

St. Augustine Catholic School

1421 V Street, Northwest

Washington, DC 20009

Phone: 202-667-2608/ Fax: 202-667-2610

Parent/Student Handbook St. Augustine

Love to Learn  Learn to Love
Catholic School

2008 - 2009

St. Augustine Catholic School
Parent/Student Handbook
2008 — 2009

St. Augustine Catholic School, like all other schools, needs to insure that both parents and students understand the rules and policies of the school and agree to be governed by those rules and policies.

This is your copy of our handbook. We ask our Parents/Grandparents and Guardians to become familiar with it. Please discuss the handbook with the children who attend St. Augustine Catholic School.

There, of course, cannot be enough rules and rule interpretations to cover all circumstances. The school has high expectations for our students academically and socially.

Students at St. Augustine Catholic School are encouraged to work diligently toward becoming responsible and disciplined people by following the Bible and the Values Code.

The student is a St. Augustine Catholic School student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

Please keep in mind that the School retains the right to amend the handbook for just cause and that you will be given prompt notification in writing if changes are made.

Working together, we will continue to ensure our school a safe, loving, and learning community.

If you have a suggestion to improve the handbook, please bring it to the attention of the principal.

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I INTRODUCTION

INTRODUCTION

MISSION

Through the principles of the Catholic Church, St. Augustine Catholic School ensures the intellectual, moral and spiritual growth of students so that they may come to know, love and serve others and be productive citizens capable of providing leadership in a global society.

PHILOSOPHY

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

HISTORY OF ST. AUGUSTINE CATHOLIC SCHOOL

St. 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 St. Augustine in 1876. From its beginning, St. Augustine was the parish of Black Catholics in Washington, DC, and the tradition of lay effort and determination 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 until 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 St. 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 St. Augustine's neighbors was a large Catholic parish, St. Paul, whose members were largely of Irish and German descent. With the rise of integration, membership at St. Paul steadily dwindled until 1961, when Archbishop Patrick O'Boyle decreed that the parishes of St. Paul and St. Augustine would be united.

In 1979, the parish, through the Parish Council, Pastoral Staff, and the Archbishop of Washington, made a decision 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 St. Paul and Augustine Church at 15th and V Streets NW.

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

SACRAMENTAL PROGRAMS

Students are instructed for the sacraments of Penance and Holy Eucharist in Grade 2. Preparation for Confirmation is through the 8th Grade Religion Class. All parents must complete the St. 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.

CURRICULUM

St. 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. Subjects include, but are not limited to the following: 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 which are lost, damaged or stolen.

ST. AUGUSTINE SCHOOL HOME SCHOOL ASSOCIATION (HSA)

In accordance with Archdiocesan Policies, St. Augustine Catholic School has a formal organization of parents, which strives to provide all parents the opportunity to be informed on all facets of education in the school.

Parents are expected to become involved in the school community and to participate in school activities. Each family is required to give 200 community service hours or donate \$200 to the school every year. Community service hours may be earned by participating in, but not limited to, the following activities:

- Attending HSA meetings
- Attending Report Card Conferences
- Supporting fundraising activities, or school building improvement activities
- Volunteering for classroom helpers
- Volunteering for field trips

- Assisting in Saturday School
- Attending special school-centered Masses
- Becoming fingerprinted by the Archdiocese of Washington (\$45)
- Chaperoning

Note: All persons who wish to chaperone school trips, substitute or volunteer in any capacity in the school with substantial contact with children must be fingerprinted by the Archdiocese of Washington. They must also participate in the VIRTUS training program (Child Protection Class). Please call (301) 853-4500 to make an appointment.

II GENERAL INFORMATION

St. Augustine School Song
Music and Lyrics by Charles and Anthony Brown

You are our own dear St. Augustine School,
we think you are just grand, loyal we'll be now boys and girls,
let's give our school a hand.

Clap ! Clap !

God bless you alma mater, T'is you our guiding light,
who teaches us to live like Christ to fight for truth and right.

We'll carry you all through the years, St. Augustine spirit true,
memories of you will follow us we'll always honor you.

God bless you alms mater, T'is you our guiding light,
who teaches us to live like Christ to fight for truth and right

The Challenge of Our Generation

Notre Dame Task force on Catholic Education 2006

“Will it be said of our generation, that we presided over the demise of the most effective and important resource for evangelization in the history of the Church in the United States.

Will it be said of our generation that we lacked the resolve to preserve national treasures built upon the sacrifice of untold millions?

Will it be said of our generation that we abandoned these powerful instruments of justice that provide education opportunity and hope for families otherwise trapped in poverty? Surely not.

Instead, when the story of Catholic Schools is written, historians will look back on our age and marvel that against great odds, we changed the ending.

GENERAL INFORMATION

SCHOOL HOURS

Monday – Thursday	8:00 a.m. – 3:30 p.m.
Friday -	8:00a.m. – 12:30 p.m.
Before-Care	7:00 a.m. – 7:50 a.m.
After-Care	3:30 p.m. – 6:00 p.m. (1/2 days 12:30p.m. – 6:00P.M.)

Students should arrive by 8:00 a.m. Classes begin promptly at 8:15 a.m. Students may not arrive prior to 7:50 a.m. and must leave the campus by 3:40 p.m. unless enrolled in the Extended School Program or involved in another school-sponsored activity. Students are expected to be in class until that time. After school activities/classes, etc. should not be scheduled prior to dismissal time.

CLASS PREPARATION

Part of St. Augustine's mission is to teach our students responsibility. Once students are aware of their schedules, they are expected to bring the needed uniforms and materials. We do not interrupt class or provide students with physical education equipment, band instruments, etc.; if these items have not been brought to school by the students at the beginning of the school day (i.e. students not in uniform receive a zero for that day in gym).

LUNCH

All children must bring a full lunch to school. Children are encouraged to bring, nutritious food for snacks and lunches. No child is permitted to leave the school grounds to purchase lunch at nearby stores. Students will not have use of microwave ovens. Teachers are not permitted to go to the store for students. Bottles, cans, pumpkin and sunflower seeds and chewing gum are prohibited.

Parents are urged to pack a lunch before they arrive to school. However, when a parent needs to bring the students lunch, please mark the bag or box clearly and deliver to the front office.

WEEKLY FOLDER

A weekly folder will be sent home every week with important information.

ABSENCES

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 St. Augustine Room by 8:00 a.m.
- A student will be marked TARDY if he/she is not in his/her homeroom/classroom by 8:10 a.m.
- Students who are tardy at least three times a week will be a detention, 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.

EARLY DISMISSAL

Any student who must be dismissed early is required to have a formal note from his or her parent/guardian. The note must be shown to the homeroom teacher as well as the teacher whose class the student will miss. Students are to wait inside the front office of the school for the parent/guardian. Once school has begun no student will be released from the building unsupervised before dismissal. This is for the child’s safety. Any disruption of scheduled learning time is considered a serious matter; therefore, early dismissal should be used only in case of emergency.

STUDENT RE-ENTRY

Once students have left the building at dismissal they may not re-enter for forgotten items, etc. Students with younger siblings in grades 3 and up must wait for them directly in front of the school. Students with siblings in grades Pre-K - 2 must pick up students from the St. Augustine Room.

VISITORS

All visitors, including parents/guardians, should report to the school office and sign in. Parents may go directly to the church when scheduled school functions are held there (e.g. Mass)

SCHOOL HOLIDAYS

Dates for school holidays will appear in the school calendar. Please be aware that there is no Extended School Services on the days before Thanksgiving, Christmas and Easter or on the last day of school.

EXTRACURRICULAR ACTIVITIES

Participation in and eligibility for our sports program is dependent on student satisfactory conduct, and academic performance. Any student who carries a C average or better in - Religion, Reading, Math, Science, Social Studies, English/Language Arts, and has no failing grades may participate in the St. Augustine extracurricular activities. Students must have a satisfactory conduct grade to participate. Student eligibility is determined at the end of each quarter and is in effect for the following quarter.

FIELD TRIP POLICY

Field trips are part of the educational program at St. Augustine Catholic School. All students are expected to participate in these activities. Students must submit the school permission slip signed by the parent/guardian in order to participate in a field trip. Students who fail to submit a proper form will not be allowed to participate in the field trip. Phone calls will not be accepted in lieu of proper forms, but faxed signed permission slips are acceptable. Signing the permission slip releases St. Augustine Catholic School from liability.

Parents/guardians who are unable to afford a field trip fee are urged to contact the teacher to discuss payment arrangements.

Please note that students may be denied participation if they fail to meet academic or behavioral requirements.

Students not participating in field trips are to attend school on that day.

NOTES

Parent notes to teachers should be signed and sealed in envelopes for adult confidence. All money placed in envelopes for trips and other fees should have the teacher's name on it as well as the student's name.

STUDENT FORMS

Official correspondence between schools, that include student records, evaluations, and recommendations are sent through the U.S. mail or are faxed. This is also the case with requested letters of recommendation or evaluations to medical or academic agents. These items are not to be hand-carried.

PARENT/GUARDIAN INFORMATION

It is imperative that parents/guardians provide the school with accurate phone numbers where they can be reached during the day. Please contact the school if there is a change of address or phone number.

RELIGIOUS OBSERVANCES

All Catholic children are encouraged to attend Mass on Saturday evening or Sunday and on all Holy Days of Obligation. Children attend Mass every month and special prayer services are scheduled throughout the year. Special classes are held during the year for the reception of the sacraments of Reconciliation and Eucharist. All children registered in the school must participate in all religious exercises.

SNOW EMERGENCY

St. Augustine Catholic School follows District of Columbia Public Schools closings in case of snow or other inclement weather conditions. Please listen to media reports for closing or delay information. When school is cancelled for inclement weather so are evening activities at school for that day.

SPECIAL NOTES

If District of Columbia Public Schools have a two-hour (not one-hour) delay opening on a day that St. Augustine Catholic School is scheduled for an 11:50 a.m. dismissal, we will be closed on that day.

INCLEMENT WEATHER POLICY

In the event of inclement weather, St. Augustine Catholic School will follow DCPS (District of Columbia Public Schools) closings, a late start and/or early dismissals. Please listen to the radio or watch TV for the closings, a late start and/or early dismissals.

Faculty and Staff Handbook
St. Augustine Catholic School
1421 V St. NW, Washington, DC 20009

School Phone: 202.667.2608
Office Hours: 8:00 am - 4:00 pm
Before Care: 7:00 am – 7:45

Fax: 202.667.2610
School Hours: 8:00 am – 3:30 pm
After Care 3:30 pm – 6:00 pm

Early Dismissal Hours 8:00 am – 12:30 pm

ADMINISTRATIVE TEAM

Sister Gloria Aguamagu, HHCJ, Principal
Pastor

Father Patrick A. Smith,

Sister Emmanuella Ladipo, HHJC, Assistant Principal
Staff/Student Liaison

Mrs. Lorrain Lee,

Mrs. Nora Joseph, Administrative Assistant

PRIMARY SCHOOL INSTRUCTIONAL STAFF

Mrs. Delores Grymes

Pre K and K Aide

Mrs. Diann Owens

Pre K and K Teacher

Mrs. Catherine McDonnell

First Grade Teacher

Sister Jane Onyeneri, HHJC

Religion Teacher

Sister Emmanuella Ladipo, HHCJ

Second Grade Teacher

ELEMENTARY SCHOOL INSTRUCTIONAL STAFF

Mrs. Linda Collins

Third Grade Teacher

Ms. Sandra Brown

Fourth Grade Teacher

Mrs. Cheryl Hanton

Fifth Grade Teacher

MIDDLE SCHOOL INSTRUCTIONAL STAFF

Mr. Raven Wilkins

Sixth Grade Teacher

Ms. Helene Cropper

Seventh Grade Teacher

Mrs. Lorrain Lee

Eighth Grade Teacher

Mr. Jermaine Thomas

Student/Staff Liaison

Teacher

Science /Science Lab

EXTRACURRICULAR INSTRUCTIONAL STAFF

Ms. Olga Williams

Computer/ Library

Mr. Elhelbert Peters

Physical Education

TBA

Music

Mr. Ramon Mosqueda

Spanish/ Art

Ms. Michelle Walker

Reading Specialist

Mrs. Pamela Bradford

Teacher Aide/Substitute/
Office Assistant

PROFESSIONAL RESOURCE STAFF

Ms. Michelle Walker

Reading Specialist

Mrs. Rushelle Clarke

Christ Child Counselor

Mr. Andrew Hartman

Kennedy Institute

SPECIAL NEEDS
Sister Jane Onyeneri, HHJC

III
REGISTRATION AND TRANSFER POLICY

RE-REGISTRATION

Re-registration takes place between February and March of each year. All parents must re-register every year. Re-enrollment is not automatic, and actual invitation will be sent to these parents. Students/Families who have followed the policies of the school as outlined in the Handbook will be offered re-registration forms. Students/Families who have not complied with school policy may not be invited to re-enroll.

TRANSFERS

If a student transfers from St. Augustine Catholic School to another school the following procedure should be followed:

- Parents should notify St. Augustine Catholic School that the student is transferring.
- Parents should notify the “new” school and ask that school to send a request for records in writing to St. Augustine’s.
- Once this request is received and all outstanding tuition fees, etc, are paid, the records will only be mailed or faxed. No records will be given by hand.

IV
HEALTH

HEALTH

MEDICATIONS

Parents/guardians must complete medication authorization forms for students who need prescription medication administered during the day. The child may only take the medicine under the direction of authorized staff. No child may carry medicine during the day. Medications are kept locked in the main office.

Special Note: parents of students with special medication requirements (asthma, bee sting, etc.) need to speak with the school principal if certain individual procedures have to be followed.

NON-EMERGENCY/EMERGENCY SITUATIONS

In non-emergency situations, families will be notified prior to any treatment being administered. If it is determined that a sick or injured child will be dismissed early, the

parent/guardian must arrange for transportation or a parent approved escort in order for the child to be released from school.

If an emergency exists, the student will be taken to the hospital by ambulance and the parent/guardian will be notified immediately.

COUNSELING

Counseling is provided by the Christ Child Society, free of charge on an as-needed basis.

POLICY FOR NON-PARTICIPATION/PHYSICAL EDUCATION

Any student who, for medical reasons, is unable to participate in a particular physical education class must have a written note from his or her parent/guardian. Any student with an extended medical excuse due to an injury or illness must have a formal note from a physician. A release form from the physician must also be presented to the office when the student is able to resume physical activity in class.

DISTRICT OF COLUMBIA DEPARTMENT OF HEALTH SCHOOL HEALTH PROGRAM AUTHORIZATION FOR ADMINISTRATION OF MEDICATION

Dear Parent/Guardian
Physician:

We discourage the administration of medication in the school setting and request that whenever possible medications be scheduled during non-school hours. If medication is needed while in school, the following requirements must be met on the first day that the student is to receive medication.

1. No medication will be administered without the parent's/guardian's signed consent and the physician's medication authorization order. This will be kept on file in the "Student's Health Record". The parent /guardian is responsible for obtaining the required information from the physician.
2. A separate parent/guardian consent form and physician's medication authorization order must be on file for each medication, a student is to receive at school.
3. The medication must be properly labeled by the pharmacist. The label must include: a.) Name of student; b.) Name of medicine; c.) Date; d.) Dosage and time of administration; and e.) Directions for administration.
7. The first day's dosage of any new medication must be given at home.
8. All medication must be brought to school by the parent/guardian, and given to the secretary. A log must be kept of all medications dispensed.
9. All medication requests are to be renewed by the physician at the beginning of each school year, and again at the beginning of the second semester.

10. The parent/guardian is responsible for submitting to the school in writing from the physician, notification of any change in dosage or time of administration.
11. All medication kept in school will be stored in a secure area accessible only to authorized administering personnel. (Such storage will be at the risk of the parent.) The St. Augustine Catholic School nor DCPS personnel will not assume any responsibility for possible loss of students' medication.
12. One week after expiration of the physician's order, the unused portion of the medication must be collected by the parent/guardian or it will be destroyed.
13. Neither DCPS personnel nor St. Augustine Catholic School will assume any responsibility for non-medically prescribed medication or medication self-administered by the student.
14. Parents/Guardians must let the school know in writing if a student is Lactose-Intolerant or had any other impediments to his/her health.

V UNIFORM POLICY

UNIFORM POLICY

No tennis shoes are to worn with your child's uniform, Only black hard bottom shoes.

A neat and clean appearance is expected of all students. Extreme hairstyles, children are not to wear jewelry with their uniform, colored hair, and extreme clothing (such as belts with huge buckles) are not permitted during school hours. Males may not wear any earrings. Girls may wear small post earrings. Nail polish and fake nails are prohibited. All students are to wear their uniforms every school day beginning on the first day of school.

UNIFORM INFORMATION

Grades Pre-K through 4

1. Girls

- Blue Grey and Maroon Plaid Drop Jumper
- White Blouse with Peter Pan collar (Long/Short sleeves)
- Navy Blue Crew Neck Cardigan Sweater with Logo
- Navy Blue Criss-Cross Girls Tie
- White or Navy Blue Knee Socks/Tights
- Black Shoes
- Navy Blue Cross Bow Tie

Grades 5 through 8

2. Girls

- Blue grey and Maroon Plaid 4 Kick Pleated Skirt
- White Short Sleeve Button down Collar Blouse (Short / Long Sleeve)

Navy Blue Crew Neck Cardigan Sweater with Logo
Navy Blue Criss-Cross Girls Tie
White or Navy Blue Knee Socks/Tights
Black Shoes
Navy Blue Cross Bow Tie
Black Low Cut Rubber Sole Shoes
Navy Blue Cross Bow Tie

Boys Grades PK – 8

Navy Blue Pleated Twill Pants
White Button down Collar Shirt (long/short sleeves)
Navy Blue V-Neck Cardigan Sweater with Logo
Navy Blue Boys Tie
Black/Brown Reversible Leather Belt
Navy Blue Crew Socks
Black Low Cut Rubber Sole Shoes

PHYSICAL EDUCATION UNIFORM

ALL STUDENTS GRADES Pre-K-8

Navy Blue Gym Tee Shirt with Silk Screen (Logo)
Navy Blue Micromesh Nylon Gym Shorts with Silk Screen (Logo)
Navy Blue Sweatpant with Silk Screen (Logo)
Navy Blue Sweatshirt with Silk Screen (Logo)
Tennis shoes

There is no summer uniform. On PE day, students may wear PE uniform shorts with their PE T-shirt. Tennis Shoes are only allowed to be worn on your child PE DAY ONLY.

VI FINANCIAL OBLIGATIONS AND TUITION POLICY

FINANCIAL OBLIGATIONS AND TUITION POLICY

St. Augustine Catholic School is supported by the tuition and donations of its parents/guardians and parishioners. In addition, the school is aided by the Archdiocese of Washington, which supports the vision of Catholic education through the administration of its Catholic School Office.

Parents/guardians who do not pay their tuition in a timely manner will be required to meet with the school financial officer. In the event that a family does not respond to the financial officer's calls or requests, the child will not be allowed to attend class until such a meeting can be held. Families are required to raise funds each year through fundraisers run by the Home and School Association. This is considered part of the financial obligation of a St. Augustine parent/guardian.

TUITION AND FEES

St. Augustine Catholic School will be using Smart Tuition for billing and payments for the 2008-2009 school year. Tuition will not be accepted at the school office.

ALL PAYMENTS ARE TO BE MAILED TO:

Smart Tuition

Attention: Payment Center

P. O. Box 11731

Newark, NJ 07131

Phone Number to Smart Tuition is 1-888-868-8828

If you have any questions or concerns please contact Mrs. Nora Joseph, Administrative Assistant at 202-667-2608.

FEES

During the school year various charges are assessed each student involving but not limited to the following:

1. Admission Examination (for new students) - \$50.00
2. Registration - \$100.00
Due at the time of registration. Payment implies that parents/guardians are initiating the steps to return their children to the school.
2. Re-registration - \$100.00
Due at the time of re-registration. Payment implies that parents/guardians are initiating the steps to return their children to the school.

VII ACADEMIC POLICIES

ACADEMIC POLICIES

HOMEWORK

1. Purpose

Homework is an integral part of the learning experience. This phase of learning reinforces learned material, deepens knowledge of subject matter, and develops initiative, independent thinking, and responsibility for completing school assignments. All completed homework must be initialed and return to the teachers.

2. Regularity

Homework is given at the teacher's discretion. Parents are asked to contact the classroom teacher should there be any doubts concerning your child's homework.

GRADING

ST. AUGUSTINE SCHOOL AWARDS

Awards, including the Principal's List and the Honor Roll, are announced and bestowed on eligible students quarterly. Students who have all "A's", are involved in one or more St. Augustine extra curricular activities, and practice Christian values and Community service will be placed on the Principal's List. Students receiving "A's & B's" will be placed on the Honor Roll and practice Christian values and Community service. Saints-in-Training (SITs) is a program which highlights outstanding behavior and most improved behavior.

ST. AUGUSTINE SCHOOL GRADING SCALE

To be determined by levels.

PROGRESS REPORTS

In accordance with the Archdiocese of Washington's academic calendar, Progress Reports will be distributed once a quarter. In the event that parents would like a conference with the teacher regarding their child's performance, they may so indicate on the progress report.

Attendance at school concerts (Christmas and Spring) is mandatory. Failure to attend these school concerts will affect a student's music grade.

ACADEMIC PROBATION

If a student receives a grade below a "C" in any core subject, parent/guardian is notified their child will be placed on academic probation and recommended to obtain additional tutorial service (i.e. Kaplan, Sylvan, Huntington Learning Center or Kumon) until the next quarter's report is received. If the child receives a grade below a "C" for a second time within the school year, notification will be sent to inform the parent/guardian of potential failure and mandatory summer school prior to the successful completion of the grade.

REPORT CARDS

Report cards are distributed four times a year (Grades 1-8); dates are published in the school calendar. Students in Pre-Kindergarten will receive report cards (progress reports) at the end of the 2nd and 4th marking periods. During 1st and 3rd academic quarters updates will be provided. No report cards are given unless all accounts are current including tuition, (see page 26). A teacher and parent/guardian conference is required in order to receive the first report card. Subsequent report cards must be returned to the teacher with the parent's/guardian's signature. Teacher/parent/guardian conferences are also held at the 3rd quarter.

PROMOTION/RETENTION

Students who successfully complete their course of studies are promoted. St. Augustine follows Archdiocesan policy regarding retention. Retention in the primary grades is normally dependent upon the development of reading and language arts skills and math skills.

Retention of students in grades 4 through 8 is normally dependent on achievement in core subjects. Failure in two of the core subjects is a basis for retention. The principal, after consultation with appropriate staff members and parents, shall make the decision as to whether a pupil is retained.

BOOKS: TEXTBOOKS/WORKBOOKS

At St. Augustine, we work very hard to ensure that students have the very best in books and materials. The school spends a lot of money each year in this regard. In order to maintain our books in the best condition for the longest period of time all books are to be covered. If covers come off during the year, books are to be covered the next day. Lost and severely damaged books will be charged to parents.

COMPUTER AND INTERNET

The Archdiocese of Washington Catholic School Office has the following Guidelines. Please read and sign the following agreement and return it to your child's teacher. (See pages 31 and 32). Please sign and return the insert.



ST. AUGUSTINE CATHOLIC SCHOOL

1421 "V" Street, Northwest

Washington, DC 20009

Telephone (202) 667-2608

Facsimile (202) 667-2610

Father Patrick A. Smith, Pastor

Sister Gloria Agumagu, HHCJ,

Principal

"I can do all things through Christ who strengthens me."

Theme for 2008-2009

St. Augustine Catholic School
Network/Internet Acceptable Use Agreement

St. Augustine Catholic School uses computers to support learning and to enhance instruction. Computer networks in the school allow students and staff to interact with networks and computers. Internet access is available to students in St. Augustine Catholic School. This resource offers vast, diverse, and unique resources to students that will allow them to communicate with people from around the world, visit electronic libraries, perform research on a variety of subjects, and participate in special projects. The goal in providing this service is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication. This technology will benefit all students as they prepare for work in a global marketplace.

The student is expected to follow the guidelines stated below, as well as those given orally by the staff, and to demonstrate ethical behavior that is of the highest order in using the network facilities at the school.

1) Acceptable Use

The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and the opportunity for collaborative work. The use of the Internet must be in support of and consistent with educational objectives of St. Augustine Catholic School. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

2) Privileges

The use of the internet is a privilege, not a right. Inappropriate use may result in a cancellation of those privileges and be subject to further disciplinary action. Students will never use another's account name or password, or allow others to use their account name or their password. Violation of this rule could jeopardize their access to the Internet and students who violate this rule will immediately lose all network and computer access. The school will deem what is inappropriate use. Also, the school may close or restrict an account at any time as required. The school may also request the denial, revocation, or suspension of specific user access.

3) Network Etiquette

Students are expected to abide by the generally accepted rule of network etiquette. These include, but are not limited to the following:

- a) Do not reveal your personal address, phone numbers, or other personal information about yourself

- or classmates.
- b) Be polite. Do not get abusive in your messages to others.
 - c) Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
 - d) Do not engage in activities that are prohibited under state or federal law.
 - e) Do not assume that electronic mail is private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - f) Do not use the network in such a way that you would disrupt the use of the network by other users.
 - g) E-mail or chat modes are limited to locations authorized by the teacher.
 - h) There will be no recreational use of the Internet.
 - i) All communications and information accessible via the network should be assumed to be private property.

St. Augustine Catholic School will not be responsible for any charges related to fee for service access to on-line resources or services incurred by students without prior written approval being received from the school.

St. Augustine Catholic School makes no warranties of any kind, either expressed or implied, for the service it is providing, and will not be held responsible for any damages students may suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions including any and all viruses. Use of any information obtained by the Internet is at your own risk. St. Augustine Catholic School specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services.

4) Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify the school administrator

or the school's technology coordinator. Do not demonstrate the problem to other users.

Attempts to long on to the Internet as a system administrator will result in cancellation of user privileges and will be considered an extreme violation of the school's discipline code. Any user

identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

5) Vandalism

Vandalism will result in cancellation of Internet privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to St. Augustine Catholic School.

This

includes, but is not limited to the uploading or creation of computer viruses.

STUDENT

I understand and will abide by the above Network and internet Use Agreement. I further understand that any violation of the regulations above is subject to the school's disciplinary code, and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary and appropriate legal action may be taken.

Student (print): _____ St. Augustine Catholic School

Signature: _____

Date:

PARENT OR GUARDIAN

I have read the Network and Internet Use Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for St. Augustine Catholic School to restrict access to controversial or offensive materials and I will not hold them responsible for materials acquired or accessed on the network. I understand that any violation of this agreement by my child is subject to the school's disciplinary code. I have read and understand the information in this agreement and hereby give my permission for my child to use the internet for classroom curriculum projects.

Parent or Guardian's Name (print): _____

Signature: _____ Date: _____

(This form must be signed, dated and returned to your child's homeroom teacher in order for your child to be admitted to class.)

VIII COMMUNICATION

COMMUNICATION

PARENT/TEACHER

St. Augustine Catholic School fosters an environment where teachers and parents/guardians work together to assist with each child's academic, social, and spiritual growth. St. Augustine Catholic School encourages parents/guardians to communicate frequently with their child's teacher regarding their child's progress.

Parents/guardians are asked to schedule conferences with teachers. Conferences may be scheduled by calling the school office. Parents/guardian interested in visiting their child's classroom should contact the teacher for an appointment.

Parents/guardians should discuss any questions or concerns regarding their child and the class with the classroom teacher. When parents/guardians have concerns after they have discussed the matter with the classroom teacher, they should contact the principal for a time acceptable conference before classes. Matters not resolved at that level are referred to the Pastor, Father Patrick Smith.

Working together as adults, our goal is to provide a safe, pleasant, and productive environment for all students. Our children are not adults and should not be treated as adults. They are always to be respected.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

COMMUNICATION ABOUT CURRENT EVENTS

A general calendar is published and given to parents at the beginning of the school year. Changes and updates will be sent home as needed. Students also bring home a folder on Wednesday, which includes communications from the teacher, principal, Church, and/or the Home & School association. Since the folder is the primary source of communication between school and home, all students must have a Wednesday folder. If your child's folder is misplaced, please contact the homeroom teacher so a new one can be provided. Replacement folders are \$1.00.

CUSTODIAL AND NON-CUSTODIAL PARENTS

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the

custodial parent's responsibility to provide the school with a court-certified copy of the court order.

REPORTING CHILD ABUSE/NEGLECT

Requirement to Report Suspicion

In accordance with the legal requirements of federal state and local jurisdiction, any school administrator, teacher, counselor, health care provider, or staff member that suspects child abuse and/or neglect is required to report this to the appropriate authorities in the county, district and state where the child resides.

It is also expected that the teacher, counselor, staff, or health care provider notify the principal immediately regarding any suspicions.

IX STUDENT BEHAVIOR

STUDENT BEHAVIOR

St. Augustine Catholic School strives to provide children with a loving, caring and positive academic and social environment. Rules set forth by the school and teachers are designed to ensure this type of environment. Students are expected to know the rules and abide by them. Students should understand that one of their obligations in a Catholic school is to respect the dignity of all members of the school community. Inappropriate conduct unbecoming a student in Catholic school is not acceptable.

CONDUCT

All students will receive a conduct grade at the end each quarter. The students in Middle School (6-8) will receive a final grade which has been averaged by the homeroom teacher. The conduct grade will affect the students overall average. This includes being on the Principal's list & Honor Roll. A student must have at least a B average in conduct to be considered for the Principal list or the Honor Roll.

REWARDS

Students that show significant improvements in behavior and academics will be rewarded weekly. Students of the Week; Class of the Week; Teacher of the Week.

DISCIPLINE

An integrated part of each student's education involves learning self-discipline. The classroom teacher handles discipline situations. A conference may be held with the teacher and parent/guardian to resolve certain discipline problems. A meeting with the principal will be scheduled if the parent/guardian and teacher cannot agree on a resolution to the problem. All

meetings with the teachers will take place either before 8:00AM or after school hours, an appointment must be made.

SEARCHES OF STUDENT AND SCHOOL

The principal and vice principal may conduct a reasonable search of a student on the school premises if they have probable cause to believe that the student has in his/her possession an item, the possession of which, constitutes a criminal offense under the laws of the District of Columbia. The search must be made in the presence of a third party.

DETENTION

If a student fails to comply with the school and/or classroom rules, he/she will be given detention. Detention will be held from 3:40 pm – 4:40 pm. During detention the student will be given work to complete that is separate from his/her homework. Failure to serve detention in it's entirety will result in an automatic Saturday detention.

SUSPENSION

In cases of severe misconduct, a student must be suspended from school. Severe misconduct includes leaving the school or classroom without permission, cheating, fighting, use of profane language, showing disrespect for authority, stealing, smoking or endangering the well being of any member of the community.

Acts of vandalism/destruction of school property, carrying weapons, or possessions/use of drugs/alcohol, or engaging in sexual misconduct, will result in suspension and may result in expulsion.

In determining whether suspension is the appropriate action in a particular case, the procedure will be followed:

The student will be given oral notice of the infractions. The student will then be given an opportunity to present his or her side of the story.

2. Based upon the evidence and student's account, the principal after conferring with the teacher will determine if suspension is necessary. The parents/guardians will be notified if a student is to be suspended.
3. In cases of suspension, the student, parents/guardians, teacher(s), and principal will explore appropriate remedies for the student's behavior.
4. The School also has the option of an in-school suspension.
5. Students who do not attend scheduled detentions will be suspended.
6. In the absence of the principal, the vice-principal will have the authority of the principal.
7. Suspended students are not to be on school grounds during the suspension (unless in-school suspension is prescribed). Students on suspension may not attend field trips or evening activities during the suspension.

Parents/guardians and students should be aware that written records of suspension and in-school suspension are kept on file in the student's permanent record.

EXPULSION

Expulsion occurs as a last resort when the school administration determines that the student's interests would be better served in another environment. This would occur when it is determined that the individual behavior is a serious threat to the school community or that it is counter-productive for the individual to remain as a member of the school community.

Expulsion is considered if:

1. A student has been suspended at least once during the school year and has continued to engage in inappropriate behavior.
2. Conferences with the parents, principal, teacher(s), and/or pastor have failed to remedy the problem.
3. In extreme cases, where a student has engaged in acts of vandalism, assault, continued and willful defiance of authority, possession or use of alcohol or drugs, possession or use of a weapon, or criminal activity.
4. The student has been suspended three times. Families will be notified in writing by the Principal, of the School's decision and the reason for the decision to expel the student. Upon expulsion, the principal is required to provide the Catholic School Offices with a written report detailing the student's misconduct. This written report also becomes part of the student's permanent record.

AFTER SCHOOL HOURS

St. Augustine Catholic School is dedicated to providing a safe, secure environment for its students. Students are supervised by staff members at all times during the school day and Extended School Program. To ensure the safety and supervision of all children, students should not be dropped off before 7:50 a.m. for Extended School participants) or remain on school grounds after 3:40 p.m. (6:00 p.m. for Extended School participants).

Any unsupervised students on school property after 3:40 p.m. will be sent to the Extended School Program and parents/guardians will be charged for this service.

The only exception to this rule is for the inclement weather rule. Our staff is concerned about the safety and well being of our students, and we will not allow unsupervised students to be at school.

Students are to go directly home or to a designated site after dismissal. Students staying after school for an extra-curricular activity must report directly to that activity. Students may not loiter on the property, at bus stops, Metro stops, or in front of local businesses before or after school. Students may not stop or go into stores in their St. Augustine Catholic School uniform, unless accompanied by a parent or guardian. Parents will be contacted if their child(ren) remains on the school property or in the neighborhood without proper supervision. Students who must remain after 3:40 p.m. are expected to enroll in the Extended School Program.

On early dismissal days (i.e. 12:20 p.m.) the grace will be for 10 minutes after dismissal. Students not picked-up at that time will be signed into the drop-in program and charged.

No report cards/records, etc. will be issued until these fees are paid.

Students from other schools are not permitted to meet our students on school grounds without permission, in advance, from the school office.

ZERO TOLERANCE RULE

St. Augustine Catholic School has a zero tolerance rule on physical acts against another person. This includes (but is not limited to) hitting, kicking, punching and/or fighting. Also included in the zero tolerance rule is threatening another person.

If these actions occur, at the very least, parents will be contacted and advised to come to take their child home for at least the remainder of the day. If parents cannot be reached, or if an incident occurs near or at the end of the school day, the student will not attend class the following day.

OTHER STUDENTS RULES

No toys or any electronic devices are allowed to be brought to school. St. Augustine Catholic School will not be responsible for any lost or taken electronic devices. Students may not chew gum on school grounds, in school buildings or on school field trips.

PHONE CALLS

Children will only be allowed to leave the classroom and use the school phone in extreme emergencies. We ask for the cooperation of parents in helping students be responsible concerning notes, assignments, lunch, etc.

Cell phone usage is strictly prohibited. Although students may possess cell phones but they must be turned off during the instructional day. Failure to follow this policy will result in cell phones being taken by the teacher. Only parents may retrieve the cell phones and students will not be allowed to bring the phone back again.

SCHOOL LOCKERS

A COMBINATION LOCK MUST BE USED. Saint Augustine Catholic School is not responsible for lost materials. Food and taped items are not to be placed within the lockers.

X
PARENT/GUARDIAN
AGREEMENT

PARENT/GUARDIAN AGREEMENT

FAMILY NAME: _____ (please print)
Child(ren) _____ 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 200 hours of community service during school year 2008-2009.

_____ I agree to pay \$200 community service fee for the school year 2008-2009.

Parent Signature _____ Date _____

- St. 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 in order for your child to be admitted to class.)