

PARENT/STUDENT HANDBOOK

2016-2017



Saint Augustine Catholic School

1421 V Street NW

Washington DC, 20009

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

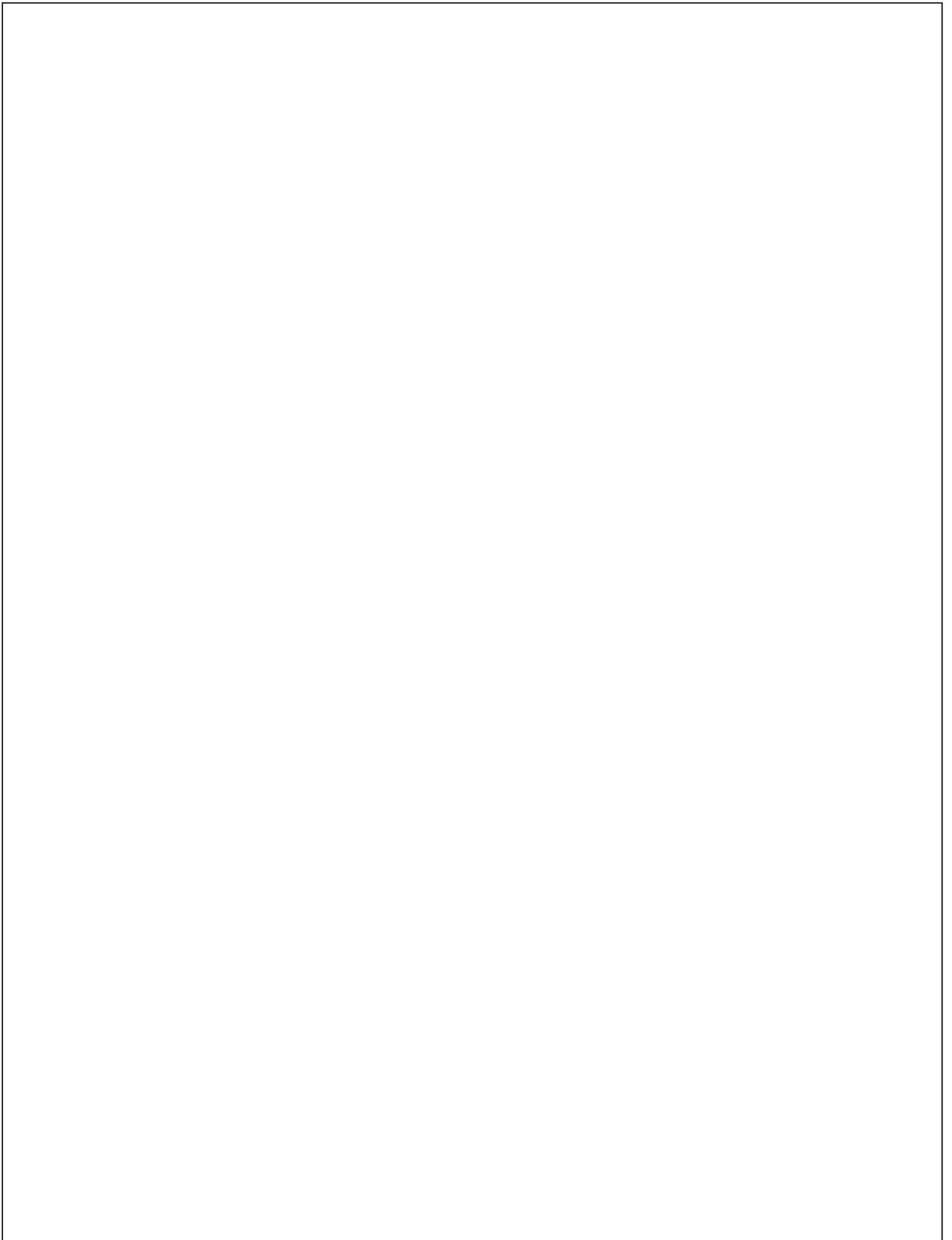
www.staug-dc.org

Sister Gloria Mary Agumagu, HHCJ, Principal

Mr. Raven A. Wilkins, Vice Principal/Admissions Director

Ms. Helene Cropper, Vice Principal/After Care Coordinator

Father Patrick A. Smith, Pastor



Letter from the Pastor

Dear Parents/Guardians and Students,

Welcome to the 2016-2017 Academic Year!

I am very excited to begin another year of teaching and learning, praying and playing, encouraging and growing as a school community once again.

As a Catholic school we pride ourselves for having high academic standards, small manageable class sizes, excellent instructors, and a safe learning environment in an atmosphere permeated by our Christian faith.

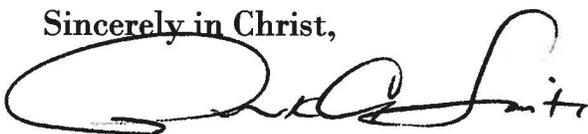
We take your faith in us very seriously and seek to honor and cherish the relationship between parent, teacher and student. These are precious years in the life of the children who attend our school and we are committed to seeing that everything we do as teachers and staff will assure that their time with us are some of the most rich, inspiring, informative, enlightening and formative years in their lives.

On the one hand we could simply see the relationship between the school and the families that enroll as a customer-vendor relationship. I would like to suggest an even better model: A partnership. Working together each of our efforts will be enhanced by the other.

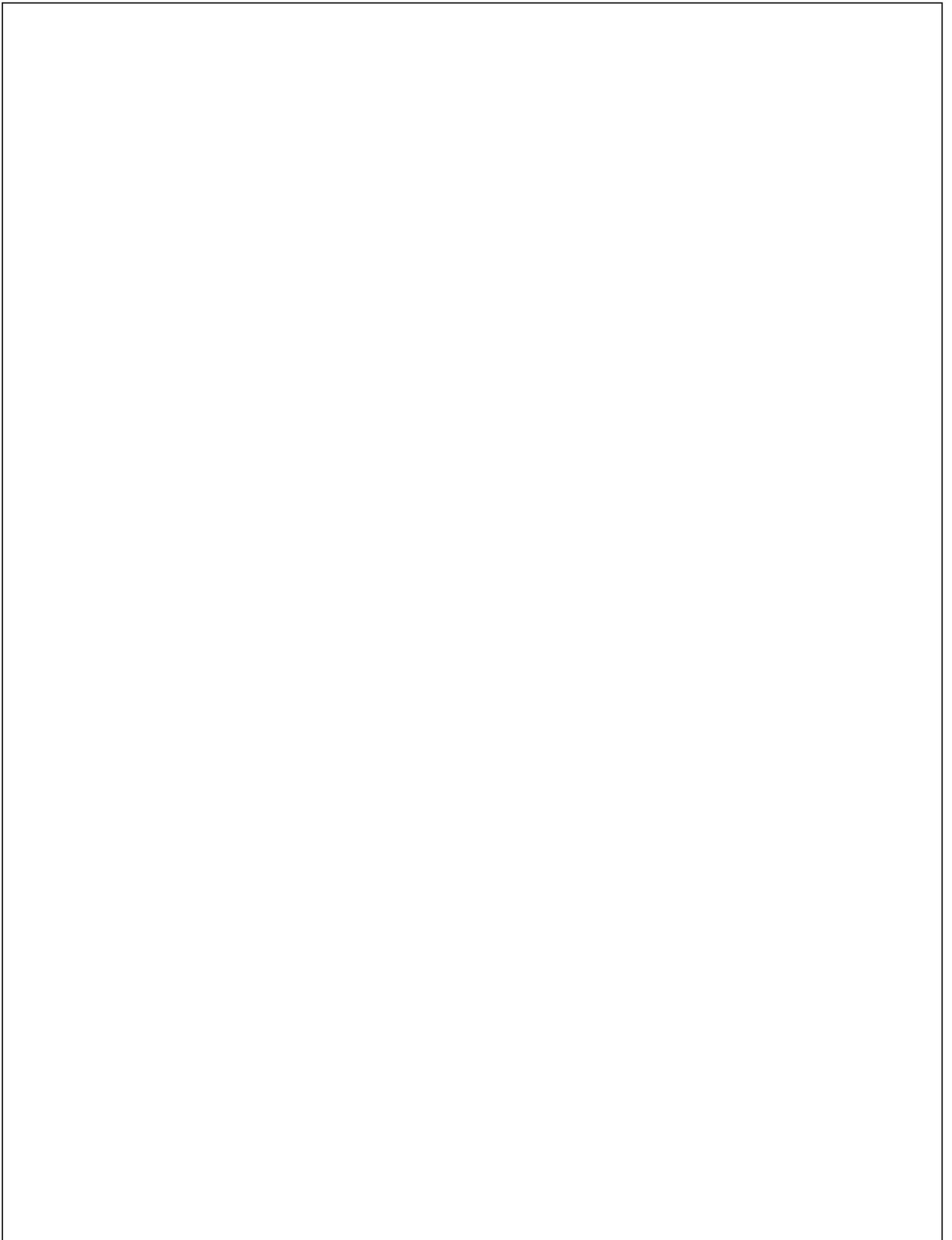
As you take the time to read through this handbook, please do so with this vision of partnership in mind. Every child in our school is bright and capable and filled with potential to grow and expand!

Together let us work together to do our best - students, parents, teachers and staff - to bring out the very best in our children so that they will be more than reading to soar into a bright future!

Sincerely in Christ,

A handwritten signature in black ink, appearing to read 'Patrick A. Smith', written in a cursive style.

Rev. Patrick A. Smith. Pastor



Dear Parents and Students,

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

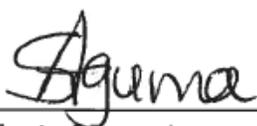
The Parent/Student Handbook reflects the policies of Saint Augustine Catholic School. Please read this document carefully and sign the attached Parent Signature page. This agreement outlines the policies and guidelines of our school, which by signing, you obligate yourself and your student to follow.

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

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

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

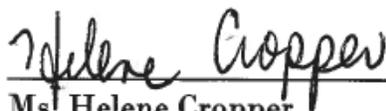
God bless you,



Sr. Gloria Mary Agumagu, HHCJ
Principal



Mr. Raven A. Wilkins, MA Ed
Vice Principal/Admissions Director



Ms. Helene Cropper
Vice Principal/After Care Coordinator

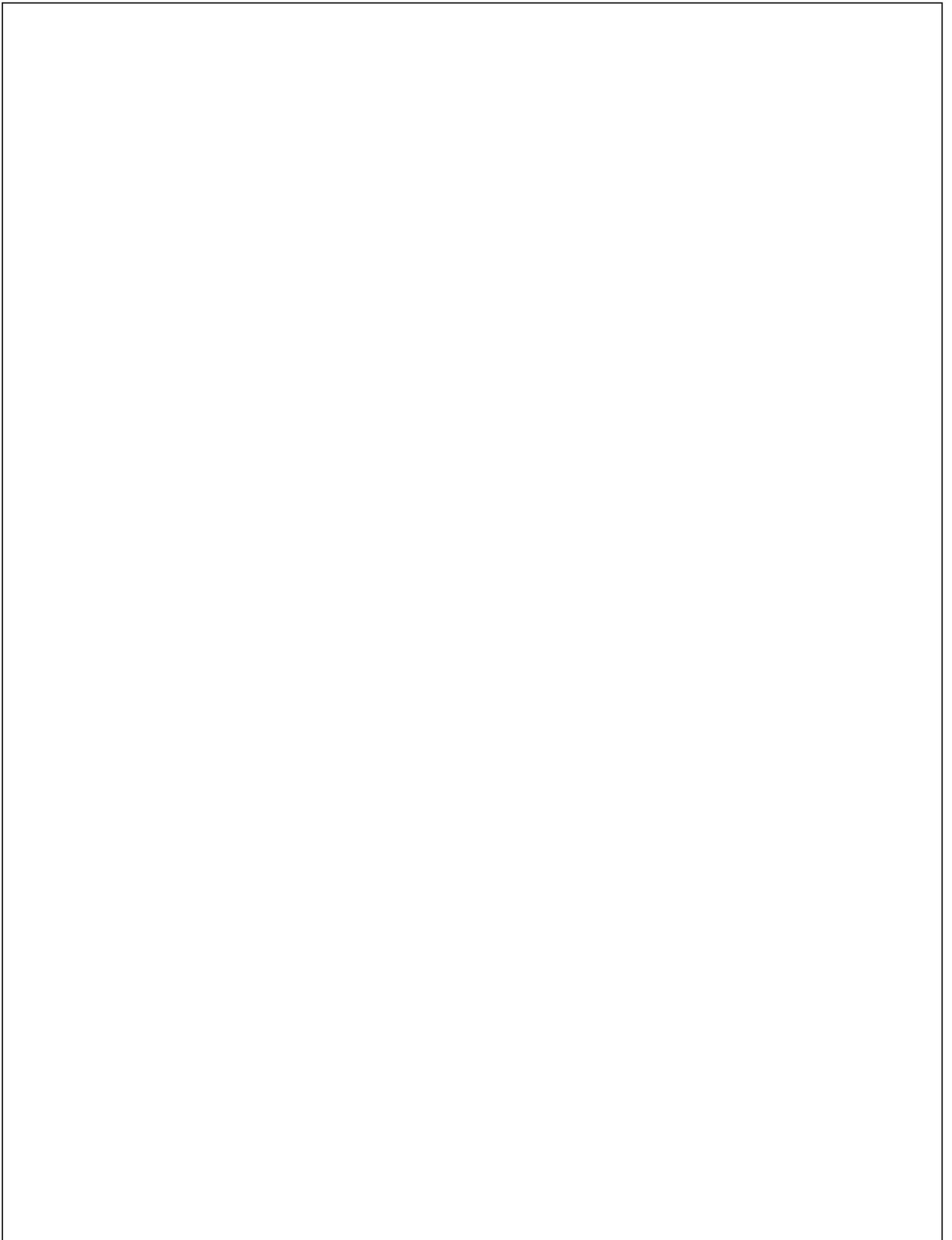
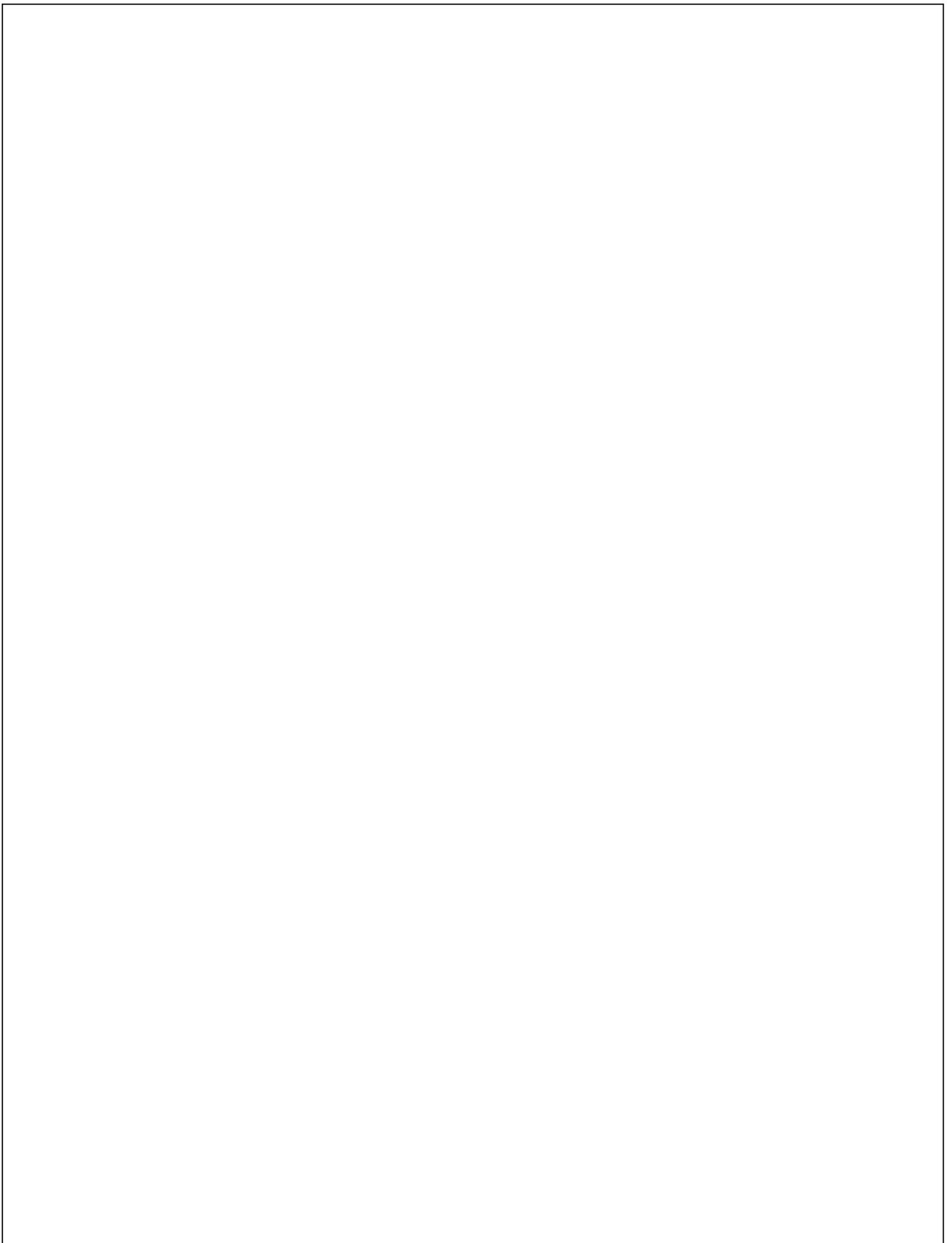


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Introduction

Saint Augustine Catholic School

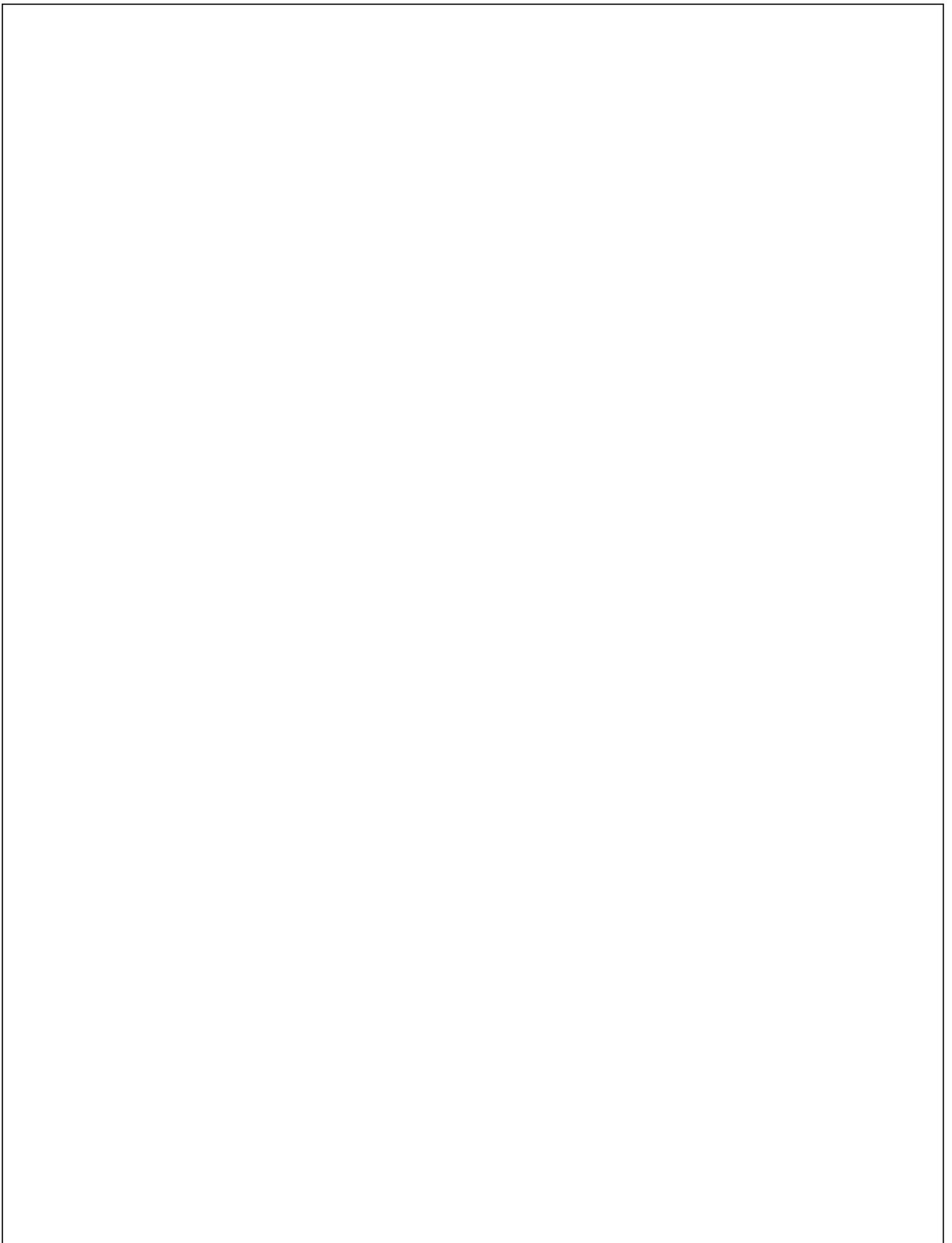
Saint Augustine Catholic School's curriculum stresses academic achievement within a Catholic community where the child is valued and respected by his/her peers as well as the teacher. Through weekly liturgy and daily prayer, the students further come to an understanding of the Christian life. At Saint Augustine, we aim to model Jesus' teachings. Like our patron, Saint Augustine of Hippo, we teach our students to love to learn and to learn to love.

The Archdiocesan curriculum guidelines, consistent with the District of Columbia guidelines, are followed for the teaching of all secular subject areas. There is emphasis on learning through problem solving rather than merely rote learning. We offer a program of traditional subjects which makes use of many sources including reading materials, a wide variety of audio-visual and technology tools and a multi-faceted approach to the content areas. Our program also includes Spanish, Art, and Music & Performing Arts.

In addition, we offer a vibrant After Care and Afterschool program. Our afterschool activities include: fencing, chess club, spelling bee, tennis, ballet, Robotics, pre-engineering, Legos club, drama club, basketball and soccer.

Accreditation

All Archdiocese of Washington Schools were accredited by AdvancEd in 2012.



History of Saint Augustine Catholic School

Saint Augustine Catholic School holds the distinction of being the second oldest Roman Catholic Parochial School in the Archdiocese of Washington, and the first Catholic school dedicated to educating African-American children.

In 1858, a group of African-American Catholics who were parishioners of Saint Matthew's Church established Saint Augustine Catholic School before building Saint Augustine Catholic Church. This school operated four years before mandatory free public education of African-American children became law in the Nation's Capital. The original school was housed in the Smothers' schoolhouse on the corner of 14th and H Streets, NW for two years. It was housed for one additional year in the home of teacher and parishioner, Eliza Ann Cook, located on L Street between 12th and 13th. The school closed temporarily in 1861 when funds were diverted to the Civil War.

In 1866, the school reopened with academics for boys, girls, and an adult evening program. In 1874, the parish began an impressive campaign to build a new church and school. Classes were held in the rectory and sacristy so that the education process would not cease. In 1876, the new church and school were dedicated under the patronage of Saint Augustine. Due to a financial crisis in the parish, the school was closed in 1895.

In 1908, the school reopened under the direction of the Oblate Sisters of Providence, the first order of African-American religious women in the world. The Oblate Sisters of Providence faithfully served Saint Augustine Catholic School from 1908 to 1998. The school flourished throughout this period. In 2006, the ninety year legacy of religious sisters at Saint Augustine Catholic School was revived with the arrival of three sisters from the Handmaids of the Holy Child Jesus, a religious order founded in Nigeria.

In 1929, the parishioners built Saint Augustine School on 15th Street between R Street and S Street, Northwest. In the early 1960s Saint Augustine School and Church were merged with the primarily Irish and German parish of Saint Paul's relocated on 15th and V Street Northwest (current site). The school remained on 15th & R Street until the late 1970s. In the late 1970s the school was relocated into Mackin High School at 1421 V Street Northwest next to Saint Paul and Augustine Church (current site). In 1982, the Archdiocese of Washington granted the request of the Pastor of Saint Paul and Augustine to rename the church and school to Saint Augustine Catholic Church and School.

Throughout its history, the anchor of Saint Augustine Catholic School has been the staunch commitment, love, and financial support of the parishioners of Saint Augustine Church. This remains true today!

Children from diverse backgrounds continue to receive an excellent Catholic education rooted in a rigorous curriculum and a foundation of faith, hope, and loving service to our neighbors near and far.

Sacramental Programs

Catholic students are prepared for the Sacraments of Penance and Holy Communion which begin in the 2nd Grade. Preparation for the Sacrament of Confirmation takes place in the 8th Grade. All parents must complete the Saint Augustine Sacramental Information Form. Catholic students have an opportunity to receive the Sacraments of Penance and Holy Communion throughout the school year.

School Mass

Typically, all students attend Mass weekly on Fridays at 8:15AM at the Saint Augustine Catholic Church. Three to four times a year all students are required to attend Sunday Mass at Saint Augustine Catholic Church. Parents will be notified of these particular Masses through the weekly newsletter (The Halo). Parents are always welcome to attend school Mass. Parents are also invited to attend other religious services with their children at Saint Augustine Catholic Church.

Saint Augustine Catholic School Mission

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

School Hours and Attendance

School Hours

- The school office hours are from **7:30 AM – 4:00 PM**.

Teachers have office hours between 3:30pm-4:00pm. Every teacher is not available every day. Therefore, parents must make appointments in advance

with the School Secretary to meet with teachers. In extraordinary circumstances, exceptions may be made.

Grades Pre-K through 8th are to be in school from 8:00 AM – 3:30 PM. Students not in their homeroom at 8:15 AM are considered tardy.

Aftercare hours begin at 3:45pm – 6:00pm.

At Saint Augustine Catholic School, we work in partnership with parents to encourage each child to develop as an independent learner. Therefore, parents should allow their child(ren) in grades K-8 to enter the school building on their own each morning.

Attendance

- Parents must call the school before 10:00 a.m. on the morning of an absence.
- Upon returning to school, the student must bring a formal doctor's note for medical absences three days or more. For any other absence a note from his/her parent or guardian explaining the absence. These notes must be given to the homeroom teacher.
- When absent, students are expected to make a serious effort to keep up with their schoolwork. Students are expected to turn in all missed assignments and take missed tests or quizzes. In the case of prolonged absence, or when a student is too ill to keep up with work, exceptions will be made on an individual basis. The Principal will have the final authority on a case by case basis.
- Parents are encouraged not to plan vacations during scheduled class time. It is very difficult to make up missed class lessons. Teachers will not be expected to make individual, tutorial lessons for students whose families have chosen to vacation during scheduled class days.
- All absences will be reviewed by the Administration team.
- Students who have 30 days or more of absences are in jeopardy of being retained in their current grade. The Principal will have the final authority on a case by case basis.
- Students needing medical appointments during school hours require a written note by the parent to the homeroom teacher. Parents are required to sign their child out of school. If the child returns to school

during the same school day, he/she must be signed back into school in the office by the parent/guardian.

Graduation

Upon Graduation, Eighth Grade students have completed school for the academic year. Students are not allowed to return to school. Parents **must make other arrangements** for their Eighth Grade children to stay at home after Graduation.

Kindergarten Graduation will occur on the last day of school.

Archdiocesan School Attendance

The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);
2. Death in the student's immediate family;
3. Necessity for a student to attend a judicial proceeding;
4. Lawful suspension or exclusion from school by the School Principal.
5. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
6. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.

Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence.

Tardiness

Students are to be on time to begin the school day. School begins with prayer in the St. Augustine Room at 8:00am. Tardy students disrupt the class and lose valuable learning time. Being late is also upsetting to the student who is tardy. Therefore, tardiness is taken seriously. No student will be admitted late to class without a tardy slip issued by the school office. Parent/Guardians of students who arrive late to school consistently will be required to meet with the principal.

- Students not in their homerooms at 8:15am will be considered tardy.
- Parents/Guardians of students who are tardy at least three times or more in a given week will be charged a penalty of \$50.00. That fee will be charged to their Facts account.
- Tardiness will affect the Perfect Attendance Award.
- Eighth grade high school shadow visits and medical/dental appointments are considered an “EXCUSED” tardy, but students must arrive at school that day with an official note from the doctor or dentist to receive credit for the day. The Principal will have the final authority and the decision is based on a case by case basis.

Free Before Care

The school doors are opened for students at 7:00 AM for Before Care offered at no additional charge. Students arriving at that time will go to the designated area until morning assembly begins in the Saint Augustine Room. Before Care includes Math Lab Mon-Fri for 1st through 8th Grade.

Afternoon Prayer and announcements are conducted each day at 3:15pm. Please check the school calendar and weekly newsletter for early dismissal dates.

After Care

After Care is an optional service offered at \$1,875.00 for the school year.

Saint Augustine Catholic School provides an aftercare program. Aftercare begins at 3:45PM and ends at 6PM. Aftercare students are provided with a

snack and homework assistance. A flat fee of \$30.00 will be charged per child picked up after 6:00PM. Charges will be due and payable when the child is picked up or will be added to child's account payment for that month. The activity fee provides for two after-school activities which students in aftercare also participate.

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

1. A phone call reminding you to pick up your child(ren) on time.
2. Repeated failure to pick up your child from Aftercare on time will result in your child not being allowed to attend the Aftercare Program. The Aftercare Director reserves the right to call Child Protective Services if repeated lateness occurs.

Students who are not enrolled in the Aftercare Program who are not picked up by 3:45PM will immediately go to the Aftercare Program. Parents will be charged the daily rate of \$30.00 per child for using this program.

Academics

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

Curriculum

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

Saint Augustine Catholic School offers instruction in the following subjects: Religion, Language Arts, Math, Science, Social Studies, Reading, Spanish, Spelling, Computer Literacy, Music, Art, Library Skills, Penmanship, and Physical Education.

Textbooks and other supplementary materials are selected according to Archdiocesan guidelines. All students are required to return the textbooks that were issued to them at the beginning of the school year. There will be an additional fee charged for books that are lost, damaged or stolen. All students are expected to complete requirements for each subject at the particular grade level; including homework packets distributed during the Thanksgiving, Christmas, Easter and Summer Break.

RELIGION: Fulfilling the Mandate of Christ

It must first be stated that at Saint Augustine Catholic School, religion is not a subject confined to religion class but one which permeates all that we do as a school. It is at the heart of our teaching mission. Why? Because when Jesus commissioned his apostles to “*Go and make disciples...and teach them*” (Matthew 28:19-20) he defined the role and purpose of the Church and by extension, our Parish School as well. Having said this, however, Religion Class is a subject in its own right and serves a specific purpose of not only education but edification; not just information but transformation. We teach our children that the heart of Christianity is a relationship. In this way, we teach religion not only so they will know more about God but that they would discover that they can actually get to know God personally.

Through our standard’s based curriculum set by the Archdiocese of Washington, each grade receives instruction at a level appropriate to their age and ability to understand. We go about this in four ways: Instruction (the Creed - or content of our Christian beliefs and teachings of Jesus - and scripture and the Seven Sacraments); Prayer (individual and communal devotions and weekly Mass); Sacramental Preparation (for those students seeking Baptism, First Eucharist, Confession and Confirmation) and Life Application (Christian morality, character, practicing the virtues, Christian community and service to others).

Specifically, Pre-K to 3rd grade students will be introduced to the Knowledge of Faith curriculum which includes understanding the creed, prayer, the sign of the cross, the Holy Trinity, the Seven Sacraments, the Mass, and the liturgical colors and seasons. 4th – 8th graders will master the creed, the Trinitarian nature of God, the work and mission of Christ, liturgy, the sacraments, sacred scripture, Christian morality and prayers.

While all receive instruction about our Catholic Faith, no one is ever forced or coerced to embrace our beliefs. As a Catholic School we are obligated to share our faith with our students regardless of background or creed and we do so not only with respect but also with immense joy!

PRE-K to KINDERGARTEN:

In Pre-K to Kindergarten, students will learn an array of subjects that will help them advance into their grade levels. The subjects that students will be learning include: language that is experienced through poetry, rhymes, drama, chants, and charts throughout the classroom. Students will also learn math that is constant in sorting, counting, measuring, and other daily hands on activities. Art is another subject that will be used to represent our student's expression in the early childhood classroom. Students tell stories, answer questions and propose ideas through drawing, painting, and other creative means. Students will participate in music during the day as greeting, transition, self-expression, and entertainment. Religion permeates our entire program in the way that we ask children to look at themselves, each other, and the world. Lastly, writing is extremely varied in kindergarten, from tracing the ABCs and ending in higher level thinking skills like forming, organizing, and expressing complete thoughts.

1ST GRADE:

In first grade, students will learn a variety of topics throughout the school year in a fun and interactive way! We will focus on five main subjects. These topics include: Language Arts, Math, Social Studies, Religion, and Science. In Language Arts we will cover five topics within each lesson. These five topics include literature, phonics, spelling, writing and grammar. Focusing on these different topics daily will allow the student to improve on his or her reading and writing skills. In Math, we will cover six different modules. These modules include sums and differences to ten, introducing place value through addition and subtraction within 20, ordering length measurements as numbers, place value, comparison, addition and subtraction to 40, identifying, composing, and partitioning shapes and lastly, place value, comparison, addition and subtraction to 100. Within our Social Studies unit we will cover different topics about communities, our world, traditions and our past and present. These topics will allow the students to explore the world around them and discover new topics about the world we live in. In Religion, we will dive into different topics such as, Jesus' teaching us about God's love and how we are all followers of Jesus and what that means to us. We will also learn and practice prayers and learn more about our faith as individuals and as a community. The last subject that we will explore is Science. We will have a wide variety of topics that we

will learn about such as life science, earth science, and physical science. As a class we will be able to read, research, and create projects that are related to the various topics we will cover. This year will be full of fun, learning and hard work!

2ND GRADE:

In 2nd grade the following subject areas are taught throughout the entire school year. In Reading/Language Arts students will cover Fluency, Vocabulary Development, Reading Comprehension, Analyzing Text, Writing Process, Writing Applications, Listening and Speaking Skills. In Mathematics students will learn Sums and Differences to 20 and beyond, Addition and Subtraction of Length Units, Place Value, Counting, and Comparison of Numbers to 1000, Addition and Subtraction Within 200 with Word Problems to 100, Addition and Subtraction Within 1,000 with Word Problems to 100, Foundations of Multiplication and Division, Problem Solving with Length, Money, and Data Time, Shapes, and Fractions as Equal Parts of Shapes. During Science the class will explore the Nature of Science and Technology, Scientific Thinking, the Physical Setting, the Living Environment, the Mathematical World and critical thinking. In Social Studies, students will understand My Community/My Country, Working to Meet Our Needs, The World Around Us, Celebrating our Traditions, Our Nation Past & Present. Lastly in Religion students will learn how Jesus Christ is with us Always, Jesus Calls Us to Penance and Reconciliation, Jesus Gives Himself in the Eucharist, We Live Our Catholic Faith.

3RD GRADE:

Third grade is a wonderful world where Christ is the center of learning and spiritual growth. Using the Common Core Curriculum, third grade students will be introduced to cursive, multiplication, higher-level division, and creative writing skills. The Black Facts Museum is a major highlight for the year. Each student will do research on a particular African American who has offered substantial contributions to the United States and the world. The students will

present to an audience the completed project having memorized facts about their subject, represented the person in costume, and include a visual presentation illustrating key points of interest about their person. Third graders will also go on class trips that will include the pumpkin patch, Annapolis, MD, and a walking tour of Washington, DC. Third Grade is a great place where learning is not limited to reading and writing. We will sing our way through many learning experiences. When the year comes to a close, each student will be a master of their learning, feeling more secure and mature.

4TH GRADE:

The fourth grade curriculum aims at giving each scholar a well-rounded, standards-based education in all core subjects: Religion, Language Arts, Mathematics, Science, and Social Studies. Each Fourth Grade Scholar receives guidance to develop a heightened level of responsibility. With individual schedules and maintaining planners, our fourth graders are preparing for the responsibilities of middle school. Problem solving, time management, research skills, creative application of learning content, and other strategies challenge students to further develop academic and self-management skills. We want our scholars to value diversity, to learn to live comfortably with others, and to form and express their own opinions. We want them to become independent and creative thinkers, to know how to solve problems, and to adapt their understanding to new experiences.

5TH GRADE:

Fifth grade is exciting because we are the oldest students on the elementary level. As fifth graders, we are expected to be role models to the younger students in our cluster. Working together as a team makes us strong and we keep Christ in the center of all of our instruction. We learn about the sacraments and how to treat others with kindness and respect. We start the year using ink pens and cursive writing. We participate in the annual Science Fair. There are several opportunities to participate in hands on activities in Science to prepare us for this project. We participate in several field trips

throughout the year. One of our field trips will be to visit the African American Museum. With the information gathered from this trip, the students will complete a PowerPoint Project. Fifth grade is a stepping-stone to prepare the student academically, spiritually, and physically for the middle school experience.

6th GRADE:

Sixth grade is the first leg of the High School Preparatory program known as middle school. As sixth graders we begin the experience of having different teachers for all of our core subjects. It is here where we begin to transition from being the oldest students in our grade cluster, to be the youngest students. We are introduced to the level of rigor and high expectations that accompany students preparing for high school. This is truly the point in education where we move from “learning to read to reading to learn”. In sixth grade, we begin to apply the concepts and themes we have been taught to our daily lives. The sixth grade experience at Saint Augustine Catholic School is designed to allow us grow and mature into adolescence as we prepare for that very important leg of middle school called seventh grade.

7th GRADE:

Seventh grade is the second leg of middle school and, it can be argued, the most important grade level of all in determining the students level of high school preparedness. It is here where students must develop “transfer skills” (the ability to see new concepts and task and apply the skills mastered through sixth grade to solve them). In the seventh grade we find the first year of elementary school records that are required by the high schools to evaluate high school readiness. The seventh grade experience at Saint Augustine School is designed to allow students, teachers, and parents to assess the student’s strengths and challenges as they prepare for the all-important last leg of middle school called eight grade.

8th GRADE:

Eighth grade is the last leg of Middle School and one where the focus from day one of school is preparing the student to enter high school. The first quarter of eighth grade begins with an emphasis on reviewing, for mastery, all of the skills

and concepts introduced to the student throughout his/her time in middle school. All Saint Augustine Catholic School eighth graders are required to take a high school entrance exam known as the High School Placement Test. This test is administered by the ADW in late Fall of the school year. The results of that assessment are sent to the high schools that each student applies to, and once they are reviewed along with additional academic records, students receive letters from the admissions office regarding acceptance. The balance of instruction for eighth grade year focuses ninth grade level academics and that new chapter called High School.

MATHEMATICS:

Saint Augustine is committed to excellence in mathematics. With the establishment of a Mathematics Department we have developed and implemented a strategic plan to enhance math instruction, curriculum, student comprehension and outcomes, and we are seeing the results. We administer the Scantron Performance Series Test in the Fall, Winter, and Spring of each school year. We are proud to announce that we have students that have scored in the top 5 percentile nationally, at every grade level we test. The success that we have experienced has prompted us to form Math Labs to reach and challenge every Saint Augustine student no matter what percentile he or she falls in.

Once we receive the Fall testing results, and after the classroom teacher has had time to evaluate the students strengths and weaknesses, consultation is held between the teacher and the Math Department Chair to assign each student to a math enrichment program (Math Lab). Math Lab is mandatory for each student twice a week. Parents are notified mid-way through the first quarter of their child's assignment to a math lab. The Saint Augustine Mathematics program is built on the foundation of effective vertical alignment.

The following is a brief description of the math curriculum for the primary grades:

Math: PK 3 and PK 4

Identify, trace, and write numbers.

Math: Kindergarten

Number Sense- Students understand the relationship between numbers and quantities up to 10

Computation – Students understand and describe simple additions and subtractions.

Algebra- Students sort and classify objects.

Geometry- Students identify common objects around them

Math: 1st Grade

Computation - Students demonstrate the meaning of addition and subtraction and use these operations to solve problems.

Number Sense - Students understand symbols, objects, and pictures used to represent numbers up to 100.

Problem Solving - Students make decisions about how to set up a problem.

Geometry- Students identify common geometric shapes and classify them by common attributes.

Math: 2nd Grade

Computation - Students solve simple problems involving addition and subtraction of numbers up to 100.

Algebra and Functions - Students model, represent, and interpret number relationships to solve problems.

Geometry - Students identify the attributes of common shapes in the plane and of common in space.

Measurement- Students understand how to measure length, temperature, capacity, weight, and in standard units.

Math: 3rd Grade

Number Sense - Students understand the relationships among numbers, quantities, and place value in whole numbers up to 1,000. Computation- Students solve and model simple problems involving multiplication and division.

Algebra and functions- Students select appropriate symbols, operations, and properties to and solve number relationships.

Geometry- Students describe and compare the attributes of solid geometric shapes.

Math: 4th Grade

Number Sense - Students understand the place value of whole numbers and decimals to two decimal places. Students solve problems involving addition, subtraction, multiplication, and division of whole numbers.

Algebra and Functions- Students use and interpret variables, mathematical symbols, to write and simplify numerical expressions and sentences.

Computation- Students extend their use and understanding of whole numbers to addition and subtraction of simple fractions and decimals.

Measurement- Students understand perimeter and area, as well as measuring volume, capacity, time, and money.

Math: 5th Grade

Computation- Students solve problems involving addition, subtraction, and simple multiplication, and division of fractions and decimals.

Algebra and Functions- Students use variables in simple expressions and compute the value of an expression for specific values of the variable.

Geometry- Students identify, describe, and classify the properties of plane and solid geometric shapes and the relationship between them.

Measurement- Students understand and compute the areas and volumes of simple objects, as well as measuring weight, temperature, time, and money.

Math: 6th Grade:

Computation- Students solve problems involving addition, subtraction, division, and multiplication of integers, fractions, decimals, ratios, and percentages.

Algebra- Students write and evaluate algebraic expressions, solve linear equations, and graph and interpret their results.

Data Analysis and Probability- Students compute and analyze statistical measures for data sets, and determine theoretical and experimental probabilities.

Geometry- Students identify and draw vertical, adjacent, complementary, and supplementary angles. Construct transformations and similar figures

Math: 7th Grade

Number Sense- Students understand and use scientific notation and square roots they convert between fractions and decimals.

Algebra and Functions- Students express quantitative relationships using algebraic terminology, expressions, equations, inequalities, and graphs.

Measurement- Students compare units of measure and similarity to solve problems.

Data Analysis and Probability- Students collect, organize, and represent data sets and identify relationships among variables within a data set.

Math: 8th Grade

Number Sense Students know the properties of rational and irrational numbers, and understand and use exponents, powers, and roots.

Algebra and Functions: Students solve linear equations and inequalities, graph and interpret functions, and understand the concepts of slope and rate.

Geometry- Students deepen their understanding of geometric shapes and properties by constructing shapes that meet given conditions, and identifying their attributes.

Measurement- Students convert between units of measure and use rates and scale factors to solve problems.

SOCIAL STUDIES (MIDDLE SCHOOL):

Washington, DC is the best place in the country to balance classroom instruction and the use of the city as a laboratory to study social science. Saint Augustine Catholic School takes full advantage. Even though Social Studies is taught in all grades at Saint Augustine, there a special emphasis in Middle School. In Middle School, Social Studies students examine the connection of their own environment with the past and learn to relate the events and people of the past to the present.

Social Studies classes are broken down into various sub-headings: History, Geography, Economics, Civics, Government, Political Science, Historical knowledge and chronological thinking are a focus of History. Political Science, Government, and Civics teaches students the forms and functions of government as well as the duties and obligations of a citizen in society. Geography explores the world in spatial terms, places, and regions. Through Economics, students learn how people work to meet basic economic needs.

The 6th Grade Curriculum focuses on the study of Europe and Classical Civilizations.

In 7th Grade, Students will explore the people and cultures of Asia and Africa.

In 8th Grade Students learn the development of America.

LANGUAGE ARTS:

In the English/Language Arts course, students will be active partners in student-centered, hands-on, inquiry-based learning. Scholars will engage in rigorous, technology-infused instruction that is creative, kinesthetic, and differentiated to meet individual learning needs and styles. Continuing to evolve into critical thinkers, they will analyze both past and current events and effectively articulate their positions composing sound arguments based on solid research. They will also conduct their own dynamically-led peer discussion groups that will dissect both nonfiction and literary text and demonstrate mastery using both traditional and nontraditional learning activities and assessments. Students will engage in literature studies in which they will express their ideas regarding various texts and demonstrate their understanding utilizing various creative techniques.

Scholars in grade 6 will read both nonfiction and fiction texts and be able to articulate an author's opinion by closely examining facts and demonstrating comprehension using such nontraditional techniques as Ted Talks or mock news interviews. They will create visual representations of the strategies they are using to access the texts, such as graphic organizers and poems. Scholars will be able to accurately distinguish between propaganda, faulty reasoning and persuasion through such modalities as role play and technology.

In grade 7, scholars will continue to engage in S.T.E.A.M. (Science, Technology, Engineering, Arts and Math) - based learning in which they will analyze various types of informational and technical materials, including, but not limited to, newspapers, websites, news sites and blogs. They will demonstrate their understanding of technical materials and instruction by designing and showing

how to use various objects. Students will analyze an author's viewpoint by engaging in such activities as role play.

Scholars in grade 8 will analyze various poems from the past and present and link their content to both past and current events. They will also create their own poems and participate in a mock poetry slam fashioned after the jazz clubs that existed during the Harlem Renaissance era. Students will participate in collaborative projects in which they will become literary critics by examining the influence of an author's perspective and background on his or her work.

SCIENCE:

Science students from Pre-K to 8 are exposed to hands-on, standards-based activities focusing on topics found in the Archdiocese of Washington's academic standards. These include: the nature of science and technology, scientific thinking, the physical setting, the living environment, and the mathematical world.

This integrated and interdisciplinary approach will expose our students to laboratory works and relevant learning experiences which aligns with the Archdiocesan's mission of engaging young people's curiosity and developing their critical thinking and problem-solving skills.

Students in Pre K-2nd meet once a week for lab activities that support concepts that are coordinated with their classroom teacher. Grades 3-5 meet twice a week while grades 6-8 meet 4-5 times per week to support or introduce concepts. In the process of tackling open-ended challenges, students develop a working understanding of core science concepts, deepen their understanding of the scientific method and design process, and increase their motivation to learn science, technology, engineering, and math.

Students build their skills and confidence through engineering activities using the scientific method and design process throughout the school year. An

opportunity for students to conduct independent research is presented in a school wide science fair around April, where students from grades 3 - 8 participate.

Robotics and pre-engineering related after school programs are also available for students who are interested to explore more beyond the scope of the science curriculum.

PERFORMING AND VISUAL ARTS:

The Performing and Visual Arts program embodies the belief that all can sing, dance, act, draw, paint and perform. In a safe and welcoming environment, students are encouraged to try, fail, succeed, and grow as artists. Via the classical, modern, and contemporary genres of the arts, Saint Augustine students study and apply their knowledge. Students have the opportunity to present their skills by participating in performances and exhibitions in and outside of the school throughout the year. Everything we do is for the glory of God and to bring people closer to Him. Art communicates!

“I will sing to the LORD as long as I live; I will sing praise to my God while I have my being.” - Psalms 104:33

SPANISH:

Spanish: Pre-K 3& Pre-K 4

In the first quarter, we will cover lessons about the numbers from 1 to 10, the colors, the days of the week. In the second quarter we will continue with animal stories (books) and the month of the year. In the third and fourth quarter, we will learn several traditional songs in Spanish and different ways to greet in Spanish.

Spanish: Kindergarten

In the first quarter, we will be learning several greetings (buenas dias, buenas tardes, buenas noches and Adios) and we will be covering the colors, the days of the week. In the second quarter, we will be covering the months of the years, animal sounds, and names of farm animals. In the third and fourth quarter, we will be covering several traditional songs in Spanish, animal stories (books) and cultural symbols (patriotic symbols) such national anthems, flags and national emblems.

Spanish: 1st Grade

In the first quarter, we are going to study the numbers from 1 to 20, greetings and farewells. In the second quarter, we will review the colors, the days of the week, the months of the year and farm animals. In the third and fourth quarter, we will start phonemic awareness lessons about the alphabet in Spanish (Reading practices).

Spanish: 2nd Grade

In the first quarter, we will cover greeting, complements, and lessons about the classroom. In the second quarter, we will cover a lesson about colors and parts of the body. In the third and fourth quarter, we will cover several phonetic awareness lessons about the whole alphabet in Spanish using reading practices.

Spanish: 3rd Grade

In the first quarter, we will cover a lesson about the cognados (*cognates*) in español y el Inglés (Words that are similar in Spanish and in English). In the second quarter, we will cover a lesson about “La clase y la escuela” (school and classes). In the third and fourth quarter, we are going to study the numbers from 1 to 30 and some math addition and subtraction.

Spanish: 4th Grade

In the first Unit, we will start with a lesson about “El Salón de Clase” (*The classroom*) and on the second Unit we will continue with a lesson about La clase y la escuela (*Your class and the school*). In the second Unit, we will cover a lesson about the weather (What’s the weather like?). Calculating and converting temperatures in Fahrenheit to Celsius degrees and vice-versa. In the third quarter and fourth quarters we will do a lesson about the numbers and some Math operations.

Spanish: 5th Grade

In the first quarter we do a lesson about “Las actividades” (*Different activities*) in which we will study a variety of expressions related to daily activities. We will also study several AR verbs, their conjugation and subject pronouns. In the second quarter, we will learn how describe things in Spanish by learning the how to use nouns and adjectives based on number and gender. In the third quarter, we will cover a lesson about ¿Adonde vas hoy? (*Where are you going today?*) and we will continue working on the verb conjugations of the verb Ir (to go). In the fourth quarter, we will end up with a lesson about ¿En la Escuela? (*Talking about your school*) and we will cover several topics about classes, places in school and what to do in school activities.

Spanish: 6th Grade

In the first quarter, we do a lesson about the telling the time in Spanish using the standard and the “menus form.” In the second quarter we complete a lesson about Cando es tú cumpleaños” (*When is your birthday*) and we will cover several AR verbs in Spanish used to describe some several activities outside the classroom. And the Third quarter, we will continue with the ER verbs and we will be using several strategies to conjugate ER verbs correctly and in the fourth quarter we are going to watch and read about documentary about the Centralamerican refugees “La bestia” (The beast).

Spanish: 7th Grade

In the first quarter we complete a lesson about “Las Partes de la Cara y Cuerpo” (*Parts of the body and face.*) and we go over to several strategies to learn several verbs and pronouns to use the parts of the body and face using complete sentences. In the second quarter we study the ER verb and we learn how to figure out the verb ending to conjugate verbs correctly. On the third quarter we do a lesson about the weather and study the different kind of the weather during each season of the year. In the fourth quarter we end up completing a reading and writing comprehension project about the film, “En el tiempo de las mariposas (*In the times of the butterflies*).

Spanish: 8th Grade

In the first quarter we cover a lesson about “En La cocina” (*In the Kitchen.*) Later in the second quarter we do a lesson about Las diversiones (Going places in Spanish) and we study the verb Ir. In the third quarter we were going to learn about a Writing and Reading Comprehension Project about the television documentary, “The Devil Miner.” (Children working on the mines of Bolivia) and a lesson about going to “La fiesta” and we are going to analyze several stem-changing verbs and in the fourth quarter, we will have another reading and writing comprehension project about the Film “El Norte.

PHYSICAL EDUCATION:

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

Counseling

Counseling is provided through the Christ Child Society, Inc. of Washington, DC.

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

Testing

Students of Saint Augustine school are measured at the beginning, middle and the end of the school year using a Performance Series test with the following components: Reading, English, Spelling, Vocabulary, Composition, Library Skills, Math, and Literature. Scores are placed in student's records and copies are given to parent. Teacher's use results to assess.

Awards

All teachers will complete their own certificates for that school year. The Office will manage Principal/Honor Roll certificates for grades 3rd through 8th.

Certificates are provided at the end of the school year in an award ceremony that parents are encouraged to attend and are given to one student per grade/homeroom. Pre-K 3 and 4th will have a separate awards ceremony.

Kindergarten awards ceremony will be held during graduation.

Spirit of Saint Augustine Award: Values Code

Student exemplifies the spirit of the mission of Saint Augustine Catholic School.

Grades Pre-K - Grade 8

Criteria:

- Reflects consistent values code characteristics:
Honesty, Respect, Responsibility, Self-Control, Hard Work, Self-Respect, Concern for Others, Tolerance, Cooperation, Fairness, Forgiveness, Courage, Self-Knowledge
- Appropriate conduct
- Exhibits interest in the Catholic faith
- Goes above and beyond the norm

St. Charles Lwanga (catechist) for Excellence in Religion

This saint died a martyr. He adhered steadfastly to the Catholic faith and that caused him his life.

Grades 2 – 8

Criteria:

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

Blessed Teresa of Calcutta Service Award in Volunteerism/Community Service

She served the "Poorest of the Poor" in Calcutta, India. She founded an Order which is still saving the poor all over the world. She loved the poor and the helpless.

Grades 6 – 8

Criteria:

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

St. Cecelia Award for Excellence in Music

St. Cecelia loved God from childhood and she died a martyr after converting so many people. She is regarded as patroness of musicians.

Grades 2 – 8

Criteria:

- Displays effort and cooperation in music performance and learning
- Academic Achievement (A's and B's)
- Active participation in Musical Programs
- Goes above and beyond what is expected in the curriculum

Dr. Charles Drew Award for Excellence in Science

Charles Richard Drew (June 3, 1904 – April 1, 1950) was an American physician, surgeon, and medical researcher. He researched in the field of blood transfusions, developing improved techniques for blood storage, and applied his expert knowledge to developing large-scale blood banks early in World War II.

Grades 2 – 8

Criteria:

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

St. Thomas More Award for Excellence in Social Studies

He was loyal to God and the Church and that earned him martyrdom. He is the patron of lawyers.

Grades 2 – 8

Criteria:

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

St. Michael the Archangel Award for Excellence in Math

Michael means "Who is Like God". He is one of the Archangels. St. Michael is the warrior Angel. He is the great defender of the Church of Christ.

Grades 2 - 8

Criteria:

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

Langston Hughes Award for Excellence in Language Arts

Black American poet, novelist and playwright Langston Hughes was a primary contributor to the Harlem Renaissance.

Grades 2 - 8

Criteria:

- Displays effort and cooperation in class
- Academic Achievement (A's and B's)
- Exhibits interest in Language Arts
- Active participation in class
- Above and beyond
- Public Speaking
- Great poet

Jackie Robinson Award for Excellence in Physical Education

Jackie Robinson was the first Black male who broke the color barrier in baseball for the Brooklyn Dodgers.

Grades 3 – 8

Criteria:

- Displays effort and cooperation in class
- Academic Achievement (A's and B's)
- Exhibits interest in applied Physical Education
- Active participation in class
- Goes above and beyond what is expected in the curriculum
- Health and physical education

St. Joseph Award for Excellence in Art

St. Joseph was a virtuous man and the husband of Our Blessed Mother Mary. He is the head of the Holy family, Jesus, Mary and Joseph. He was a carpenter who lived a simple life. He protected Jesus and Mary. He is the patron of the Church.

Grades 3 – 8

Criteria:

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

St. Clare Award for Excellence in Technology

St. Clare was a shining example in name and more shining example in life. She was born in a town called Assisi. She had great trust in God that even the pains of sickness never broke her. She founded an Order called the Poor Clares.

Grades 3 – 8

Criteria:

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

St. Teresa of Avila Award for Excellence in Spanish

Teresa of Avila is a doctor of the Church. She was actively engaged in founding new converts of reformed Carmelite nuns. She loved God, her creator, and serves Him unto death. She was a great writer. All her workings are still used today.

Grades 3 – 8

Criteria:

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

Michael L. Matthews Award for Excellence in Information Technology (IT)

Michael L. Matthews was the first IT tech to create Saint Augustine's technology lab.

Grades K - 8

Criteria:

- Protecting school property and technology repairs
- Displays effort and cooperation in class
- Academic Achievement (A's and B's)
- Exhibits interest in Technology
- Active participation in class
- Goes above and beyond what is expected in the curriculum

Grading Scale for Grade 3

E = 90-100

G = 80-89

S = 70-79

I = 60-69

U = 59 or below

Grading Scale for Grades 4 - 8

A = 93 – 100

E = Excellent

B = 85-92

G = Good

C = 77-84

S = Satisfactory

D = 70 – 76

U = Unsatisfactory

F = 69 or below

Admission Information

Nondiscriminatory Policy

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

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

1. Members of Saint Augustine Parish
2. Members of other Catholic Parishes
3. Non-Catholic students

*****Important Admissions Disclaimer: All financial aid decisions are determined by the Administration of Saint Augustine Catholic School and Pastor on a case by case basis.*****

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

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

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

Requirements include:

- Health Records
- Immunization Records
- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Standardized Test Results
- Record of IEP (if applicable)
- Record of 504/CAP Plan (if applicable)

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

Record Keeping

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

Financial Tuition Assistance For SY2017-18

SY 2017-18 application enrollments for Archdiocesan Tuition Assistance Program (Tads) opens on September 26th and closes on December 2nd for returning families and opens on February 20th, 2017 for new families. Go to www.mytads.com and click on Financial Aid.

Registration / Re-Registration

- The \$375.00 Registration Fee for new students must be submitted with the application.
- Returning students must reserve their spot by paying the re-registration fee. The registration fee schedule is as follows:
 - 1 child - \$375.00
 - 2 children - \$475.00
 - 3 or more children - \$575.00

Returning parents who re-register during the Early Bird registration period will receive a \$100.00 discount off the total cost of re-registration. Early Bird dates may change depending on the year but will be published in the school's Halo Report. Other means of publishing these date may include flyers, phone calls and letters to parents. Returning families must take advantage of the Early Bird special by the published deadline date each year.

- All Registration Fees are **NON-REFUNDABLE**.*
*All new applicants who do not pass the entrance exam will be refunded \$200.00 of the paid registration fee.
- A \$35.00 fee will be applied for each returned check made payable to Saint Augustine Catholic School.
- In order to best serve you and ensure accurate tracking of payments, all payments must be made through FACTS.
- Registered and active Parishioners receive a \$500.00 rebate.

Financial Obligations

Mandatory Fees for SY2016-2017 for Pre-Kindergarten thru Eighth Grade:

Tuition Rate per child.....	\$5,500.00
Books/Technology – (Non Refundable Fee).....	\$250.00
Activity Fee (2 activities per semester) (Non Refundable Fee)...	\$250.00
Kindergarten Graduation Fee – (Non Refundable Fee).....	\$75.00
High School Placement Test – (Non Refundable Fee).....	\$45.00
Eighth Grade Graduation – (Non Refundable Fee).....	\$250.00
Eighth Grade Graduation Trip – (Non Refundable Fee)...	\$300.00

Optional Service Request Fee for Pre-Kindergarten thru Eighth Grade:

After Care from 3:45 – 6:00PM*.....	\$1,875.00
*Flat fee of \$30.00 will be charged per child picked up after 6:00PM. Charges are due and payable when child is picked up or will be added to child's Facts account payment for that month.	
Hot Lunches.....	\$850.00

Tuition Payment Options:

- *Tuition Payment in full on or before July 5, 2016 or
- Pay half of the annual tuition by July 5, 2016 and the remainder by January 6, 2017, or
- Enroll with the Saint Augustine Tuition Management Service Provider (FACTS). Payments begin in August 2016 and end May 2017.

***Parents who pay tuition in advance and in full prior to July 5, 2016 will receive a 5% discount (\$275) off the cost of tuition.**

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE TUITION MANAGER, MS. DONNA EAGLE, at 202-265-1470 ext. 11.

Withdrawal Policy

Families must notify the school in writing if a student is withdrawn from school and schedule an exit interview with the principal.

The school **will not** forward any records for students who withdraw with an outstanding balance due.

Medication

Medication

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

1. Child's name
2. Name of doctor prescribing the child's medication
3. Frequency
4. Dose
5. Date

Any medication found on a student will be confiscated.

Allergy Policy

No Teacher or staff member of Saint Augustine Catholic School is allowed to administer medicine to any student. *Parents may come to the school to administer the medicine to their child or teach their child how to take their own medicine.* All student medication must be kept in the school office with the child's name clearly marked on the medication or on a bag containing the medication.

Food Allergy Policy

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

Asthma Medication

Saint Augustine Catholic School recognizes that asthma is a medical condition affecting many school children, and we welcome all pupils with asthma. This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. Parents must label all inhalers with the child's name. Any student that brings an inhaler to school is required to fill out an ADW Inhaler Authorization Form from the school's office.

The School Environment

The school does all that it can to ensure the school environment is favorable to children who suffer from various allergies. As far as possible, the school does not use allergy-triggering chemicals in science and art lessons.

Notifications

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

Classrooms

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

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

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

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

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

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

Medications on Field Trips*

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

* Students' parents must be available to contact via phone, preferably cell phone, during field trips in case of emergencies. Students are allowed to carry cell phones on their person with the teacher's permission.

Discipline

Child Abuse Laws

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

Demerit System

Junior High students will adhere to a demerit system. Please see attached recommendations.

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date and time of the detention are at the discretion of the Principal who monitors the detention. Detention will be held after school from 3:45pm to 4:45pm. A child who has to serve detention will miss their after school activity.

Detention will be served the next day, if not the child will be suspended. Students in grades 1-3, parents will be called. Students in grades 4-6 the student will receive a notice to give to the parent.

After three detentions, in lieu of the fourth detention the child will be issued an out-of-school suspension.

Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, and all extracurricular activities.

Suspension

Suspension is a serious punishment. Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests missed due to suspension; however failure to complete work will result in a failing grade or earning a zero for assignments.

Expulsion

Expulsion is a grave remedy. Students who pose a threat to themselves or to others may be expelled from Saint Augustine Catholic School. Students who have been expelled will not be allowed to return to the school the following year without prior permission from the Principal.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function are subject to suspension and/or expulsion. The Principal and Vice Principal will evaluate on a case by case basis.

Emergency Drills

District of Columbia Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

- Children and teachers are to rise in silence when the alarm sounds.
- Close the windows and doors.
- Walk briskly to the assigned place in single file. Students will return to the building and classroom when the signal is given.

Crisis Plan

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

1. Saint Augustine Church
2. Off Campus – Third District Police Station located at 1624 V St NW

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

Tornado drills are held periodically. The procedures are to rise in silence when the alarm sounds and walk briskly to the assigned place in single file. The students will sit, face the wall, and put their hands over their heads.

Rules of Conduct

Conduct

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

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

Items such as, but not limited to, inappropriate books/reading materials, pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, cell phones, laser lights, CDs, iPods, Kindles, Notebooks, Note Pads, iPads, mp3 players, cameras, or anything that will detract from a learning environment are not allowed at school at any time. Key chains and toys may not be attached to student backpacks.

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

Prohibited items confiscated from students will not be returned.

Cheating

Academic cheating of any type will not be tolerated. Students in grades 3-8 who choose to cheat will receive a failing grade for that assignment and will serve an out-of-school suspension and are subject to expulsion. Students in Pre-K through 2nd Grade will be given detention. Failure to serve the detention will result in a suspension. A student athlete who is involved in cheating will also not be permitted to participate in sports. The Principal and Vice Principal will evaluate the level of punishment on a case by case basis.

Stealing

Students caught stealing will be suspended. Students caught stealing inside and outside of school will be in jeopardy of being expelled. The Principal and Vice Principal will evaluate on a case by case basis.

Threats

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, Saint Augustine Catholic School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the well-being of the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.

Counselor

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

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Students are invited to come to the Principal's Office for a birthday treat. Valentine gifts and cards are acceptable only if distributed to every student in the class.

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

Cell Phones

Saint Augustine Catholic School is not responsible for any lost or stolen cell phones or any other electronic devices. A student may need a cell phone for safety to communicate with parents. **All students are responsible for turning their phones off once they enter the school building and hand it in to the Homeroom Teacher.** In the event a student violates this rule, that phone will be confiscated, given to the school office and that child will be suspended. At no time during the day should a student's cell phone be used during class instruction period. No cell phone use during Before Care and Aftercare. If students fail to turn in cell phones/electronic devices, they will be held in the Office for a period of three days. Parents must come to retrieve any confiscated devices. Students involved with inappropriate photos on their cell phones, social media or any other electronic device with other Saint Augustine Catholic School students risk suspension and/or expulsion.

Items taken away from students will be not be returned.

Arrival and Dismissal

Parents are to drive by the door on the front side of the building, on V Street, and drop off children. Please follow the traffic directions given by the teachers on duty. Parents and guardians are not permitted to park in parking lot unless:

1. They have a parking permit from the front office
2. A name and phone number where you can be reached to move your car

Homeroom teachers should be advised in writing if a child is to go home with someone other than their parent or by a different means on any given day.

It is the responsibility of the parent to contact the Aftercare director when a child is absent, leaves school early, or needs other arrangements for pick-up.

Parents are not permitted to enter the St. Augustine Room before or during morning and/or afternoon prayers.

Field Trips

A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. A field trip permission slip is distributed for every off-campus activity. This is the only format that may be used to allow a student to leave school during school hours. Verbal permission cannot be accepted. **Permission slips are due in the office as requested per trip.**

- A **telephone call** will **not** be accepted in lieu of a signed permission slip.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. ***Students who do not attend a field trip should remain at home with the parent and will be marked absent for the day. If a cluster group is going on a trip and your child does not attend your child must not come to school.***
- Students who are participating in the field trip must ride the bus or subway to and from the field trip with their class.
- **Cell phones** are not allowed on field trips **unless otherwise directed by the teacher and/or administration.**
- Parents who are not official chaperones, (VIRTUS trained), may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the official chaperones. Participation by unofficial chaperones jeopardizes the protection for our students and all other official adults on the trip.
- Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
- All chaperones must be VIRTUS trained.
- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips are re-evaluated each year to determine the trip's compatibility with curricular goals.

- A field trip is a privilege and not a right.
- There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience ensures a successful learning opportunity.
- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to poor conduct. If your child is not allowed to go on a field trip they must stay home.

Gum

Students are not permitted to chew gum at any time that they are at school. This includes before class, during class, and after class. A detention will be given to any child who is chewing gum.

Harassment

Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Home-School Communication

In order to ensure that all communication from school reaches home in a timely manner, student’s in Pre-K through 8th will receive communications in the weekly Halo Report which is distributed weekly via email and/or hard copy.

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

Homework

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

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

Homework may be assigned to students Monday through Thursday. No tests will be given on Monday's. Students should be prepared for tests or quizzes as scheduled.

Parents are expected to make their child accountable and responsible for completing all homework assignments and handing them in on time.

Homework Policy and Vacations

Parents are encouraged to schedule trips or family outings during school breaks and closings to eliminate interrupting a child's learning process. Missed assignments are the student's responsibility. **Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

Homework Policy and Student Illness

When a student is **absent for three or more days**, upon the student's return assignments may be picked up in the front office.

Students will be allowed a period of one day for each day of absence due to illness to make up assignments and tests. For example, a student who was absent three days will be given three school days to complete the missing assignments and /or make-up tests.

Library

Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

- Borrowed books are to be returned on time and in good condition.
- Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

Dress Code

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

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be suspended. **There is a special uniform for Physical Education classes, also to be purchased through Flynn & O'Hara, Inc.** The uniform for Saint Augustine Catholic School is listed on the Flynn & O'Hara, website. (*See Uniform Guidelines*)

School socks may be crew length or ankle socks. Socks should be solid navy blue or white. Socks should include no logo or writing. Skirts should be no shorter than three inches above the knee.

Physical Education Uniform

Physical Education Uniforms consist of:

- Navy micromesh nylon uniform shorts with school logo at least knee length (boys/girls)
- Navy gym Tee-shirt with school logo
- Navy heavyweight sweatpants with school logo
- Navy heavyweight sweatshirts with school logo
- T-Shirt with Saint Augustine Logo (available at Flynn& O'Hara).

Socks must be worn with sneakers.

Uniform Guidelines

Dress shoes for boys and girls should be one solid color – black or brown. No sandals, no open-back shoes, or any type of shoe which resembles a tennis shoe, no boots or hi-top shoes, no ballet slippers, and no shoes with a heel over 2 inches (measured from the back exterior of the shoe) are permitted. Shoes with laces must be tied at all times. No boots may be worn during the school day. Upon arrival of school, boots must be removed and proper school (dress) shoes

put on to wear. Failure to comply with this uniform guideline will result in a detention, which may result in a suspension.

All students – hair should be neat with bangs above the eyebrows. Boy’s hair should be above and not touch the shirt collar and trimmed around the ears. Scrunches, hair clips, rubber bands, pony tail holders, etc. must be in the hair, **not worn on wrists. All hair adornments must be either BLUE OR WHITE (no other colors of hair adornments may be worn).** Failure to comply with this uniform guideline will result in a detention, which may result in a suspension.

Extreme hair coloring and bleaching is not permitted. Only blue/white beads can be worn in hair and no scarves or bandanas should be worn in the hair.

***Note:** Pants for girls are worn November 1st thru March 31st.

Prohibited hairstyles include

BOYS

- Locks
- Mohawks/ Fades/Razor cuts/designs
- Braids/Cornrows
- Hair longer than 1/2 inch
- High top fade

GIRLS

- Wigs (unless for medical reasons. A doctor’s note must be provided)
- Unnatural hair color

ALL STUDENTS

- No nail polish, cosmetics, lip gloss, colored chap stick, or artificial nails may be worn.
- No visible undergarments, t-shirts, or tank tops.
- No visible tattoos of any kind.
- No Hologram contact lenses.
- No body piercing except pierced ears. Girls may wear **one pair of earrings not larger than a dime and without hoops.** Boys may not wear earrings of any type. **Jewelry** should be limited to one watch, one ring and simple crosses or holy medals on a **narrow silver or gold chain.**
- No undergarments should be seen through or below uniform shorts.
- Watches with a beeping device should be set to “mute” or “silenced” during the school day. Watches that beep will be taken away and may be claimed on the last day of the school year or if parents pick them up from the school.

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

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

Scout Uniforms

Students may wear the scout uniforms in school on meeting days.

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

Uniforms and The Uniform Company

Uniform components (pants, skirts, jumpers, blouses, shirts, sweaters, as well as P.E. uniforms) may be purchased through:

Flynn & O'Hara School Uniform

Phone 1-800-441-4122

School Code#: DC032

To order online visit: www.flynnohara.com

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

Additional Uniform Guidelines

Students may not wear:

- jeans (no tight jeans/leggings)
- tennis shoes (no light up shoes)
- shorts shorter than three inches above the knee
- skirts shorter than three inches above the knee
- jogging suits with inappropriate writing
- nail polish
- jewelry
- hoop earrings
- large earrings
- crocs
- tank tops
- t-shirts with inappropriate writing
- tennis shoes that convert to roller skates
- biker shorts
- pajama pants
- make-up
- low cut, sheer, crop tops or spaghetti strap blouses/tops
- clothing that is extremely tight
- hats

Good Rule: If you are not sure whether you should wear it, then don't.

Miscellaneous

Lockers

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

Students in Grades 6 – 8 should purchase a **combination** lock to use to protect their personal items. The school reserves the right to open student lockers at any time.

Lost and Found

Saint Augustine Catholic School is not responsible for any clothes, shoes or any other personal items that are lost by the student. Any items found in the school building or on the school grounds should be placed in the lost and found. **All personal items should be labeled including inside uniform clothing.**

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

Lunch Program

Saint Augustine Catholic School offers a hot lunch program daily. Prayers are said before and after each meal. Meals are prepared in the school kitchen. Students/Parents may purchase lunch through the school office. The cost of each meal is \$5. The students can pay for their lunch monthly, weekly or daily. Monthly menus will be provided to enable parents/student to purchase lunches in advance.

Students who do not have lunch will be provided with lunch and the Parent/Guardian will be billed.

Students may choose to bring their lunch each day. Students should not bring glass bottles, soda or candy. Students are expected to use the same manners required in the classroom during lunch. Courtesy towards other students and cooperation with lunch monitors is expected at all times. Teachers on lunch duty are in charge at all times. Students can lose recess and/or have silent lunch as a consequence for their behavior.

Office Records

It is mandatory that Parents/Guardians notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date. Periodically throughout the school year requests will be sent home to Parents/Guardians to update contact information.

Parents As Partners

As partners in the educational process at Saint Augustine Catholic School, we ask parents:

- ✓ To set rules, times, and limits so that your child:
 - Gets to bed early on school nights
 - Arrives at school on time and is picked up on time at the end of the day
 - Is dressed according to the school dress code

- Completes assignments on time
- Has lunch money or a nutritional snack lunch every day
- ✓ To actively participate in school activities such as Parent-Teacher Conferences
- ✓ To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- ✓ To notify the school with a written note when the student has been absent or tardy
- ✓ To notify the school office of any changes of address or important phone numbers
- ✓ To meet all financial obligations to the school
- ✓ To inform the school of any special situation regarding the student's well-being, safety, and health
- ✓ To complete and return to school any requested information promptly
- ✓ To read school notes and newsletters and to show interest in the student's total education
- ✓ To support the religious and educational goals of the school
- ✓ To attend church and foster religious devotion by word and example
- ✓ To support and cooperate with the discipline policy of the school
- ✓ To treat teachers with respect and courtesy in discussing student problems
- ✓ To participate in and support the Church in activities as needed

Home School Association

Saint Augustine Catholic School Home School Association (HSA) works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization. There is a membership fee of \$25.00 for the Home School Association.

The HSA offers assistance during fundraising activities. For more information about these activities see School Administration. Officer elections, terms, time of meetings and/or frequency of meetings are determined annually at the start of each school year. All parents must volunteer five hours per year or donate \$100 to Saint Augustine Catholic School.

Parties

The Office AND Homeroom teacher must be notified and approve all party requests. Room parents may assist the classroom teacher as requested. Room parents must be VIRTUS trained prior to volunteering or assisting in the classroom. Birthday treats may be brought to school for students in Grades Pre-K through Grade 8 and should take place during lunch. We request that birthday treats be already prepared into individual servings. Birthday treats may be brought to school to grades 2 thru 8th. However, students in PreK-First Grade may have birthday parties with approval from the Homeroom Teacher and Office.

Promotion Policy and Retention Policy

Advancement to the next grade in Saint Augustine Catholic School is based on a student's daily performance, test results, attendance, recommendations of teachers, and the student's ability to complete work successfully on a more advanced grade level. Promotion to the next grade depends on successful completion of all subject areas. The Administration will recommend the repetition of a grade, tutoring, or summer school as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students will not be promoted to the next grade if performance, test results, attendance, recommendation of teachers and students demonstrated ability to successfully parents are not in compliance with mandatory summer school requirements. A student retained in their grade will continue at Saint Augustine at the discretion of the Principal.

****Please clarify guidelines with ADW for skipping grades.****

Report Cards/Progress Reports

All grades are final. Report Cards are given four (4) times during the academic school year. Grades 1st -8th report cards are distributed during Parent Teacher conferences.

The fourth quarter report cards are mailed to each students address on file.

Progress Reports will be given between each grading period.

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

Sacramental Program

The sacramental life of children in the Catholic tradition is an important component of the religion program at Saint Augustine Catholic School. Preparations for three sacraments, Penance, First Eucharist, and Confirmation form the core of instruction in Grades Second & Eighth. In accordance with the diocesan guidelines, Catholic students who are candidates for First Communion will receive the sacrament of Penance prior to First Communion.

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

School Property

The parent of a child who carelessly or maliciously destroys or damages any furniture, equipment, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement.

If a student is caught destroying and/or vandalizing school property they will be suspended.

Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or have to replace damaged or lost text books before any final reports, transcripts, or diplomas are presented.

School Safety

Saint Augustine Catholic School provides a safe environment for all individuals. NO student is to open the doors for ANYONE.

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest, or electronically**) risk suspension, and/or expulsion.

Student Records and Transfers

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

Parents requesting records/transcripts/recommendations must make the request to the School Office five days in advance. All forms should be submitted to the Saint Augustine Catholic School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents. ***No records will be released to transferring schools of students who have outstanding financial commitments to the school.**

Technology Concerns

Computers are a primary tool for students in the 21st Century. Parents are cautioned to be aware of the online sites visited by their children, and consider monitoring their use to assure that their online activity is carried out in a safe, age-appropriate and productive manner.

Plagiarism: is the "wrongful appropriation" and "stealing and publication" of another author's "language, thoughts, ideas, or expressions" and the representation of them as one's own original work. Plagiarism is not an acceptable behavior at Saint Augustine Catholic School. Any student who presents an assignment that has been plagiarized will receive a zero for that assignment and face suspension and the Parent/Guardians will be notified.

Texting: Students involved in the possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face suspension and/or expulsion. **Students involved with inappropriate photos on their cell phones, social media or any other electronic device risk suspension and/or expulsion.**

Telephone

During the school day, parents must call the School Office to verify that their child is in school. At no time should parents call students on cell phones during Before Care, school hours, or Aftercare. Permission to use the telephone must be

obtained from the school office. The office phone is a business phone and students are permitted to use it **only** in case of an emergency. Forgotten homework, athletic equipment, etc. does not constitute emergencies. There will be no arrangements for after-school visits with friends during school time/Aftercare.

Testing

Students will not be permitted to retake a quiz or a test in order to improve their academic standing. The Scantron Performance Series Assessment is given in Grades 1 through 8. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8.

Title IX

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

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts.

No student records will be forwarded to another school until Tuition Office accounts have been satisfied. (*See previous section on Student Records for transcript information*).

Visitors

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

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

(All volunteers, chaperones and classroom helpers must be VIRTUS trained)

Returning alumni are welcome to come back to Saint Augustine Catholic School. If a parent is coming to visit a specific teacher, please call the Office to make an appointment with the teacher. If a parent wishes to volunteer his or her services on a given day, please be mindful of appropriate dress and behavior. Parents must notify the office of their desire to volunteer. All volunteers must meet the Archdiocese of Washington's guidelines regarding VIRTUS training. See School Dress Guidelines on Page 43.

Weather Emergencies

In the event of inclement weather and there is a need to close the school an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the School Reach system. Please make sure that your child's emergency contact information is up to date so that you will receive these important updates. **Saint Augustine Catholic School follows the District of Columbia Public School (DCPS) emergency closing schedule and delays for inclement weather only.**

Archdiocesan Catholic School Counseling Services

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to Saint Augustine Catholic School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency. Parents wanting to receive additional counseling sessions for their student will fill out a form to receive these services.

Prevention Programming

As a Catholic school, Saint Augustine Catholic School believes and teaches that each of us is called to love our neighbor and to treat them with respect. Saint Augustine Catholic School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The

principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The reprisal or retaliation against anyone who report acts of bullying, harassment, and intimidation is strictly prohibited; all reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:

1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.

Parent/Guardian Cooperation

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of Saint Augustine Catholic School.

Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that Saint Augustine Catholic School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of Saint Augustine Catholic School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and Saint Augustine Catholic School.

****Right to Amend****

Saint Augustine Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Halo Report or through electronic communication.

Technology and Internet Usage

Student Responsibilities When using any Technology Equipment, All Students:

- Shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, tablets, hosted or cloud-based environments, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras (Technology Equipment) with care and respect, whether at school, at home, or elsewhere.
- Shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. This includes, but is not limited to, creating, publishing, displaying or in any way disseminating any information or files that are abusive, obscene, sexually oriented, threatening, harassing or damaging to another's reputation.
- Shall not violate any local, state or federal laws.
- Shall not engage in cyber-bullying behavior.
- Shall not use the device to capture photos, video, audio or other media involving other students, faculty or staff without explicit permission from the subjects of the media.
- Shall never use the technology in bathrooms or locker rooms.
- Shall not impersonate others or hack or otherwise seek unauthorized access to any restricted information or account.
- Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware.
- Shall not engage in any behavior otherwise prohibited by school disciplinary standards.

Schools may supply students with Technology Equipment owned or leased by the school for instructional use. Schools may also permit students to use their own Technology Equipment during class as directed by their teachers as part of a "BYOD" (Bring Your Own Device) initiative. When using Technology

Equipment supplied by the School, or Technology Equipment permitted under a BYOD initiative, all students:

- Shall not reconfigure any school hardware, software, or network settings.
- When on school grounds, shall access only school-supplied Wi-Fi or other networks provided by the school. Under no circumstances may students use Technology Equipment to access the Internet through 3G or 4G connections or any other means not specifically provided by the school.
- Shall not attempt to bypass or otherwise evade any content filters or security measures in place on the Technology Equipment.
- Shall not intentionally receive or send any viruses, worms, Trojan Horses, or any other kind of malware.
- Shall not install, download, upload, or otherwise transfer any software, files, or other data onto Technology Equipment supplied by the school without first obtaining the teacher's permission.
- Shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; and shall not plagiarize works found on the Internet or elsewhere.
- Shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher.
- Shall not take photographs or record audio or video unless as directed by the teacher for instructional purposes.
- Shall be solely responsible for the physical security and care of their Technology Equipment. The school does not assume responsibility for damages, lost or stolen devices.
- Shall ensure that their Technology Equipment is fully charged at the beginning of the school day.
- Shall promptly comply with a teacher's request to shut down, close, put away, or hand over any Technology Equipment.
- Shall not play any games on Technology Equipment except as directed by the student's teacher for instructional use.

- Shall not give out, post, or otherwise distribute personal information such as social security numbers, birthdays, credit card or bank account information, photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.

All students understand and acknowledge:

- Student use of personal cell phones, tablets, laptops, and any other portable electronic devices during school hours is strictly prohibited.
- Schools may require that Technology Equipment used in a BYOD program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the Technology Equipment.
- Use of equipment is a privilege, not a right. As such, any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.
- Use of all Technology Equipment may be monitored. There is no expectation of privacy for any information stored on any Technology Equipment used on school grounds, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such Technology Equipment. The school reserves the right to access a student's computer files or any other Technology Equipment when required for the maintenance of the school's Technology Equipment, in emergencies, in the course of investigation of possible wrongdoing or a disciplinary infraction, or at the discretion of the principal. If a student refuses to grant the school full access to his or her Technology Equipment for such a purpose – for instance, by withholding a password – the school may treat that refusal as an admission of wrongdoing.

Parent/Guardian Acknowledgement of Internet and Equipment Usage

- Parent/guardian shall be responsible for reading and reviewing the terms listed above with their child.
- Parent/guardian shall be responsible for any damages, claims and expenses resulting from their child’s use of the school’s Technology Equipment.
- Parent/guardian shall be responsible for damages, claims (including theft) and expenses of all personally owned Technology Equipment used in any BYOD program.
- Parent/guardian acknowledges that any failure to honor the terms of this agreement may result in disciplinary action determined at the discretion of the Principal, any or all of the student’s technology privileges being revoked, and/or the reporting of such infraction to appropriate authorities.
- Parent/guardian acknowledges that violation of any provision of this policy may result in confiscation of the equipment until retrieved by such parent/guardian.

Parent/Guardian acknowledges that they have read and reviewed the terms of acceptable technology use with the student listed below, and both parent and student understand and agree to abide by those terms.

Print Student Name _____

Print Student Name _____

Print Student Name _____

Parent signature

Date

Parent signature

Date

SIGNED FORM DUE TO HOMEROOM TEACHER by
Friday, September 30, 2016.

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Parent Signature Page

I have read the 2016-2017 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____
(Print Please)

Parent signature

Date

Parent signature

Date

Student signature

Date

Parents and students must both sign.

**SIGNED FORM DUE TO HOMEROOM TEACHER by
Friday, September 30, 2016.**

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PARENT/GUARDIAN COMMUNITY SERVICE AGREEMENT

FAMILY NAME: _____ (please print)

Child(ren) _____ **Grade** _____

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

1. \$25 HSA dues per family is collected with registration.
2. Major Fundraiser*: **World's Finest Chocolate**: Each child is obligated to sell 2 boxes in support of the school.
 * *If any prize(s) are offered it will be determined by the HSA Executive Board and voted on at the Home School Association (HSA)*
3. Other possible fundraisers will be voted on at HSA meetings.

Saint Augustine Catholic School is funded primarily by tuition and fees; parish contributions; and established benefactors. In addition, the School has a fundraiser, Bill Murray, who pursues grants from foundations and other donations. Saint Augustine limits fundraising by parents to the World's Finest Chocolate sales. Occasionally, organizations within the school may have additional fundraisers that have to be arranged and approved by the Principal or Vice Principals.

Parent Signature _____ **Date** _____

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

SIGNED FORM DUE TO HOMEROOM TEACHER by
Friday, September30, 2016.

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SCHOOL HANDBOOK ACKNOWLEDGMENT

ARCHDIOCESE OF WASHINGTON – Catholic Schools

School Name: **Saint Augustine Catholic School** School Year: **2016-2017**

Student & Parent/Guardian Information

Student's Name: _____ Grade: _____
Last First

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

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

Mother's Name: _____
Last First

Father's Name: _____
Last First

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

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

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

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

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

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

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

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

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

