are in charge at all times.

Off-Campus Conduct

The administration of St. Augustine School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying fighting and other behavior that would disparage the reputation of the school.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

DRESS CODE

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPALS.

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing. **There is a special uniform for Physical Education classes, also to be purchased through Flynn& O'Hara,**

Inc. The uniform for St. Augustine School is listed on the Flynn & O'Hara, website.

St. Augustine School sweatshirts, which can be worn with both the P.E. uniform and the school uniform, are ordered through the school only.

Sweatpants for P.E. are available with Flynn & O'Hara. Gym Uniform is worn by Grades PK-8. School socks may be crew length or ankle socks.

Socks should be navy blue, brown, or white. **Socks should include no logo or writing.** **Skirts should be no shorter than three inches above the knee.**

Physical Education Uniform

Physical Education Uniforms consist of:

Navy micromesh nylon uniform at least fingertip length

Navy gym Tee-shirt with silk screen

Navy heavyweight sweatpants

Navy heavyweight sweatshirts

T-Shirt with St. Augustine Logo (available at Flynn& O'Hara).

High top sneakers, roller skate sneakers, and sneakers with zippers instead of laces are not allowed. Socks must be worn with sneakers.

Uniform Guidelines

Dress shoes should be one solid color - dark navy, black, or dark brown.

Oxford style, saddle shoes, loafers, top-Siders are acceptable. Top-Siders should not be two-tone in color (For example: brown and tan). The sole of the top-sider may be beige/tan. No sandals, no open-back shoes, or any type of shoe which resembles a tennis shoe, no boots or hi-top shoes, no black and white saddle oxfords, no ballet slippers, and no shoes with a heel over 2 inches (measured from the back exterior of the shoe) are permitted.

NO WALLABEE® SHOES/BOOTS/UGGS® MAY BE WORN. Shoes with laces must be tied at all times.

All students – hair should be neat with bangs above the eyebrows. Boy's hair should be above and not touch the shirt collar and trimmed around the ears. Scrunchies, hair clips, rubber bands, pony tail holders, etc. must be in the hair, **not worn on wrists**. **Extreme hair coloring and bleaching is not permitted**. No beads or scarves should be worn in the hair.

Prohibited hairstyles include:

BOYS

- Dread Locks
- Mohawk
- Braids
- Hair longer than one inch

GIRLS

- Wigs (unless for medical reasons. A doctor's note must be provided)
- Unnatural hair color
- No cosmetics, lip gloss, colored chap stick, nail polish, or artificial nails may be worn. No visible tattoos of any kind. No Hologram contact lenses.

No body piercing except pierced ears. Girls may wear **one pair of earrings not larger than a dime and without hoops**. Boys may not wear earrings of any type. **Jewelry** should be limited to one watch, one ring and simple crosses or holy medals on a **narrow silver or gold chain**.

Watches with a beeping device should be disconnected during the school day. Watches that beep will be taken away and may be claimed on the last day of the school year.

During the months of January and February girls may wear plain navy blue sweatpants under their uniform during arrival, recess, and dismissal. However, pajama style pants may not be worn at any time.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirrtails should be tucked in while a student is on campus unless the uniform style shirt includes an elastic band at the waist. Belts must be worn at all times when a shirt is tucked in to pants or shorts with belt loops. Belts may be navy, brown, or black.

Brownie/Scout Uniforms – Students may wear the scout uniforms on meeting days.

Students, who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.

Uniforms and Uniform Company

Uniform components (pants, shorts, skirts, jumpers, blouses, shirts, vests, and sweaters) may be purchased through:

Flynn & O'Hara School Uniform

Phone 1-800-441-4122 Fax (215)-637-6392

School ID #: 1641

Or order online at www.fando.net. (Follow direction when ordering online).

In addition, uniforms may be purchased in store at the Lanham Crossing Shopping Center 8807 Annapolis Road Lanham, MD 20706 pr by phone at 240-764-4545.

Out of Uniform Guidelines

Students may not wear:

- | | |
|--|---|
| *jeans | *crocs |
| *tennis shoes | *tank tops |
| *shorts shorter than three inches above the knee | *t-shirts with inappropriate writing |
| *skirts shorter than three inches above the knee | *tennis shoes that convert to roller skates |
| *jogging suits | *biker shorts |
| *nail polish | *pajama pants |
| *jewelry | *make-up |
| *hoop earrings | *low cut blouses/tops |
| *large earrings | *clothing that is extremely tight |
| | *hats |

Good Rule: If you think you shouldn't wear it, then don't.

Parents As Partners

As partners in the educational process at St. Augustine School, we ask parents:

- ✓ To set rules, times, and limits so that your child:
 - Gets to bed early on school nights
 - Arrives at school on time and is picked up on time at the end of the day
 - Is dressed according to the school dress code
 - Completes assignments on time
 - Has lunch money or nutritional sack lunch every day
- ✓ To actively participate in school activities such as Parent-Teacher Conferences
- ✓ To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student

- ✓ To notify the school with a written note when the student has been absent or tardy
- ✓ To notify the school office of any changes of address or important phone numbers
- ✓ To meet all financial obligations to the school
- ✓ To inform the school of any special situation regarding the student's well-being, safety, and health
- ✓ To complete and return to school any requested information promptly
- ✓ To read school notes and newsletters and to show interest in the student's total education
- ✓ To support the religious and educational goals of the school
- ✓ To attend church and foster religious devotion by word and example
- ✓ To support and cooperate with the discipline policy of the school
- ✓ To treat teachers with respect and courtesy in discussing student problems

Home School Association

St. Augustine School Home School Association (HSA) works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

By-Laws for the HSA are available on the ADW website.

The HSA offers assistance during fundraising program. More information about this program can be found in the HSA By-Laws.

Parties

Students are permitted three class parties a year: St. Augustine Party, Christmas, and Halloween /All Saints Day or Mardi Gras Party. Room parents may assist the classroom teacher with these three parties. We request that treats be already prepared into individual servings.

Promotion Policy and Retention Policy

Advancement to the next grade in St. Augustine School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students will not be promoted to the next grade if parents are not in compliance with summer school requirements. A student who is retained in their grade will not be allowed to continue as a student at St. Augustine Catholic School.

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

Progress Reports will be given mid-way between each nine-week grading period.

No student will be given a Progress Report or Report Card if tuition, library fines, or Before/After School Care Program fees are in arrears.

Returning to School After Dismissal

Students are not permitted to return to the school building after the 3:30 PM dismissal unless accompanied by a teacher. Students, who choose to return to school after 3:30 PM without a teacher, face detention, suspension, or expulsion.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Augustine School. Preparations for three sacraments, Reconciliation, First Eucharist and Confirmation, form the core of instruction in Grades 2 & 8. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation, First Eucharist and Confirmation, are only conferred to students baptized in the Roman Catholic tradition.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for

damaged or lost texts before any final reports, transcripts, or diplomas are presented.

School Safety

St. Augustine School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest, or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Student Records & Transfers

St. Augustine School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Augustine School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment.

Technology Concerns

Blogs: Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Cell Phones: If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

Telephone

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's office is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Testing

Middle School students (Grades 6 – 8) may be given a **maximum of three quizzes or tests per day.**

Middle school students will be involved in Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

Students will not be permitted to retake a quiz or a test in order to improve their academic standing.

The Terra Nova Basic Skills is given in Grades 1 through 8. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8.

Title IX

St. Augustine School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the School Reach system. **St. Augustine School follows the DCPS Public School emergency closing schedule.**

Parent's Role in Education

We, at St. Augustine School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children.

Therefore, it is your right and duty to be the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Augustine School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by your example of moral and virtuous living in your family life.

Once you have chosen to enter into a partnership with us at St. Augustine School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be in an adversarial relationship with the other partner will never have positive results for the child. If there is an incident at school, we strongly urge you as parents to make undertaking a full investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships for your children. Students are naturally eager to grow

and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

****Right to Amend****

St. Augustine School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Halo Report or through e-mail communication.

Parent Signature Page

I have read the 2011/2012 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____
 (Print Please)

Parent signature	Date
------------------	------

Parent signature	Date
------------------	------

Student signature	Date
-------------------	------

Student signature	Date
-------------------	------

Student signature	Date
-------------------	------

Student signature	Date
-------------------	------

****Parents and students must both sign.***

SIGNED FORM DUE TO Sr. Gloria Mary Agumagu HHCJ October 30th, 2011.

PARENT/GUARDIAN COMMUNITY SERVICE AGREEMENT

FAMILY NAME: _____ (please print)
Child (ren's) _____ **Grade** _____

I/We have read and agree to be governed by this handbook. I/We have also reviewed the sections with my child(ren). I understand that the adherence to the School policies is a condition for continued enrollment for my child(ren). I understand that the school retains the right to amend the handbook for just cause and that parents will be given prompt notification if changes are made.

_____ I agree to perform 20 hours of community service during school year **2011-2012.**

_____ I agree to pay \$200 community service fee for the school year 2011-2012 if I fail to fulfill 20 hours of community services.

Parent Signature _____ **Date** _____

- Saint Augustine Catholic School reserves the right to amend this handbook as necessary.

(This form must be signed, dated and returned to your child's homeroom teacher by December 17th, 2011, in order for your child to be admitted to class on January 3, 2012.)



SCHOOL HANDBOOK ACKNOWLEDGMENT

ARCHDIOCESE OF WASHINGTON – Catholic Schools

School Name: **St. Augustine Catholic School**

School Year: **2011-2012**

Student & Parent/Guardian Information

Student's Name: _____ Grade: _____
Last First

Optional: Use the lines below to include other children instead of filling out a separate form

_____	_____
<i>Print Student's Name and Grade Level</i>	<i>Print Student's Name and Grade Level</i>
_____	_____
<i>Print Student's Name and Grade Level</i>	<i>Print Student's Name and Grade Level</i>

Mother's Name: _____
Last First

Father's Name: _____
Last First

Parent/Guardian Acknowledgment*

I/We, the undersigned parent(s), acknowledge that I/We have received the Parent and Student Handbook for **St. Augustine Catholic School**.

I/We have read and reviewed the Parent and Student Handbook with my/our child(ren).

I/We accept and understand the policies and procedures of the school, and I/We accept and understand that failure to adhere to these policies and procedures is sufficient reason for dismissal or non-renewal of re-registration of the child(ren) at the school.

I/We understand that if I/we have a question, concern, or issue pertaining to the policies and procedures of the school, then I/we will adhere to the following line of communication:

Student/Parent → Teacher → Principal → Pastor/Canonical Leader → Catholic Schools Office → Superintendent

I/We understand and acknowledge the Roman Catholic religious nature of the school. I/We will not publicly repudiate the teachings and traditions of the Roman Catholic Church, and I/we will respect and support the unique identity that the school derives from its Catholic faith. As the primary educator(s) of the applicant, I/We will not act in ways that contradict the Catholic nature of the school. I/we shall cooperate fully with the school and the applicant shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educator(s) of the applicant, we agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and **St. Augustine Catholic School**.

Name(s) of Parent(s)/Guardian(s): _____
Mother Father

Signature(s): _____
Sign and date Sign and date

*All parents/guardians with legal authority to make educational and religious decisions on behalf of the child(ren) must sign this form.

