

Student Handbook



St. Augustine High School

2018-2019

St. Augustine High School
A Catholic High School for Young Men



Student Handbook 2018-2019

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Assistant Principal for Student Services

Mr. Michael P. Stephenson
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Mr. Stephen J. Chipp
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Mr. Michael A. Haupt
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SECTION I

MISSION, VISION, and PHILOSOPHY STATEMENT OF ST. AUGUSTINE HIGH SCHOOL

MISSION STATEMENT

Our mission is to provide a Catholic liberal arts education for young men in an environment that promotes the development of mind, heart and body in the Augustinian tradition. By helping to form loving disciples of Jesus Christ we communicate to the world the gospel values of community, truth and love.

Adopted by the Board of Directors 12/17/08

VISION STATEMENT

The vision of St. Augustine High School is to excel as a Catholic liberal arts school in the Augustinian tradition. We prepare young men for adult servant-leadership in their families and church as well as civic, academic, and professional communities. We create opportunities to foster intellectual, personal, and physical achievement developing Christian gentlemen who are strong in mind, heart, and body. Saints is a school community with a love of learning that accepts boys and graduates men who change the world.

Adopted by the Board of Directors 12/10/14

PHILOSOPHY STATEMENT

St. Augustine High School is a private, independent, Augustinian, Catholic school for young men dedicated to the enrichment of each student in mind, heart and body. We believe in the uniqueness of a high school experience in a fraternal atmosphere and tailor instruction to the distinct manner in which young men learn.

We teach and live the Gospel values of community, truth, and love and recognize the family as the primary educator of the student. St. Augustine High School aims to cultivate healthy and resourceful young men who are empowered to use their God-given talents to make a difference in an ever-changing world.

We offer a variety of courses and programs that challenge and nurture each student as he journeys to become a Christian gentleman. We develop the student's intellect within the framework of a college preparatory, liberal arts curriculum. We stress the need for reasoned thought and teach students to integrate knowledge into a coherent view of the world. We guide decision making grounded in morality and integrity. We promote strong Christian service, athletic and arts programs. All of this fosters the development of spirituality, character, and servant-leadership.

Adopted, Board of Directors and Administration, June, 2014

St. Augustine High School was founded and has been operated by the Order of **St. Augustine** (*the Augustinians*) since 1922.

Integral Student Outcomes (ISOs) (Formerly the ESLRs)

In pursuit of our mission, the St. Augustine High School Community prepares young men to live in both the City of God and the City of Man and is intent upon developing students in mind, heart, and body. Its graduates are

CHRISTIAN GENTLEMEN who

know the life and teachings of Jesus Christ as reflected in the basic beliefs and morals of the Catholic Church.

experience various liturgical practices and other forms of prayer of the Catholic Church.

live and share the Augustinian Core Values of Community, Truth, and Love.

participate in Christian service and embrace its value.

exhibit understanding of peace and justice issues and are compassionate towards others.

INTELLECTUALLY COMPETENT YOUNG MEN who

are prepared through a liberal arts education to succeed in colleges and universities.

communicate clearly and effectively in the spoken and written word.

think critically and creatively.

experience and appreciate the visual and performing arts.

are life long learners.

YOUNG MEN PREPARED TO PARTICIPATE IN A CHANGING WORLD who

are prepared to adopt and meet future challenges through study of science, math, and use of technology.

realize their responsibility to contribute as members of their faith and civic communities.

employ interpersonal and collaborative leadership skills for serving the common good.

welcome, appreciate and respect other faiths and cultures.

PHYSICALLY AND EMOTIONALLY DEVELOPED YOUNG MEN who

understand and practice sound care of their bodies.

understand the dynamics of healthy relationships.

utilize resources to become responsible decision makers and creative problem solvers.

participate in activities designed to make them aware of their personal and spiritual potential.

strive to achieve a healthy balance in their lives.

St. Augustine High School provides an experience and knowledge of Community, Truth, and Love which are characteristics of a Saintsman's formation.

HISTORY

In 1922, John Cantwell, Bishop of Los Angeles and San Diego, asked the Augustinians to come to San Diego and meet his greatest pastoral need, a boys' school in the southern part of this 80,000 square mile diocese. The Augustinians, headquartered at Villanova, Pennsylvania, opened St. Augustine High School in St. Vincent's parish hall on September 18, 1922 with 19 students. The school was moved to its current Nutmeg Street site in 1923.

The school was the center of much of Catholic life in San Diego until after San Diego became an independent diocese in 1936. In 1947, the four-classroom Sullivan Hall was added bringing the student body to 350. The 1950's brought with them the completion of Sheehan Hall, Dougherty Gym and an addition to the monastery. By 1959, the school was overcrowded with 800 students. In 1956, the school was the first private school admitted to the San Diego City League and a golden era in Saints' athletics was born.

The 1960's and 1970's witnessed curricular innovations, honors programs and commitment to smaller class sizes. Saints earned a reputation for quality academics and a high rate of college acceptances.

The 1980's saw the computerization of the campus, the beginning of a Development Office, a greater emphasis on an enriched college and personal counseling program, a complete renovation of the chemistry and physics labs and the construction of a weight facility.

The 1990's have included the closing of Bancroft Street, the location of on-campus parking, the addition of a writing lab, renovation of Sheehan/Sullivan Patio, the school's 75th anniversary celebration, an Athletic Hall of Fame, the Shepherding Program for special needs students, a significantly increased endowment fund for tuition assistance, the expansion of our athletic fields, and many other student and campus improvements.

On September 4, 2007, the school opened with new facilities to better serve its students. The completion of the two-story Mendel Hall and the three-story Villanova Hall, along with underground parking for 98 seniors, finished Phase I of the Master Plan. Additionally, Vasey Hall

was renovated and modernized to the standards of Phase I.

THE AUGUSTINIANS

The 2,845 priests and brothers of the Order of St. Augustine are active throughout the world in ministries which serve society and the Church. In California and Oregon, in addition to St. Augustine High, San Diego, they serve at Villanova Preparatory School, Ojai, in five parishes, one retreat house, co-sponsor low-income housing in Villa Merced, sponsor an orphanage, Hogar Infantil La Gloria, in Tijuana and work with local churches in a variety of ministries.

In the U.S., Augustinian educational facilities include Villanova University, Merrimack College, and secondary schools in Chicago, Philadelphia, and Tulsa.

Internationally, Augustinian schools are found in Argentina, Brazil, Chile, Colombia, Ecuador, Peru, Uruguay, Venezuela, Dominican Republic, Mexico, Panama, Puerto Rico, Spain, Germany, Holland, Ireland, England, Australia and the Philippines.

With a heritage stretching back to St. Augustine of Hippo (354-430), the Order of St. Augustine is in the tradition of the Mendicant Orders founded in the 13th century. It is an apostolic fraternity at the service of the Church.

Eight Saints graduates are currently members of the Order of St. Augustine in the West.

HOW WE GOT THE NAME “SAINTS”

During the 1926 school year, St. Augustine High School received its more often used name, "Saints." Father George O'Meara, the principal, began calling the school's teams, "Saints," and purchased a spirit banner with the name printed on it. The local sport pages soon began to use the name and it has remained ever since.

THE SCHOOL COLORS

The traditional school colors of St. Augustine High School are **Purple and Gold**. These colors are defined as “Royal Purple and Vegas Gold”.

THE SEAL OF ST. AUGUSTINE HIGH SCHOOL

The school seal is a representation of some of the areas which deeply affect St. Augustine High School. It was designed in 1962 on the occasion of the 40th anniversary of the school. Before then, the seal of the Order of St. Augustine was used as a school seal. In the top left quarter of the school seal is the emblem of the Order of St. Augustine, the religious order that established the school in 1922. The book and burning heart are symbolic of St. Augustine of Hippo, the patron saint of the school. The top right quarter is a representation of the seal of San Diego. The bottom left sector is a representation of a mission arch and bell, indicating the mission heritage of the city of San Diego. The bottom right quarter is a picture of a grizzly bear, one of the symbols of the state of California. The date 1922, indicates when the school was founded in its

previous site in St. Vincent's Parish.



The school seal in its entirety then indicates St. Augustine High School, run by the Augustinians in the city of San Diego, the site of the first mission in the state of California.

SECTION II FACULTY AND ORGANIZATIONS

Saints is especially proud of its fine staff of lay teachers and administrators. Their zeal in and out of the classroom, their fine preparation for teaching, and their many years of teaching experience add up to a most significant and lasting contribution.

FACULTY ASSIGNMENTS

President	Mr. Edwin J. Hearn
Principal	Mr. James W. Horne
Assistant Principal for Academics	Mr. Gregory M. Hecht
Assistant Principal for Student Services	Mr. John P. O'Beirne
Assistant Principal for Athletics	Mr. Michael P. Stephenson
Director of Admissions	Mr. Michael A. Haupt
Executive Director of Finance & Facilities	Mr. Stephen J. Chipp
Accounting Manager	Mr. Kevin DeRieux
Staff Accountant	Mrs. Ann Balmin
Accommodations Coordinator	Mr. Carl Bronson
Administrative Assistant	Mrs. Karene Evenson
Administrative Support Assistant	Mrs. Beckie Garcia
Advancement Administrative Assistant	Mrs. Holly Ferrari
Alumni Liaison	Mr. Chris Cashman
Campus Minister	Ms. Nicole Quirk
Chaplain	Rev. Kirk Davis, O.S.A.
Director of Counseling Services	Dr. Jerry Rey
Counselor	Ms. Briana Colorado
Counselor	Mr. Timothy Golden
Counselor	Mr. Carl Bronson
Director of Advancement	Mr. Chris Cashman
Director of Christian Service	Rev. Bro. Max Villeneuve
Director of Community Relations	Ms. Casey Callery
Director of Library Media Services	Mr. Jason Alcoser
Director of Database Management	Mr. Todd Igelman
Director of Instructional Technology	Mr. Todd Igelman
Drama Director	Mr. Joe Slevcove
Athletic Trainer/Health Services Coordinator	Ms. Samantha Villa
Augustinian Volunteer	Mr. Steven Funk
Halo Joe's Spirit Shop	Mrs. Holly Ferrari
Intersession Internship Coordinator	Mr. Christopher daLuz
Maintenance Supervisor	Mr. Tom Bischel
Maintenance	Mr. Jose Cortez
Maintenance	Mr. Don Bowers
Mentor Teacher	Mr. Paul Sipper
On-line Book Liaison	Mr. Matthew Linville
On-line Learning Coordinator	Mr. Christian daLuz

Registrar
Registrar Assistant
Secretary for Student Services
Strength and Conditioning
Student Lockers

Mrs. Jeannie Oliwa
Mrs. Cathy Horne
Miss Estrella Bayer
Mr. Michael Sweat
Miss Estrella Bayer

DEPARTMENT CHAIRS

Computer Science
English
Mathematics
Physical Education
Religion
Science
Social Studies
Visual and Performing Arts
World Languages

Mr. Craig daLuz
Mr. John Lamerato
Mr. Michael Ozdowski
Mr. Matt Linville
Mrs. Kate Crachy
Mrs. Katie Walp
Mr. Paul Sipper
Ms. Michelle Drummy
Mr. Brendan Johnston

STUDENT ORGANIZATIONS

Academic Decathlon
Art Club
A.S.B. Moderator
 12th Grade Moderator
 11th Grade Moderator
 10th Grade Moderator
 9th Grade Moderator
 9th Grade Moderator
Christian Service Hours
C.S.F
French Club
Band / Music Director
Intramural Co-Directors

Interact Club Moderator
Key Club
Letterman's Club
Loyal Sons Moderator
Newspaper Moderator
N.H.S
Shepherd Program 9th Grade
Shepherd Program 10-12th
Spanish Club
Theater Arts
Yearbook Moderator

Mr. Mike Ozdowski
Ms. Michelle Drummy
Mr. Gary Osberg
Mr. John Lamerato
Mr. Thomas Cudal
Mrs. Kate Crachy
Mrs. Janene Palafox
Mr. Eric Dent
Rev. Bro. Max Villeneuve
Mrs. Jeannie Oliwa
Ms. Marie-Line Allen
Ms. Cindy Au
Mr. Matt Linville
Mr. Michael Ozdowski
Mr. Michael Ozdowski
Dr. Jerry Rey
Mr. Michael Stephenson
Mr. Gary Osberg
Mr. Vladimir Bachynsky
Mrs. Katie Walp
Mr. Brendan Johnston
Mr. Tim Golden
Mr. William Davis
Mr. Joe Slevcove
Mr. Gary Osberg

ATHLETICS – VARSITY SPORTS

Baseball	Mr. Craig DaLuz
Basketball	Mr. Michael Haupt
Cross Country	Mr. Christian Yoakum
Football	Mr. Joe Kremer
Golf	Mr. Tom Isaak
Lacrosse	Mr. John Tolla
Rugby	Mr. Eric Dent
Swimming/Diving	Mrs. Katie Walp
Soccer	Mr. Brendan Johnston
Surfing	Ms. Julia Mekrut
Tennis	Mr. Ruben Carriedo
Track	Mr. JC Gross
Volleyball	Mr. Greg Hecht
Wrestling	Mr. Matt Linville

AUXILIARY ORGANIZATIONS

Alumni Association	Mr. Chris Cashman '93
President	Mr. Dan Toscano '68
Vice President	Mr. Mark Johnson '83
Secretary	Mr. Jason Santos '94
Treasurer	Mr. Bob Kevane '62
Austin Parents Association	Mr. James Horne
President	Mrs. Laura Walsh
Vice-President of Hospitality	Mrs. Janet Colucci
Vice President of Volunteerism	Mrs. Denise Vedder
Vice President of Publicity	Mrs. Janelle Whitton
Treasurer	Mrs. Susie Menas
Secretary	Mr. Joe Erpeldiong
Senior Representative	Mrs. Maya Madsen
Junior Representative	Mrs. Sarah Kaderabek
Sophomore Representative	Mrs. Brenda Brooke
Freshman Representative	Mrs. Kim Erpelding

ADMINISTRATION AND FACULTY

Mr. Jason Alcoser: Director of Library Media Services; St. Augustine High School, BA, University of California at Davis, MA, Azusa Pacific University; 22 years teaching experience, 19th year at Saints.

Mrs. Marie-Line Allen: French Club Moderator; (French); Baccalaureate, Lycee Albert Schweitzer, Mulhouse, France; BA, Faculte Des Lettres, Mulhouse, France, MA, San Diego State University, MA, Princeton University, DEA, Universite de Provence, Aix-En-Provence,

France; 28 years teaching, 10th year at Saints.

Ms. Cindy Au: Music Director, (Music); University City High School, San Diego State University; 4 years teaching experience, 4th year at Saints.

Mr. Vladimir Bachynsky: Newspaper Moderator; (Religion); Pontifical Ukrainian Minor Seminary, BPh., University of Pope Urban VIII, STB, University of St. Thomas Aquinas, MA, University of San Diego; 23 years teaching experience, 23rd year at Saints.

Mr. Neil Bright: (Physical Education); Bethel Christian High School, BS, Azusa Pacific University; 1 year teaching experience, 1st year at Saints.

Mr. Carl Bronson: Counselor, Accommodations Coordinator; (Social Studies); Kearny High School, BA Concordia University, Irvine, MS, National University; 5 years teaching experience, 3rd year at Saints.

Mr. Brant Chesser: (English); Franklin High School, TN; MFA, University of the South, M.Ed., University of Georgia, BSBA, University of Tennessee; 12 years teaching experience, 1st year at Saints.

Mr. Stephen Chipp: Executive Director of Finance and Facilities; St. Augustine High School; BS, University of Santa Clara; 42nd year at Saints.

Ms. Briana Colorado: Counselor; BA, University of California San Diego, MA, University of San Diego; 7 years teaching experience, 1st year at Saints.

Mrs. Kate Crachy: Religion Department Chair, 10th Grade Moderator; (Religion); Xavier College Preparatory, BA, University of San Diego, MA, University of St. Thomas., Houston; 11 years teaching experience; 11th year at Saints.

Mr. Brett Crouse: (Science); Oak Park High School, BS, Cal State San Marcos; 3 years teaching experience, 3rd year at Saints.

Mr. Thomas Cudal: Junior Class Moderator; (English); St. Augustine High School, BA, San Diego State University, MEd., Azusa Pacific University; 40 years teaching/administrative experience, 40th year at Saints.

Mr. Christian da Luz: On-Line Learning Coordinator; (Social Studies); St. Augustine High School, BA, San Diego State University, MA, Grand Canyon University; 23 years teaching experience, 21st year at Saints.

Mr. Christopher da Luz: Intersession Internship Coordinator; (Social Studies); St. Augustine High School, BA, National University, MA, National University; 11 years teaching experience, 9th year at Saints.

Mr. Craig da Luz: Head Baseball Coach, Computer Science Department Chair, Webmaster;

(Web Design); St. Augustine High School, BS, Fresno State University, MA, American Intercontinental University, MA., American Intercontinental University; 18 years teaching experience, 14th year at Saints.

Rev. Kirk Davis, O.S.A.: Chaplain; Maine South High School, Park Ridge, IL, BA, University of San Francisco, M.Div., Catholic Theological Union; 9th year at Saints.

Mr. William Davis: Spanish Club Moderator; (Spanish); Madison High School, BA, California State University Chico, MA, San Diego State University; 29 years teaching experience, 27th year at Saints.

Mr. Eric Dent: Freshman Class Moderator, Head Rugby Coach; (Spanish); St. Augustine High School, BA, San Diego State University, MA., National University; 23 years teaching experience, 14th year at Saints.

Mr. Brendan Dillon: (Religion, Science); Chaminade Julienne High School, BS University of Dayton, MA University of Dayton; 3 years teaching experience, 2nd year at Saints.

Ms. Michelle Drummy: VAPA Department Chair, Art Club Moderator; (Art); The Academy of Our Lady of Peace, BA, University of California Santa Barbara; 8 years teaching experience, 5th year at Saints.

Mr. Joseph Giesing: (Digital Photography, Algebra I, Graphic Design); University of San Diego High School, BA, Platt College; 7 years teaching experience, 4th year at Saints.

Mr. Timothy Golden: Counselor, Shepherd Program; (Social Studies); Edina High School, Minnesota, BA, University of San Diego, MA, University of San Diego; 7 years teaching experience, 5th year at Saints.

Mrs. Veronica Gormly: (Spanish); Monte Patria High School – Chile, University of La Serena – Chile, MA, Grand Canyon University; 23 years teaching experience, 17th year at Saints.

Mr. Steven Granados: (Mathematics); San Diego School of Creative and Performing Arts, BBA, University of Notre Dame, M.Ed., University of Notre Dame; 16 years teaching experience, 5th year at Saints.

Mr. Michael Haupt: Director of Admissions, Head Basketball Coach; (Physical Education); Mira Mesa High School, BBA, University of San Diego, MEd., University of San Diego; 24 years in education; 24th year at Saints.

Mr. Edwin Hearn: President; Corona High School – California, BA, Loyola University of Los Angeles, MA, California State University Los Angeles; 47 years in education; 12th year at Saints.

Mr. Gregory Hecht:, Assistant Principal for Academics, Head Volleyball Coach; Los Alamitos High School, BA, University of California Santa Barbara, MA, Amberton University; 19 years teaching experience, 11th year at Saints.

Mr. James Horne: Principal; St. John Bosco High School, BA, University of California San Diego, MBA, California State University Long Beach, MA, University of San Francisco; 28 years in education, 16th year at Saints.

Mr. Todd Igelman: Director of Instructional Technology, Director of Database Management; (Science); El Cajon Valley High School, BS, San Diego State University, CLAD National University, MA, Grand Canyon University; 19 years teaching experience, 17th year at Saints.

Mr. Tom Isaak: Head Golf Coach; (Math); Navajo Academy, BA, Claremont McKenna College; 18 years teaching experience, 16th year at Saints.

Mr. Michael Jezewak: (Religion); De Smet Jesuit High School, BA, Xavier University, MA Loyola Marymount University; 5 years teaching experience, 2nd year at Saints.

Mr. Brendan Johnston: World Language Department Chairperson, Head Soccer Coach, Shepherd Program Director; (English, Latin); St. Augustine High School, BA, Marquette University, MA Chapman University; 19 years teaching experience, 19th year at Saints.

Mr. Joe Kremer: Head Football Coach, (Physical Education); Urbana High School; BA, Indiana University, MA, National University; 5 years teaching experience, 5th year at Saints.

Mr. John Lamerato: English Department Chairperson, 12th Grade Moderator; (English); De LaSalle High School, BS, Central Michigan University, MS, Walden University, MA Laura Ann Forest University; 16 years teaching experience, 11th year at Saints.

Mr. Matt Linville: Physical Education Department Chairperson, On-line Book Liaison, Head Wrestling Coach, Intramural Co-Director; (Math, PE); Novato High School - California, BA, San Diego State University, MA, National University; 23 years teaching experience, 20th year at Saints.

Mr. Kevin Manley: (Math); General Studies Virginia Tech, BS, Political Science U.S. Naval Academy, MA, Grand Canyon University; 19 years teaching experience, 19th year at Saints.

Mr. Thomas Newnam: (Mathematics); St. Augustine Preparatory School New Jersey, BS, Columbia University, BS University of Notre Dame; 4 years teaching experience, 1st year at Saints.

Mr. John O'Beirne: Assistant Principal for Student Services; St. Augustine High School, BS, San Diego State University, MA, National University; 27 years teaching experience, 25th year at Saints.

Mr. Gary Osberg: ASB Moderator, Loyal Sons Moderator, Yearbook Moderator; (English); St. Augustine High School, BA, California State University San Marcos, MA, California State University San Marcos; 7 years teaching experience, 7th year at Saints.

Mr. Michael Ozdowski: Mathematics Department Chair, Academic Decathlon Moderator,

Intramural Co-Director, Interact Club Moderator; (Math); Parma Senior High, BS, University of Virginia; 25 years teaching experience, 24th year at Saints.

Mrs. Janene Palafox: Freshman Class Moderator (English); West Hills High School, BA, San Diego State University, MEd., Point Loma Nazarene; 13 years teaching experience, 4th year at Saints.

Mr. Andrew Pruter: (Social Studies); St. John Bosco High School, BA, University of California Los Angeles, MA, California State University Long Beach, MA, Azusa Pacific University; 22 years teaching experience, 7th year at Saints.

Ms. Nicole Quirk: Campus Minister; La Salle Academy High School, Providence, Rhode Island, BS, Saint Joseph University; 4 year teaching experience, 4th year at Saints.

Dr. Gerald Rey: Director of Counseling Services, Counselor, Key Club; (Social Studies); St. Augustine High School, BS, University of San Diego, MA, PsyD., United States International University; 42 years teaching experience, 42nd year at Saints.

Mr. Kouta Shimazaki: (Ceramics); Josaikawagoe High School, Saitama, Japan; San Diego State University, Master Ceramic Artist; 24 years teaching experience, 9th year at Saints.

Mr. Paul F. Sipper: Social Studies Department Chair, Mentor Teacher; (Social Studies); St. John Bosco High School, BA, California State University Northridge, MA, San Diego State University Interwork Institute; 19 years teaching experience, 14th year at Saints.

Mr. Joe Slevcove: Drama Director, Theater Arts; (English,); San Clemente High School, BA Wheaton College, MA Claremont Graduate University; 13 years teaching experience, 3rd year at Saints.

Mr. Michael Stephenson: Assistant Principal for Athletics, Letterman's Club Moderator; University of San Diego High School, BA, California State University Sacramento, MA, Azusa Pacific University; 38 years teaching/administrative experience, 34^h year at Saints.

Mr. Michael Sweat: Strength and Conditioning Coach; MS, A.T. Still University, MA, Azusa Pacific University; 14 years teaching experience, 12th year at Saints.

Mr. Patrick Thomsen: (English); Kolding Gymnasium, BA, University of Southern Denmark, MA, Pepperdine University; 12 years teaching experience, 1st year at Saints.

Mr. Michael Tompkins: (Religion, Spanish); Kearny High School, BA, San Diego State University, BA, University of Madrid; 8 years teaching experience, 2nd year at Saints.

Mr. John Vignol: (Religion); San Gabriel Mission High School, BA, MA, University of San Francisco, MA, Fuller Theological Seminary; 43 years teaching experience, 35th year at Saints.

Ms. Samantha Villa: Athletic Trainer / Health Services Coordinator; Science; Pioneer High

School, BS, San Diego State University, MS, University of Northern Colorado; 5 years teaching experience, 5th year at Saints.

Rev. Bro. Max Villeneuve: Director Christian Service; (Religion); Bridgemont High School, San Francisco, BS, San Diego State University, MA, Catholic Theological Union; 6 years teaching experience, 2nd year at Saints.

Mrs. Maureen Walker: (Science); Grossmont High School, BS, San Diego State University; 16 years teaching experience, 4th year at Saints.

Mr. Brian Wallace: (Religion); Rancho Bernardo High School, BA Cal State San Marcos; 7 years teaching experience, 4th year at Saints.

Mrs. Kathaleen Walp: Science Department Chairperson, Swimming and Diving Head Coach, NHS Moderator; (Science); Academy of Our Lady of Peace, BS, University of San Francisco, MA, University of San Diego; 10 years teaching experience, 7th year at Saints.

Mr. Robert Weber, Jr.: (Science. English); St. Xavier High School, BA, English and BS, Physics University of Notre Dame, MA, Grand Canyon University; 23 years teaching experience, 19th year at Saints.

Mr. Christian Yoakum: Head Cross Country Coach; (Math); Bishop Montgomery High School, BSC, Santa Clara University, M.Ed., Loyola Marymount University Los Angeles; 23 years teaching experience, 12th year at Saints.

SECTION III RELIGIOUS ACTIVITIES

St. Augustine High School seeks to provide students with a liberal arts education in the Catholic tradition. While Saints admits students from all religious traditions, religion classes are mandatory for all students. Religion classes are only the beginning of the spiritual development of a Saintsman. Religious practice and observance are encouraged in the following ways:

MORNING PRAYER AND PLEDGE OF ALLEGIANCE, ANGELUS

At the beginning of the first block, a representative will begin each school day with a scriptural reading and prayer over the school inter-communication system.

At the conclusion of lunch students will be led in the Angelus Prayer.

WEEKLY SCHOOL MASS

The St. Augustine student body celebrates Mass each Wednesday and on special occasions. Special Masses include the opening of the school year, St. Augustine's Feast Day, Grandparents' Day, Ash Wednesday, Holy Days of Obligation, Junior Mass and the Senior Baccalaureate Mass.

Weekly masses are celebrated by Augustinian priests from the Saints community, local parish priests, and priests visiting the area. Music is provided by the students, faculty and staff, and other local musicians. The sacrament of reconciliation is available each Tuesday during lunchtime on campus for those wishing to receive it.

The chapel is open all school days from 7:00 a.m. to 3:30 p.m. Mass is celebrated daily at 7:00 am in the school chapel for neighbors and members of the community who wish to attend.

The campus ministry team, school chaplain, and all faculty members, lay and religious, are always available for spiritual and personal guidance.

RETREAT PROGRAM

St. Augustine High School offers class level retreats. The 9th, 10th and 11th grade retreats center around the core Augustinian values: Community, Truth, and Love. Freshmen are required to attend the **Freshman Overnight Retreat**, which focuses on embracing the SAINTS community through interaction with fellow 9th graders, upperclassmen leaders, faculty and staff members, and reaching out to the various surrounding communities.

Sophomores and Juniors are also required to attend one-day retreats that are designed to guide and encourage the students as they continue to grow on their spiritual journey. The Sophomore retreat centers around Truth, one of the Augustinian core values. This retreat allows the 10th graders to reflect and evaluate their experiences at SAINTS while incorporating social justice issues that face our world today.

Junior students attend a retreat that revolves around the Augustinian core value of Love. Juniors will be invited to learn more about the world in which they live, the relationships they cherish and the peers with whom they have shared their SAINTS experience.

The **KAIROS** retreat, a 4-day, 3-night retreat for Seniors, is an intense spiritual experience of self, others and the community. This retreat is student-led, and each Senior will have the opportunity to attend a KAIROS retreat before graduating. Juniors are also invited to attend a KAIROS retreat each Spring.

Permission slips, information and pictures of the various retreats can be found in the Campus Ministry section of the school website.

CHRISTIAN SERVICE PROGRAM

The goals of St. Augustine High School include developing educated young men who give example of the message of Christ through their own lives. The Christian Service Program serves the community and seeks to instill a life-long commitment to service in our students.

The Christian Service program at SAINTS strives to help each student diversify their service to have a meaningful and worthwhile experience of the world around them while contributing to it. Each Saintsman must commit to 100 hours of Christian Service before May 1st of his senior year.

The theme for Christian service in the freshman year is “The Saints Community.” 9th grade students must complete a total of 25 hours of Christian Service. We strongly encourage freshmen to work in direct service to the community of St. Augustine High School, or the student’s local parish or elementary school. Assisting teachers, janitorial staff, administrators, coaches, the Austin Parents Association, and many other groups or individuals related to the Saints community helps freshmen students take stock in what they are a part of, and truly invest themselves in the community in which they spend much of their time each week.

Sophomore Christian Service continues under the theme of “Organizations Helping Others.” All sophomore students will complete 25 hours of service in their local community. These hours may take place at the student’s local Parish, elementary school, hospital, community recreation center, etc. The goal of these hours is to directly impact the student’s immediate community.

The theme for Junior Christian Service is “Devotion to Those in Need.” All junior students will complete 25 hours of service at a non-profit location of their choice, ideally not somewhere the student has previously completed over 10 service hours at. The intention is that junior students extend their service towards a location of personal interest, as well as stretch beyond the boundaries of how they served during their sophomore year. Campus Ministry can offer a number of suggestions for locations that are in need of service for Juniors.

Seniors are required to complete 25 hours of their Christian Service keeping the theme of “Christian Service: Saints and Beyond.” The students are encouraged to pick a challenging setting in which to perform their Christian Service, and are also encouraged to perform all 25 service hours at ONE location. All or a majority of the 25 hours must involve direct contact with those the

students are serving. Examples include but are not limited to: feeding the homeless at shelters or food kitchens, delivering meals to sick/elderly, assisting with after-school programs by way of tutoring or recreation programming, or emergency response service. The purpose of completing all 25 hours in ONE location is to develop relationships with not only supervisors, but hopefully with those the students most directly serve. The site and type of service is to be approved by the Director of Christian Service prior to beginning.

Each student is invited and encouraged to complete all or a part of their service work during the summer. The students must obtain the Campus Ministry approval and any necessary forms before they begin their work.

Service Immersion experiences are periodically offered to students and are a great way to complete one's requirement. Details will be available during the course of the year to participate in these immersion programs.

GUIDELINES FOR 2018-2019 CHRISTIAN SERVICE

1. A minimum of **5 service hours** are due to Campus Ministry no later than Tuesday, **December 3, 2018**.
2. **ALL** Christian Service is due in Campus Ministry by Friday, **April 12, 2019**.
3. Each student will be responsible for service reflections EACH semester, to be administered by all religion teachers. These reflections must be typed and adhere to all deadlines given by Campus Ministry and the Religion Department.
4. All **OFF CAMPUS** Christian Service must be filled out on the Off-Campus Service form or on the non-profit agency's official letterhead. Contact information for the agency where the service was performed, supervisor, and dates of service must be included on the form or letter.
5. Parents may **not** sign off as the Supervisor for their son's Christian Service hours.
6. Students must be working at an official Non-Profit or Charity agency. Saintsman may **not** do their volunteer work at a private residence or business.
7. The timely completion of Christian Service is a graduation requirement for St. Augustine High School. Any Saintsman who fails to complete his Christian Service may not be allowed to participate in any school functions past the deadline for service hours at the end of each academic year.

Seniors who fail to complete their Christian Service hours may not be allowed to attend any of the Senior activities, including Prom, Grad Night, or the Graduation Ceremony.

We hope that SAINTSMEN go above and beyond the requirement for service and actually participate out of a desire to do good for others. Each year, the students, faculty, alumni and friends

of St. Augustine High School contribute thousands of hours of service to different communities in San Diego, representing who we truly are as a community of believers who put faith into action.

SECTION IV ACADEMICS

CANVAS, Saints on the Web (SOTW) and Naviance-Family Connection

CANVAS, Saints on the Web (SOTW) and Naviance-Family Connection are web-based programs that keep students and parents/guardians in touch with areas such as student academic performance (grades), classroom information, college counseling and guidance and much more. Every student and parent has his or her own personal username and password. Please refer to your registration materials or contact your grade level guidance counselor for your access information.

GRADING SYSTEM

The semester grading scale is used by the entire teaching staff to indicate student achievement.

The scale of student achievement is

A - Excellent (90 – 100 % of the points in the course)

The quality of work consistently demonstrates an outstanding comprehension of course content and far exceeds performance standards. The work exhibits exemplary creativity, imagination, initiative and application of material.

B - Above Average (80 - 89 % of the points in the course)

The quality of work consistently demonstrates a superior comprehension of course content and exceeds performance standards. The work exhibits noteworthy creativity, imagination, initiative and application of material.

C - Average (70 - 79 % of the points in the course)

The quality of work demonstrates an adequate comprehension of course content and meets performance standards. The work exhibits satisfactory initiative and application of material.

D - Below Average (60 - 69 % of the points in the course)

The quality of work demonstrates a minimal comprehension of course content and performance standards. The work exhibits insufficient initiative or application of material.

F - Failing (59 % and below of the points in the course)

The quality of work demonstrates an inadequate comprehension of course content and does not meet performance standards.

ACADEMIC GRADE POINTS

Each grade is given a specific number of points. Grade scale is as follows:

A - 4.00 B - 3.00 C - 2.00 D - 1.00 F - 0.00

*AP or Honors courses are given a weighted grade of 5.00 for an A, 4.00 for a B, and 3.00 for a C. No weight will be given to a grade of 'D' or 'F' earned in an AP course.

ACADEMIC INTEGRITY POLICY

Academic integrity is a basic guiding principle for all academic activity at St. Augustine High School, allowing the pursuit of scholarly activity in an open, honest, and responsible manner. Academic dishonesty is an affront to the integrity of scholarship at Saints and a threat to the quality of learning.

Any student who is found to have engaged in academic dishonesty will face both academic and disciplinary consequences.

Academically, the student will receive a zero on the assignment and the student's counselor will be notified. Additionally, he will be reported to the Assistant Principal for Student Services who will administer the appropriate disciplinary consequence, up to and including expulsion. Incidents of academic dishonesty automatically exclude and/or revoke student membership in the National Honors Society. Lying to a teacher or administrator may result in further consequences.

The following are examples of academic dishonesty that will not be tolerated at St. Augustine High School.

Academic Dishonesty/Cheating

1. Copying any part of someone else's homework, quiz, test, or any assignment designated as individual work and/or knowingly allowing another student/s to copy answers on a quiz, test, or homework assignment.
2. Using any sources, materials, or equipment not authorized by the teacher.
3. Allowing another student to submit your work in their name.
4. Stealing tests, quizzes, answer keys, or any other assignment belonging to a student and/or teacher.
5. Continuing to work after being instructed to stop.
6. Attempted cheating (e.g. intent to use unauthorized notes on a test or quiz).
7. Violating a teacher's stated policy, instruction, or expectation on an assignment, quiz, or exam.
8. Falsifying grades and/or altering a graded assignment with the intention of resubmitting for an improved grade.
9. Allowing yourself and/or another person to achieve an academic advantage by, but not limited to, the following means: talking, gestures, signs, texting, notes, photos, etc.

10. Collaborating on an assignment without prior permission from your teacher.
11. Plagiarism - Plagiarism means using someone else's ideas or words as if they are your own. A passage, an interpretation, or a finding in research that is not your own must be properly documented.
12. Any action perceived as giving one an unfair academic advantage.

Plagiarism can be any of the following:

- A. Copying another's work verbatim (word for word without acknowledgement).
- B. Paraphrasing another's work without acknowledgement.
- C. Patching together a paper using different sources without acknowledgement of all those sources.
- D. Using someone else's idea or information that is not public domain or commonly known as your own idea.
- E. Presenting as one's own photographs and/or artwork and not giving proper credit to the original artist.
- F. Submitting work previously done (or simultaneously done) for another course for credit without prior permission from your teacher.

All students learn the proper use of documentation in their English class. Students are strongly encouraged to discuss proper documentation with the teacher and/or consult the MLA website before submitting assignments, papers, and projects in all classes.

Turnitin.com

A student may be required to submit their written homework, assignments, and/or essays online through [Turnitin.com](https://www.turnitin.com), a program that compares the work of a student with that of all written material on the internet as well as all papers submitted by students worldwide on [Turnitin.com](https://www.turnitin.com)

Journals

Often students are inclined to write their personal thoughts as part of assignments and notebooks. Student writing, whether for an assignment or personal use, is not private if brought to school or submitted as work for classes. Parents and students can assume that student writing will be read, even casual notes written from one student to another.

CONDUCT

G - Good: The student consistently demonstrates exemplary Christian behavior as expressed in the Student Handbook (Section V). He serves as a model of behavior for his peers.

S - Satisfactory: The student usually demonstrates the expected standards of Christian behavior as expressed in the Student Handbook (Section V). He requires minimal corrective action by the teacher for behavior infractions.

N - Needs Improvement: The student inconsistently demonstrates the expected standards of Christian behavior as expressed in the Student Handbook (Section V). He requires occasional corrective action by the teacher for behavior infractions.

U - Unsatisfactory: The student frequently fails to demonstrate the expected standards of Christian behavior as expressed in the Student Handbook (Section V). He requires frequent or significant corrective action by the teacher for behavior infractions.

GRADING PERIODS AND PROGRESS REPORTS

Grading Periods

The school year is comprised of four quarters. Quarters are divided into approximately nine-week periods. Semesters are comprised of two quarters (end of second quarter is the end of the first semester; end of the fourth quarter is the end of the second semester). The school also hosts a four week academic Intersession between the fall and spring semesters.

Grading periods occur at the end of each quarter and Intersession and determine student eligibility to participate in any extracurricular activity (includes, but is not limited to, athletics, clubs, ASB/Class Officer position, dances, plays, etc) for the next quarter. Please refer to the Academic Probation and eligibility section of the handbook for further details.

Semester (end of second and fourth quarters) grades are the only grades that are reported on the permanent record. Report cards are mailed home at the end of each semester.

Progress Reports

All grades are available remotely through CANVAS, and “Saints on the Web” (SOTW). Teachers are required to post/update grades not later than every ten (10) school days while school is in session. **Please note that these grade posts/updates are intended to serve as ongoing progress reports. It is the responsibility of the parent(s)/guardian(s) and student(s) to access current grade and course information via CANVAS and “Saints on the Web” (SOTW).**

While the grade post/update periods are the designated times for progress reports on student performance, parent(s)/guardian(s) and student(s) are strongly encouraged to monitor academic progress *throughout the course of the semester* and parents are strongly encouraged to contact

teachers at any time during the school year when there are concerns regarding a student's performance in the classroom.

If the concern is teacher related, the parent must first contact the chairperson for that department. Parents are required to follow this chain of command before contacting the Assistant Principal for Academics.

Please be sure to notify the Office of the Registrar and each teacher if you are unable to access CANVAS and/or "Saints on the Web" from home so an alternative method of communication can be established.

DEFICIENCY NOTIFICATIONS AND 'D/F' GRADES

A deficiency notification/communication is sent, via e-mail, to parent(s)/guardian(s) whose son is in danger of failing a course.

A deficiency notification/communication can be issued at any time up to two weeks before the end of a grading period and must be sent before a teacher can give an 'F' grade. This will be the case for all courses EXCEPT for any course that has been deemed incomplete by the teacher.

A semester grade of 'F' means no credit was earned in that course. Any student who has earned a semester grade of 'F' in a course must make up that grade before returning to school the following school year. 'F' grades are not removed from transcripts even when courses have been repeated. The new grade will also appear on the transcript and will be the grade used for grade point average calculations.

When a student receives a grade of 'F' in any course, the student should retake (remediate) the course during the summer immediately following the school year in which the failure occurred. Any student who receives an 'F' grade and does not make up the grade in summer school may not be eligible to return the following year. If the course is not offered at St. Augustine, arrangements must be made to retake the course at a community college, an approved local high school or an approved online course.

This remediation coursework must be recommended by the department chair for the subject failed and approved by the guidance counselor and Assistant Principal for Academics. For any student who will be taking a course off campus, the course/credit approval form must be completed and submitted to the Registrar's Office. The form is available in the Counseling Center or Registrar's Office.

In mathematics or English, a student may be required to repeat a year of study if so recommended by the department chair and the Assistant Principal for Academics.

First semester (fall) **mathematics** courses in which a student receives a 'D' or 'F' ***should be remediated*** during Intersession. A student who received a 'D' or an 'F' in **mathematics cannot advance** to the next level before first bringing the grade up to, at least, a 'C' by repeating the class. Second semester grades of 'D' or 'F' in mathematics must be remediated during summer school.

In order to maintain the integrity of the St. Augustine High School academic program, no student will be allowed to submit more than five (5) semester courses for credit from outside institutions, **whether for remediation or enrichment**. 'C' grades are **NOT** eligible for remediation.

A student who receives three 'F' grades in any academic semester may be required to withdraw from St. Augustine High School.

WORLD LANGUAGES

Any student receiving a 'D' grade or lower in the second semester of any first-year world language course must remediate that course before being allowed to advance to the second-year of that world language course. Students should strongly consider remediating any 'D' grade earned in any world language course as a 'D' grade can have an impact on the college admissions process. Enrollment in the third year and beyond of any world language course is dictated by prerequisites which can be found in the annual curriculum guide.

FINAL EXAMS

All students must take a final exam if one is required. All final exams should be taken at the regularly scheduled times. Parents should not schedule vacations during the days of exams. Please check the school calendar for the exam dates. Students who miss a regularly scheduled semester exam may receive an 'F' grade for that exam. Exceptions must be approved by the Assistant Principal for Academics.

GRADE INTEGRITY

The teacher of the course determines the grade each student receives for any course of study. Except in the cases of clerical or mechanical error, fraud, bad faith, or incompetence, the determination of the teacher's grade is final. Any requests for grade explanation or clarification must be brought to the attention of the school administration within five working days following the issuance of report cards. No teacher may be asked to change a semester grade once it has been given without the approval of the Assistant Principal for Academics (or determined designee).

NHS/CSF

St. Augustine High School has local chapters of the National Honor Society (NHS) and the California Scholarship Federation (CSF). These organizations offer membership to those sophomores, juniors and seniors based upon academic achievement and community service.

NHS (National Honor Society)

Students in grades 10-12 with a 3.5 (minimum) academic cumulative eligibility grade point average are invited to submit an information form which is used in the selection of members of NHS. In order to be selected as a member you must also fulfill certain criteria in the areas of

leadership, service and character. The leadership criterion is considered highly important for membership selection.

Leadership may be interpreted as the number of offices a student has held in school or community organizations, although it is important to recognize that leadership also exists outside campus activities.

Leadership may also be defined in less objective terms. Leadership roles in both the school and community may be considered, provided they can be verified. Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions the candidate has made to school, classmates, and community, as well as the student's attitude toward service can be reviewed.

Character is probably the most difficult criterion to define. The St. Augustine National Honor Society Selection Committee considers the positive as well as the negative aspects of character. All judgments in this and other selection criteria should be free of speculation and rumor. A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

CSF (California Scholarship Federation)

The California Scholarship Federation is a statewide organization whose purpose is to recognize students who have demonstrated outstanding academic achievement. Qualifying for membership is on a semester basis following a point system that requires A's and B's in the most difficult classes. CSF is open to sophomores, juniors, and seniors. To become a lifetime member (Sealbearer), students must have qualified and made application for four semesters during their last three years of high school, including one semester in their senior year. At graduation, CSF members receive a special seal on their diploma and a gold mantle.

THE HONOR ROLL

The Honor Roll is posted each semester. The Principal's List contains the names of all students achieving an academic grade point average of 4.00 or higher. First Honors is given to students achieving all academic grade point averages from 3.50 to 3.99.

GRADUATION REQUIREMENTS

Religion	8 semesters	To include Ethics 1
English	8 semesters	To include American Literature and World Literature
Social Studies	6 semesters	To include World History (1 year) U.S. History (1 year) Civics (1 semester) Economics (1 semester)

Math	8 semesters	To include Algebra or its equivalent (excluding summer courses and off-campus courses)
Science	4 semesters	To include Biology (6 recommended)
Language	4 semesters of the same language	(6 recommended)
Visual and Performing Arts	2 semesters of the same discipline	
Speech	1 semester	
P.E.	4 semesters	*Students who participate in any junior varsity or varsity athletic program in their sophomore, junior or senior year will be granted physical education credit for the sport in which they participated. Senior year sports second semester/spring are not eligible for PE credit.
Electives	4 semesters	
Intersession	4 semesters	includes one semester of speech
Christian Service	100 hours	

Required and elective courses should total 260 semester credits. Along with the completion of the above requirements, each student must maintain an academic cumulative eligibility grade point average of 2.00 (C).

ADVANCING TO THE NEXT GRADE LEVEL

Under any circumstances, students must have successfully completed the following number of units to progress onto the next grade level:

Freshmen - Sixty-five (65) units to start the sophomore year

Sophomores - One hundred twenty (130) units to start the junior year

Juniors - One hundred ninety-five (195) units to start the senior year.

Note: Students may only take five (5) approved semesters of credit at other schools while enrolled at St. Augustine High School.

A student seeking to take a course outside of St. Augustine must first consult with a guidance counselor before seeking the required prior approval of the Assistant Principal for Academics

(please refer to section on coursework from other schools). In order to maintain the integrity of the St. Augustine High School academic program, no student will be allowed to submit more than five (5) semester courses for credit from outside institutions, **whether for remediation or enrichment**

REGISTRATION FOR COURSES

Registration for courses for the following school year takes place during the third quarter. The student, along with his parents/guardians, prepares his next year's schedule by consulting with his guidance counselor, reading the information in the curriculum guide, reviewing graduation requirements, familiarizing himself with the course requirements for admission to the colleges of his choice. Students must have six (6) courses during regular school hours. Enrollment in a zero block course means a student will be enrolled in seven (7) courses.

Scheduling Procedures

Step 1: Counselors will meet with students during the second semester to help determine course selections.

Step 2: Teachers will take time during class to explain the next level of courses available to the students in their departments, including prerequisites.

Step 3: Students and parent (s)/guardian(s) will consult the Curriculum Guide and complete their course request forms in advance of their designated course request day.

Students who have not submitted the AP contract with appropriate signatures or do not meet the prerequisites as outlined in the Curriculum Guide will not be scheduled into any AP/Honors or advanced course. Students may enroll in *no more than four AP courses* in a particular school year.

SCHEDULE CHANGES - ADDING/DROPPING COURSES

Students/parents/guardians may not request a schedule change during the first week of school unless:

1. An error was made in scheduling a student's course requests.
2. A conflict exists in a student's course requests.
3. A student has taken a course during summer school to remediate a 'D/F' grade or for graduation requirements.

Students/parents/guardians may not request to add or drop a course **after the first two weeks (10 school days) of the first or second semester. Intersession course may not be changed after the second day of class.**

REQUESTS TO ADD OR DROP A COURSE OR AUGMENT A SCHEDULE IN ANY WAY BASED ON TEACHER PREFERENCE WILL NOT BE ENTERTAINED.

Any request to change a schedule or add or drop a course must be facilitated in concert with the student's guidance counselor (or designated member of the counseling department) to ensure that the student, parent(s)/guardian(s), and teacher(s) are aware of, and concur with, the decision to change a schedule or add or drop a course.

The course change form must be completed prior to the add/drop deadline and include all required signatures. The student is responsible for all of the work that was previously assigned in the new course. Any request that does not follow the aforementioned protocols will not be processed. **Dropping a course after the aforementioned deadline will result in a withdraw / fail on the transcript.**

Courses may be cancelled due to insufficient enrollment or staffing restrictions.

Students/parents/guardians **should not contact** the Registrar to initiate any change to a schedule unless requested to do so by a member of the counseling staff or the Assistant Principal for Academics.

MATHEMATICS COURSE ACCELERATION

A student may accelerate in the mathematics curriculum by meeting **ALL** of the following criteria:

Acceleration from Algebra I to Algebra II/Trigonometry by taking Geometry during summer session at St Augustine High School (off-campus course not allowed for this acceleration):

1. Receive an 'A' or higher in both semesters of Algebra I. (please note it is likely that authorization for acceleration will be received prior to second semester grade being posted. A second semester grade below an 'A' will result in the student being denied acceleration).
2. Consult with current Algebra I instructor and receive acceleration form.
3. Secure the recommendation of the current Algebra I instructor, Mathematics Department Chair, and the Assistant Principal for Academics.
4. Enroll in the summer geometry course at St. Augustine High School (separate registration required).
5. Students receiving a 'C' or lower in the summer geometry course **will not** be eligible to enroll in Algebra II/Trigonometry in the fall.

The same aforementioned protocols are also applicable for **any** current geometry student wanting to accelerate to Honors Pre-Calculus by taking Algebra II/Trigonometry in the summer at St. Augustine High School. This student must receive an 'A' in both semesters of geometry and secure a written recommendation from his current geometry instructor, Mathematics Department Chair, and the Assistant Principal of Academics.

ADVANCED PLACEMENT ENROLLMENT

Enrollment in Advanced Placement (AP) classes requires the following:

1. Teacher(s) recommendation to the Assistant Principal for Academics.
2. Parent(s)/guardian(s) attend the Course Selection and Advanced Placement evening.
3. An AP contract must be submitted which is signed by parent(s)/guardian(s) and student acknowledging guidelines of the AP course(s).
4. Minimum grade point average and prerequisite criterion (can vary by course - please refer to the most current curriculum guide).
5. Commitment to prepare for and take the AP Exam.

Weighted or extra grade points for the class are contingent on taking the AP exam.

Students may enroll in *no more than four AP courses* in a particular school year. Requests for exceptions to enroll in more than four AP courses may be addressed to their assigned guidance counselor. These exceptions will be considered on a case-by-case basis by the Counseling Department, the Assistant Principal for Academics and the AP teachers involved. A parent-student conference will be held with the counselor and the AP teachers for all parties to understand the commitment made to such an exception.

COURSEWORK FROM OTHER SCHOOLS

In order to maintain the integrity of the St. Augustine High School academic program, no student will be allowed to submit more than five (5) semester courses for credit from outside institutions, **whether for remediation or enrichment.**

A student seeking to take a course outside of St. Augustine must first consult with a guidance counselor **before** seeking the required prior approval of the Assistant Principal for Academics. The required form is available from Counseling Center or Registrar's Office. This process must be initiated by the parent(s)/guardian(s) and/or student and completed no later than the two-week (ten school days) add/drop period in the first or second semester. No outside coursework from other schools (including community college, other accredited high schools, or approved online schools or programs) will be accepted unless the aforementioned protocols are followed.

PRIOR APPROVAL IS REQUIRED FOR ANY COURSE TAKEN OUTSIDE OF ST. AUGUSTINE HIGH SCHOOL

Note: The University of California and California State University do not accept 'D's;' therefore, students should consider summer school for grade improvement.

ATTENDANCE POLICIES

If a student is absent twelve (12) class periods in any course, he may be denied credit in that class for the semester. An Attendance Review Board may hear the specifics of each attendance case in which a student exceeds eleven absences in any course.

If a student is absent from school, he is not allowed to participate or attend a school function on that day.

Request for Excused Absence

Students seeking permission in advance to be excused from school or specific course periods must obtain prior approval using the Absentee Permission Form (available in the student service's office) accompanied with a note from the parent. Missing a class is considered an absence, whether excused or un-excused. It is the responsibility of the student to complete this form.

Assignments must be turned in on the day of the student's return to class (or at the discretion of the teacher) in order to receive credit. Failure to complete assignments will directly affect grades. The student must have approval from the Administration first and then all of his teachers in order for the absence to be excused. The completed form must be turned into the Student Services Secretary BEFORE the requested absence. A copy of this form will be retained by the student for homework reference.

Attendance Review Board

The Attendance Review Board is organized to hear the specifics of each attendance case in which a student exceeds eleven (11) absences in any course. The Attendance Review Board is comprised of the Assistant Principal for Student Services, the Assistant Principal for Academics, the Class Moderator of the student's current grade and a faculty member-at-large. The student and his parents will have the opportunity to explain the circumstances that have led to excessive absences at a hearing. After the hearing, the Attendance Review Board will make the decision to either deny credit or continue enrollment. Students denied credit must make up the course work during summer school.

ACADEMIC PROBATION AND ELIGIBILITY

Participation in extracurricular activities is a privilege. Academically ineligible students may not participate in any extracurricular activities (including but not limited to, interscholastic sports and club sports, ASB, Campus Ministry, clubs or select campus organizations). Academic probation and eligibility will result from the following:

1. Eligibility grade point average of less than 2.0 at the close of any quarter or semester.

The student is placed on academic probation, enrolled in the Shepherd Course, and is ineligible until grades are posted for the next quarter and a new scholastic ineligibility list is posted.

A student who earns below a 2.0 eligibility grade point average at the close of any quarter or semester is notified in writing that he must earn at least a 2.0 eligibility grade point average by the next quarter.

Students who become ineligible and are placed on academic probation are automatically enrolled in the Shepherd Course and receive a Shepherd Team Action Plan from the Shepherd Coordinator (please refer to Shepherd Course section of the handbook).

The Shepherd Course is a part of the St. Augustine curriculum and a student must participate in the Shepherd Course as he would any other course at St. Augustine High School.

To regain eligibility status and come off of academic probation requires the student to achieve a minimum 2.0 eligibility grade point average at the close of the next quarter.

The Shepherd Coordinator, in consultation with the student's parent(s)/guardian(s) and the Assistant Principal for Academics, may recommend that the student continue with the Shepherd Course even after achieving the status of eligible. Therefore, a student may become academically eligible, having achieved a 2.0 eligibility grade point average, and remain in the Shepherd Course.

The day for establishing eligibility is the day following the official posting and issuance of grades by the Office of the Registrar.

Remediation of a grade during Intersession as a result of a grade received on the first semester report card will result in a recalculation of the eligibility grade point average and if the eligibility grade point average is 2.0 or better, the student shall be eligible for the third quarter of the academic year.

Any student who fails to meet the minimum 2.0 eligibility grade point average at the end of the second semester may regain eligibility through summer session attendance and may be eligible for the fall semester.

Academic Dismissal

Any student who is placed on academic probation (ineligible) three times or earns below a 2.0 eligibility grade point average for two (2) consecutive semesters, or (3) three semesters total, will have his status at St. Augustine High School reviewed by the Assistant Principal for Academics in consultation with the student's present and past teachers.

The Assistant Principal for Academics may assemble Academic Review Committee in select cases. The Academic Review Committee is comprised of the Principal, the Assistant Principal for Academics, the Assistant Principal for Student Services, the Campus Minister, and three members of the faculty (different from any of the aforementioned representatives and one of whom is to be chosen by the student). The student and his parent(s)/guardian(s) will meet with the Academic Review Committee to discuss his status at St. Augustine High School. Following this meeting, the Academic Review Committee may recommend to the Principal either dismissal or continuation with conditions. The final decision rests with the Principal.

A student who receives three 'F' grades in any academic semester may be required to withdraw from St. Augustine High School.

CONDITIONAL ADMISSION TO ST. AUGUSTINE HIGH SCHOOL - ACADEMICS

Some incoming students are admitted to St. Augustine High School on the condition that they are required to enroll in the Shepherd Course. The Shepherd Course provides students with a number of academic tools and resources that are designed to ensure a successful high school career. The determination to require that an incoming student enroll in the Shepherd Course is made at the conclusion of the St. Augustine Summer Session.

If an incoming student is admitted under this status and fails to receive a 2.0 eligibility grade point average at the end of his first quarter, he will be notified in writing that he must earn at least a 2.0 eligibility grade point average at the end of the next quarter in order to continue at St. Augustine High School. If the student fails to earn a 2.0 eligibility grade point average at the end of the next quarter (and is on track to not meet graduation requirements) he may be asked to withdraw from St. Augustine High School.

THE SHEPHERD COURSE

Every student who is conditionally admitted based on academics to St. Augustine High School or placed on academic probation at any time while at St. Augustine High School, is required to be enrolled in the Shepherd Course. The Shepherd Course assists students with organization, note-taking skills, test preparation, listening skills, and general study skills habits. The Shepherd Coordinator also closely monitors each student's progress and communicates with the student's parents, teachers, guidance counselor, and the Assistant Principal for Academics. The strategies that these students will learn should assist them to be more productive in the classroom environment. There is no additional cost to the parent(s)/guardian(s) for this program.

Students enrolled in the Shepherd Course will be given a Student Support Team Action Plan in an effort to better monitor their growth and progress in each class.

For those enrolled, *attendance in the Shepherd Course is MANDATORY.*

Removal from the Shepherd Program is determined by the Shepherd Coordinator, in consultation with the Assistant Principal for Academics, in order to verify that the student has satisfied the terms of the Shepherd Team Action Plan. The Shepherd Coordinator, in consultation with the student's parent(s)/guardian(s) and the Assistant Principal for Academics, may recommend that the student continue with the Shepherd Course even after achieving the status of eligible. Therefore, a student may become academically eligible, having achieved a 2.0 eligibility grade point average, and remain in the Shepherd Course.

INTERSESSION

The Intersession Program for the 2018-2019 school year begins on January 7, 2019, and ends on February 1, 2019. Martin Luther King Day will be observed on January 21, 2019. All Intersession courses are a significant part of the graduation requirements for St. Augustine High School. Regular attendance during Intersession is also necessary for a meaningful learning experience. Since Intersession courses are compacted semester courses, students should not miss more than

two days of Intersession. If a student is absent three (3) days from an Intersession course, he may be denied credit in that class thus affecting his graduation credits required for the St. Augustine High School diploma.

Every Wednesday during Intersession, school begins with mass followed by the courses in which students are enrolled. Please note that Tie Day attire will be observed on Wednesdays. Students must follow the Intersession Bell Schedule as published in the Student Handbook.

During Intersession, every course which includes those taught on campus, as well as those that take place off campus, (i.e., sports/athletics, internships, and travel courses) will follow ALL regular school policies with respect to grades, attendance, standards of dress, and student discipline.

TRANSCRIPTS OF INCOMING OR TRANSFERRING STUDENTS

St. Augustine High School accepts grades and credits only from accredited schools. Students with credits from a non-accredited school may not be eligible to earn a diploma from St. Augustine High School. Only credits from accredited schools may be used in determining eligibility for a St. Augustine High School diploma.

CLASSROOM PRAYERS

Prayers of Augustinian Students

Direct we beseech You, O Lord,
All our actions by Your holy inspiration and carry them out by your gracious assistance
So that every prayer and good work of ours may always begin from You
And by You be happily ended,
Through Christ our Lord. Amen

St. Augustine's Prayer to the Holy Spirit

Breathe in me, O Holy Spirit, that my thoughts may all be holy. Act in me, O Holy Spirit, that my work, too, may be holy. Draw my heart, O Holy Spirit, that I love but what is holy. Strengthen me, O Holy Spirit, to defend all that is holy. Guard me, then, O Holy Spirit, that I always may be holy. Amen

Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys and sufferings of this day in union with the Holy Sacrifice of the Mass offered throughout the world. I offer them for the intentions of your Sacred Heart; the salvation of souls, reparation for sin, the reunion of Christians. I offer them for the intentions of our bishops and all apostles of prayers, in particular for those recommended by the Holy Father this month.
Amen.

Augustinian Morning Prayer

Leader: We turn to you,

All: Our Mother of Good Counsel as we seek to imitate your faith-filled life. May we be led by the same wisdom which God sent forth from heaven to guide you along unfamiliar paths and through challenging decisions. Keep us united in mind and heart as we go forward in joyful hope toward the grace-filled freedom that Saint Augustine recommends. O Virgin Mother of Good Counsel hear our prayer as we look to you for guidance. Pray for us to our loving and merciful Father to your Son, our Lord Jesus, the Christ and to the Holy Spirit, giver of all wisdom one God forever and ever. Amen.

Augustinian Evening Prayer

Leader: Let us pray to the Lord of the harvest, who calls men and women to loving service.
(Pause) All glory and praise are yours.

All: God of truth, light of our hearts for you guide your people in the ways of holiness. Help those who follow in the footsteps of Augustine to seek you through mutual love and worship and to be servants of your Church as examples that others may follow. Enlighten men and women to see the beauty of common life in the spirit of St. Augustine and strengthen them in your service so that the work you have begun in them may be brought to fulfillment. We ask this through Christ, our Lord. Amen

The Lord's Prayer

Our Father, who art in heaven, hallowed be Thy name; Thy kingdom come, Thy will be done, on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

The Hail Mary

Hail, Mary, full of grace! The Lord is with thee. Blessed are you among women, and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

The Glory Be

Glory be to the Father and to the Son and to the Holy Spirit.
As it was in the beginning is now, and ever shall be, worth without end. Amen.

Act of Contrition

O my God, I am heartily sorry for having offended you, and I detest all my sins, because of Your just punishments, but most of all because they offend You, my God, who are all good and deserving of all my love. I firmly resolve, with the help of Your grace, to sin no more and avoid the near occasions of sin. Amen.

Salve Regina

Hail, Holy Queen, Mother of Mercy, our life, our sweetness and our hope. To thee we cry, poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this valley of tears! Turn, then, O most gracious advocate, thine eyes of mercy toward us, and after this, our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary. Amen.

Memorare by St. Bernard

Remember, O most gracious Virgin Mary that never was it known that anyone who fled to thy protection, implored thy help, or sought thy intercession, was left unaided.

Inspired by this confidence, I fly unto you, O Virgin of virgins, my mother. To thee I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

Come, Holy Spirit

Come, Holy Spirit, fill the hearts of Your faithful and enkindle in them the fire of Your love.

V. Send forth Your Spirit and they shall be created

R. And you shall renew the face of the earth.

Let us pray. O God, who by the light of Holy Spirit did instruct the hearts of the faithful, grant us in the same spirit to be truly wise and ever to rejoice in His consolation. Through Christ our Lord. Amen.

Prayer by St. Francis

Lord, make me an instrument of your peace.

Where there is hatred, let me sow love;

Where there is injury, pardon; where there is darkness, light; and where there is sadness, joy.

Divine Master, grant that I may not so much seek to be consoled as to console; to be understood as to understand; to be loved as to love.

For it is in giving that we receive; it is in

pardoning that we are pardoned; and it is in dying that we are born to eternal life. Amen.

Prayer by St. Ignatius Loyola

Dear Lord, teach me to be generous.

Teach me to serve you as you deserve;

To give, and not to count the cost;

To fight, and not to heed the wounds;

To labor, and not to seek to rest;

To give of myself and not to ask for reward,

Except the reward of knowing that, I am doing Your will. Amen.

Prayer to St. Joseph

Saint Joseph, father and guardian of virgins, to whose faithful keeping Christ Jesus, innocence itself, and Mary, the virgin of virgins, were entrusted. I pray and beseech you by that twofold and most precious charge, by Jesus and Mary, to save me from all uncleanness, to keep my mind untainted, my heart pure, and my body chaste; and help me always to serve Jesus and Mary in perfect chastity. Amen.

Serenity Prayer by Reinhold Niebuhr

God grant me the serenity to accept the things I cannot change, courage to change the things I can, and the wisdom to know the difference.

Living one day at a time; accepting hardship as the pathway to peace.

Taking as Jesus did this sinful world as it is, not as I would have it; trusting that He will make all things right if I surrender to His will; that I may be reasonably happy in this life and supremely happy with Him forever in the next. Amen.

Angelus

V. The Angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit.

Hail, Mary, full of grace.....

V. Behold the handmaid of the Lord.

R. Be it done unto me according to Thy word.

Hail, Mary, full of grace...

V. And the Word was made flesh.

R. And dwelt among us.

Hail, Mary, full of grace...

V. Pray for us, O holy Mother of God

R. That we may be made worthy of the promises of Christ.

Let us pray. Pour forth, we beseech The, O Lord, Thy grace into our hearts; that we, to whom the Incarnation of Christ, The Son, was made known by the message of an angel, may by His passion and Cross be brought to the glory of His resurrection. Through the same Christ, our Lord. Amen.

SECTION V STUDENT SERVICES STUDENT CONDUCT

PHILOSOPHY

In order to create an environment of Christian living where young men can be free to achieve their potential academically, spiritually and athletically, it is essential to maintain a disciplinary system which stresses the responsibility each student has towards himself and others. St. Augustine students are expected to manifest self-discipline and self-direction. Conduct guidelines at Saints are designed to foster respect for self and others, their person, feelings and property. The basic premise is that no student will prevent a teacher from teaching or another student from learning. Students who choose to disregard school policies will be held accountable for their actions. Maturity, character and Christian values are encouraged and developed by accepting the consequences of inappropriate behavior.

Any conduct unworthy of good citizenship and the orderly progression of the school is prohibited.

Honor Code of Saintsmen

Each Saintsman, as a man of God, is called to live out core values of
Community, Truth and Love:

A Saintsman's word is true.

A Saintsman's work is his own.

A Saintsman respects the rights, feelings, and property of others
And encourages others to do the same.

INFRACTIONS CONSEQUENCE

- | | |
|---|-----------|
| 1. Class disruption. | Detention |
| 2. Tardiness to Block 1 or the first activity of any day. Unless "Fault" is observed or determined by the Assistant Principal for Student Affairs, each student will be credited five "no-fault" tardies per semester, with or without a valid excuse. However, each instance other than five will result in a detention for each violation, no matter what the excuse. Oversleeping, missing the bus, car trouble or staying home for any questionable reason are unsatisfactory excuses for being late. | Detention |
| 3. Tardiness (except Block 1 or the first activity of any day) of less than ten minutes to class, Mass or assembly. (More than ten minutes will be a truancy). | Detention |

- | | |
|---|---------------------|
| 4. Littering. | Detention |
| 5. Throwing, pitching or shooting objects. | Detention |
| 6. Eating, drinking (bottled water excluded), chewing gum in the classroom or unauthorized areas. | Detention |
| 7. Use of vulgar, blasphemous or obscene language. | Detention |
| 8. Campus misconduct such as running, pushing, punching or rowdiness in the halls, on the stairs, while waiting in lines, during Mass or assemblies. | Detention |
| 9. Infraction during the serving of detention. (For example: tardy, talking, leaving for any reason, failure to follow directions). | Detention |
| 10. Riding a bicycle, motor operated bike or skateboard on campus. | Detention |
| 11. Use of a portable radio, iPod/MP3, tape recorder, pager, laser pointer or cellular phone during school hours without permission. | Detention |
| 12. Removal from class. Students removed from class MUST report to the Student Services Office IMMEDIATELY. | Detention |
| 13. Excessive speed on or near campus or failure to observe driving laws or obstructing neighborhood driveways. | Referral |
| 14. Failure to return library books or other school books. Unless settled, detention will be assessed one week after the student's name appears on the overdue list that is delivered to his English teacher and posted in the library. | Detention |
| 15. Failure to follow school or class rules or verbal directions. | Detention/Referral |
| 16. Disrespect to school personnel, students, other persons, property. | Detention/Referral |
| 17. Present in an unauthorized area on campus during the school day. | Detention/Referral |
| 18. Plagiarism on papers, cheating on test or any other classroom assignment. | Referral |
| 19. Inappropriate actions during test or final exams. | Board of Discipline |
| 20. Possession of pornography. | Referral |
| 21. Possession of any tobacco product, smoking on or near the school campus. | Referral |

- | | |
|--|---------------------|
| 22. Truancy/unexcused absence from school, individual class(es), Mass, or assemblies. | Referral |
| 23. Failure to report to the Student Services Office when directed. | Referral |
| 24. Failure to attend a detention. | Referral |
| 25. Lying or forgery. | Referral |
| 26. Defacing property. | Referral |
| 27. Sitting in or unauthorized use of cars during school hours. Cars may not be used as lockers and students may not loiter in the parking garage. | Referral |
| 28. Leaving campus during school hours without permission from the Assistant Principal for Student Services. | Referral |
| 29. Disrespect to the neighbors of the school or their property. | Referral |
| 30. Actions gravely detrimental to the moral or spiritual welfare of other students. | Referral |
| 31. Incurable or disruptive behavior which impedes the progress of the class. | Referral |
| 32. Pushing or shoving in anger. | Referral |
| 33. Use of the school elevators without permissions | Referral |
| 34. Violation of St. Augustine High School parking regulations. | Referral |
| 35. Three referrals. | 1 Day Suspension |
| 36. Fighting, assault, battery or threat of force or violence toward students and other persons on school grounds or at school related activities. | 2 Day Suspension |
| 37. Hazing. | 2 Day Suspension |
| 38. Habitual truancy or tardiness. | Board of Discipline |
| 39. Malicious or willful destruction of real or personal property. | Board of Discipline |
| 40. Class pranks or individual student pranks directed toward the school students or school personnel (including internet postings on MySpace, Facebook, YouTube). | Board of Discipline |
| 41. Use, sale, distribution or possession of drugs, drug paraphernalia, narcotics or alcoholic | |

beverages on campus or in connection with any St. Augustine High School activity *(see Board of Discipline guidelines in this section). Board of Discipline

42. Theft, extortion; arson or possession of fireworks. Board of Discipline

43. Possession of any weapon. Board of Discipline

44. Belligerent or defiant behavior toward the school, its authority or its personnel. Board of Discipline

45. Fighting, assault, battery or threat of force or violence toward school personnel. Board of Discipline

46. Habitual or repeated violation of school rules. Board of Discipline

47. Any major offense considered detrimental to the school administration, the good order and/or safety of the school and/or its members. Referral/Board of Discipline

**** A student's discipline record is cumulative throughout the entire school year.**

Any conduct unworthy of good citizenship and the orderly progression of the school is prohibited.

DETENTION

A student assigned a detention is required to remain after school under supervision for a period of 50 minutes in detention class. Each student placed in detention is assigned to a detention lesson which may be specifically designed to clarify and to rectify behavior that led to the detention, or be assigned to clean the campus.

Any faculty or staff member can assign a detention. The school official, usually a teacher, fills out the detention slip, in duplicate, indicating the student's name, date, reason for detention and signs the slip. The duplicate is given to the student and the original is forwarded to the Student Services Office on the same day no later than 2:20 p.m. or twenty minutes after the end of school on days of early dismissal.

Detention meets daily, Monday through Thursday, after school from 2:10 p.m. until 3:00 p.m. Students are expected to attend detention on the day following their assignment to it by a school official. (A student may serve the detention on the day it is given.) A list of the names of the students assigned detention is posted daily in the Student Services Office.

An assignment to detention takes priority over any other after school activity. This means that a student assigned to a detention, but participating in athletics, band, drama, student government, or any other student activity that requires his presence after school, must first attend detention before attending the other after school activity. Students who are involved in school-sponsored tutoring can postpone their detention one day with a note from the teacher.

Note: if a student has a doctor or a dentist appointment scheduled the same day as his detention, the student may postpone his detention by first speaking with the Student Services Secretary and also bringing a signed note from the doctor's office the following morning.

The reason for the "next day" policy is to allow the student to inform his parents of his detention, and to allow the student to arrange transportation home. It is to be stressed that the student is responsible to notify his parents.

Upon reporting to the room for detention, the student is expected to bring a pen, a pencil and at least three sheets of paper. The detention lesson normally will involve a rote writing assignment, but it may take one of the following forms:

1. Students may be required to answer questions and write an original essay specifically designed to clarify and rectify the behavior that led to the detention.
2. Students may be required to copy various passages from the student handbook for the purpose of educating the student about the policies of the school.
3. Students may be required to clean up litter on or about school grounds.
4. Students may be required to clean walls, lockers, desks, lunch benches or lunch tables or graffiti.
5. Students may be required to perform a combination of any of the above.

Failure to attend detention is punishable by a referral. If a student then misses the referral assigned detentions, the student will be suspended one day and expected to serve the assigned accumulated detentions. Further truancy from detention will result in a Board of Discipline Hearing. Students who are absent from school and are unable to serve their detention have one school day to "make up" the missed detention upon return to school.

REPEAL OF DETENTION is between the student and teacher. To be effective, the student must bring a note, from the teacher, repealing the detention to the Student Services Office by 12:30 p.m. the day following issuance of the detention.

ORDER OF CONSEQUENCES

1st Referral:	3 detentions or referral infraction	a letter and/or phone call to parents
2nd Referral:	3 detentions or referral infraction	a letter and conference with parents
3rd Referral:	3 detentions or referral infraction	1 day suspension and conference with parents

4th Referral: 3 detentions or
referral infraction

Board of Discipline Hearing

* For every three detentions given for specific infractions, the student will be given a referral.

REFERRAL OFFENSES

Some offenses by their very nature are quite serious and require an immediate referral to the Assistant Principal for Student Services. Other offenses may be habitual or show lack of self control. In such cases, the Assistant Principal for Student Services will meet with the student, assign three detentions to the student and send a letter to the student's parents or guardians for the first referral offense. For the second referral offense, the Assistant Principal for Student Services will meet with the student and his parents. In some cases, the Assistant Principal for Student Services will refer a student to the counseling office. For every three detentions, a referral will be made to the Assistant Principal for Student Services.

SUSPENSION

Suspension means that the student is to remain away from school classes and all school activities for a definite period of time. Suspension may be imposed by the Principal or Assistant Principal for Student Services.

SUSPENSION GUIDELINES

1. Students shall be given oral or written notice of the charges and a fair opportunity to represent their side. Appeal may be made as described below.
2. The gravity of the action requires notice to be given parents, usually by phone, followed by a parent conference with written notice of infraction, school response, length of penalty, and other conditions, if any.
3. A student shall be placed on probation for two weeks for each day of the suspension to begin immediately with the day of suspension. Probation includes the student's loss of the opportunity to participate in any and all extra-curricular activities to include dances, club activities, athletic events including practice for sports teams either as a participant or a spectator, the school band and student government.
4. At the conclusion of **each year**, the Board of Discipline will consider the continuance of any student who has been suspended.

EXPULSION

Expulsion, the permanent termination of a student's enrollment, is the most serious penalty which the school can give and is therefore given only as a last resort for a clear and serious cause.

Ordinarily, a student will be expelled only after the following steps have been taken by the

school:

1. Conference(s) with parents, student and appropriate school personnel.
2. Suspension(s).
3. Conference with parent, student and full Board of Discipline.

DISCIPLINE REVIEW

The Discipline Board of Review will evaluate major infractions as outlined in the Student Handbook. The Board will decide if further consequences are appropriate and if the offense warrants a Board of Discipline. The Board of Review will consist of the Assistant Principal for Student Services, one other Administrator and a Faculty member.

BOARD OF DISCIPLINE

The Board of Discipline exists to consider more serious disciplinary cases. In cases involving the possibility of expulsion, the Board makes its recommendations to the Principal who makes the final decision. The Board of Discipline consists of the Principal, the Assistant Principal for Student Services, and two faculty members appointed by the Principal. The decision of the Board of Discipline is confidential.

A student appearing before the Board of Discipline may request a teacher/administrator and/or the A.S.B. Vice-President to attend the meeting to act as an observer and advisor on behalf of the student. The teacher/administrator and the A.S.B. Vice-President may participate in the discussion but do not have a vote on the Board of Discipline nor participate in the deliberation. The student's Homeroom teacher will be asked to share information on his standing in the school community.

***Board of Discipline Hearings with Regard to Infraction #41**

The Board of Discipline convenes, under the guidelines of the Student Handbook, to hear the circumstances of the case and recommends the proper consequence to the Principal. Based on the specifics of the case, the consequences may include but are not limited to the following:

- a) Further days of suspension
- b) No additional days of suspension
- c) A requirement to enroll and participate in an approved, professional counseling program
- d) Required drug testing
- e) A probationary period
- f) Expulsion

The student and his parents are given the decision of the Board of Discipline. In consequences other than expulsion, it becomes the choice of the parents to accept the conditions of the Board of Discipline or withdraw their son.

APPEALS

A student who wishes to appeal a suspension by the Assistant Principal for Student Services may do so in writing to the Principal within five school days of the decision. The written appeal should be directed to the Principal and should state the reasons for the appeal.

A student appealing the decision of the Review Board or the Board of Discipline may do so in writing to the Principal within two weeks. The Principal may establish an Appeals Advisory Committee to consider the matter. This Committee validates due process in the specific case and does not rehear the evidence. The Appeals Committee will consist of the Assistant Principal for Athletics as chairperson, the ASB Moderator, the class moderators and the student president of the appellant's class as a non-voting member (a member of the Board of Discipline will serve as a non-voting member of the Appeals Committee for informational purposes). The Appeals Advisory Committee will recommend one of the following steps to the Principal:

- a. to uphold the previous decision of the Board of Discipline;
- b. to request that the Principal reconvene the Board of Discipline to review due process in the case.
- c. to request that the Principal diminish the penalty of the Board of Discipline. Final decision of all appeals rests with the Principal.

RECOMMENDED TRANSFER

A recommended transfer is a determination by the school administrators that continued attendance either will not benefit the student or will make demands which the school cannot meet. It terminates enrollment but does not leave the stigma of expulsion.

PROCEDURE FOR RECOMMENDED TRANSFER

When determining that a student will not benefit from continued attendance or that the student's continued attendance will make demands which the school cannot meet:

1. The Principal or the Assistant Principal for Student Services will hold a conference with the parents or guardians to advise them of all of the problems that could lead to a recommended transfer and to discuss with them possible remedial action and/or educational alternatives.
2. If the problem persists, the Principal or Assistant Principal for Student Services shall confer with the parents or guardians in order to inform them of the pertinent details. The Board of Discipline will review remediation efforts and a recommendation will either be made for a transfer or for a continuation of remedial efforts.
3. After review by the Board of Discipline, the Principal will inform the parent or guardian of its

recommendation and his decision.

4. The Principal shall make an effort to assist the parents or guardian in finding other schools or agencies with appropriate facilities for the student.

5. If the parent or guardian fails without cause to attend any required conference, such conference shall be deemed waived by the parents or guardians. The Principal shall notify the parents or guardians of his decision by letter.

WITHDRAWAL ON GROUNDS OF PARENTAL BEHAVIOR

Withdrawal on grounds of parental behavior occurs when parents overtly and persistently refuse to cooperate with the school staff, policies, regulations or programs, or they may so seriously interfere in matters of school administration or discipline as to reduce significantly the school's ability to serve their own or other children. The Principal may recommend transfer in accordance with the terms and procedures outlined above.

END OF THE SCHOOL YEAR STUDENT REVIEW PROCESS

1. The Board of Discipline will convene a meeting to hear comments from faculty members regarding students:
 - a. who have been suspended anytime during the current school year
 - b. who have appeared before a Board of Discipline and are still currently enrolled
 - c. who have received two or more unsatisfactories (U's) in behavior for two consecutive quarters in the school year.
 - d. any student with excessive discipline violations
2. After the faculty meeting, the Board of Discipline will convene in closed session to decide on the status of the specific student in question for the next school year or grading period. One of three decisions will be made at this meeting:
 - a. the student may return for the next school year but under probationary conditions established by the Board of Discipline
 - b. recommendation for termination
 - c. no action taken
3. Notification of the Board's decision, if action is taken, will be made in writing to the student and parents.

RECONCILIATION WITHIN THE DISCIPLINARY SYSTEM

It is an important part of the learning process for students to take the responsibility for their own behavior. Also of equal importance is to provide an opportunity to recover from mistakes with courage and dignity.

As Christians, reconciliation of previous indiscretions plays an important role in our total faith experience. Therefore, the following guidelines apply to those students interested in reconciling their disciplinary record.

For every 25 consecutive school days that a student is free from detentions or referrals, the student will have the consequences of three detentions mitigated.

ATTENDANCE

Regular attendance is considered an absolute prerequisite for a successful learning experience. **A student who is absent from school should have one of his parents call 764-5513 voice mail box before 8:30 a.m. or the school office 282-2184 after 9:00 a.m.** to inform the school of the reason and length of the absence. In addition, the student should bring a note explaining the absence to the secretary in the Student Services Office **before 7:30 a.m. when they return to school.** The note must be signed by the student's parent. Excused absences must be cleared and approved by the Student Services Office.

If a student is absent twelve (12) class periods in any course, he may be denied credit in that class for the semester. An Attendance Review Board may hear the specifics of each attendance case in which a student exceeds eleven absences in any course.

If a student is absent from school he is not allowed to participate or attend a school function on that day.

REQUEST FOR EXCUSED ABSENCE

Students seeking permission in advance to be excused from school or specific course periods must obtain prior approval using the **Absentee Permission Form** and a note from the parent. Missing a class is considered an absence, whether excused or unexcused. It is the responsibility of the student to complete this form. Assignments must be turned in on the day of the student's return to class (or at the discretion of the teacher) in order to receive credit. Failure to complete assignments will directly influence grades. The student must have approval from the Administration first and then all of his teachers in order for the absence to be excused. The completed form must be turned into the Student Services Secretary **BEFORE** the requested absence. A copy will be retained by the student for homework reference.

ATTENDANCE REVIEW BOARD

The Attendance Review Board is organized to hear the specifics of each attendance case in which a student exceeds eleven absences in any course. The Attendance Review Board is comprised of the Assistant Principal for Student Services, the Assistant Principal for Academics, the Class Moderator of the student's current grade, and a faculty member-at-large. The student and his parents or guardians will have the opportunity to explain the circumstances that have led to excessive absences at a hearing. After the hearing, the Attendance Review Board will make the decision to either deny credit or continue enrollment. Students denied credit must make up the

course during summer school.

TRUANCY/UNEXCUSED ABSENCE

A truancy is an absence which neither the school nor parents or guardians have authorized.

An unexcused absence is an absence the parents or guardians have authorized, but the school does not. In either situation the student will be given a referral and a detention for each class period missed over the three minimum detentions for the referral.

THE SAINTSMAN STANDARD OF DRESS

The philosophy of the St. Augustine standard of dress is to foster an attitude of camaraderie and to promote pride in one's appearance.

A Saintsman is to be neat and well-groomed at all times. In general, the school relies upon the good judgment of both students and their parents or guardians in the achievement of this goal.

The first period and homeroom teacher will exercise special attention to see that all students are meeting the requirements of the dress code. If a student's attire is totally unacceptable, he will be sent to the Assistant Principal for Student Services immediately.

Violation of any part of the dress code will cause the student to meet the tie day requirements for the next school day unless the next school day is a scheduled school tie day. In this case, the student will be assigned a tie day the following school day. If a student persists in violating the dress code, he may receive more than one dress code violation in a single day, except in cases where correcting the violation is not immediately possible. If the student does not meet the tie day requirements on the day assigned, he will be given a detention. The next day/tie day consequence serves as a warning. The student will receive three of these warnings for the entire school year. On the fourth and subsequent violations of the dress code, the student will receive an automatic detention.

Any form of appearance violating the basic norms of the code for student attire, even though conforming to the specific guidelines, is out of order and subject to sanctions. Some interpretation and judgment in these matters is necessary. Nevertheless, the administrators of the school will be the final judges of what is or is not acceptable.

The dress code is applicable while on campus during the school day.

REGULAR ATTIRE

1. Long Pants

Cotton Twill Pants are acceptable in navy blue, beige khaki, black, olive, stone, and putty. Pants may not be oversized, baggy, torn, rolled, or unhemmed. No cargo pants. The waist size and length of the pants must be the student's natural waist size and inseam. No pockets outside the pants. No pants with horizontal seams.

2. Shorts (*worn as an option to pants*)

Cotton Twill Shorts are acceptable in navy blue, beige khaki, black, olive, stone, and putty. Shorts may not be oversized, baggy, torn rolled or unhemmed. Shorts must be worn at the natural waist size. The waist size of the shorts must be the student's natural waist size. Shorts worn below the hip are not acceptable. Although some reasonable allowance for growth is permitted the severe "baggy" style is not acceptable. Shorts must be below mid thigh but no longer than the knee. Shorts must be hemmed. No pockets outside the shorts.

3. Belts

Belts are to be worn with pants or shorts. The belt must be cloth or leather and solid colored. Metal studs or decorations are not acceptable. The entire length of the belt is to be worn inside the belt loops of the pants or shorts. Suspenders and athletic belts are not acceptable.

4. Shirts

Three styles of shirts are permitted. Shirts must always be tucked in and have a button down front.

- a. Any solid colored knit polo style shirt with collar. (Manufacturers and Saints logos are acceptable.) They may be long or short sleeve.
- b. Solid colored full turtle neck shirts.
- c. Solid colored cotton or cotton-blend dress shirts with collars. They may be long or short sleeve.

* *Shirt colors must be different from the color of the pants or shorts.*

5. Outerwear

If outerwear is worn in the classroom then it must have the official St. Augustine monogram displayed.

6. Footwear

Any type of clean conventional shoe such as oxford hard sole style or athletic shoes are acceptable. If boots are worn they must be lace-up style only. Boots must not have any exposed or unexposed metal or be a military style. Boots can be worn with pants, not shorts. Shoes must have backing, hard rubber or leather soles, and have laces. An exception to lace up shoes is a dress shoe that can hold polish. No sandals or slippers

7. Socks

Socks must be worn at all times. If shorts are worn then the sock color must be white or black and no higher than crew length. Socks **MUST** cover the ankle at all times.

Hats

Only officially monogrammed St. Augustine hats will be allowed on campus. Hats are not to be worn indoors. Acceptable hats must not be modified.

9. Hair

Hair styles must be neat, clean and combed at all times. Hair must be off the face and forehead. Hair length minimum: there must be an appearance of hair on the scalp (shaved heads are not acceptable). Hair length maximum is 4.5 inches. Hair may not extend below the top of the collar while standing with eyes to the horizontal. Hair may not extend below the top of the ear. Tails, sculpting and spiking are not permitted. Shaving of the scalp anywhere on the head, braiding, dreadlocks, twists or ponytails are not acceptable including corn rows. Only the student's natural color of hair is permitted, no dyeing or bleaching.

** If a student does not meet the hair guidelines then a Dress Code Violation will be given and the student will meet the tie day requirements until the problem is remedied within a reasonable amount of time to be determined by the Assistant Principal for Student Services.*

10. Miscellaneous

- a. Students must be clean shaven. Facial hair (beards, mustaches, and exaggerated sideburns). Sideburns cannot be longer than the bottom of the ear lobe and no wider than one inch.
- b. Earrings and extreme use of jewelry are prohibited on campus. **Earrings may NOT be covered.**
- c. No chains of any kind are permitted
- d. No exposed tattoos.
- e. Long sleeve shirts may not be worn under short sleeve shirts.
- f. No facial make-up, no nail polish or finger nail extensions

TIE DAYS

The following guidelines are to be observed all day on days when Mass or formal assembly is scheduled for the student body. All components of the Regular Student Attire are to be maintained on Tie Days with the following exceptions:

1. Shirts - Any solid colored cotton or cotton-blend dress shirt with a collar. It may be long or short sleeve. No turtlenecks or polo shirts.
2. Ties - Compatible colored, standard length necktie or clip-on bow ties.
3. **Outerwear - Official St. Augustine monogrammed outerwear and Saints Letterman's Jackets are acceptable.** (See Section VI – Letterman's Jacket description).
4. Jackets, sweat shirts and sweaters are not to be worn under school vest or jackets
5. Pants - The guidelines for the Regular Student Attire regarding pants are to be followed. Shorts are not acceptable on tie day.

SPIRIT ATTIRE

Spirit Attire is designed to show school spirit **through Saints monogrammed shirts and/or sweatshirts only**. If this day is given to the student body, the individual student has the option of meeting the Spirit Attire guidelines or meeting the dress code requirements of that day. The spirit

wear must be clearly displayed at all times. Regular Student Attire is to be maintained on Spirit Days with the following exceptions:

1. A T-shirt may be worn if it is a St. Augustine athletic team shirt regardless of color combination.
2. No physical education wear may be worn. No sweat pants, No warm-up pants, No athletic shorts of any kind.
3. Jeans may be worn with spirit wear attire.

THE GUIDANCE PROGRAM

The philosophy of St. Augustine High School's Guidance Department has its roots in the tradition of Augustinian Catholic education and a commitment to the Liberal Arts that encourages the development of mind, heart and body. The Guidance faculty provides quality services that assist students in becoming independent, intelligent, responsible, Christian gentlemen dedicated to achieving their highest potential.

The Guidance Program is a planned sequential program that contains age appropriate activities in the many areas, which are designed to assist young men in their healthy personal, and academic development. Parents, of course, are the primary educators of their sons, and the Guidance Department seeks to support and enhance this relationship, through the efforts of a counselor who provides additional academic guidance and consultation. Guidance activities include grade appropriate academic advising and support, personal and social counseling, career awareness, testing, and college counseling.

ACADEMIC COUNSELING

Academic counseling is provided by counselors who assist the student in course planning that will lead to high school graduation and college admission. These counselors also monitor student progress throughout the four-year course of studies. When necessary, the counselor will assist the student in dealing with impediments to his academic and personal development through a variety of remediation activities.

COLLEGE COUNSELING

The transition from high school to post secondary education is a developmental process and must start with early planning. Beginning with the freshman year, students meet with their counselor to discuss their academic plans and work in the Naviance program which is utilized throughout their high school career. Included in planning is developing a four-year plan, reviewing college entrance and testing requirements, grades, and personal interests. As a junior, the student and the parents confer with their counselor to finalize plans for the college application process and the senior year. The student and family receive additional support during the second semester of the junior year and the entire senior year with numerous opportunities for extensive college counseling, financial aid and scholarship searches.

Other services provided by our Counseling Program include the interpretation of the PSAT in the 9th, 10th and 11th grade, a College topics Night for Parents at each grade level, Financial Aid Night, ongoing visits by college representatives, and continual updating of parents and students on college requirements. In addition, students and parents are kept informed of college related activities through the Counseling page on the Saints web site, Naviance, classroom presentations by counselors, the distribution of publications to students which are grade appropriate. Counselors are available for additional student and parent conferences upon request.

PERSONAL COUNSELING

While promoting the development of mind and heart, St. Augustine High School provides personal guidance counseling to its students, and where appropriate, to the student's family. Since the high school years are a time of great change, challenge, opportunity and threat, personal counseling is intended to help the student mature, understand himself and to assist with responsible decision making.

Students may contact the counselor directly or be referred by another person. Supporting a student at times involves collaborating with other people such as parents, teachers or coaches. Still, issues discussed with the counselor privately are confidential. There are exceptions to confidentiality that may be permitted or mandated by California law. Such exceptions include, but are not limited to, reporting suspected child abuse, and/or when a student poses a serious threat of harm to himself or to others.

SPIRITUAL AND RELIGIOUS GUIDANCE

Spiritual and religious guidance is primarily available through the School Chaplain and the Campus Ministry Office. This type of guidance may also be effectively sought from personal counselors, religion teachers, any of the Augustinians, and often a lay teacher

STUDENTS WITH LEARNING CHALLENGES

St. Augustine High School is an Augustinian Catholic college preparatory school that believes in an inclusive approach to education. While St. Augustine High School does not have a designated learning disability program, those with learning challenges may be provided limited accommodations upon **timely** submission of appropriate documentation and a consultation with the St. Augustine High School counseling staff and administration. **For consideration to receive learning accommodations for the Fall semester, a completed, current, and verified individualized Educational Plan (IEP) must be on file with the school no later than August 15. For consideration to receive learning accommodations for the Spring semester, a completed, current, and verified individualized Educational Plan (IEP) must be on file with the school no later than January 15th.** Please contact your guidance counselor or the Assistant Principal for Academics for further information.

TUTORING

Each faculty member is available to help students academically outside of class hours. Teachers set their own tutoring schedules and a copy of the tutoring schedule is available on the website and from the Assistant Principal for Academics. It is the responsibility of the student to coordinate tutoring opportunities with each individual instructor.

SHEPHERD PROGRAM

Some students, based on academic need, require the support of the Saints “Shepherd”. The “Shepherd” is a faculty member that coordinates a tutoring program for students who have been identified by their guidance counselor or who are on academic probation. While in the Shepherd program, students can get assistance with their academic courses and help with organization and study skills. The Shepherd monitors the progress of these students and works closely with teachers and guidance counselors to assist the student in improving their academic life.

MATH EXCELLENCE PEER-TUTORING PROGRAM

The Math Excellence Peer-Tutoring Program was created for those students who want additional help in the subject of Mathematics. Open and running from 7:00 a.m. to 7:40 a.m. every day in Room 212, the peer-tutoring program is staffed by members of the National Honor Society and by students who have excelled in their math classes. The coordinating faculty member and the student tutors are able to offer assistance to Pre-Algebra, Algebra I, Geometry, and Algebra II students.

STANDARDIZED TESTING PROGRAM

The standardized testing program provides the opportunity for the student and his parents to obtain an objective appraisal of his abilities, including his strong and weak points, as background for intelligent decision-making.

Ninth, tenth and eleventh grade students will be expected to take the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT). This test directly helps prepare students for the SAT college entrance exam. It also provides juniors the opportunity to compete for National Merit Scholarships. A counselor is responsible for and maintains records for students requiring additional time on standardized tests.

Standardized test results are not automatically placed on transcripts sent to colleges.

St. Augustine High School provides information about after school test preparation programs for the SAT, ACT, and PSAT.

SPECIAL NEEDS COUNSELING

The Counseling Staff maintains information files on students identified that have special academic needs. The student’s counselor notifies the faculty of the students and their needs and

assists them in applying or testing accommodations from the College Board and ACT. A list of educational psychologist's referrals are also maintained by each counselor.

HOMEROOM

The goal of Homeroom is to foster a relationship between the student and the teacher, provide leadership opportunities, presentations schedule events and announcements for students that do not impact the academic schedule. This weekly meeting ensures that they are receiving the kind of mentorship, guidance and advocacy crucial to help students realize their academic goals. St. Augustine High School is committing itself to the fundamental goals of fostering positive relationships, community building and providing access to essential knowledge and resources for all students.

The key objectives of Homeroom are:

- to provide the students with the support and skills they need to be successful in school and prepared for adult life.
- to help students develop positive relationships and a sense of community among themselves.

STUDENT AND CLUB ACTIVITIES

INTRAMURAL ATHLETICS

In addition to the regular array of interscholastic sports, the St. Augustine Associated Student Body offers the students an alternative to league competition. The purpose of the intramural program is to give ALL students a chance to compete among themselves. All students are eligible to compete in the sports offered with the exception of varsity players in the respective sports. Each homeroom is allowed as many distinct teams as it can form.

CLUBS

Working under charter from the Student Government, Saints various student clubs reflect the many talents and interests of Saintsmen. Many are centered around student interest areas and others are centered around recreation. The structure of the student activities at St. Augustine makes possible further development of new clubs to provide for the full education of Saintsmen. New clubs are welcomed with enthusiasm. Additional information about existing clubs or starting a club can be obtained from the Commissioner of Publicity of the A.S.B.

PUBLICATIONS

For those interested in photography and/or journalism, Saints offers the Journalism Club. The Journalism Club is responsible for producing the school newspaper, The Augustinian. The annual, The Saintsman, is produced by the Yearbook class.

ELIGIBILITY FOR THE STUDENT COUNCIL

All members of the Student Council shall have attended St. Augustine High School for one semester previous to nomination and each must have earned for the semester previous, no less than a 2.0 grade point average (GPA), and shall have approval of his current instructors. He must also obtain the permission from the Assistant Principal for Student Services and the Assistant Principal for Academics.

RULES GOVERNING ATTENDANCE AT ALL SAINTS DANCES

The following rules are made for the common good of all and we ask your cooperation in following them.

All dances at St. Augustine High School are closed dances. Admittance to our dances is always by means of the ASB card. Any high school girl escorted by a Saintsman is welcome as long as she has a guest pass obtained in the ASB Office prior to the dance.

A male friend of a Saintsman may attend dances in the gym as a guest. However, on the following conditions:

- a. That he has a guest pass obtained from the Student Services Office prior to the dance.
- b. That he enter the gymnasium with the Saintsman, unless an exception was made in advance of the dance with the ASB moderator approval.
- c. That he have a current and valid school I.D. from some high school.
- d. That he adheres to the rules of Saints dances.
- e. That the Saintsman is responsible for his friend's behavior while at the dance.

If parents are coming to pick up student(s), notification for pickup time and location of pickup should be made prior to the dance. Chewing gum, eating or drinking are not permitted in the Saints gymnasium.

For off-campus dances (Homecoming, Senior Prom, etc.), no admittance will be made 30 minutes after the dance begins. Students will not be permitted to leave until a half hour before the end of the dance.

It is emphasized that drinking or being under the influence of drugs or alcohol is an extremely serious offense. Those who are guilty of this at our dances, or at any other school function, will be suspended and be required to appear before the Board of Discipline.

STUDENT SERVICES POLICIES

ACCEPTABLE USE POLICY

St. Augustine High School is pleased to offer students access to a computer network for Computer Resources and the Internet. To gain access to the Internet, all students must obtain the parental permission form available in the library and returned to the librarian with verified

signature. (For further information see Section IX, Student Handbook).

CELL PHONE POLICY

Regarding student's possession and use of cell phones/iPods and other electronic devices. This policy is meant to help maintain an educational focus in the classroom and other study areas and respect the needs of our students to have reasonable access to their phones and other electronic devices. We acknowledge that this is the age of instant communication as well as the need to maintain a proper environment for students, faculty and the educational process.

- **CELL PHONES, iPods, OR OTHER ELECTRONIC DEVICES ARE NOT TO BE USED IN THE CLASSROOMS UNLESS AUTHORIZED BY THE CLASSROOM TEACHER. Cell phones and other devices are to be turned off or placed on silent/vibrate mode during class. Students should keep these items in their backpacks.**
- CELL PHONES, iPods, OR OTHER ELECTRONIC DEVICES may be used before/after school, and lunch periods. They may not be used during passing periods unless authorized by a teacher. Head phones and ear buds should never be used on campus.
- **Unauthorized use of these devices in the classrooms is a violation of this policy. Violators of the policy will be subject to one of the following disciplinary actions: confiscation of the device until the end of the day, and a detention, referral, suspension, or dismissal depending on the nature of the violation.**
- In an emergency situation, an administrator or faculty member can give a student permission to make a call from a cell phone.
- Parents should continue to call the school for any emergency situation. We will contact your son.
- The use of camera phones is strictly forbidden in specific areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices at any time. Such use may also be in violation of the criminal code.

CLOSED CAMPUS POLICY

St. Augustine is a closed campus. Permission to leave must be obtained from an Assistant Principal or Principal. No teacher may give a student permission to leave the campus.

ELEVATOR USE POLICY

Faculty and students wishing to gain access to the elevator must seek the approval of the Assistant Principal for Student Services and agree to the standards for elevator safety. After review, the Assistant Principal for Student Services will give elevator authorization for a predetermined period of time. Students using the elevator without prior consent will receive a referral.

IMUNIZATION / VACCINATION POLICY

Adopted 8/30/16

St. Augustine policy and California law require students to be immunized. In order to promote and protect the common good, Saints expects all enrolled students to have immunizations records and proof of vaccinations as prescribed by California state law. St. Augustine High School does not provide religious or personal exemptions to students for required vaccinations.

SENIOR OFF CAMPUS LUNCH PRIVILEGE POLICY

Seniors are eligible for "off-campus" lunch privileges upon the determination of the Assistant Principal for Student Services and when the senior has the proper form on file with the Student Services Office. The form, signed by the parents, requests permission for the student to leave campus during lunch and releases the school, administration, faculty and staff from any liability in the event of an accident. The school may deny a senior this privilege at any time.

GENERAL INFORMATION

ANNOUNCEMENTS

Announcements to be made on the morning broadcast should be only those of interest to the entire student body. Announcements must be clearly written and delivered to the main office the day before they are to be announced. Deadline is 1:30 p.m. Approval for announcements must be granted by the ASB moderator.

Public Address Announcements may not be made during scheduled standardized tests, first and second semester exams, and Advanced Placement Testing.

CARS, TRUCKS, AND BICYCLES

Limited parking space is provided for students who drive to school. Detailed parking instructions are located in the Student Services Office. All students parking in the garage and neighborhood must register their vehicles in the Student Services Office and display the Saints Parking Tag from their rear view mirror. Students are not to be in or loitering about cars during the school day. The garage and cars are off limits. Bicycles are not to be ridden on grounds during school hours

HOT FOOD SERVICES

The Saints kitchen is located on the west end of St. Augustine Commons building. It serves breakfast foods before school, at lunch and after school. The kitchen serves the schools needs as a caterer for nights and weekend events.

LIBRARY

The Rev. John R. Aherne, O.S.A. Library is open from 7:00 a.m. until 3:30 p.m., Monday thru Thursday and 7:00 a.m. until 1:00 p.m. on Friday. The library features many up-to-date books, magazines and newspapers and comfortable surroundings in which to study. Computers are available for student use.

LOST AND FOUND

Students should learn responsibility by taking care of their personal belongings and writing their names in ink in books, gym clothes, tennis shoes and the like.

Any student finding an item - not his own - should turn it in immediately to his teacher or to the Student Services Office. Failure to do so may be considered theft.

The school accepts no responsibility for personal property stored in classrooms, locker or activity rooms. The school's insurance policy does not cover students' lost, stolen or damaged personal property.

OVERDUE NOTICES

Computerized overdue lists are posted. Also, a list of student names in each homeroom with overdue books is given to the homeroom teacher who will notify the student.

If a student appears on the overdue list three times for the same book(s), he will be assessed detention.

If a bill for lost books has to be sent home, a \$5.00 handling fee will be added. Unpaid bills for overdue books are due before final exams may be taken.

PROCEDURE FOR CHECKING OUT LIBRARY BOOKS

Books can be checked out for two weeks and may be renewed as often as necessary. A ten cent fine will be assessed for each day the book is overdue. A twenty-five cent fine for overdue reference materials is assessed.

RESPECT

One of the chief virtues of the Christian person is respect. Respect implies that a Saintsman show courtesy to all members of the faculty and staff, especially when greeting them. At all times the terms, "Father", "Deacon", "Brother", "Sister", "Dr.", "Mr.", "Miss" or "Mrs." are to be used when addressing faculty and staff members. A warm and friendly atmosphere among faculty, staff, students and visitors is a prized characteristic of St. Augustine High School.

SCHOOL LOCKERS

Lockers are school property. Students must purchase their own school locks from the Student Services Office. Only school locks may be used. Locks other than school locks are not permitted and will be cut off.

The school has the right to inspect lockers at any time. Student lockers are generally inspected only for health or safety reasons or when necessary to protect other students.

Students are urged not to share their lock's combination with others. If there are problems with locks or lockers, the student should see the Assistant Principal for Student Services. If a student's locker is damaged or defaced, a charge will be made.

STUDENT ACCIDENT INSURANCE

The school provides all students secondary insurance coverage for injury resulting from an accident during a school sponsored and supervised activity on or off the school premises. This coverage is supplemental to other coverage a student may have in place.

If a student is injured during any school sponsored activity, the school's Health Services Coordinator must be notified immediately or as soon as possible after the injury in order that a claim notice may be completed. The Health Services Coordinator is also available to explain our student accident policy benefits.

STUDENT ASB CARDS

The Associated Student Body card is the student's official identification for school related activities. It should be carried by students at all times. ASB cards are issued to students at the beginning of the school year. A lost ASB card should be reported to the ASB moderator as soon as possible. A new card will be issued at the cost of five dollars. **THE ASB CARD MUST BE SURRENDERED TO ANY TEACHER OR ASB OFFICER UPON DEMAND.**

TEXT BOOKS

We are partnered with Follet Virtual Bookstores to provide textbooks for the 2018-2019 school year. Books will be available for rent or purchase over the summer on our virtual bookstore website www.sahs.bkstr.com. The virtual bookstore will open July 10.

Workbooks and pocketbooks will be sold to students individually as needed during the year from the book store. These become the student's property and are not bought back by the school.

THE MAIN OFFICE

The Main Office of the school is located in Vasey Hall. It is open from 7:00 a.m. to 3:00 p.m. on school days. Students may conduct school related business in the office during its normal hours.

SECTION VI INTERSCHOLASTIC ATHLETICS

St. Augustine High school places the highest priority on the overall quality of the educational experience. In so doing it seeks to strengthen the integration of objectives and programs in athletics with academic and developmental objectives, and to assure the integration of athletes with other students.

The athletic program is characterized by the following:

1. Participation is encouraged by maximizing the number and variety of athletic opportunities for Varsity, Junior Varsity, and Freshman teams.
2. Participants receive the same treatment as other students. They have no unique privileges in admission, academic advising, course selection, grading or financial aid. Similarly, athletes are not denied rights and opportunities that would be available to them as non-athletes.
3. Students are supported in their efforts to reach high levels of performance by providing them with adequate facilities, competent coaching, and appropriate competitive opportunities with students from comparable schools.
4. Primary emphasis is given for in-season competition but exceptional teams and individuals will be encouraged to participate in post season championship play.
5. Varsity letters will be awarded only in those interscholastic sports offered at St. Augustine High School. Letters will be awarded by coaches whose players and support staff have met the criteria for each individual sport. Each head coach will make these criteria known prior to the beginning of the season.

ATHLETIC ELIGIBILITY FOR INTERSCHOLASTIC SPORTS

Standards for athletic eligibility have been set by the California Interscholastic Federation Office (CIFSDS) Athletic eligibility at Saints is determined at every grading period (each quarter). Students must have a 2.0 grade point average at the previous grading period to be eligible for interscholastic athletics. The day for establishing eligibility for the next quarterly period is the day following the official issuance of report cards. All other criteria for establishing academic eligibility will be found in the CIF Greenbook.

Any student who fails to meet the minimum 2.0 grade point average at the end of the second semester may regain eligibility through summer session attendance and may be eligible for the fall semester. The student must meet with the Assistant Principal for Academics who will recommend and authorize required course work in the summer. When new courses are taken in summer school,

all grades received in the second semester together with all summer session grades shall be counted in computation of grade point average. If the average is 2.0 or better, the student shall be eligible for the first quarter of the next school year.

In addition, see Section X of the Student Handbook for the School's Substance Abuse Policy.

OFFICIAL SCHOOL COLORS

The traditional school colors of St. Augustine High School are Purple and Gold. When available, these are defined as "Royal Purple and Vegas Gold". The primary background colors of any garment are to be either royal purple or Vegas gold. Gray or white may be substituted as primary background colors based on CIF guidelines.

Letterman's Jackets in colors other than the school approved (purple body, Vegas gold sleeves) will be deemed unacceptable for wear on campus as official outerwear.

SECTION VII HONORS AND AWARDS

GOLD MEDALS

The St. Augustine Medal is awarded to the senior student who from the viewpoint of academic achievement, citizenship and leadership is regarded as the most representative graduate this year. He must be a four-year Saintsman. The key quality is leadership. Selection is by faculty vote. Honorable Mention is awarded.

The Christian Conduct Medal is awarded to the student whose citizenship record has been of the highest excellence and who is judged to have shown positive evidence of those attributes befitting a Christian gentleman. Selection is by faculty vote. Honorable Mention is awarded.

The Gold Medal for Excellence in Athletics is awarded to an athlete who has excelled in at least two sports, traditionally for two years, and exhibits the attributes befitting a Saintsman. The Athletic Gold Medal recipient and Honorable Mention will be recommended by the athletic committee and three additional at-large members selected by the Principal and the Assistant Principal for Athletics and confirmed by faculty vote.

The Gold Medal for Excellence in Visual & Performing Arts is awarded to a senior who has excelled in the Visual and Performing Arts, traditionally in at least two disciplines for at least three years. The senior must have exhibited creative and intuitive thinking and exhibit the attributes befitting a Saintsman. The Visual and Performing Arts Gold Medal is recommended by the department and confirmed by faculty vote. Honorable Mention is awarded.

THE AUSTIN EXAMS

The “Austins” are rigorous oral examinations in English, mathematics, religion, science, social studies and visual and performing arts. The exam also assesses the participants’ understanding of the Integral Student Outcomes. Criteria for selection are as follows:

The senior with the highest weighted academic cumulative grade point average at the conclusion of the seventh semester (P.E. excluded) automatically will be invited to sit for the Austins. The remaining students, normally five, will be selected by the Academic Council from the top 10% of the graduating class.

The chairpersons of the academic departments represented in the Austins recommend graduation with specific academic distinctions for participants. The administration ratifies the recommendations.

The specific academic distinctions include

- Austin Scholar - Summa Cum Laude (with highest praise)
- Austin Scholar - Magna Cum Laude (with great praise)
- Austin Scholar - Cum Laude (with praise)

CUM LAUDE

All seniors graduating with an academic weighted 3.6 cumulative G.P.A. or higher, graduate "Cum Laude." (**Based on the first 7 semesters**)

THE MEDAL FOR EXCELLENCE IN STUDIES – GRADES 9 – 12

The Medal for Excellence in Studies for a particular grade level is awarded to the student who has the highest weighted academic grade point average over the first three quarters of that school year, excluding summer school courses, Intersession courses, independent study and off-campus courses.

Honorable Mention is awarded.

THE PRINCIPAL'S TROPHY AWARDED FOR EXCELLENCE IN STUDIES OVER FOUR YEARS

The Medal for Excellence in Studies over four years is awarded to the graduating senior who has the highest weighted cumulative grade point average for seven semesters of high school based on six class periods over three years and at least five class periods in the senior year. Any credit for classes beyond the regular school day and any summer school courses are excluded from the G.P.A. computation.

Honorable Mention is awarded.

SALUTATORIAN

The Salutatorian will be selected by invitation of the Academic Council on the basis of an essay written as the Salutatory address and judged by select faculty and administration. Students eligible to be considered for Salutatorian traditionally come from the top ten percent of the graduating class at the conclusion of the seventh semester of study.

DEPARTMENTAL AWARDS

The academic departments may recognize the success and accomplishments of our students at an awards assembly in the spring of each school year. The academic departments, the campus ministry program, the athletic department, the counseling department and the A.S.B. coordinate numerous awards and honors. Any parent or guardian is welcome to attend the Awards Assemblies in the month of May.

SECTION VIII FINANCES

ST. AUGUSTINE HIGH SCHOOL POLICIES

As a private secondary school, St. Augustine relies on tuition as the major source of operational revenues. The Catholic tuition rate provides funding for over 90% of operational costs. Therefore, we are dependent on timely tuition and fee payment from the families we serve. For this reason the school has established the following financial policies.

We realize that while the tuition is affordable to most families, there are those who will find it difficult to pay the entire amount. For those families who qualify, we have various tuition assistance programs, some of which are listed with these policies. If you feel you will need some form of tuition assistance, we encourage you to apply for aid.

For current enrolled students returning in the Fall, application forms are available on the school's web site in February for the following year's grant program. For students entering Saints for the first time (and their brothers) application forms are available on the school's web site in December. **Parents must reapply each year for tuition aid.**

Please take time to familiarize yourself with our financial policies, particularly in the areas of deposits, tuition payments, withdrawals and refunds. We ask that you retain this information for reference during the school year.

Payments made to an account throughout the year are applied to the outstanding balance rather than specific charges.

HOW TO PAY

St. Augustine utilizes Smart Tuition services for the processing of parent account payments. Each family has established an account with Smart indicating how payments will be made and account information can be accessed at any time on-line or by phone.

Parents have several payment options available through Smart:

1. By check: make checks payable to Smart Tuition and include your account number on the check. Payments must be received prior to your established due date. Mail payments to Smart Tuition P.O. Box 54228, Los Angeles, CA 90054-0228.
2. Online: access your account at anytime using your personal password at www.smarttuition.com.
3. By telephone: contact Smart to make a payment by phone or to establish automatic payments. Smart's help line is 888-868-8828.

REGISTRATION

A student is not considered registered until a completed tuition contract and proper registration and deposit fees have been submitted. These fees are non-refundable.

Students whose parent or guardian account owes a balance from a prior year are not allowed to return in the fall of the next year until the account is made current. Therefore, if a student has a past due balance, submits a completed tuition contract and payment in the amount of the registration and tuition deposit the payment will be applied to the outstanding balance due and the student will not be considered registered. This may adversely affect a student's course selection options. Once the account is current, the registration and tuition deposit will be charged and become payable to complete the student's registration.

TUITION

Families may elect one of three methods for tuition payment: prepaid in full, quarterly, or monthly. Students must have full, first quarter, or two monthly payments and the general fee (see below) made prior to attending classes at the start of an academic year.

If an account becomes severely delinquent (two months or one quarter past due) during the school year a student may be withheld from attending classes, or withheld from taking final exams which could result in incomplete grades.

TEXTBOOK RENTAL FEE

St. Augustine High School has partnered with Follet Virtual Bookstores to provide textbooks for the school year. Books will be available for rent or purchase over the summer on our virtual bookstore website www.sahs.bkstr.com. The virtual bookstore will open in early July.

GENERAL FEE

The general fee is charged each student for various educational materials, testing, accident insurance, the school yearbook, parents' club activities, ASB and class fees. The fee is payable with the student's first tuition payment.

A.P. EXAM FEE

The Advanced Placement (A.P.) exam fee is charged each student who takes an A.P. class for whom the school orders an A.P. exam. The fee is charged per test ordered. The fee is payable at the beginning of the fourth quarter.

GRADUATION FEE

The graduation fee covers all graduation activities and supplies including cap and gown rental, twelve invitations and a box of name cards, Baccalaureate Mass and commencement facilities costs, and diplomas. The fee is payable at the beginning of the fourth quarter. Additional announcements may be purchased from the registrar.

LATE TEST FEES

If a student is unable to take a semester exam(s) at the time specified by the Assistant Principal for Academics, the student must pay \$25.00 per class and this fee is payable prior to taking the make-up exam(s). This fee does not apply to a student withheld from exams because of delinquent tuition.

LATE ENTRANTS

Any student who enrolls after the first day of first quarter classes and prior to the first semester exams will be charged the application fee, full deposit, general fees, and full tuition for quarters attending. Students enrolling after the beginning of a particular quarter will be charged tuition on a pro-rata basis depending on the weeks remaining in the quarter of entrance.

If a student enrolls anytime after the first semester he will be charged the application fee and one-half of the deposit, and general fees. For all late entrants the application fee, applicable deposit and fees, and tuition must be paid before attending classes.

WITHDRAWALS AND REFUNDS

A student who withdraws or is asked to leave the school must have his account on a current status and return any school library books, or athletic equipment before the school will release his report card. Should a student leave school during a quarter, tuition for that quarter will be refunded on a pro-rata basis along with any additional tuition on account. The following fees are non-refundable in total after payment: application, registration, general fee, tuition deposit, I-20, and graduation fees.

FOREIGN STUDENTS REQUIRING FORM I-20

A student who requires the completion of an I-20 form prior to attending school must deposit full fees and the first tuition payment when registering. An additional \$25.00 fee for completing the I-20 form is payable when registering and this fee is non-refundable.

SCHOLARSHIP AND TUITION GRANTS

In addition to scholarships at entrance, grants based on financial need and/or achievement are available to deserving and competent students enrolled in the school or accepted for the coming school year. Tuition grants provide for partial payment of tuition costs. They do not cover summer school, or fees. They are granted for one year only. **Parents must reapply for subsequent years.**

A limited amount of funding is available for scholarship and tuition grant awards. Because of this, not every request can be made in its entirety, and some discretion must be exercised in attempting to match available funds to families most in need.

For returning students grant application forms are available on the school's web site in February for the coming school year. Instructions for completing the form are published with the application along with the deadline for submitting completed forms (generally mid-March).

For students entering Saints for the first time (and their brothers) application forms are available on the school's web site in December.

Unless stated otherwise, if a student is to receive tuition assistance it will be credited on a pro-rata basis according to the selected method of payment (annual, quarterly, monthly). Students receiving scholarships or grants must maintain a minimum 2.00 GPA (unless a higher GPA is specified) and be in good standing with the Assistant Principal for Student Services.

AVAILABLE TUITION ASSISTANCE GRANTS

The school has various tuition assistance grant programs available to qualified families. Parents or guardians must reapply before the published deadline each year they wish to be considered for tuition assistance. Available grants include

- 1. PRINCIPAL'S SCHOLARSHIPS:** Ten tuition scholarships are awarded each year to those students achieving the highest scores on the school's entrance exam. Recipients are notified by the Principal in February after the school receives the results of the exams. Recipients receive a specified tuition credit for each of their four years of attendance.
- 2. MUSIC SCHOLARSHIPS:** A limited number of merit scholarships are awarded to students participating in the school's music program. Students awarded a music scholarship must maintain their involvement in the music program throughout the school year. Information on these scholarships is available from the music director. Recipients are notified by the music director in May and tuition credit is applied in the following year's fourth quarter.
- 3. GENERAL SCHOOL GRANTS:** The school, with assistance from the efforts of the President's Office and friends of Saints, provides needs-based aid to worthy families whose relative need is determined by financial information provided in our application forms. This is the largest single source of financial aid. Application forms are available on the school's web site in February.

DAMAGE FEES

Any student found deliberately damaging school property will be charged a damage fee to cover the cost of repair. Any student issued school property for use in athletic participation or extra-curricular activities will be charged a fee for replacing the equipment if it is not returned when requested or returned in damaged condition.

TRANSCRIPTS

Following graduation (or preceding the seventh semester) one transcript of record is sent free to a college or professional agency; after that a fee of one dollar is charged for each additional transcript.

WITHDRAWALS - TRANSFERS

Parents or guardians need to notify the school's registrar and complete required documentation if a student is withdrawing prior to his graduation date. Outstanding tuition and fees (including any library overdue fees) must be paid and any school issued equipment must be returned for a student to be considered withdrawn officially.

Refunds due will be made payable to the parent or guardian responsible for payment based on the tuition contract on file in the business office and refund checks are issued within one week of the student officially being withdrawn.

SECTION IX THE POLICY ON THE USE OF COMPUTERS AND THE INTERNET

St. Augustine High School is pleased to offer students access to a computer network for the Internet. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing.

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on the school campus. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

Privacy: Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity which will insure that students are using the system responsibly.

Storage capacity: Users are expected to remain within allocated disk space and delete other materials which take up excessive storage space.

Illegal copying: Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the network administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language: No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

RULES OF APPROPRIATE USE OF THE COMPUTER AND THE INTERNET

These are guidelines to follow to prevent the loss of network privileges at St. Augustine School.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not waste limited resources such as disk space or printing capacity.
7. Do not trespass in other students' folders, work, or files.
8. Do notify an adult immediately, if by accident, you encounter materials which violate the standards of appropriate use.
9. Be prepared to be held accountable for your actions and for the loss of privileges if the rules of appropriate use are violated.

SECTION X DRUG AND ALCOHOL ABUSE PREVENTION PLAN

In an effort to protect the health and safety of students from illegal and/or performance-enhancing drug use and to curtail the use of such drugs, St. Augustine High School has adopted a drug and alcohol prevention plan that includes random drug testing of all students. The program is designed to create a safe, substance abuse free environment for students and to assist them in getting help when needed.

Young men are affected by alcohol and other drug use and abuse in a variety of ways. In addition to impacting the health and safety of students and staff, alcohol and other drug use and abuse pose a tremendous cost in their interference with performance. The purpose of this drug and alcohol abuse prevention plan is to: (1) Protect the health and safety of students and others with whom they interact; (2) Promote alcohol and drug education; (3) Promote integrity and fair competition; (4) Serve as a deterrent to alcohol and drug use; (5) Identify students who are abusing substances and offer education and support in seeking assessment and treatment when needed.

It is the intent of the plan to help students and their parents when they are confronted with the pain and confusion that substance abuse and experimentation brings to young lives. Saints is committed to an educational partnership with our parents. With this in mind, a student who is involved with illegal drugs and/or alcohol will not necessarily find himself removed from the school community but may be required to meet the challenges of support programs designed for treatment.

The drug and alcohol prevention plan includes steps for education, random testing, treatment, and rehabilitation. This should not be confused with infraction #40 of the discipline code in the handbook, which deals with students caught with alcohol or drugs on campus or at school events. Under infraction #40 of the handbook students may be expelled from the school for a first offense. Additionally, the Student Handbook broadens the possible consequences that the Board of Discipline can recommend to the Principal to include treatment and testing for students who have been caught in use of drugs or alcohol on campus or at a Saints activity.

DRUG EDUCATION AND RANDOM TESTING PROGRAM

The school's policy prohibits the use of illegal and/or performance enhancing substances. This policy relates to conduct by students and how the school will respond to it.

The School believes that through education, early intervention and treatment, rehabilitation can be accomplished. St. Augustine High School has adopted the following specific objectives in reference to this policy:

1. To educate and inform all department personnel and students regarding the policy on substance abuse.
2. To provide students with a testing program, educational opportunities, and follow-up rehabilitation when necessary (assuming there is a positive test result).
3. To provide students with medical doctors and a professional trainer to identify potential

- medical problems.
4. Establish a partnership with the parents of students to ensure the success of the substance abuse program.

RANDOM TESTING PROCEDURES AND STANDARDS

- A. The testing agency will randomly select the students to be tested.
- B. The day of the week and time of day of the test is random and will be determined by the testing agency.
- C. Results of the test will be sent to the Health Service Coordinator and to the student's parents.
- D. All drug tests approved by St. Augustine High School will be administered by a NIDA (National Institute for Drug Abuse) certified center.
- E. All drug testing facilities will follow the procedures outlined by the Department of Transportation for Collection and Reporting.
- F. Students can be tested for the following substances:

Marijuana	Alcohol
Cocaine	Steroids
PCP	Designer Drugs such as
Amphetamines	LSD, XTC/ Ecstasy
Opiates	Barbiturates

What constitutes a substance abuse violation?

Students who are found to have used an illegal drug or banned substance, refuse to be tested, fail to arrive for testing, falsifying or contaminating a sample or otherwise violate a provision of the drug testing program will be dealt with according to the sanctions of the St. Augustine High School drug and alcohol abuse prevention plan and the St. Augustine High School Student/Parent Handbook.

CONSEQUENCES & APPEALS

1st VIOLATION

Any student testing positive for illegal substances during a random test for the first time will be suspended from all school social activities for a term of fourteen days from the day a positive test result is reported to the school. In cooperation with the Assistant Principal for Student Services, a counselor, and parents, **the student will identify and complete a program of drug education courses and follow-up drug test(s) for six months after his first positive result.** Any programs and additional testing costs will be the sole financial responsibility of the family involved and the school will bear only the cost of the initial test.

2nd VIOLATION

Any student testing positive for illegal substances during a random test for a second time will have a Board of Discipline hearing and may be suspended from extra-curricular activities (athletics, band, drama, ASB, intramurals, clubs, and other activities) for a term of up to one year from the day a second positive test result is reported to the school. In cooperation with the Assistant Principal for Student Services, a counselor, and parents, **the student will identify and complete a program of drug education courses and follow-up drug test(s) for up to one year after his second positive result.** Any programs and additional testing costs will be the sole financial responsibility of the family involved and the school will bear only the cost of the initial test.

3rd VIOLATION

Should a student test positive for a third time, a Board of Discipline will be convened to examine the appropriateness of the student's continued enrollment at St. Augustine High School.

APPEALS PROCESS

As with all policies pertaining to withdrawal/expulsion of a student, the parent/guardian may appeal the decision to the Principal, whose decision, in consultation with the President, is final.

**SECTION XI
THE CONSTITUTION OF
THE ASSOCIATED STUDENT BODY (ASB) OF
ST. AUGUSTINE HIGH SCHOOL**

We, the students of **St. Augustine** High School, in order to provide a democratic and effective means of government, do hereby establish and ordain this constitution and its by-laws for the Associated Student Body of this high school.

ARTICLE I

Section 1.

The name of this organization shall be the Associated Student Body of **St. Augustine** High School.

Section 2.

The Associated Student Body shall be a service organization responsible for all student-sponsored non-academic activities of **St. Augustine** High School, while also serving as ambassadors of the school community. It shall be operated under the advice of a faculty advisor.

Section 3.

The purpose of this organization shall be to give the students of **St. Augustine** High School a democratic means of government and to administer extra-curricular activities by and for the student body of **St. Augustine** High School.

Section 4.

The ASB shall also be the voice of the student body to the administration and the Board of Trustees.

ARTICLE II

Section 1.

All legislative powers herein granted shall be vested in the Student Council, which shall consist of an Executive Council and Class Council.

Section 2.

The Student Council shall be comprised of an Executive Council consisting of a President, Vice-President, Secretary, Treasurer, and five Commissioners; and Class Councils of the Senior, Junior, Sophomore and Freshmen classes consisting of a President, Vice-President, Secretary and Treasurer within each class.

ARTICLE III

Section 1.

All executive powers herein shall be vested in an ASB President, Vice-President, Secretary, Treasurer, and the Commissioners – Commissioners of Athletics, Publicity, Community Relations, and two Communications officers.

Section 2.

All members of the Executive Council shall have attended **St. Augustine** High School for one semester previous to nomination and each must have earned for the semester previous, no less than a 2.00 GPA, a citizenship record of “S”, and shall have approval of the candidate’s current instructors, advisors and school administration. If there are any faculty members who are opposed to a given nominee, the status of the nominee shall be reviewed on an individual basis by the ASB. The 2.00 GPA and citizenship record of “S” must be maintained by each member of the council during his tenure of office and office-elect.

Section 3.

All candidates for Executive Council President and Vice President must have at least one year of prior ASB service. Special circumstances will be made only if no candidates exist with prior experience.

Section 4.

The election of members of the Executive Council shall take place during the first four weeks of the fourth quarter. Election to the Executive Council shall consist of a majority vote of all ballots cast. The electorate shall consist of all enrolled **St. Augustine** High School students, excluding any student not attending **St. Augustine** in the next school year. Offices that are being contested by three or more candidates will undergo a primary process. The primary election will be held the day before the general election. The top two vote-getters from the primary election will move on to the final election. In the event of a second place tie, both candidates will move on to the final election. Offices that are being contested by only one candidate will appear on a ballot with a “yes” or “no” box next to the candidate’s name. Those candidates must receive a majority of the “yes” votes.

Section 5.

The Secretary and Treasurer and all Commissioners shall be at least juniors in the semester following election and the President and Vice-President shall be seniors in the semester following the election.

Section 6.

Each Commissioner of the Executive Council may appoint two aides to assist in the administration of his duties. These aides must be approved by a majority of the Executive Council and the ASB advisor.

Section 7.

The President of the ASB shall call and preside over the meetings of the Executive Council and Student Council; shall manage the relations of the ASB with other schools and

individuals and groups outside **St. Augustine** insofar as they have the prior approval of the administration; and shall receive all guests and visitors of the ASB (except athletic teams) and newly enrolled students in September. He shall make an annual public report to the student body on the state of the ASB. He shall also take care that the laws and duties are faithfully executed by the different departments. In order to provide a student voice on the Board of Trustees, the President, or his designee, shall be a non-voting member on the board.

Section 8.

The Vice-President of the ASB shall be responsible and shall assume all the duties of the President in the President's absence; shall act, ex officio, as Chief Justice of the Judicial Hall as established in this constitution. He will also be in charge of the elections to Executive and Class Councils. The Vice-President shall represent the student body opinion on the Parent-Student-Faculty Committee and the Discipline Board.

Section 9.

The Secretary of the ASB shall be responsible for recording the proceedings of all meetings of the Executive Council and the Class Council. He shall maintain a continuous journal of all Executive and Class Council proceedings which are to be published monthly and be open to public inspection. He shall maintain a record of all legislation passed under this constitution. The Secretary will be in charge of all letters, notices etc.. that come out of the ASB Office.

Section 10.

The Treasurer of the ASB, through the assistance of the ASB Moderator, shall provide monthly budget reports to Student Body Council and submit a copy to the monthly meeting minutes via the ASB Secretary. The Treasurer, together with the ASB Moderator, shall be in charge of all ASB funds; shall publish and make available to the student body a financial report every month; shall be in charge of banking the funds of the Student Council; and shall be in charge of all specified ticket sales.

Section 11.

The Commissioner of Athletics shall supervise and aid the intramural program together with the faculty moderator of intramural sports. He will also be responsible for reporting to the student body the status of in season athletic teams.

Section 12.

The Commissioners of Communications (2) shall coordinate all communication with the student body through the morning prayer, pledge, and announcements. They are also responsible for maintaining correspondence with groups outside the school and other schools in regard to events or activities.

Section 13.

The Commissioner of Publicity shall be in charge of publicizing events such as dances, plays, and/or athletic events, etc... around campus. He will also be able to substitute for the Commissioner of Communications in his absence.

Section 14

The Commissioner of Community Relations shall be in charge of all correspondence relating to entities and persons outside of the campus. The Commissioner shall assist the ASB Moderator with the semester neighborhood letter, as well as provide ASB-related articles to the Saints Scene and Augustinian newspapers. The Commissioner of Community Relations also fills in for the Commissioners of Communications and Publicity in their absence

ARTICLE IV

Section 1.

Each class will have four representatives to the Student Council in the form of a President, Vice-President, Secretary and Treasurer. All elected students will be automatically enrolled in the ASB Leadership class for the upcoming school year. This class, which is taught by the ASB Moderator, meets three days a week in the mornings prior to the start of school. Participation in the class is a mandatory part of the students' ASB obligation. This course is graded, for which students will receive one semester of full high school credit and a fully-weighted letter grade. The ASB Leadership grade will be awarded during the second semester of service.

Section 2.

The election of members to the Senior, Junior and Sophomore class Councils shall take place during the first four weeks of the fourth quarter. Election to the Class Council shall consist of a majority vote of all ballots cast by each class. The electorate shall consist of all enrolled **St. Augustine** High School students within the given class. These elections shall follow Executive Council elections.

Section 3.

All candidates for Senior Class President must have at least one year of prior ASB service. Special circumstances will be made only if no candidates exist with prior experience.

Section 4.

The election of members to the Freshman Class Council shall take place by the second week of the second quarter of the school year. Election to the Freshman Class Council shall consist of a majority vote of all ballots cast by the freshman class.

Section 5.

All officers shall attain, in the semester previous to election, at least a 2.00 GPA. If his GPA falls below a 2.00 during his tenure of office at any quarter he will be placed on probation until the next quarter. The terms of probation will be determined by the faculty advisor in consultation with the student's academic teachers. If, at the next quarter, the officer's GPA is still below the 2.00 requirement, he will be dismissed from office.

Section 6.

In the event of a vacant position – due to a student leaving school, quitting the ASB, or becoming academically ineligible – the decision to replace that officer will be voted upon

by a two-thirds majority of the entire Student Body Council. Should the Council decide to fill the vacancy, a special election will be held at the soonest possible convenience, and voted on by the appropriate electorate body. If a vacancy in the presidency should occur, the Vice-President shall assume the office and a special election for Vice-President will be held.

Section 7.

Twice each month, the ASB Leadership class will be run by the Executive President. The President, through the assistance of the Vice President and Secretary, shall preside over these two class meetings, as well as provide an agenda and formal meeting minutes. The Vice-President shall act as President in his absence.

Section 8.

The Secretary will keep a journal of all class meetings to be shared with the faculty class advisor. Within one week of the completion of the bi-monthly meetings run by the President, the Secretary shall provide the student body with a copy of the meeting minutes.

Section 9.

The Treasurer shall work with the ASB Moderator to compile and report monthly financial reports to the Student Body Council. The Executive Treasurer shall also coordinate the reporting of the four class financial reports from the grade-level Treasurers. The Executive Treasurer, together with the faculty advisor will designate class funds as all class officers deem proper and necessary.

Section 10.

All class officers will serve both his particular class and the student body. Each class will be required to sponsor one activity for their particular class and one activity for the entire student body.

Section 11.

All terms in office terminate when all offices have been filled by election in the fourth quarter of the school year.

ARTICLE V

Section 1.

All the members of the Student Council shall have one vote with the exception of the ASB President. The ASB President shall have the power to vote only in the case of a tie. The faculty advisor shall have the power to veto.

Section 2.

Regular meetings of the Student Council shall be held three times a week as part of the ASB Leadership class as described in Section 1, Article IV. Additional meetings or changes to regularly scheduled meetings will be held at the discretion of the ASB advisor. All class officers are responsible for meeting with their class moderator(s) at least twice per month.

Section 3.

The ASB President shall sit as the chairman of all Student Council meetings. The ASB Vice-President shall sit as the chairman in the absence of the ASB President.

Section 4.

The Executive Council Secretary shall compile a journal of all Student Council proceedings. The journal shall include the minutes of the ASB Meetings, a summary of the ASB activities, and a financial report submitted by the ASB Executive Treasurer. Such a journal shall be published at the end of each month and made available for any member of the student body to read.

Section 5.

The Student Council shall have the power:

- A. To provide for the apportionment of the funds of the ASB with the consent of the faculty advisor.
- B. To charter or affiliate, or provide for the chartering or affiliation of clubs, within **St. Augustine** to the ASB.
- C. To provide for the manner of election of all elected officers of the ASB except for those aspects of election specified in the constitution.
- D. To recommend impeachment of any officer(s) of the ASB to the Judicial Hall for a disciplinary hearing.
- E. To make all the laws necessary and/or proper for efficient and desirable government of the ASB and for the fulfillment of the aims of the ASB and the school's stated philosophy.
- F. To express concerns of the student body regarding administrative faculty, and ASB Executive Council decisions.

ARTICLE VI

Section 1.

All judicial powers granted herein shall be vested in five judges. The Chief Justice shall be the ASB Vice-President. The other four judges shall be elected by and from the Student Council. For these four additional judges, one will come from each grade level set of ASB officers. These judges shall comprise and be known as the Judicial Hall.

Section 2.

The power of Judicial Hall extends to all cases of statute law of ASB arising under this constitution, to cases to which ASB is a party, to controversies between organizations chartered by the ASB, and to questions regarding the interpretation of the constitution.

Section 3.

The Judicial Hall shall have the power to impeach Student Council officers as it deems necessary following a judicial hearing before the members of the Hall. Recommendation for impeachment will go to the Assistant Principal **for Student Services** following the decision of the Judicial Hall who will review the Judicial Hall's proceedings and will determine status of the officer in question.

Section 4.

The Judicial Hall shall have the power to revoke club charters as it deems necessary following a judicial hearing before the members of the Hall.

Section 5.

In hearings involving a judge of the Judicial Hall, the Student council shall elect a temporary judge who shall assume all duties of a judge granted herein.

ARTICLE VII

Section 1.

ASB funds are to be spent solely on operating expenses of the ASB and to fund the extra-curricular activities of the ASB for students. No funds can be spent on items not directly related to the service or government of students.

Section 2.

All annual budget surpluses from one academic year will be retained in the general account and available for the next year's budget.

Section 3.

The Treasurer, together with the faculty advisor, will determine the amount of dues to be paid to the ASB by each class in the fourth quarter based on the funds available and the funds needed to perform the duties and activities for the coming school year.

Section 4.

A percentage of the dues received will be placed in the general account in order to fund the general activities and events involving the entire student body. This amount will not exceed more than fifty percent of the total amount received.

ARTICLE VIII

Section 1.

The authority of the ASB and decisions rendered under its authority extend over all students of St. Augustine High School.

Section 2.

No student organization using the name of St. Augustine may exist without being affiliated with, or chartered by, the ASB.

Section 3.

No officer of the ASB shall receive monetary payment for services rendered in the fulfillment of his office.

Section 4.

No person shall be denied privileges under the constitution because of race, or political or ideological belief.

Section 5.

Secret ballot systems shall be used in ASB elections.

Section 6.

No person shall hold more than one office in ASB government under this constitution except in situations here provided.

Section 7.

A recall election shall take place under the direction of the Vice-President only after 20% of the electorate has signed a recall petition.

Section 8.

Amendments to this constitution shall be debated by the Student Council and will be permitted by a vote of 2/3 of the Student Council and shall be ratified by 2/3 vote of the electorate.