



St. Augustine Catholic School
Parent/Student Handbook
2020-21

#ShareTheGood

Dear St. Augustine Student and Parent,

It is a great joy and honor to welcome you to this school year at St. Augustine Catholic School.

The St. Augustine Catholic School faculty and staff accept the great responsibility of educating our future. We accept this awesome responsibility with humility, vigor, compassion and courage. We pledge to you our passion for the individual security, safety and success of each child. We offer our unfailing desire to serve our students and our community and to give them the necessary skills to become competent problem solvers and outstanding faith-filled citizens. What parents value or believe defines what is important to their children. When you value faith and education and believe it is important, so will your children. Our partnership with you in this shared value is critical. Your child's education is our priority!

The St. Augustine team, parents, and surrounding community share a common vision. High quality classroom instruction, students who are highly motivated to learn, a warm and nurturing learning environment, and a supportive and encouraging parent community makes St. Augustine Catholic School a wonderful place to learn and work. It is our goal that all students will leave St. Augustine able to read, write, and compute at successful levels that will enable them to experience academic success at the next level and beyond and will have developed an understanding and relationship with Jesus Christ.

To ensure this success, the St. Augustine faculty and staff are dedicated to the use of sound instructional practices and high quality instructional materials, including the integration of technology throughout the curriculum. Our instructional programs combine skill instruction, phonics, cognitively guided instruction in math, and literacy instruction that are embedded within a meaningful context throughout our curriculum. Our focus is that students will develop a strong academic core and through the use of technology and an intentional focus on meeting the needs of each individual learner, students will graduate from Saint Augustine ready to excel in high school.

It is important that students and parents are familiar with the contents of the *Parent/Student Handbook*.

I am excited to be working with such a talented and dedicated staff in a school where parents are supportive of our efforts. Children are our greatest natural resource. We take seriously our responsibility to nourish, protect and develop children to their fullest potential and thank you for your trust in us and choosing St. Augustine as your school of choice!

Please join me in praying for our students and school community this year.

Joseph Miller

Principal

St. Augustine Catholic School is a co-ed elementary school for grades PK-8. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). The school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings. Requests for reasonable accommodations for a student with a disability may be directed to Mr. Joseph Miller, Principal or Mrs. Kristin Tsamoutalis, School Counselor. Religion is required for each year a student attends St. Augustine Catholic School. All students enrolled in St. Augustine Catholic School must attend religion classes and services.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of

the school or whose behavior or attitude is disruptive to the functioning of the student body.

St. Augustine Catholic School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

Mission Statement

Built on Christ, St. Augustine School exists **to form** its students into Disciples of Christ, **to educate** the whole child, inspiring a life-long love of learning, **to nurture** self-confidence and belief in the dignity of all people, **to create** a caring, respectful community.

History of School

St. Augustine School was founded in 1857 to provide Catholic education for the children of the Elkridge community. If the school were established today, it would be upon the same principle: "To provide for our children the best overall Catholic education available."

During the early years, the parish was ministered to by the Redemptorist Fathers from St. Alphonsus Church in Baltimore. St. John Neumann, a member of the congregation and pastor of St. Augustine Parish, was a firm believer in Catholic education and encouraged the establishment of the first parochial school in Howard County.

From the 1860s to 1892, nearly twenty-five years, the school was staffed by lay teachers, who based their instruction on sound Catholic educational principles. In 1892, the School Sisters of Notre Dame arrived to staff the school. St. Augustine was the first Catholic School in Howard County and one of the first in the Archdiocese of Baltimore. The original schoolhouse was replaced in 1901 with a larger structure. Our present school buildings were dedicated on November 10, 1957.

January 2017, Father John Williamson in collaboration with Mrs. Denise Ball, principal, created a new St. Augustine tradition. Each year henceforth, during Catholic Schools Week, as a school we will celebrate God's grace of Catholic education and invite the Holy Spirit to be present in our school; our school building, classrooms and all rooms utilized for learning will receive a blessing.

Saint Augustine



It is said that Saint Augustine was converted through the help of his mother's prayers and the help of Saint Ambrose of Milan who baptized him. On the death of his mother, he returned to Africa and sold his property, gave the proceeds to the poor and founded a monastery. St Augustine has been referred to as an early Christian theologian, influencing Western Christianity and Philosophy. He was the Bishop of Hippo Regius in North Africa and is viewed as one of the most important Church Fathers. Among his most important works are "The City of God" and "Confessions".

Our hearts were made for You, O Lord, and they are restless until they rest in you.

Guiding Principles of St. Augustine Catholic School

- We are committed to providing a rigorous curriculum that integrates faith, culture and life.
- We will use varied assessment methods and practices to document student learning and program effectiveness, to make student performances transparent, and to inform the continuous review of curriculum and improvement of instructional practices.
- We will strive to provide opportunities outside of the classroom for student formation, participation in liturgical and communal prayer, and action in service and social justice.
- We will provide programs and services aligned with the mission to enrich the academic program and support the development of student and family life.
- As an excellent Catholic School, striving to meet and exceed the National Standards for a Catholic School, we will develop and maintain facilities, equipment and technology management plan designed to continuously support the implementation of the educational mission of our school.
- To ensure this vision continues to be strengthened, St. Augustine Catholic School will enact a comprehensive plan for institutional advancement based on a compelling mission through communications, marketing, enrollment management and development.

Calendar

Please visit our school website and teacher blogs for a copy of this year's school calendar.

Staffing Model and Communication Tree

The St. Augustine Catholic School faculty and staff are comprised of men and women dedicated to sharing the Gospels of Jesus Christ.

School Office: 410.796.3040

Parish Office: 410.796.1520

Archdiocese of Baltimore

Dr. Donna Hargens
Superintendent

School Board

Joe Bennett
President

Pastor

Father John Williamson
Catholic Community
of Ascension and St. Augustine

Principal

Joseph Miller

School Admin Team

Rhonda Cynkar
Office Manager

Jennifer Ross
Director of Admissions

Kristin Tsamoutalis
School Counselor

Amy Weatherholtz
Director of Resources

Lisa Toles-Felton
**Administrative Assistant
Before/After Care Supervisor
Virtus Coordinator**

Department Chairs

Marie Murphy
Religion

Donna Michel & Ashley Krause
English Language Arts

Shannon Benedetto
S.T.E.M.

Laurie Kaplan
Math

Katie Franz
Social Studies

Sue Mackay
Early Childhood

Early Childhood Team

PK3 Teacher-Aida Nichols
PK3 Instructional Aide- Noelle Bailey
PK4 Teacher-Christie Hanna
PK4 Instructional Aide- Linda Schuman
Kindergarten Teacher-Betsy Kulp
Kindergarten Instructional Aide- Terri Hunter
First Grade Teacher- Karissa Harris
First Grade Instructional Aide- Stephanie Cramer
Second Grade Teacher-Sue Mackay, Early Childhood Department Chair
Second Grade Instructional Aide-Patricia Zaranski

Elementary

Third Grade Teacher- Jennifer Fucci
Fourth Grade Teacher- Grace McCarthy
Fifth Grade Homeroom Teacher-Katie Franz, Social Studies Department Chair

Middle School

Sixth Grade Homeroom Teacher- Ashley Krause, ELA co-Department Chair
Seventh Grade Homeroom Teacher- Nupoor Srivastava and Laurie Kaplan, Math Department Chair
Eighth Grade Homeroom Teachers- Shannon Benedetto, S.T.E.M. Department Chair

Middle School Departments:

English Language Arts:	Ashley Krause, English Language Arts
Math:	Nupoor Srivastava, Traditional and Accelerated Math Laurie Kaplan, Traditional and Accelerated Math
Science:	Shannon Benedetto
Religion:	Shannon Benedetto
Social Studies:	Nupoor Srivastava

Academic Support and Enrichment

Technology Integration/Discovery Education-Marie Murphy
Vocal Music Teacher-Amy Stephens
Instrumental Band Director- Jackie Truitt
Art Teacher- Hilary Christian
Spanish Teacher- Minerva Rodriguez
Physical Education/Gym Teacher- Kristy Reiniger
John Neumann Resource Support Team-

Amy Weatherholtz
Director of Resources

Donna Michel
Reading Specialist

Before and After Care Team

Lisa Toles-Felton, Supervisor
Joy Penaso, AM/PM Child Care
Marla Gilbey, AM/PM Child Care

School Nurses

Karen Shouse, R.N

Karen Munter, R.N

Brittany Roper, R.N.

Lunchroom Helping Hands

Classroom Teacher Rotation and Parent and Grandparent Volunteers

Facility Management Team

Facilities Manager
Vendor Point of Contact

Sean Seymour
Facilities Assistant

Listing of School Board Members

Fr. John A. Williamson, Pastor
Joe Bennett - Chairperson
Larry Brandt
Jennifer Whitehead
Kelly Clark
Patricia Bibeau
Steve Borsh
Brian Kohler
Craig Bonham
John Skrynecki

The School Board of St. Augustine Catholic School is a deliberative board which assists the Pastor and Principal in the administration of the school. Membership includes the Chairperson, Vice-Chairperson, Secretary, Principal, Pastor, HSA President and members selected from the general community, including the school community.

Home School Association Officers

Co-President: Andrea Seurkamp and Emily Kuchinsky
Vice President: Joy Emery
Secretary: Kim Lare
Treasurer: Michael Lamartina
Programming: Casey Taylor
Hospitality: Kurt Roper
Community Outreach: Nicole Colantuno
Social Concerns: Tracy Fuhr

Home and School Association/Parent Volunteers

We could not be our very best for your students without the tireless efforts and devoted time and talent provided to our school by the Home and School Association. The Home and School Association is comprised of parents, faculty, and staff. The Home and School Association Executive Committee meets on a monthly basis. Three general meetings are held during the school year. At least one adult from each family is expected to attend these meetings. The Home and School Association strives to maintain and improve understanding between parents, faculty, and administration of SAS School and contributes to the financial support of the school. The fee collected from each family helps to fund assemblies and special events and assists with the purchase of recess equipment and games.

The Home and School Association acts as the central organizing group for parent volunteer activities. Parents are recruited through the Home and School Association's volunteer sign-up at the beginning of the school year. Each homeroom has Room Parents to help coordinate activities, which the class plans over the school year. Parent volunteers assist teachers during school hours or work at home. Due to student safety and the main role of a volunteer to lend a helping hand on any given assignment,

volunteers at school or attending field trips, may not have younger children accompany them.

Head Room Parent: Nicole Colantuno

Certificate of Accreditation

Saint Augustine School has met the criteria for educational quality established by the AdvancedEd Accreditation Commission and was presented a *Certificate of Accreditation* through June 30, 2022 by the NCA Commission of Accreditation and School Improvement, the Northwest Accreditation Commission and the SACS Commission on Accreditation and School Improvement.

Academics

Three and Four-Year Old Preschool Program

St. Augustine Preschool believes in a hands-on academic curriculum based on a whole child approach where play and academics are intertwined. Our focus is our faith and learning about the world around us through developmentally appropriate activities. Our program will provide time and support to nurture and develop each child's learning experience needed for his/her social, emotional, spiritual, creative, physical and cognitive skills. We strive to lay the foundation for a love of learning and a positive attitude towards school. Our teachers are professional, educated, and highly qualified to create a safe and ideal environment for the good of the whole child. We feel parents are a very important part to the success of our preschool program. We welcome and encourage communication between home and school.

Kindergarten~ Wonderful World of Learning

Incoming Kindergarten students must pass the *Brigance Early Childhood Screen II* Assessment.

Our kindergarten program provides learning experiences which will develop the foundational skills necessary for success in school. This full-day program offers opportunities to meet the developmental needs of the total child: spiritually, socially, emotionally, intellectually, and physically. Our kindergarten language arts and math curriculum offers numerous learning activities, that are primarily based on phonics, verbal comprehension, reading fluency, vocabulary building and following instructions. As the language arts and math curriculum constitute an aligned comprehensive curriculum, meeting the Archdiocese of Baltimore and State of Maryland expectations, a foundation of beginning skills are taught, as kindergarteners learn through guided lessons, direct teaching and the exploration of fundamentals.

Through a series of pre-reading, reading, comprehension, and prewriting activities, students will develop strategies with a specific focus on the alphabet and letter sounds, phonemic awareness and rhyming words. Kindergarten culminates with a thorough review of phonics, highlighting letter and sound recognition. Students learn to express and communicate thoughts and ideas through speaking, listening, and writing.

Kindergarten is also a year of exploration and discovery of numbers. Major milestones for kindergarten math include: developing a strong number sense, identifying numbers up to twenty, expressing different ways to represent numbers up to twenty, ability to sort and organize objects based on different attributes, recognizing basic shapes and units for measurement, time, and weight. Students gain a good grasp of their faith.

First Grade~ Strengthen the Cornerstone

The *Brigance Early Childhood Screen II Assessment for First Grade* is given for incoming students.

Students are challenged to explore the characteristics of their own community and the importance of giving to the community.

Our students learn to tell the difference between the past, present and the future and to *see God in all things*.

Our first graders learn to enjoy stories and appreciate language, they learn new words and their meanings, and they strengthen their reading skills. They are introduced to time, money and learn the meaning of numbers. Our students are encouraged to find answers in science and they learn to find patterns in the world.

The focus is on the foundation of academic learning and socialization skills, introducing children to the broad range of knowledge, skills and behavioral adjustments needed to succeed in life.

Grades 2 & 3 –Read to Learn versus Learn to Read

Students learn and strengthen their faith. Students are introduced and enhance their skills in reading/phonics, language arts, handwriting, spelling, mathematics, science, social studies, music, art, technology, media studies, Spanish, and physical education.

Grades 4 & 5 –It is all about Transitions

Students learn more about themselves and their faith. Students are introduced to new concepts and develop a better understanding in reading, language arts, handwriting, spelling (grade 4), vocabulary (grade 5), mathematics, science, social studies, music, art, technology, media studies, Spanish, and physical education.

St. Augustine Catholic Middle School ~ Grades 6-8

St. Augustine Catholic School offers a unique approach for grades 6-8. Above the AOB and State of Maryland curriculum offered, students learn faith, service and leadership concepts that are intertwined throughout their curriculum to prepare them for high school and for a global society in the 21st century.

Faith

Our goal for all St. Augustine students is to provide a learning environment where spiritual development complements intellectual development. We continually strive to ensure that the element of faith is integrated into every instruction plan in every program, to demonstrate its relationship to the world of human culture.

Academics

We believe in a curriculum design where the core disciplines are the cornerstone that promotes personal and social integration. This is achieved through the organization of curriculum around significant problems and issues, collaboratively identified by educators and young people, without regard for subject area lines.

Content and skill will be taught, learned, and applied, as they are needed to work on particular themes. While knowledge is extrapolated from the traditional disciplines, students' learning will also be enhanced through differentiated instruction and project-based assignments with an emphasis on real-life themes, contextual application of knowledge, and constructivist learning.

Service

St. Augustine students' actions will exemplify the importance of living the message of Jesus Christ by helping others. All of our students will participate in community service projects, giving them an opportunity to serve those in need and support their cities and regions.

Leadership

Through a series of classes and projects, curriculum is designed to improve the character and leadership traits among St. Augustine middle school students. Our intentional focus on incorporating leadership lessons across the curriculum enhances the understanding of one's leadership through service of God and community.

Distance Learning

In a socially distanced hybrid learning mode, schools will be teaching the AOB curriculum while adhering to health and safety guidelines. Teachers will maximize classroom and facility space to distance students. Inventive teaching strategies will be used to allow for physical distancing while still encouraging discussion, collaboration, exploration, discovery, socialization, and movement. Personnel will be reassigned as necessary to limit exposure and to maximize teaching effectiveness. Students regardless of the mode of instruction (e.g. in-person or remote) must adhere to school policies regarding the use of technology. Unacceptable uses of technology include violating the rights or privacy of others by photographing, recording or filming an individual without consent.

SACRAMENTAL PREPARATION PROGRAMS

First Reconciliation, First Eucharist, Confirmation

The sacramental preparation programs for First Reconciliation, First Eucharist, and Confirmation are parish programs and family centered. The family has an essential role in the preparation for the celebration of a sacrament since families constantly teach about sacraments by their attitudes, actions, values, and by the family's experience of prayer and worship. Families need to be involved in the preparation for the celebration of sacraments. Parents must attend the parent sessions and all other events associated with the sacramental preparation of their child. Likewise, children must attend all required sessions and activities for the sacramental program for which they are enrolled.

The special preparation programs assist those persons whose faith development and readiness level support their desire to receive the sacrament. This readiness level varies from person to person and cannot be considered automatic when an individual reaches a specific grade level. The parish school and religious education program offer remote or on-going sacramental preparation. However, this is not to be considered the immediate preparation for the reception of a sacrament. The parish school and religious education program curriculums will be supportive of and complementary to the sacramental preparation programs.

In accordance with Archdiocesan regulations and guidelines, the sacramental preparation programs are parish based and freestanding programs. The Catholic Community of Ascension and St. Augustine will offer the immediate preparation for the reception of the sacraments under the direction of the Parish Office of Religious Education. This office will be responsible for the preparation of both the children in the parish school and those attending public schools.

For more information concerning sacramental programs, please call the Office of Religious Education at 410-796-8150. There will be a preparation book, materials and retreat fee for the sacraments.

Homework Philosophy and Expectations

Philosophy

Homework is an opportunity to allow students to assess prior knowledge, practicing skills learned in class and prepare for upcoming material through student exploration.

Homework Faculty Pledge and Parent Commitment

Through Homework, the faculty pledges to assign authentic, intentional and age-appropriate opportunities to enhance instruction. Students should expect to be assigned homework that can be completed independently within the following time frame:

1 st Grade:	10-20 Minutes
2 nd Grade:	20-30 Minutes
3 rd Grade:	30-40 Minutes
4 th Grade:	40-50 Minutes
5 th Grade:	50-60 Minutes
6 th Grade:	60-70 Minutes
7 th Grade:	70-80 Minutes
8 th Grade:	80-90 Minutes

We ask St. Augustine Catholic School parents to partner with us to allow an authentic experience, embracing a positive attitude, to guide through encouraging students to solve problems, help with time management solutions and to take any questions on homework opportunities to the teacher.

Grading of Late Work

Students may be assessed a consequence of no more than ten (10) points per day for up to three (3) days before a zero may be given for work not turned in on time. The work referred to in the policy includes any assignment which is to receive a major grade or which has been completed over ***an extended period of time for which a designated due date has earlier been announced.***

The policy does not address daily homework (assignments given on one day which are due the next day). Neither does it address assignments that are to be completed in class and turned in at the end of the period. Evaluation of assignments that fall in either of those categories may be based on the proportion that is completed, ***at the discretion of the teacher.***

Make-Up Work

It is the responsibility of the individual student to make arrangements with each teacher for make-up work following each absence. The procedure for makeup work for absences shall be the following:

The school day by which work is due: absent on Monday, come back Tuesday, due on Thursday etc.

In the case of extended absences, arrangements for completion of work shall be made with the individual teacher. Generally, a *24-hour notice* is required to gather make-up work. If make-up work is assigned and turned in within the number of days permitted, it will be graded, and ***full credit*** will be given.

In grades one through five, if a student has not had sufficient time to make up work at the end of a grading period, a grade of incomplete shall be assigned until assessment is completed.

Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects in a given year.

Retention

Students who do not successfully complete the required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the classroom teacher and parents.

Honor Roll for Students in Grades 6-8

Students in grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria:

Principal's Honor Roll – All A's and *Satisfactory* or better in all special classes, standards, effort, and conduct including unstructured time

Second Honors – All A's and B's (more A's than B's) and *Satisfactory* or better in all special classes, standards, effort, and conduct including unstructured time

Progress Reports and Interim Reports

INTERIM REPORTS

Parents of students in grades 3-8 have access to their child's grades beginning in mid-September via PowerSchool. Interim reports will be sent home only for students in grades K, 1 and 2 to those students at risk of failing the trimester. All students are invited to a parent/teacher conference in Trimester 1. Parents of students in middle school are contacted if a student falls below a C average. The interim report, which is distributed at the midpoint of each trimester, affords parents or guardians an opportunity to collaborate with the St. Augustine faculty to develop and create opportunities of success for students. Parents are encouraged to contact teachers or request a conference if they have any questions or concerns.

PROGRESS REPORTS

The school uses the Archdiocesan progress report and grading scale. Progress reports are distributed three times a year, November, March and June, to all students in Grades PK-8. The progress report envelope issued in November and March must be signed by a parent or guardian and returned within one week.

Parent/Teacher Conferences

Parent-teacher conferences are an important link in the educational process. A parent, teacher, or student can initiate conferences. Mandatory conferences will be scheduled in early fall. In order for a conference to be productive, teachers need adequate time to gather important student information, and conferences must be scheduled during the teacher's conference period. The morning is a time for teachers to prep and prepare for their students; this is not a time for conferences.

Students and parents may expect teachers to request a conference if: 1) the student is not maintaining passing grades or achieving the expected level of performance; 2) the student presents any other problem to the teacher; or 3) in any other case the teacher considers necessary.

Standardized Testing

The Scantron Assessments are norm-referenced tests which mean our St. Augustine student scores are compared to other students who took the test around the nation at the same time. This measurement tool is one of many we utilize throughout the course of the school year to determine learning, the effectiveness of our instruction and curriculum aligned plan.

Incoming PK4, Kindergarten, and First grade students must pass the *Brigance Early Childhood Screen II* Assessment. The assessment inventories use observation, interviews, and child performance to pinpoint understanding in the domains tied to early development and school readiness.

The ACRE (Assessment of Children/Youth Religious Education) helps schools, parishes and diocesan leaders evaluate the faith knowledge and attitudes of students in Catholic schools. As an integrated assessment tool, ACRE provides faith knowledge

questions (cognitive domain) and questions related to religious beliefs, attitudes, practices, and perceptions (affective domain). ACRE assessments are administered to grades 5 and 8.

High School Admissions and Visitation Policy

Three excused absences for High School visitation are permitted for 7th and 8th Graders. Parents are responsible for scheduling these visitations directly with the High School Admissions office. The front office should be made aware for attendance purposes.

Student Records

Student records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.

Records Policy (*Family Educational Rights and Privacy Act*)

St. Augustine Catholic School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of St. Augustine are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to Joseph Miller, Principal, a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.

Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to **Mr. Joseph Miller, Principal** and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.

- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
- To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
- To other schools to which a student is transferring.
- In connection with financial aid under certain circumstances.
- To specified officials for audit or evaluation purposes.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations.
- In order to comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.

The School also may disclose appropriately designated directory information without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The School has designated the following as directory information:

Student's name

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Address

Telephone listing
Electronic mail address
Photograph
Honors and awards received
Date and place of birth
Dates of attendance
Grade level

Parents who do not want the School to disclose the above directory information without their prior written consent must notify **Mrs. Rhonda Cynkar, Office Manager** in writing by **September 18th**.

- A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.
- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by **St. Augustine Catholic School** to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

Volunteer Program

The mission of St. Augustine School is to work with the parents in order to educate the students. To this end, parents should be involved on a daily basis in the education of their children, including monitoring their schoolwork.

There are also numerous areas and activities where parents may volunteer to help the school. Volunteer opportunities exist both during the school day and outside of school hours. It is hoped that each family can find some area or activity to meet this need.

The Archdiocese of Baltimore is committed to providing quality, healthy ministry for all persons, particularly for our children and youth.

All volunteers are **required** to complete VIRTUS screening and training.

Parent Partnership Commitment

In enrolling your child in St. Augustine Catholic School, you agree to certain important responsibilities. These responsibilities include but not limited to the following:

1. to be a positive partner with St. Augustine Catholic School in the education of your child
2. to understand and support the Catholic mission and identity of St. Augustine Catholic School, lead by example in words and actions
3. to read all communications from St. Augustine Catholic School and to request clarification when necessary
4. to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
5. to discuss concerns and problems with the person(s) most directly involved, refrain from gossip
6. to be as actively involved as you can be in the life of St. Augustine Catholic School and to volunteer assistance when possible
7. to promote St. Augustine Catholic School and to speak well of it to others, promote the good
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of St. Augustine Catholic School when possible, to allow St. Augustine Catholic School to maintain its budget
9. to appreciate that Catholic education is a privilege that many persons do not have the ability to provide for their children

10. to keep the school updated regarding your child's health conditions and to provide current physician's orders and required medications in a timely manner
11. to provide the school with any updates regarding a change in family life or living conditions (divorce, change in custody or change in address or phone contacts)

Parental Support/Compliance Expectation

In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school.

Academic Integrity~ Cheating/Plagiarism

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. All teachers go over what it means to copy another person's work and what the word "plagiarism" means and looks like. Plagiarism will be considered cheating, and the student will be subject to academic disciplinary action that may include suspension or loss of credit for the work in question.

We believe that God gives us all unique gifts and talents and we want our students to be proud of "their" work and not to take credit for another individual's gifts and talents.

Student Discipline

Student Standards of Behavior

In order to show respect, maintain safety, and focus on learning, students are expected to:

1. Follow directions the first time.
2. Speak using polite language, volume, and tone.
3. Keep hands, feet, and objects to themselves.
4. Be where they are supposed to be.
5. Take care of school property and personal belongings.
6. Walk quietly in the hallways to not disturb other classes.
7. No gum chewing allowed.

Behavior Expectations

While most students consistently follow these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken.

The following pages outline disciplinary actions.

Please Note: Careful thought is given to individual situations, so that the school's response to the student is appropriate.

Consequences may be increased in cases of serious and/or repeat offenses. Suspensions will be considered when behavior is disruptive and detrimental to the operation of St. Augustine Catholic School as determined by the administration.

Classroom Behavior

Students are expected to listen and follow all teacher directions.

Possible consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, and loss of recess privileges, in-school suspension, suspension.

Behavior in Halls

Students are to walk quietly in an orderly fashion through the halls at all times. This quiet will be respected during the instructional school day and with consideration for others who are working.

Possible consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, and loss of recess privileges, in-school suspension, suspension.

Behavior in Restrooms

Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.

Possible consequences: Staff/student conference, loss of independent restroom privileges, supervised restroom visits, referral to

the administration, fines for damages, loss of recess privileges, parent/guardian contact, parent/guardian meeting, in-school suspension, suspension.

Behavior on Playground/Recess

The playground should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must walk in an orderly fashion to the playground, use the equipment responsibly, show respect for others by using appropriate language and leave the playground only when permission is given by an adult in charge.

Possible Consequences: Verbal warning, recess privileges contained to an assigned area, staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

Behavior on Bus

The same standards of behavior that apply at school also pertain at the bus stop or while boarding, riding and unloading school busses. Students must respect the rights of others and must not pose a threat to anyone's safety. Students must not distract the bus driver.

Possible Consequences: Staff/student conference, referral to the administration, loss of recess privileges, parent notification, parent/guardian meeting, assigned bus seat, loss of bus privileges, in-school suspension, and suspension.

Behavior during School Sponsored Activities/Field Trips

Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs and field trips. Behavioral expectations are consistent with school policies.

Possible Consequences: Staff/student conference, removal from activity, referral to the administration, parent/guardian notification, loss of recess privileges, in-school suspension, exclusion from future activities, suspension.

Harassment and Bullying~ ZERO Tolerance is in Effect! (Please see *Anti-Bullying Expectations*)

Fighting/Physical Aggression

This includes: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation.

Possible Consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension/expulsion.

Threats and/or Verbal Abuse

This includes any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to yourself, another person, suggesting property destruction, and the like.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, and loss of recess privileges, in-school suspension, suspension, recommendation for expulsion.

Teasing, Verbal or Non-Verbal

This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.

Possible Consequences: Staff/student conference, referral to the administration, personal apology to student who was teased—a letter of apology from the teaser must be signed by the teaser's parent(s) and returned to school the next day, loss of recess privileges, in-school suspension, suspension.

Acts of Hate / Violence

This is any act of hate/violence including, but not limited to, verbal abuse, slurs (including ethnic, religious, or gender-based) comments or threats, physical violence or conduct, vandalism or destruction of property directed against any person.

Possible Consequences: Referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in school suspension, suspension, referral to law enforcement, recommendation for expulsion.

Acceptable Use Policy for the Internet and Technology Tools

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

Acceptable uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of the School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.

Unacceptable uses of the Internet and technology tools include but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)
- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else's files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child's technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to School personnel.

Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

To help monitor student Internet use, St. Augustine Catholic School utilizes *BARK*, software to monitor 24/7, student shared documents and Internet use while on campus.

Web-Based Services

The School uses Google Apps for Education as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

Crisis Intervention Plan

The St. Augustine Catholic School team in collaboration with our local law enforcement and fire professionals, have and follow a Crisis Intervention Plan.

Drills-Fire, Tornado and other Emergency Drills

Students, teachers, and other employees shall participate in periodic drills of emergency procedures. When the alarm is sounded, everyone in the building must respond and follow the direction of teachers or emergency officials quickly and in an orderly manner, or be subject to disciplinary action.

Change of Address

Students/Parents are required to inform the office of a change in address, email address or telephone number. To include Emergency Contact information. No child will be released to an adult unless the adult is listed on the student's Emergency Form via School Admin.

Change in Name or Family Status

If there is a change in the family status/or the change of a child's name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that describes the custody arrangements must be on file with the school.

Emergency & Weather Related Closings/Delayed Openings

St. Augustine Catholic School follows Howard County Public Schools for weather-related closings and delayed openings. Announcement will be made on Baltimore and Washington TV stations as well as radio. It is posted on www.hcpss.org and parents can subscribe to Howard County Public Schools alerts. When the Howard County Public Schools close, St. Augustine School closes. Occasionally, schools are closed before regular dismissal because of bad weather. These closings are announced over the air before closing time and parents receive a message alert.

Please be sure, before the winter weather begins, that your child has instructions as to what to do if sent home early, especially if both parents work. Listen to WBAL 1090 radio. On delay days, lunch will be served in the classroom. Please provide a peanut/nut-free lunch on these days.

On 2-hour delay days, PreK3 half days are cancelled in compliance with Howard County Public School System.

St. Augustine maintains an Automated Emergency Notification Service, Alert Solutions, to deal with individual and school-wide emergencies, natural disasters and power related closings. It is the parents'/guardians' responsibility to keep the front office apprised of any changes to their contact information.

COMMUNICATION

Since it is impossible to foresee all events that might occur during the school year, parents are kept informed through the weekly eNews and teachers' blogs. The most up to date information can be found on the school's website, www.staug-md.org.

Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arises. Therefore, the parents should first contact the teacher involved and then, if necessary, the teacher and parents should go to the principal. However, parents are not permitted to interrupt teachers either before school, during class hours, or at dismissal. **Teachers should be seen by appointment only.** If a conference with the principal or teacher is needed, please call the office or email the teacher and/or our school office manager to request an appointment. All teachers and administrators can be reached by email, using their first initial and last name followed by @staug-md.org. Should a communication sent to the teacher be unanswered after allowing 48 hours during the school week, the parents are requested to call the office and leave a message with the school secretary. In the event of an unexpected schedule change, please notify the school office in addition to the classroom teacher. Teachers may not always be able to check their email throughout the school day.

Written or verbal communication must be provided for a child to go home with another family at dismissal. This information must be communicated with both the school office and classroom teacher(s).

Please note, teachers are not expected to check email after 4:00 P.M, prior to 8:00A.M, or on weekends and holidays. Our faculty and staff have families and as a Christian, Catholic organization, we support the family unit and see the value in family time. Thank you for the partnership in respecting our school team's family time. In the best interest of students, the school welcomes and encourages verbal and written communication between parents and teachers. Progress report conferences will be scheduled prior to the first marking period and at appropriate times through the year.

Every family is expected to register for the SAS Automated Emergency notification Service, Alert Now, to receive important email or text messages. More than one email address may be submitted per family.

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher in writing within one week after change is effective.

Non-Custodial Parent

Emergency Contact information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency contact form, unless otherwise instructed by the custodial parent/guardian in writing. (e.g. going home with classmate etc.)

Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records.

St. Augustine Catholic School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

Harassment Policy

Harassment or abuse of any kind is not acceptable behavior in St. Augustine Catholic School and will result in disciplinary action up to and including suspension/expulsion.

Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

Scope

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

Prohibited Conduct

For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, or protected activity, that:

- Has the purpose or effect of creating an intimidating, hostile or offensive environment;
- Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
- Otherwise adversely affects an individual's educational opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

Procedure

- A. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.
- B. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.
- C. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.

- D. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

Archdiocese of Baltimore Bullying Prevention, Intervention, and Response Policy

Policy Statement

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

Discrimination and harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

"Bullying, harassment, or intimidation" means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

- a. Creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance or with a student's physical or psychological well-being and:
 - i. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
 - ii. Is sexual in nature; or
 - iii. Is threatening or seriously intimidating; and
- b. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

Electronic Technology

Communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

Retaliation

An act of reprisal or revenge, i.e., getting back at a person for an act he /she committed (such as reporting misconduct).

Bus Participation and Expectation(s)

All children are obliged to obey the bus regulations at all times. All infractions or serious offenses are to be reported to the company and principal. If a child fails to obey bus regulations, the parents will be notified and proper procedures will be taken for suspension of bus privileges.

Bus Behavior Guidelines and Expectations

1. The driver is in charge of the bus. Students must obey the driver at all times.
2. Observe the same conduct as in the classroom and cooperate with the driver and assigned safety patrols.
3. Students are not to ride with heads, arms, or anything else extended out the bus window.
4. Students are expected to behave in word and action as a St. Augustine Catholic School student.
5. No food is allowed to be eaten on the bus and the use of electronic devices, including cell phones, is prohibited.
6. Students must stay in their seats while the bus is in motion. The bus driver is authorized to assign seats.
7. Anyone smoking or firing any combustible materials or engaging in destructive behavior will automatically be suspended.

from bus transportation.

8. Students who normally ride the bus home must inform the school in writing whenever there is a change. Likewise, students who do not normally ride the bus, but are going home with a friend, must have a note from a parent.

Bus Disciplinary Policy

- | | |
|---------------|--|
| 1st Warning - | the bus driver will talk with the child and fill out a complaint as a warning. |
| 2nd Warning - | the bus driver will notify the principal and parent and fill out a complaint to both parent and principal. |
| 3rd Warning - | the bus driver will notify the principal and parent. The student will be suspended from bus transportation for 3 consecutive days. |

Failure to take advantage of this opportunity with following the guidelines and expectations outlined, could result in the termination of use of this privilege.

SCHOOL HOURS

School Hours: **8:35AM– 3:25PM**

PreK-8th grade students are dropped off between 8:25-8:35AM

Students in PreK through 2nd Grade report to their classrooms. Students in Grades 3-8 report to the school Hall for pledge. All students pray in their homerooms as a class.

The School office is open **M-Th 8:00AM– 4:00PM; Friday 8:00AM – 3:30PM**

Students may be dropped off as early as 8:25AM. The first bell is at 8:35AM. All students are expected to be present for this first bell.

Students are considered tardy after 8:40AM. Parents must sign in any student dropped off after 8:40AM

Students are dropped off by buses or cars in the morning at the lower door by the flagpole. In the afternoon, the assigned busses pick students up at the lower door by the flagpole and car riders are picked up on the lot behind the school adjacent to the playground. Cars are not to be driven past the front of the school or turned around and driven out the entrance during afternoon dismissal. For everyone's safety, it is necessary for drivers to follow the directions of the student safety patrol or faculty member in charge on the parking lot during dismissal.

Please remember that drop-off and pick-up procedures are in place for the safety of our students and all those visiting our campus. Please remember to model Christ-like behavior in word and action.

HOURS OF SCHOOL SUPERVISION

In compliance with the Archdiocese of Baltimore, on regular school days St. Augustine School admits students at 8:25AM and dismisses students beginning at 3:25PM. On early dismissal days the school admits students at 8:25AM and dismisses students beginning at 12:25PM. Times for other early dismissal days determined by the Archdiocese or the school will be announced and communicated in writing and on the school website.

The school is not responsible for supervision of students before or after the times stated above, and the school is not liable for any injuries or accidents which may occur outside of the hours of supervision. This also applies to school functions on campus. Parents are advised, therefore, for the safety of their children, to follow the times as stated above. Students not picked up by 3:30PM on a regular schedule or 12:30PM on an early dismissal day will be sent to Before/After Care and the parents will be required to register for SAS After Care and charged the enrollment fee and drop in child care rate. ** Students must be registered for SAS After Care before they can be sent into the program.

If the student is participating in a scheduled supervised activity before or after the hours stated above, specific arrangements must be made for drop-off and/or pickup at the designated times.

In the case of a prolonged delay in pickup, if parents/guardians cannot be reached, the Howard County Police and/or Department of Social Services will be notified.

Admissions

St. Augustine School adheres to policies set forth by the Archdiocese of Baltimore and the State of Maryland. Students who desire an education and who fulfill the age, health and academic requirements are eligible. St. Augustine School strives to treat all people equally. Therefore, we do not discriminate on the basis of age, gender, or race.

1. A child must be 5 years of age verified by birth or baptismal records by September 1st of that school year for Kindergarten.
2. A child's immunization records are to be filed before he/she enters school, Grades K through 8.
3. Health physical required on admission to school, PreK3, PreK4, Kindergarten, and 6th grade.
4. Dental form is required once upon admission.
5. Yearly health room form

Admission Five-Step Process

1. Inquiry
2. Student Assessment
3. Letter of Acceptance Received
4. Online Registration Packet Completed via School Admin
5. FACTS Account Set-Up and Registration Fee Paid

Registration

Our registration season begins in January. Current family registration opens in January and new family registration opens in March. Each family must register for each school year to secure their seat in the applicable grade. The registration fee is nonrefundable. Please visit our school website for additional registration information at staug-md.org

Important Notes

A student is not placed into a class until the student is completely registered. Registration is complete only when all registration fees are paid in full. The online contract form must be accurately completed, and the FACTS enrollment process is complete.

A family will not be allowed to register the upcoming academic year until current financial obligations are current.

Acceptance Policy

Catholic families from St. Augustine and other aligned parishes will be given priority. Parents and children of other faiths must comply with the rules and regulations of St. Augustine School. They must clearly understand that Catholic instruction and participation are required of all students.

St. Augustine School is a co-ed elementary school for Grades Pre-K-8. It does not discriminate on the basis of gender, race, color, and/or national or ethnic origin in the administration of its educational policies, admission policies, scholarships and financial aid, and other school administered programs. All new students are enrolled on an eight-week probationary basis. The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body. The school reserves the right to amend the Parent/Student Handbook. Parent(s) and legal guardian(s) will be notified promptly of any changes.

School acceptance is as follows:

1. Siblings of families at St. Augustine School
2. Catholic parishioners
3. Families of other faiths

Academic and Behavior Probation

At St. Augustine Catholic School, we recognize that each student has varying interests and abilities, and our expectation is that all students will successfully complete the requirements in all subjects. If a student is not working to the best of his/her ability and improvement is not forthcoming, the following procedures will occur:

If a student is unable or unwilling to complete the academic and behavior requirements to the best of their ability, they will participate in a round table conference with teachers, their parents and administration to determine the best course of action.

Probationary Status

All new students to St. Augustine Catholic School are on probation for the first trimester. If concerns persist about the academic or behavior progress of a student and there is not sufficient improvement, academic and/or behavior probation for the next quarter will be considered at the discretion of the faculty and administration. While on probation, a student may not run for, or serve on, the student council, or any other leadership role until probation is lifted.

Probation Removed

Upon demonstration of academic and behavior improvement, responsibility and independence, probation may be lifted at the discretion of the faculty and administration.

Termination of Student Enrollment

If a student is unable to improve his/her grades and make a positive change with regard to schoolwork and/or behavior during this probation period, it indicates that academic expectations are not met and St. Augustine Catholic School may not be the proper place for the child. At the discretion of the faculty and administration, another school setting might be required. Indications of this can be, but are not limited to:

- Downward slide in grades
- Negative behavior in class
- Lack of effort in academics
- Poor attitude toward learning
- Lack of timeliness
- Behavior in the school

Student Records Policy

Family Educational Rights and Privacy Acts

St. Augustine School, in compliance with the Buckley Amendment of 1974 (Family Educational Rights and Privacy Act), has the following policy regarding an individual's right to privacy:

Student records are maintained in the school office or a designated administrative area. Access to records is governed by the records policy as described.

Access to Records

- Teachers and other school officials who have legitimate educational interests have access to student education records.
- Parent(s)/legal guardians have access to their child's/ward's education records. Parents/guardians may contact the principal to schedule an appointment to review records. A representative of the school must be present while these records are being reviewed.
- Non-custodial parents, in the absence of a court order to the contrary, will be provided access to the educational or legal agreement records and other school related information regarding the student. It is the responsibility of the custodial parent to provide the school with an official copy of any court orders or legal agreements regarding access to educational records.

Tuition and Payment Policy

A tuition agreement is sent to every family upon registration. This form must be signed and returned promptly. Refer to Admissions at www.staug-md.org

TUITION PAYMENT

St. Augustine School ("the School") relies on tuition to meet its expenses. Accordingly, the following policy shall govern the payment and collection of tuition.

By signing an electronic St. Augustine School contract, via School Admin, the parent/guardian agrees to abide by the terms stated here as well as terms stated in the parent/student handbook. Enrollment in the FACTS Tuition Management Program is mandatory for all payment plans. In a further effort to accommodate our students and their families, our school offers two options for tuition payment. All tuition payments are collected by FACTS Tuition Management.

We are pleased to offer FACTS e-Cashier by FACTS Management Company. Through FACTS e-Cashier you will be able to:

Arrange for single payment
Arrange for four monthly payments
Arrange for monthly payments
FACTS e-Cashier will allow you to make payment(s) by:

Check
Automatic checking or savings account deductions (U.S. Banks Only)
Credit Card
Access FACTS and register for your payment plan at <http://online.factsmtg.com>

Tuition contracts must be completed before testing of new students occurs. In order to reserve a place in the class, the registration fee for returning students is due at the time of re-registration. In the event that a class is filled, non-registered students or students whose registration fee is unpaid will not be guaranteed placement. Registration fees are not refundable. Registration is not complete until the fee is paid.

Accounts are considered delinquent after the last working day of the month. A \$35 late fee will be assessed on all accounts not paid before this date. Accounts that remain delinquent past 60 days will result in termination of access to PowerSchool information services and no report cards will be released until the account is brought current. Accounts that remain delinquent past 90 days are considered to be in default of contract and may be turned over to an attorney or collection agency for final resolution. Any additional expenses incurred as a result of the collection will become the responsibility of the parent or guardian. Re-registration will not be accepted for any student whose tuition account is 60 days or more past due. No student will be placed on a class list for the upcoming school year nor will records be released for any student whose tuition account is not up to date. A check that is returned by your bank for any reason will result in a fee of \$25 to your account.

Upon acceptance of a student and execution of a tuition contract, the full year's tuition shall be considered payable. If a student should leave the school for any reason during the school year, the school will refund tuition based upon the following schedule: This agreement obligates the undersigned to pay the entire tuition of the upcoming year, without regard to student absence, withdrawal or dismissal. The principal must be notified in writing of the withdrawal of a student. Information should include effective date and reasons for withdrawal. Once all financial obligations have been met, school records will be released.

Release of contracted tuition obligation for student withdrawal is determined using the following schedule:

75% of tuition obligation is released if student withdraws on or before September 1, 2020

50% of tuition obligation is released if student withdraws between September 2, 2020 and November 15, 2020

25% of tuition obligation is released if student withdraws between November 16, 2020 and February 15, 2021.

Otherwise, by signing this Contract, the undersigned Parent/Guardian acknowledges that the obligation to pay the entire tuition for the full academic year and all incidental expenses incurred by the student and other charges is unconditional and that no portion of such tuition, expenses and charges, paid or outstanding, will be refunded or canceled, notwithstanding the subsequent absence, dismissal or withdrawal of the student.

*Please note that all fees (application, registration, capX) are non-refundable. FACTS refers to these fees as "online/downpayment".

The school reserves the right to withhold all student records (with the exception of Health Records) until accounts have been paid in full. Since individual student accounts are invoiced on a family basis, these policies will affect each child in the family (If an out-going student leaves a balance due, the younger siblings will not be admitted to school until the outgoing student's balance is

paid in full.) No enrollment will be permitted in any other Archdiocesan school while there are tuition and/or fees outstanding.

- Tuition that is 60 or more days past due may result in the child's dismissal from the School. Such dismissal is at the sole discretion of the School.
- All tuition must be paid in full for the current school year by the last payment date in March.
- The School reserves the right to refuse to provide any official school records, including progress reports, awards and diplomas, to a parent/guardian or to other educational institutions until all tuition, fees, and other financial obligations to the School are satisfied in full. The School will consider requests for exceptions to this policy on an individual basis. Exceptions will only be made if extraordinary circumstances are demonstrated.
- The Principal shall report tuition delinquencies to the School Board's Finance Committee on a monthly basis and to the School Board on a quarterly basis.

Attendance

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Absence

Regular attendance is considered essential for learning at St. Augustine Catholic School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must telephone the school between **8AM and 850AM** to report the reason for absence. All absences and tardiness become part of a student's permanent record.

Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return.

Students who are absent from school **may not participate** in any after school or evening school or CYO sponsored events such as sports, dances, etc.

When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities. If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.

The school asks parents to keep sick children home and must be fever free without the use of medication for 24 hours.

Truancy

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and include suspension or expulsion. St. Augustine Catholic School follows the Truancy Guidelines of Howard County Public School System.

Lateness/Assignments

The school day begins at 8:40AM. Any student arriving after 8:41AM is considered late and must report to the office for a late slip. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

Early Dismissals/Late Arrivals

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session.

T = Tardy: Student arrives at 8:41AM or later, with or without parent signature. Bus riders are exempt if the bus arrives late. Students must arrive by 11:30AM to be counted tardy.

M = Medical: Student has been hospitalized or is having a medical procedure.

E = Excused: Student arrives or leaves for a doctor appointment or becomes ill at school and is sent home. Student has a shadow or leadership day. Student attends a funeral of a family member.

H = Half Day: Student arrives after 11:30AM or leaves before 1:00PM.

L = Leaving Early: Student leaves school for some reason other than a medical appointment.

DISCIPLINE

Statement on Philosophy of Discipline

St. Augustine Catholic School strives to develop Disciples of Christ who are responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.

Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

Behavior

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are some behaviors that are unacceptable:

Disrespect in manner and/or language

Rowdiness

Using the property of others without permission

Dishonesty

Disruptive Behavior

Failure to have necessary supplies for class work

Dangerous Play

Rudeness

Vulgarity

Dress code violations

Gum

Harassment of any kind by word or manner

Possession or consumption of any drug or look-alike drug while at school or while attending a school function

Possession or consumption of alcohol while at school or while attending a school function

Possession of knives/weapons or look-alike knives/weapons

Possession of pornographic material(s)

Smoking/using matches

Willful destruction of school property

Leaving school property without permission

Theft or extortion

Fighting or threats of violence

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved

will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as follows:

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.

An expelled student forfeits all privileges of the St. Augustine School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

Search and Seizure

St. Augustine Catholic School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

Conflict Situations

Conflicts are a normal and healthy part of living and growing. The Administration will implement acceptable conflict resolution techniques to work towards a solution.

Health and Safety

AHERA – In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

Maryland School Immunization Requirements

A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 89, must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

All students entering 7th grade must have proof of 1 TDAP and 1 meningococcal vaccine. Any student that does not have a completed record within twenty days of the start of school will be excluded until an updated record is provided. See school nurse with questions.

Dispensing of Medication

The administration of medication in school can be done for emergency medications or medications where the dose time falls during the school day. It is appropriate to have daily AM and PM medications administered at home. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the physician is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for all medications must be brought to the school. All medications must be delivered to/picked up at school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

Students may not possess, dispense or distribute medication on their own. All medication must be delivered to school by a parent/guardian. Non-medicated cough drops may be provided with a written note from parents. Cough drops should be brought to school in a sealed plastic bag with the student's name on it with intent to be used for a short course of time. Cough

drops should be brought to school in the original package in a sealed plastic bag with the student's name on it. The package should be given to the student's teacher. Cough drops that contain an anesthetic will be kept in the nurse's office.

Medications must be picked up by the end of the school year, as they are not permitted to be stored over the summer months and must be discarded.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:

Measles – regular or German (Rubella)
Meningitis
Hepatitis
Food Poisoning
Mumps

Tuberculosis
Whooping Cough (Pertussis)
Rocky Mountain spotted fever
Human Immune Deficiency
Virus Infection (AIDS and all other
symptomatic infections)

Adverse reactions to Pertussis Vaccine
Lyme disease
Chicken Pox (varicella)

Animal bites / Rabies
Influenza

Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. If any drainage is noticed at school, parents may be asked to pick up the child for a medical evaluation. A doctor's note will be required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over.

Children MUST be symptom free for 24 hours before returning to school. This means they must be healthy with no fever, no vomiting or diarrhea, etc. for 24 hours without the use of medication

All communicable diseases MUST be reported to the school, including, but not limited to: influenza, strep throat, pink eye, chicken pox, lice, RSV. Please report any cases, even if your child has been diagnosed and treated on days when he/she does not attend.

Health Records

Parents are required to complete a Health Form each school year listing any allergies, serious medical conditions, medications, and emergency contact information.

Students entering PreK3, PreK4, Kindergarten, and 6th grade must submit a current physical dated January 1st of the year or later.

The school must be notified of any changes that occur during the school year.

If a student requires the use of assistive devices, such as crutches, ortho boot, walker, braces, etc. due to an injury, an order must be obtained by the medical provider with instructions pertaining to weight-bearing status/duration. Parents are responsible to provide up to date treatment plans.

Head Injury

If any injury to the head or any other serious injury occurs to a student, then the nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

Insurance

The school provides the option for parents to purchase health insurance for their children.

Allergies

Parents must notify the school of their child's allergies, including food allergies and dietary restrictions. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1 (note: appointments are often made annually). If the student carries an EPIPEN with them, the physician must state this requirement on the order. Parents must provide the medication.

Bloodborne Pathogens

A complete and updated Bloodborne Pathogens Standard Exposure Control Plan is being established by the school and will be on file in the Office, once completed.

Vision/Hearing Screening

The school follows the directives of the Howard County Health Department and responds to parent's requests for individual testing. This testing is usually done for all students in Grades Kindergarten, 1, and 8 as well as for new students in all other grades.

Child Abuse and Neglect Reporting Policy and Procedures

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our St. Augustine School policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the Principal.

Visitors

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge before visiting other parts of the school building.

St. Augustine Catholic School utilizes a RAPTOR Visitor System. All visitors must report to the school office with a Driver's License for online scan and visitor badge. Once a parent is in the Raptor System, a Driver's License for visitor badge is no longer required.

Playground/School Supervision Provisions

PLAYGROUND RULES

1. Students are expected to comply with the directions of teachers and parents on duty.
2. Students may not re-enter the building once they go outside without the express permission of the teacher on duty.
3. Kicking, tripping, and physical fighting, which includes but not limited to grabbing, are not allowed. Students should not have physical contact.
4. Name-calling, teasing, exclusion, and other forms of bullying are not permitted. Students are expected to report any acts of bullying to the teacher on duty.
5. No food or drinks are allowed on the playground.
6. All injuries must be reported immediately to the teacher in charge of playground duty.
7. Students are not permitted to bring toys or equipment to school.
8. When the playground is open after school, students must comply with playground rules in place and take directions from designated parent monitors. Failure to do so will result in loss of playground privileges.
9. Use playground equipment as directed for its intended use.

Supervision Responsibilities and After the Official School Day

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are

participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

TELEPHONE

Neither a student nor a teacher will be called to the telephone during the school day except in case of emergency. Teachers will be given messages. Students are not permitted to call parents to bring forgotten lunches or money, books, projects, P.E. uniforms, etc. If parents need to be called, teachers will send the student to the school office.

The school respects the wishes of parents who desire that their children have cell phones. However, these must be turned off and kept in back packs at all times. Cell phone usage is not permitted on the school grounds or on the bus. Failure to comply with this policy will result in the confiscation of the phone, which parents may pick up from the school.

MONEY

The school cannot be responsible for the loss of any money. Students should not carry large amounts of cash to school, and should not collect money from other students. If a collection is being taken up for some purpose, a room parent should be certain that money is sent directly to him/her in a marked envelope. All money being collected for school purposes is channeled through the homeroom teacher to the office. Payments of any kind should be placed in a sealed envelope, marked with the student's name, grade, and purpose for the money. The student should give the envelope to his/her teacher before Morning Prayer.

STUDENT SERVICES

IEP Process

If a child is not progressing academically, the school may ask the parents/guardians to initiate or the parents/guardians may initiate on their own the process to request a professional consultation and/or evaluation through the local public school system. The evaluative process is generally called the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find'. Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student's teacher, are a vital part of the process.

If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation.

If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at your child's Catholic School.

Before and After School Care

St. Augustine School provides a state approved, structured program as a service to families who need childcare before and after school. Before and After care will begin with the first full day of school.

Registration Fee: All families utilizing our before and aftercare program must pay a one-time registration fee each year

The Before Care program begins at 7:25 AM and ends at 8:25 AM. The children are given a light breakfast and have the opportunity for quiet activities and study time.

The After Care program begins after school and ends at 6 PM sharp. The children are given a snack and have the opportunity for active play, quiet activities and homework time. Aftercare runs each day from 3:25 PM to 6:00 PM. Additional late fees are incurred if the student is picked up after 6 PM.

Early Dismissal Care Program

In order to better serve the needs of our parents, aftercare will be available on specified early dismissal days. Hours of operations will be 12:25 PM until 6 PM. Early dismissal sign-up sheets will be sent home prior to the scheduled day. Students not registered in advance, will not be allowed to drop-in.

Cafeteria/Lunch/Milk

Lunch Schedule

Lunch	PreK & K	12:15 PM - 12:55 PM
Lunch	Grades 1-4	12:35 PM - 12:55 PM
Lunch	Grades 5-8	12:15 PM - 12:35 PM
Recess	Grades 5-8	12:35 PM - 12:55 PM
Recess	Grades 1-4	12:15 PM - 12:35 PM

Children eat lunch in the school hall and should have lunch boxes in which to carry their food. Kindly make sure all lunch boxes and lunch bags are labeled. Students are expected to take uneaten food home so that parents are aware of what their children have eaten.

Students who forget their lunches will be provided a snack. Parents who deliver homemade lunches must leave them in the office for delivery by the office staff. Fast food restaurant lunches and soft drinks will **not** be permitted.

NOTE: To help promote a healthy lifestyle and be considerate of the many allergies our students deal with, as applicable, please bring in “non-food” related birthday surprises.

Hot lunches are provided Monday through Friday. Menus and ordering are done online at www.lunchboxprogram.com .

SNACKS

Snacks should be sent into school with the intent to provide students with energy, so no candy, cookies, or desserts will be permitted during snack time. Students in Grades PK-5 are encouraged to bring a **healthy** snack to eat during the morning. Due to increasing life-threatening food allergies, particularly peanut and tree nut allergies, students are not permitted to bring products with nuts or peanut butter for a snack. **The classroom is a peanut, nut and peanut product restricted zone.** These products are permitted for lunch in the hall only. In an effort to keep all of our students' safe, we have composed a suggested snack list for those foods brought into **the classroom**. Due to the age of a middle school student, switching classes and instruction interruption, students who medically need a snack before or after lunch, should provide a doctor's note stating this need to the school office.

*All Class Parties at which food is served must adhere to the peanut and nut-free policy. The ingredients list must not include nuts or peanuts. Foods with “may contain” on labels should not be served in the classroom. To provide a safeguard, no student should bring in food to share with the class aside from designated classroom parties that have been approved by the classroom teacher.

SNACK LIST:

Fresh fruits and vegetables

Dried fruit (no nuts added)

Applesauce

Pretzels (regular flavor)

Crackers

Popcorn (regular flavor)

Cheese/Cheese sticks

Yogurt

½ Sandwich

Bagel

* Note: Granola bars contain nuts

Nutri-Grain Bars and Kellogg's Pastry Crisps are acceptable

* Note: Desserts/candy are not acceptable during snack time

Field Trips

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee.

Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion.

All chaperones are required to complete **VIRTUS** training.

Positive Behavior Interventions and Supports (PBIS)

One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms).

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional.

At St. Augustine Catholic School, our focus is catching and sharing the good we see and hear. As needed, we will strive to provide opportunities for student conflict resolution sessions to occur, along with other forms of interventions to promote a "slow to anger, quick to forgive" approach to communication and behavior modification.

St. Augustine Catholic School is proud of receiving Silver Recognition in our PBIS efforts.

Guidance and Counseling

We are blessed at St. Augustine Catholic School to offer our students and families a school counselor. Our counselor is available as an advocate for your child helping them learn strategies for academic success as well as personal and social development. Supports are provided through direct instruction and/or consultation with other staff members.

Kristin Tsamoutalis, our school counselor, works to develop school-based counseling programs that best meet the needs of students in our school. She works to support the social/emotional growth and learning of the students. She provides community-based referral resources highlighted by specialties.

Counseling services are generally provided through classroom observations and small group lessons emphasizing academic excellence, positive relationships, facilitating friendships, bully prevention and virtues. All school counselors abide by the state professional code of ethics. Counseling services are available to all the students. After the second visit regarding a particular issue, the counselor will notify parents. Parents will be notified sooner whenever the counselor, in consultation with school administration, determines the issue warrants notice. Parents and legal guardians with any questions regarding counseling services are encouraged to contact the school counselor's office.

Uniform Policy

We encourage our students to take pride in their St. Augustine Catholic School uniform. Our dress code fosters the goals of Catholic education by promoting concepts of equality and community in young people. Therefore, proper school attire and grooming are considered an important element in creating an atmosphere in which educational objectives are met. Parents will be notified when students fail to comply with the school uniform policy and consequences may include, but are not limited to, detention and/or loss of "dress differently" privileges. Our uniform can be purchased at *Flynn O'Hara Uniforms*. (Visit

www.staug-md.org for additional information)

***The school administration has the final decision
as to what is or is not a violation of the dress code.***

Uniform Schedule

Fall/Spring uniform begins the first day of school and ends October 30th.

Winter uniform is worn from November 2nd through April 9th

Fall/Spring uniform can be worn again April 12th until the end of the school year

*During very cold weather, girls may wear their uniform sweatpants under their jumper or skirt to and from school.

Uniforms can be purchased from Flynn & O'Hara. Flynn and O'Hara donates a percentage of money from SAS uniform sales back to the school. Information regarding ordering and a scheduled fitting will be sent home at appropriate times. Orders may also be placed over the phone (800-441-4122) or online at www.flynnohara.com, via personal credit card; all orders are shipped directly to your home.

On "no-uniform" or "dress-down" days, parents/guardians should exercise discretion when deciding what to allow the student to wear.

Unacceptable clothing items include but may not be limited to:

- Tank tops, halter tops, tube tops, or spaghetti strap shirts
- Shirts that are so short that abdomen or back skin will show when the student either reaches up or bends over
- Pants/shorts that do not come up to the waistline
- Shorts that are unacceptably short in length so that they cover too little of the thigh
- Items of clothing with inappropriate language or graphics
- Flip-flop shoes and dangling earrings (due to safety concerns)

Parents/guardians of students inappropriately dressed may be called and asked to bring the child's uniform. Students inappropriately dressed will not be allowed to participate in any special activity taking place that day and may receive disciplinary consequences.

Failure to conform to any uniform/personal appearance standards may result in detention and/or suspension. The Administration shall be the sole judge of the criteria for personal appearance.

Uniform Policy for Girls

Shirts must be properly buttoned and tucked in at all times.

No makeup and pastel nail polish only

Only natural hair colors are acceptable

Religious medals only may be worn inside shirts. Non-beeping watches are allowed. SMART watches are not permitted (e.g. Apple watch) Girls with pierced ears may wear one small stud earring in each ear. Headbands or scrunchies must be solid navy, yellow, black, white or uniform plaid.

FALL/SPRING UNIFORM: This uniform choice is optional for all students Grades 1 through 8. Summer uniforms may be worn on the first day of school through October 30th and again from April 12th until school closes.

1. Navy skort.
2. Uniform short-sleeved shirt "St. Augustine School" white polo purchased from Flynn & O'Hara.
3. White "crew-style" socks purchased from Flynn & O'Hara.
4. Black, tan or navy non-athletic shoes with ties are permitted

WINTER UNIFORM: This uniform is worn from November 2nd until April 9th for grades 1 through 8.

1. Grades 1-5 wear plaid jumpers or navy slacks.
2. Grades 1-5 may wear the navy "St. Augustine School" cardigan sweater over white oxford or white polo purchased through Flynn & O'Hara.
3. Grades 6-8 Skirt or Khaki pants with White Oxford with Navy Blazer from Flynn & O'Hara.
4. Navy blue knee socks or tights worn with skirt or navy or white crew socks which cover the ankle worn with Khaki Pants.
5. Black, tan or navy non-athletic shoes with ties are permitted.

UNIFORM CODE FOR BOYS

Hair length must be above the collar, ears and the eyebrows.

Only natural hair colors are acceptable.

Shirts must be tucked in neatly at all times.

Religious medals only may be worn inside shirts. Non-beeping watches are allowed. However, no other jewelry is permitted, including earrings, and wristbands.

FALL/SPRING UNIFORM: This uniform choice is optional for all students Grades 1 through 8. Summer uniforms may be worn on the first day of school through October 30th and again from April 12th until school closes.

1. Navy twill knee length walk shorts or navy twill dress pants.
2. Grades 1-8 white knit uniform short-sleeved polo shirt "St. Augustine School" purchased through Flynn & O'Hara.
3. Black or brown leather/vinyl belt.
4. White crew socks purchased from Flynn & O'Hara.
5. Navy, Tan or black non-athletic shoes with ties are permitted.

WINTER UNIFORM: This uniform is worn from November 2nd until April 9th for Grades 1 through 8.

1. Grades 1-5 may wear the navy "St. Augustine School" cardigan sweater over white oxford or polo with navy slacks purchased through Flynn & O'Hara.
2. Grades 6-8 Khaki pants with White Oxford with Navy Blazer from Flynn & O'Hara.
3. St. Augustine Catholic School Tie
4. Navy or white crew socks which cover the ankle.
5. Navy, black or tan non-athletic shoes with ties are permitted.

PRE-K3 THROUGH KINDERGARTEN: The Pre-K3, Pre-K4 and Kindergarten students wear the PE uniform daily. Boys and girls wear the school navy mesh shorts and school logo gray with plain white or black athletic shoes with matching laces and white crew socks. On cold days plain navy blue sweat pants and a sweatshirt can be worn. Students must wear athletic shoes.

PE UNIFORM: Students are expected to participate in physical education classes when scheduled. If for some medical reason a student cannot participate, the parent/guardian must send a written doctor's note to the teacher citing the reason for not participating in class.

FALL/SPRING PE UNIFORM:

1. Navy mesh shorts (plain or with school logo).
2. Gray (with school logo)
3. Plain white or black athletic shoes with matching laces.
4. Plain white athletic crew socks from Flynn & O'Hara.

WINTER PE UNIFORM:

1. Navy blue sweat suits (plain or with school logo).
2. Gray (with school logo)
3. Plain white or black athletic shoes with matching laces.
4. Plain white athletic crew socks from Flynn & O'Hara.

Absolutely NO sneakers with wheels or lights are permitted.

Girls with long hair must have it secured in a ponytail or braids on PE day. Girls with short hair need to keep it off their faces.

Lost and Found

The school is not responsible for personal articles. Articles found in the building or on the playground are held in the office for about one week. Unclaimed articles are donated or disposed of. All personal items and clothing should be marked with the student's name so they may be returned to the owner if found.

Cooperation Policy

The education of children 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 withdrawal of a student if it determines that the partnership is not working to the school's satisfaction or in the best interest of the child.

Chain of Command for Effective Communication

On Matters Involving Instruction

1. Classroom Teacher
2. Department Chair
3. Principal or Assistant Principal

On Matters Involving Athletics

1. Athletic Director
2. Pastor

On Matters Involving Student Discipline

1. Classroom Teacher
2. Counselor
3. Principal or Assistant Principal

On Matters Involving School Grounds

1. Principal or Assistant Principal

Parent Conduct Expectations

- We strive to collaborate with our St. Augustine parents for we know it is in this partnership that our students can reach their potential spiritually and academically. We expect our parents to support and encourage their child while in attendance at St. Augustine.
- We encourage and expect parents to follow the communication plan outlined in our St. Augustine school handbook. We request all parents to use "official" emails and school hours for communication.
- We ask parents to model respect and Christ-like behavior in words and actions, when dealing with teachers, administration and other members in the community. We know that our children are always watching, listening and learning and will model the behaviors we set before them. The carline is not an appropriate time or location for meetings with a teacher and/or administration.
- We encourage and expect parents to be a positive role model for their child(ren) and refrain from any public displays of inappropriate behavior (e.g. anger outbursts, foul language, etc.)
- Parent conduct should have a positive effect on a student's experience here at St. Augustine Catholic School.

Possible Consequences for Student

Staff/student conference, referral to the administration, loss of recess privileges, parent notification, parent/guardian meeting, in-school suspension, and suspension.

Possible consequences for parent and/or guardian for behavior unbecoming could lead to but not limited to an administration/parent conference and a Parent Code of Conduct probation agreement.

Lunchroom Behavior

The lunchroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must keep voices low while enjoying their lunch, stay seated unless given permission to move by an adult, keep their eating space clean, and practice good manners. For health reasons, children are not allowed to share food of any kind with others.

Possible Consequences: Verbal warning, move to an assigned seat, exclusion from the lunchroom; suspension.

Parking Lot Behavior

The same standards of behavior that apply at school also pertain to the school parking lot for student(s) and parent(s). As Christ-centered individuals, we must respect the rights of others and must not pose a threat to anyone's safety. Students must not walk in front of cars and parents are expected to follow drop-off procedures. Parents should not text while driving in the school parking lot for the safety of all. (See Drop-Off Procedures) Parents/Guardians should use behavior and language that is appropriate in front of children. The car line is not an acceptable location or timeframe to have teacher or administration meetings.

Possible Consequences for Student: Staff/student conference, referral to the administration, loss of recess privileges, parent notification, parent/guardian meeting, in-school suspension, and suspension.

Possible consequences for parent and/or guardian for behavior unbecoming could lead to but not limited to an administration/parent conference and a *Parent Code of Conduct* probation agreement.

Anti-Bullying Expectations
All children are gifts from God!

Pre-School, Kindergarten and 1st Grade

“Jesus Does Not Bully!”

If someone is bullying you, being unkind, you need to:

- Tell them to **stop**, that they are hurting your feelings
- Tell the teacher or another adult what happened
- With the teacher or adult, practice kind words to be used
- Accept their apology
- Remember how Jesus wants us to be

If you see someone be unkind or bully another, you need to:

- Tell them to stop, that they are hurting someone
- Talk to the person who was bullied and be kind to them
- Tell the teacher or another adult what happened
- Practice kind words that could be used
- Remember how Jesus wants us to be

If you are the person who is acting unkind or bullying, you need to:

- **STOP what you are doing**
- Tell the teacher what you said or what you did
- Tell the person you bullied that you are “sorry”.
- Ask the person to play with you and be kind to them.
- Say a prayer to Jesus for help.
- Remember how Jesus wants us to be

Everyone deserves respect. No one should be bullied or teased for being different. Everyone has something great to offer. Respond quickly and consistently to bullying behavior, so that we are all working together.

Anti-Bullying Expectations
Grades 2nd, 3rd and 4th
“Follow the Example of Jesus”

If you are bullied:

- Tell the person to “stop!”
- Walk away from the bully.
- Find an adult and report the situation.

- Don't retaliate!

If you see bullying:

- Help the person being bullied by standing up for them.
- Ask the bully to stop!
- Try to help the person being bullied just walk away.
- Get help from an adult.
- Don't join in with the bully by laughing at or encouraging his/her actions.
- Be a friend to the kid being bullied. Invite him/her to join you and walk away from the bully.

If you are the bully:

- Stop!! When asked (the first time).
- Apologize!! Actions speak louder than words.
- Seek out friends who make good choices.
- Talk to your teacher, parents, counselor to find ways to change your behavior.
- Remember that being a bully isn't cool but being respectful is very cool.
- Make an effort to say or do something nice for the person you hurt.

Cyber bullying is using electronic media to intimidate others. If someone sends emails that are offensive, tell an adult. The written word can be misinterpreted, but recurrent mean-spirited electronic messages should be reported

**Anti-Bullying Expectations
Grades 5-8**

“Do Unto Others, As You Would Want Done To You”

If you are bullied:

1. Make your feelings known:
 - Say stop
 - Talk about it with friends
 - Tell one or more adults
2. Take action:
 - Ignore
 - Don't give the bully the satisfaction by commenting
 - Walk away
 - Tell someone
 - Call a truce

If you see bullying:

1. Uphold the dignity of your classmate:
 - Interrupt the bully
 - Say something
 - Change the topic
 - Don't participate (Laughing/commenting makes you a bully too.)
 - Remove the bully or the person being bullied
 - Talk to an adult(s)
2. Be rich in kindness:
 - Offer help
 - Ask either person if they're ok
 - Be a friend
 - Smile

If you are the bully:

1. Avoid temptation:
 - Think before you act
 - Reflect on the Golden Rule
 - Walk away
 - Find a positive influence

2. Change your ways:
 - Listen
 - Admit your mistakes, apologize
 - Work with friends/adults for help



St. Augustine Catholic School Parent/Student Handbook
Parent Acknowledgement Signature Page
Due by September 11th

Student Name(s): _____ **Grade(s):** _____

I _____ parent/guardian of _____ (student(s))
 have read and understand the St. Augustine Catholic School *Acceptable Use Policy for the Internet and Technology Tools*, found in this Parent/Student Handbook, pages 15-16, and the expectations outlined for my student(s).

 Parent/Guardian Signature

 Date

I _____ parent/guardian of _____ student(s) have
 read and understand the expectations outlined in the St. Augustine Catholic School
 Parent/Student Handbook.

Parent/Guardian Signature

Date

This signature page is in compliance with AOB Policy and expectations. Thank you for taking time to read the school handbook and discuss as applicable with your child(ren).

Yours in Christ,
The School Administration