STATEMENT OF POLICY: St. Augustine High School, Inc. of New Orleans, Louisiana, admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national, or ethnic origin in admissions’ policies, or in the administration of programs concerning scholarships or work study assistance, athletics, or any other school administered programs.

PRINCIPAL’S AUTHORITY TO ENFORCE RULES: The Principal of St. Augustine High School, Inc. and his delegates shall have the authority to enforce all policies, rules, and regulations, and to administer all penalties stipulated in this Handbook. The Principal has the authority on his own to dismiss or expel a student who violates any infraction which is punishable by dismissal or expulsion.

DISCRETIONARY CLAUSE: Although the rules set down in this handbook address the frequent violations of students today, the school reserves the right to vary the sanctions depending on individual circumstances. The school also has the right to pass judgment on behaviors, not written down in these pages, which are clear violations of the values we established as a Christian/Catholic school and according to the general spirit of the rules and regulations contained in this Handbook.
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**Hail Mary**

Hail Mary, full of grace,
The Lord is with You;
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 death.
Amen

St. Joseph, Pray for Us.
St. Augustine, Pray for Us.

**A prayer to St. Augustine**

O God,
Grant us in all our duties your help;
In all our perplexities, your guidance;
In all our dangers, your protection;
And in all our sorrow, your peace.

Through Jesus Christ our Lord,
Our body, and our blood,
Our life and our nourishment.
Amen.

St. Joseph, Pray for Us.
St. Augustine, Pray for Us.

**Our Father**

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

St. Joseph, Pray for Us.
St. Augustine, Pray for Us.

**ALMA MATER**

Rise, Sons of the Gold and Purple,
Let our swelling chorus sound
For the Glory of St. Augustine
And the honor of our Alma Mater’s name.
Alma Mater, St. Augustine,
Alma Mater, Josephite High;
We will serve you with true devotion,
And be loyal sons of yours forever more!

**ST. AUGUSTINE HIGH SCHOOL, INC.**

**ESTABLISHED, 1951**

*conducted by*

The Society of St. Joseph of the Sacred Heart
SECTION I: BACKGROUND INFORMATION

THE PHILOSOPHY OF ST. AUGUSTINE HIGH SCHOOL, INC.

 Gratia est vita (Grace is life), the motto of St. Augustine High School, Inc., summarizes the basic belief that undergirds the existence of the institution. It provides the perspective and the vision which gives motivation for the school’s purpose and meaning with respect to its curriculum. St. Augustine of Hippo, our school patron, said “Thou hast made us for thyself, O Lord, and our hearts are restless until they rest in Thee.” The life of Grace is God’s life which encompasses, permeates, and elevates every dimension of human life. An education based upon this belief will endeavor to direct the development of each young man to the fullness of his own unique capacity, spiritually,
mentally, physically, and socially. This will enable him to attain the fullness of life for which he was created, a life which is accountable to God, to self, and to others. In view of this belief, St. Augustine High School, Inc. embraces the following goals:

- To make known to students the person and message of Christ and to help students develop a spirit of prayer and worship;
- To assist students to understand the Roman Catholic Church, its teaching, its worship and its universal character and importance;
- To provide students educational opportunities and experiences related to their cultural heritage, their American citizenship, their responsibilities to family, community and society-at-large;
- To enable students to acquire basic skills, especially in the art of communication, in quantitative thinking, and in the sciences;
- To help students develop the power to think constructively, to solve problems, to reason independently, to accept responsibility for self-evaluation and self-instruction;
- To see that students have available experiences to develop a sense of wonder and an appreciation of beauty and culture;
- To help students to develop and foster physical and mental health, and to deal constructively with psychological tensions inherent in change and adaptation;
- To inculcate in the students a Christian sense of responsibility, a true sense of freedom, a dedication to peace and justice, an awareness of the needs of others, a respect for one another, a commitment to chastity, a reverence and respect for all human life, and an intimacy with God.

Central to every man’s life mission as well as his total development is religion. Thus, this school offers its students the time, opportunity, and guidance to understand the ultimate purpose of their existence, to help them develop their God-given talents, and to grow in their families, church, and community. The school firmly believes that Faith in Jesus Christ and in His “Good News” is basic to the understanding of life, its purpose and meaning. Therefore, the school pays particular attention to religious education, thus encouraging students to know God better and love Him more through religious instruction, the frequent reception of the sacraments, days of prayer, service projects, and the challenge of living every day in the presence of God. At the core of this philosophy, the school emphasizes the importance of creating a family-like atmosphere rooted in kindness and cheerfulness. To this end, educators strive to build a personalized rapport with the students, consisting of friendliness and affirmation, while, at the same time, carefully providing structures that promote self-discipline. The professional and supportive staff seek to enter the students’ world and understand their values. The educators are not merely content with imparting knowledge to their students; they seek to help their students recognize their inner worth and dignity as children of God and to develop their own unique gifts and skills. In this way, students are enabled to know and understand themselves better and are empowered to creatively build a better world.

THE HISTORY OF ST. AUGUSTINE HIGH SCHOOL, INC.

St. Augustine High School, Inc. was constructed by the Archdiocese of New Orleans with funds solicited from Catholics of the Archdiocese through the Youth Progress Program. The building and the site on which it stands were purchased by the Society of St. Joseph of the Sacred Heart (The Josephite Fathers and Brothers), to whom the operation of the school was entrusted.

The Archdiocese of New Orleans placed the school under the patronage of St. Augustine of Hippo, a preeminent Christian and scholar of Africa, and a Father of the Church. This was appropriate since from its inception the school was designated for the education of young men from New-Orleans’-based African-American Catholic families. Although St. Augustine welcomes students of any national or ethnic background, it has remained the leading
secondary school for African-American males in Louisiana and is nationally recognized in educational circles for outstanding success in preparing its students for higher education.

St. Augustine High School, Inc. led the way in battling segregation in New Orleans. The successful legal challenges mounted by the school resulted in the desegregation of high school athletics in the state of Louisiana. The famed “Marching 100” was the first African-American high school band to march in the REX Parade. This integration occurred on Mardi Gras Day in 1967.

In 1971, St. Augustine High School, Inc. underwent physical expansion with the addition of a wing to accommodate new science laboratories, a gymnasium and athletic complex, and a music complex. In 2005 the Warren and Hilda Donald Business and Technology Center was dedicated. Equipped with state-of-the-art technology, this facility ensures that St. Augustine High School, Inc. students will remain competitive in a technology-driven society.

In the aftermath of Hurricane Katrina’s devastation of New Orleans and the Gulf Coast region, St. Augustine High School, Inc. closed its doors for the first time since its inception. In January of 2006, the administrations of St. Mary’s Academy, St. Augustine High School, Inc., and Xavier University Preparatory (now St. Katharine Drexel) collaborated to establish the MAX School of New Orleans. This event guaranteed the post-Katrina survival of the three historically African-American Roman Catholic High Schools in New Orleans.

By the grace of Almighty God, through the intercession of Mary, the Mother of God, and our great patrons St. Joseph and St. Augustine of Hippo, the doors of St. Augustine High School, Inc. re-opened in August of 2006. The work of forming African-American males according to our traditions, values, and standards that have been the hallmark of St. Augustine since its inception and, in effect, have thus continued. The hard work, dedication and sacrifice of many untold heroes are responsible for the post-Katrina resurrection of St. Augustine High School, Inc. The school no longer focuses on the devastation of Katrina but on the new challenges of the 21st Century.

THE JOSEPHITE FATHERS AND BROTHERS

The Josephite Fathers and Brothers are an American Society of priests and brothers whose ministry is to bring the Gospel to all, and to work for the full incorporation of the black people into the Church and into human society.

The Josephites (officially known as the Society of St. Joseph of the Sacred Heart) were founded in 1893 by a group of priests who had been members of the English Mill Hill Foreign Mission Society of St. Joseph, a Society which had begun work in America in the Black Apostolate after the Civil War.

The Josephites now number 105 priests and 4 brothers, whose chief work remains in the parish ministry. The Society administers 68 parishes and 6 mission churches, scattered from Baltimore to California. The Josephites care for the spiritual needs of 100,000 of the approximately 2,000,000 Black Catholics in America.

The Josephites first came to Louisiana in 1897 and established a parish in the town of Lebeau. Twelve years later, a parish was established in New Orleans at what is now St. Joan of Arc (1909). Other parishes followed: Blessed Sacrament (1915); Corpus Christi (1916); Holy Redeemer (1919); St. Peter Claver (1920); All Saints (1920); St. Raymond (1927); St. David (1936); St. Paul the Apostle (1947); Epiphany (1948); and St. Philip the Apostle (1950).

St. Augustine High School, Inc. was dedicated on August 26, 1951, the first formal educational venture of the Josephite Society other than its own seminary colleges. At present, four priests and one brother served in various roles at St. Augustine.
The Josephite Society has subsidized the operation of St. Augustine High School, Inc. in an amount exceeding one million dollars. This amount represents the monies contributed by the Josephites to make up the difference between tuition income and actual operating costs. The figure mentioned does not take into account the hundreds of thousands of dollars contributed services (salaries not taken) by the priests and brothers who have worked at St. Augustine through the years. All furnishings, equipment and supplies have been provided by the Josephite Society.

The Josephites are proud that St. Augustine numbers five priests, three of them Josephites, and two religious brothers, both Josephites, among its graduates.

MISSION STATEMENT

Under the Lordship of Jesus Christ, St Augustine High School is the training ground for leadership through academic excellence, moral values, Christian responsibility and reasonable, consistent discipline.

The Goals of St. Augustine High School, Inc. are the following:

MISSION-ORIENTED GOALS

- To open its doors to young men, especially the economically disadvantaged, who are willing to strive for excellence;
- To develop each individual to the fullness of his own unique capacity;
- To foster Christian values based on the sacred scriptures and Roman Catholic tradition;
- To provide each student with educational opportunities and experiences related to his African-American heritage and his American citizenship;
- To instill in each student the responsibilities of leadership in family, church, community and society at-large; and,
- To carry out the mission of Evangelization as part of the Josephite charism.

ACADEMIC BELIEF STATEMENT

Our belief is that St. Augustine High School, Inc. will foster the development of well-rounded young men. As our students prepare for their futures, they will become creative thinkers, problem solvers, innovators, and global practitioners. We provide not only a great high school experience but the catalyst empowering our students to transcend their classroom experiences.

ACADEMIC AIM

We will ensure success for all students by providing specific, measurable, and attainable goals that reflect the school’s vision. Our plan will further provide the basic direction for our school through focus and emphasis on our academic curriculum.

Academic Targets

- School-wide ACT average 23
- Honors’ ACT average 27
- College and career ready upon graduation
- Acceptance to any college/university of their choice
- Academically proficient and beyond
SECTION II: ADMISSIONS POLICY

St. Augustine High School offers enrollment for male students from 8th to 12th grade. As a general policy, St. Aug does not consider new applicants for the 12th grade unless there are special circumstances approved by the admissions committee. The admissions procedure begins in mid-November and the dates are announced each year on the archdiocese website. On the designated date the application goes live, the following items are required for a complete application.

· St. Augustine High School Application
· Archdiocese Application (8th grade applicants only)
· $30 Application Fee
· Current Report Card
· Report Cards for the previous two years
· Standardized Test Scores for the previous two years

Additional documentation such as essays, letters of recommendation, and additional test scores may be turned in, but are not required. Any falsification of documents or behavior that is deemed inappropriate by the parent(s)/guardian(s) and/or applicant throughout the admissions process, are grounds for an application to be withdrawn.

Interviews will take place beginning in December and will be required of all applicants applying for the February deadline. Placement tests will be held in January and are required of 8th and 9th grade applicants only. Students who are applying as a transfer student must have the required credits needed to meet the criteria required by the state. A student who is deemed too far behind in credits, will not be allowed to continue the application process. St. Augustine High School uses a holistic review process using all documents provided as well as the interview process to determine acceptance. Decision letters are mailed out in February. Students who are denied can make one appeal for the term of the application that was denied. In order to appeal a decision, the denied student must send in a letter of appeal, a letter of recommendation from a teacher and administrator, and complete an interview with the Admissions committee. All students who are accepted are required to complete our Summer Enrichment Program. This program takes place beginning the first full week of June.

The registration fee is set each year and provided in the acceptance letter. Documents that are required for registration included the following.

· A copy of the applicant’s Birth Certificate
· A copy of the applicant's Social Security Card
· A copy of the applicant’s Louisiana Immunization Records ***
· A final copy of the applicant’s current Report Card

Registration is only complete after all required documents and payments have been made and the student is cleared by both the Admissions and the Finance Office. Failure to complete the registration process by the designated dates will result in the forfeiture of your place in the incoming class.

***Any applicant who wishes to achieve a waiver for Immunizations based on religious beliefs, should follow the state guidelines before registration can be deemed complete.

SECTION III: PARENTAL/GUARDIAN-SPECIFIC INFORMATION
EXPECTATIONS OF PARENTS/GUARDIANS

PARENTAL ROLE IN EDUCATION

Parents/guardians are expected to be loyal partners in the educational process. Parents/guardians and teachers must trust one another’s commitment to the success of our students. Division of authority between school and home only teaches students disrespect for the very authority under which they must function. This division inevitably impairs the student’s chances for success. Parents/guardians must be consistent in supporting the educational experience they have freely chosen for their sons.

PARENTAL/GUARDIAN INVOLVEMENT

Close cooperation between the parents/guardians and the school is necessary if the school is to succeed in achieving the goals for which it was established. All St. Augustine High School, Inc. parents/guardians are invited to become active members in the Parent Teacher Student Association. Through membership they will promote cooperation between home and school. They will enjoy the social contacts which come from working on committees and participating in social events. Parents are also encouraged to get involved in the Booster Clubs attached to various school programs.

Parents involved in these organizations must always remember that these groups exist to assist the administration in supporting the various activities of the school. They function under guidelines approved by the school administration and under the administration’s direction. These organizations do not exist to create or direct school policies, or to interfere with the operation of the various organizations/programs of the school. Their primary relationship is with the administration of the school.

PARENT/GUARDIAN ORGANIZATIONS

PARENT TEACHER STUDENT ASSOCIATION (PTSA)

The PTSA has traditionally been a strong support group of St. Augustine High School, Inc. Its primarily a fundraising organization, charged with raising money to defray the cost of needed purchases and improvements. St. Augustine High School, Inc. relies heavily on the talents and dedication of its parents/guardians to generate funds. Therefore, as a parent/guardian, you are highly encouraged to participate in all authorized fundraising projects of the PTSA.

PTSA meetings are a vital means of communication between the school’s administration and the parents/guardians for the wide variety of situations and issues that potentially arise during the course of the year. Your attendance at the meetings is necessary for you to be fully participative in your son’s education. Each general meeting is preceded by a meeting of the officers of the PTSA to prepare the agenda of the general meeting. All meetings begin at 6:00 pm in the Cafeteria. 2017-2018 meeting dates are as follows:

(PTSA) GENERAL MEETINGS
MANDATORY FUNDRAISERS

The school will have two mandatory fundraisers. There will be one in the Fall and one in the Spring Semester. All students MUST PARTICIPATE. Before Labor Day, more details will be provided.

SCHOOL-SPONSORED CLUBS

Several of the larger extra-curricular programs have Booster Clubs established to provide positive male role models for St. Augustine students. All such clubs exist solely to assist the administration of St. Augustine High School, Inc. to accomplish its overall mission and to support the organizations to which they are attached by means of authorized fundraising and other approved activities. The Administration of the school has established a comprehensive fundraising program for students and parents to ensure the continued operation of the school and to improve its facilities and programs.

ALL SCHOOL FUNDRAISING IS UNDER THE ADMINISTRATION AND SUPERVISION OF THE PRINCIPAL

The Booster Clubs’ primary relationship for fundraising is with the Director of Athletics/Activities and must be approved by the Principal and President. They assist the administration in approved fundraisers and other approved activities to provide for the needs of the respective programs as determined by the school administration and in conjunction with the moderators of said programs/organizations. The leadership of the Booster Clubs and the Booster Clubs’ membership do not involve themselves in any manner in the operation of the organizations themselves. Those responsibilities belong exclusively to the moderators/coaches/directors of said organizations who are directly accountable to the administration.

All organizations must have by-laws, statutes and other governing documents that must be approved by the Principal or Director of Athletics/Activities. The administration has the authority to amend or abrogate such documents at its discretion.

All fundraising events must have prior approval by the school administration. All financial transactions, i.e., payment of fees, purchase of items (t-shirts, organization uniforms, etc.), must take place at and through the Finance Office. At special fundraising events, an orderly system for the collection of monies will be established by the Finance Office personnel.

Only bank accounts approved by the school administration may exist in connection with any school sponsored clubs. These accounts are school accounts and the St. Augustine High School, Inc. Administration has ultimate authority as
regards the disbursement of funds from these accounts. Nothing may be purchased for or in the name of St. Augustine High School, Inc. without the express permission of the Principal and the authorization of the Finance Office.

**PARENT-TEACHER CONFERENCES**

Parent/guardians are highly encouraged to attend the Parent-Teacher Conferences. These meetings afford parents/guardians the opportunity to meet with individual teachers about their son’s progress, and any difficulties he may be having. All Instructors are present for Parent-Teacher conferences.

- To accommodate all parents, we ask that conferences be limited to a maximum of five minutes. If more time is needed, parents must schedule an appointment with teachers during their non-teaching period.
- Report Cards will be distributed to students at the end of each marking period.
- Parents/guardians will be notified via Plus Portal that Report Cards have been distributed.
- All parents/guardians should attend Parent-Teacher Conferences.
- It is absolutely mandatory that the parents of students with grades of D or F attend Parent-Teacher Conferences. If for some serious reason parents/guardians cannot attend on the night scheduled they must schedule an appointment with the teacher to come to the school as soon as possible after these conferences.
- **Students whose parents are mandated to come to school may be sent home at the discretion of the principal until parents/guardians have scheduled a conference.**
- Be sure to check your son’s grades daily and weekly!!!

**Parent/Teacher Conferences**

October 17, 2019 – 3:30 pm – 6:30 pm
January 6, 2020 - 3:30 pm – 6:30 pm
March 18, 2020 - 3:30 pm – 6:30 pm
May 22, 2020 – Final report cards are available for pick – up from 8 am – 2 pm

**GUIDELINES FOR APPOINTMENTS**

Parents/guardians cannot expect to see a teacher or an administrator without an appointment, the time of which must be amenable to all involved.

- Parents who come for a specific conference may not roam about the school beyond that conference situation without office authorization.
- Parent/guardians may arrange a conference by contacting the teacher directly through email, or they may leave their contact information at the Main Office.
- Parents/guardians who have difficulty contacting a teacher should immediately inform one of the Assistant Principals so that a meeting between parent and teacher can be arranged.
- Parents/guardians are encouraged to send a copy of all emails sent to teachers to one of the Assistant Principals.
- In order to avoid disruption of classes, a parent is to report to the main office when coming to school, and he or she is not to detain any student or visit a classroom without proper authorization from an administrator.
- Parents/guardians are not allowed to observe classes while teachers are conducting them.
● No visitor is permitted to loiter near the Main Office or any other part of the campus if they do not have a specific reason for being present.
● Visitors asked to leave campus must do so immediately or they will be charged with trespassing.

Any parent/guardian who refuses to abide by the Appointment Guidelines will subject his/her son to dismissal at the behest of the Principal.

SPECIAL APPOINTMENTS

If a parent/guardian has unsuccessfully attempted to reach a teacher, counselor, or the Assistant Principals in reference to an academic/disciplinary situation directly or indirectly affecting their son, or any other special concern, that parent/guardian should contact the Main Office to schedule an appointment with the principal. The general nature of the concern should be identified at the time the appointment is made. The appointment will be arranged at a time mutually convenient and in a timely fashion.

DISRUPTIVE PARENT/GUARDIAN/VISITOR

A student is subject to dismissal from school if his parent/guardian or anyone representing the student uses profanity, becomes belligerent, confrontational, uses threatening or inappropriate language, or otherwise disrupts the ordinary function and operation of the school or school events.

Parent/Guardians and others must follow the established protocol for making appointments with teachers and/or administrators as specified in this Handbook. Violation of this protocol will subject the student to dismissal.

FINANCIAL INFORMATION

ALL FEES, including, but not limited to band, academic clubs, athletics, fines/damage, iPad repair/replacement, etc., are paid to the school at the Finance Office.

The Registration Fee is NON-REFUNDABLE, except in cases where St. Augustine High School, Inc. will not allow a student to return. This clause applies to situations arising before the school year begins. Any student who is accepted on the condition of his performance in summer school, and is not finally accepted, will have the registration fee and any tuition paid in July refunded after all checks clear. The Registration Fee, payable by all new and returning students, ensures a seat for the student(s). If the registration fee is not paid, and if tuition arrangements (full payment, loan, etc.) are not made by the established deadline, the student’s name will be removed from the roll and his seat will be filled by a student on the waiting list.

Any parent who has not paid the Registration fee by the communicated deadline will be assessed a late fee.
The Technology Fee is NON-REFUNDABLE and payable by all new, returning, and late entry students and it allows students to use the computers and other multimedia items at the school. It allows the school to maintain and improve the technological equipment used in the school.

The Building Use Fee, NON-REFUNDABLE and payable by all new, returning, and late entry students, will be used to maintain, renovate and furnish all school facilities.

The Consumable Book/Lab Use Fee is NON-REFUNDABLE and is for the purchase of one-time usage text and work books, e-books, and for the purchase of disposable lab equipment.

The Student Activity Fee is NON-REFUNDABLE and payable by all new, returning, and late entry students. This fee will be used for school wide activities, determined by the school.

The Grade-level Fees are NON-REFUNDABLE and are payable by all new, returning, and late entry students. These fees will be used for grade level activities, determined by the school.

The Graduation Fee is a one-time, NON-REFUNDABLE fee paid by seniors. This fee covers the cost for cap and gown, diploma, admit cards, security and facility rental for all graduation related events as well as end of year senior activities. This fee is due by the communicated deadline.

**PREPAID TUITION PLAN**

St. Augustine High School, Inc. maintains a policy of pre-paid tuition. This policy applies to all students, in all grades.

Full tuition is due and payable for the next school year on or before the dates listed in the calendar.

Parents/guardians who cannot or choose not to pay the full tuition for the year by the stated date through their own source of financing may seek arrangements with First Bank and Trust ®, our tuition loan provider. This is a service to the school and parents qualify automatically with the schools approval. First Bank and Trust ® makes it possible for parents to finance tuition at low bank rates.

Parents/guardians of returning will activate their loans ONLINE. Registration fees must be paid prior to loan approval. Any parent who has not completed the Registration and Approved Loan Activation process by the deadline will be assessed a LATE FEE.

Loan payments are due either the 3rd or the 15th of the month, beginning in July and ending in April. A late fee will be applied to your account by the bank if loan payments are not received and posted within 10 days of your due date. Loans require the borrower’s bank information for automatic monthly drafts. Drafts returned unpaid will result in additional fees charged by First Bank and Trust ®. Parents are responsible to pay these fees.

Parents/guardians who choose to provide their own sources of financing need not obtain a bank loan provided the entire payment is made to the school by the communicated deadline.

**FINANCIAL REGULATIONS**

TUITION LOANS: All tuition loan payments must be kept current. A student whose tuition is not current is liable to having services suspended and may not return to school until the tuition is made current. TUITION IS LATE
THE DAY AFTER YOUR PAYMENT DUE DATE ALTHOUGH YOU HAVE A 10 DAY GRACE PERIOD BEFORE A FEE IS CHARGED TO YOUR ACCOUNT.

In order to take Mid-Year or Final examinations, all financial obligations must be satisfied by the due dates. Failure to take an examination will result in failure in the course. Students may not return to classes after the 1st semester holiday break if tuition loans are delinquent.

ACCEPTED METHODS OF PAYMENTS: All transactions for the purchase of consumable items must be in cash or money order only. These include transactions such as the purchase of tickets for athletic events, dances, apparel, field trips, prom, etc. The Finance Office accepts personal checks for registration, tuition & fees, extracurricular activity fees (except for apparel) events and trips with payment plans, etc. No personal checks will be accepted during the last month of each semester. The Finance Office levies a $30 fee for each check returned for insufficient funds (NSF). The Finance Office accepts credit or debit card payments by Visa, MasterCard and Discover (subject to change). A fee of 3% of your purchase is charged for all credit or debit card purchases.

ALL FINAL PAYMENTS ON TUITION CHARGEBACKS MUST BE REMITTED BY CASH, MONEY ORDER OR CASHIERS CHECK. ALL PAYMENT FOR SUMMER SCHOOL ARE TO BE IN CASH OR MONEY ORDER ONLY.

POLICY REGARDING DELINQUENT LOAN PAYMENTS

Communication regarding delinquent tuition will be by email. Bills will also be available on the parent portal. The Finance Office will no longer mail monthly notices home or give those notices to students regarding delinquent accounts.

Tuition loan payments are due on either the 3rd or the 15th of the month. The bank will allow a 10 day grace period before late fees are assessed. If payments are not made within 10 days of the due date, the bank provides a “Delinquent List” and charges a late fee to the delinquent account. Those parents/guardians will receive calls from First Bank & Trust representative and a notice will be sent from the school via email.

When a loan becomes sixty (60) days delinquent, it is considered in default. The student may be REMOVED from class and services suspended. A parent conference will be required.

With the school’s authorization First Bank and Trust may charge a delinquent loan back to the school. If the loan is charged back, at any time during the school year, the entire amount that is past due plus the remaining balance for the school year must be paid in FULL with cash, money order, or certified check to St. Augustine High School. If the unpaid tuition & fees are not paid, within five (5) business days, your son will be dropped from the school for non-payment of tuition.

PENALTIES ASSOCIATED WITH DELINQUENT ACCOUNTS

The School reserves the right to initiate appropriate action and to impose penalties upon students to ensure the payment of accounts showing an outstanding balance following the designated due date. The following is by no means a comprehensive list of the penalties which may be imposed, but they do represent some of the most common situations encountered:
Ordinarily, a student will NOT be permitted to attend school in the Fall of any academic term if his financial account for the previous year has not been paid-in-full by the communicated deadline. After this deadline passes, the student will be automatically dropped from the school rolls.

Payment will not be accepted on extracurricular activities, events, trips, holiday/summer projects, etc. if the student’s tuition is delinquent.

Final grades will not be released at the end of the year for any student whose financial account is not paid-in-full. Parents will receive written notification that the final report card is being retained by the school until the account is settled.

A student whose financial account is not paid-in-full to date may not be allowed to take midterm or final exams. In such instances, the student will receive a grade of “0” until the account has been paid and exams are made up.

If the mid-term exam is not made up by the date of report card issue in January, the failing grade will become permanent and the student will be dismissed from the school.

If the final exam is not made up by the last day of Summer School registration in June, the failing grade will become permanent and the student will be dismissed from the school.

A student who fails to pay by the due date his share of the cost involved in participating in field trips, and other school activities may be excluded from such activities.

Seniors may not participate in graduation, prom or ring ceremony unless all financial obligations have been satisfied.

**VOLUNTARY WITHDRAWAL/DISMISSAL/EXPULSION AND TUITION**

Tuition refunds for early withdrawal and dismissed/expelled students are as follows: Tuition Withdrawal Refund Policy as stated in the student handbook is amended effective immediately as stated below:

- If a student is withdrawn, expelled, or dismissed by the first day of school, 5% of the tuition is non-refundable.
- If a student is withdrawn, expelled, or dismissed between the first day of school and the end of the first quarter, 50% of the tuition is non-refundable.
- If a student is withdrawn, expelled or dismissed after the end of the first quarter, 100% of the tuition is non-refundable.

If a student withdraws or is expelled from school at any time, all financial obligations must be current before a transcript is issued. No fees will be refunded for withdrawn, dismissed, or expelled students. **FINAL PAYMENT OF ANY BALANCE DUE MUST BE MADE IN CASH, MONEY ORDER, OR CASHIER’S CHECK. THERE ARE NO EXCEPTIONS.**

**STUDENT FINANCIAL LIABILITY**

Students and their parents/guardians are financially responsible to the school for the total sum of monetary losses resulting from the loss of school property, vandalism, or damages occasioned by the careless use or misuse of school property. Parents will be notified by an Administrator of the financial liability incurred and the provisions under which payment is to be made.

**THE WORK-STUDY PROGRAM**
St. Augustine High School, Inc. has always been committed to doing its part to help families who cannot afford the full cost of tuition for their sons. Through the Work-Study Program, the school, the family, and the student collaborate to enable the student to obtain a St. Augustine High School, Inc. education.

St. Augustine High School, Inc. designates a certain sum of money each year for partial assistance to needy students. The family collaborates by paying according to its ability. The student agrees to collaborate by working at the school outside of class hours.

The number of students accepted for the Work-Study Program is limited by the availability of the funds designated by the school. The school has established criteria to identify those families which are eligible on the basis of financial need. Using these criteria as an operating rule the Work-Study Committee considers the application and makes the final selection of students to participate in the program.

New students entering St. Augustine High School must first be accepted into the school in order to be eligible for consideration by the Work-Study Committee. Students already enrolled in St. Augustine who wish to be considered for Work-Study, must submit an application. WORK-STUDY APPLICATIONS MUST BE SUBMITTED BY the communicated deadline. All students wishing to apply must complete a Work-Study applications online on the First Bank and Trust tuition portal. Applications are not automatically renewed and are good for one school year. a

The Work-Study Program gives assistance for Tuition only. No fees are waived for students on Work-Study. Work-Study assistance is always partial assistance only. Every Work-Study student must make the designated payments of reduced tuition at the First Bank and Trust by the due date each month. Delinquency in payment of Work-Study tuition incurs the same penalties as any other delinquency in financial matters.

Any student who fails to perform his assigned duties on the Work-Study Program will be removed from the Program, and will immediately be liable for payment of full tuition.

THE LUNCH PROGRAM.

The school cafeteria serves a nutritious meal each school day. The lunch program is under the management of the Archdiocese of New Orleans. The meals provided are outstanding for quality and variety.

Parents/guardians are encouraged to see that your son purchases lunch. It is strongly recommended that lunch be purchased on a weekly, monthly or bi-monthly basis. Purchases on a daily basis are discouraged. All St. Augustine High School, Inc. students are required to fill out the application form online even if they do not intend to utilize the Food Service. This information is necessary to determine the school’s eligibility to participate in Title programs.

CHILD ABUSE LAWS

St. Augustine High School, Inc. abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Family Education Rights and Privacy Act – The Buckley Amendment
SECTION IV: GRADING POLICIES, PROCEDURES, & DATES

REPORT CARDS

Report cards or progress reports are distributed approximately every four weeks. After report card distribution, the school will communicate with parents to make them aware of students who are doing poorly in studies, and who are in danger of failing.

ASSESSMENT AND REPORT DISTRIBUTION DATES

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Benchmarks</th>
<th>End of Marking Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>October 8-11, 2019</td>
<td>October 4, 2019</td>
</tr>
<tr>
<td>2</td>
<td>December 17-20, 2019</td>
<td>December 13, 2019</td>
</tr>
<tr>
<td>3</td>
<td>March 10-13, 2020</td>
<td>March 06, 2020</td>
</tr>
<tr>
<td>4</td>
<td>May 14-19, 2020</td>
<td>May 13, 2020</td>
</tr>
<tr>
<td>5</td>
<td>Seniors Only</td>
<td>May 8, 2020</td>
</tr>
</tbody>
</table>

STATE ASSESSMENTS

<table>
<thead>
<tr>
<th>Title</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT – 11th Grade</td>
<td>March 12, 2020</td>
</tr>
<tr>
<td>LEAP 2025 8th Grade</td>
<td>Testing Window April 1 – May 3, 2020</td>
</tr>
<tr>
<td>LEAP 2025 9th Grade</td>
<td>April 15 – 17, 2020</td>
</tr>
<tr>
<td>LEAP 2025 10th – 11th Grade</td>
<td>April 29 – May 3, 2020</td>
</tr>
</tbody>
</table>

ACADEMIC CURRICULUM

HONORS PROGRAM
St. Augustine High School, Inc. offers a college preparatory curriculum in an Accelerated Honors (8th Grade), and a regular program of study for all students that includes Honors classes for academically eligible students. St. Augustine High School, Inc., utilizes a Modified Block schedule.

St. Augustine’s program of studies exceeds the requirements of the State of Louisiana and complies with the course requirements for the Taylor Opportunity Program for Students (TOPS).

The Accelerated Honors Program is a five-year course of study from Eighth through Twelfth Grades. This program begins with a review of the students’ prior academic performance (Transcripts/report cards of the prior 2 school years, results of the prior 2 years State tests if applicable, and the results of the High School Placement Test). Students may then be invited to participate in the Summer Enrichment Program. Upon successful completion of the Summer Enrichment Program Eight Graders may be placed into the Accelerated Honors Program. The Accelerated Honors program begins with Eighth grade students receiving 3 units of High School credit in Math, English and Science during the Eighth-Grade year.

Students who apply for Ninth Grade, upon review of the students’ prior academic performance (Transcripts/report cards of the prior 2 school years, results of the prior 2 years State tests if applicable, and the results of the High School Placement Test) and who display promise of superior academic ability may be invited to participate in the Summer Enrichment Program. Upon successful completion of the Summer Enrichment Program a Ninth Grader may be offered Honors classes in the areas of academic strength.

Students who show Honors ability (B or higher average) in a subject may be considered for Honors class placement or Advanced Placement (AP) courses in that subject for the next school year.

Students must maintain a minimum of a B average in any and all Honors level classes to remain in Honors. If deemed necessary, the student and parent(s) will meet before the Academic Committee to discuss the removal of the student from the Accelerated Honors program or Honors classes.

The Program of Study for Students Enrolled in Honors Core Courses
<table>
<thead>
<tr>
<th></th>
<th>8th</th>
<th>9th</th>
<th>10th</th>
<th>11th</th>
<th>12th</th>
</tr>
</thead>
<tbody>
<tr>
<td>English I (HC)</td>
<td>English II</td>
<td>English III</td>
<td>English IV</td>
<td>English V AP Language and Composition</td>
<td></td>
</tr>
<tr>
<td>Algebra I (HC)</td>
<td>Algebra II</td>
<td>Geometry</td>
<td>Pre-Calculus</td>
<td>Calculus AP</td>
<td></td>
</tr>
<tr>
<td>World Geography</td>
<td>World History</td>
<td>AP Human Geography</td>
<td>American History</td>
<td>American Government AP</td>
<td></td>
</tr>
<tr>
<td>Phys Sci (HC)</td>
<td>Chemistry</td>
<td>Biology</td>
<td>Physics</td>
<td>Anatomy and Physiology</td>
<td></td>
</tr>
<tr>
<td>Theology</td>
<td>Theology I</td>
<td>Theology II</td>
<td>Theology III</td>
<td>Theology IV</td>
<td></td>
</tr>
<tr>
<td>Mandarin</td>
<td>PE</td>
<td>Foreign Language</td>
<td>ACT Prep</td>
<td>Student Choice</td>
<td></td>
</tr>
<tr>
<td>PE</td>
<td>Elective</td>
<td>Elective</td>
<td>Elective</td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td>Beginners Band</td>
<td>Elective</td>
<td>Elective</td>
<td>Elective</td>
<td>Elective</td>
<td></td>
</tr>
</tbody>
</table>
## THE COLLEGE PREPARATORY PROGRAM

<table>
<thead>
<tr>
<th>8th</th>
<th>9th</th>
<th>10th</th>
<th>11th</th>
<th>12th</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELA 8th</td>
<td>English I</td>
<td>English II</td>
<td>English III</td>
<td>English IV</td>
</tr>
<tr>
<td>Pre-Algebra</td>
<td>Algebra I</td>
<td>Algebra II</td>
<td>Geometry</td>
<td>Pre-Calculus/Cal</td>
</tr>
<tr>
<td>Earth Sci</td>
<td>World Geography</td>
<td>World History</td>
<td>American History</td>
<td>American Gover</td>
</tr>
<tr>
<td>Louisiana History</td>
<td>Physical Science</td>
<td>Biology</td>
<td>Chemistry</td>
<td>Anatomy and Phy</td>
</tr>
<tr>
<td>Theology</td>
<td>Theology I</td>
<td>Theology II</td>
<td>Theology III</td>
<td>Theology IV</td>
</tr>
<tr>
<td>Mandarin</td>
<td>Health/Physical Educ</td>
<td>Foreign Language</td>
<td>ACT Prep</td>
<td>Elective</td>
</tr>
<tr>
<td>Health/Physical Educ</td>
<td>Elective</td>
<td>Elective</td>
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<td>Elective</td>
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<tr>
<td>Elective</td>
<td>Elective</td>
<td>Elective</td>
<td>Elective</td>
<td>Elective</td>
</tr>
</tbody>
</table>

Depending on course offerings, elective courses in each discipline are offered to students in both the honors and regular program of study. Elective course offerings are as follows:

<table>
<thead>
<tr>
<th>Pre-Law</th>
<th>Physical Education</th>
<th>Dual Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journalism</td>
<td>Advanced Band</td>
<td>Architecture</td>
</tr>
<tr>
<td>Accounting</td>
<td>Speech</td>
<td>Entrepreneurship</td>
</tr>
<tr>
<td>Chemistry II</td>
<td>Mandarin I</td>
<td>Intro to Business</td>
</tr>
<tr>
<td>African American Studies</td>
<td>Mandarin Chinese</td>
<td>Weightlifting</td>
</tr>
</tbody>
</table>
**Fine Arts Music**  | **AP Human Geography**  | **Beginners Band**  
---|---|---
**Art History**  | **Spanish I and II**  | **Social Justice**  
**Black Theology**  | **Media Arts**  | 

**GRADING SYSTEM**

The following numerical values and their letter grade equivalents are in effect. The passing grade is 60 (D), and the college recommending grade is 70 (C). The 70(C) is the lowest possible grade which will qualify for a grade point average for college admissions.

<table>
<thead>
<tr>
<th>Number</th>
<th>Letter Equivalent</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
<td>Superior Achievement</td>
</tr>
<tr>
<td>80 – 89</td>
<td>B</td>
<td>Honor Roll</td>
</tr>
<tr>
<td>70 - 79</td>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>60 - 69</td>
<td>D</td>
<td>Passing, Below Average</td>
</tr>
<tr>
<td>59 and below</td>
<td>F</td>
<td>Failing</td>
</tr>
</tbody>
</table>

**HONOR ROLL REQUIREMENTS**

In order for students to make the Honor Rolls they must meet the following criteria:

<table>
<thead>
<tr>
<th>Principal’s Honor Roll</th>
<th>All A’s in the Core 4</th>
<th>G.P.A  4.0 – 5.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold Honor Roll</td>
<td>A’s and B’s in the Core 4</td>
<td>G.P.A  3.0 – 3.4</td>
</tr>
<tr>
<td>Merit Roll</td>
<td>A’s and B’s in the Core 4</td>
<td>G.P.A  2.5 – 2.9</td>
</tr>
</tbody>
</table>

The same requirements above apply to four years highest average awards. Honor Roll recognition will be given at the end of each quarterly marking period.
FAILURES

A student earns one unit of credit for each course at the end of the academic year. A student’s final grade is computed by obtaining the average of the first quarter grade, the second quarter grade, the third quarter grade and the fourth quarter grade. Should a student fail at the end of the year, he must make up the failure in summer school. **All failures must be remediated in St. Augustine’s Summer School unless the course is not offered by the school.** Permission must be granted by the Principal ONLY for ANY summer school course to be taken for credit at another school.

If a student fails one (1) unit, the failure must be made up immediately in summer school. This is an absolute requirement for a student to return to St. Augustine High School, Inc.

Dismissal is recommended for any student who fails two (2) units at the end of the year. At the discretion of the Principal, such a student may be allowed to go to summer school and return to St. Augustine on Academic Probation. Academic Probation lasts for the duration of one academic year. If the student who is on probation fails any course, he is dropped from the school.

Any student who fails three (3) or more units will be dismissed. **There is no recourse from this policy.**

If a student fails a course in summer school, he is dismissed from the school. This includes summer school courses for which permission has been granted to be taken at another school.

The school will communicate with parents orally and in writing concerning such matters as failures in a unit and/or required attendance at Summer School.

**FAILED QUIZZES/TESTS or any Test or Quiz below a 70**

The teachers at St. Augustine High School, Inc. will require that any failing quiz or test be taken home by the student and returned signed by the parent. Failure on the part of the student to comply with this practice is a serious disciplinary matter. **Any attempt by a student to reproduce a signature of a parent/guardian is punishable by dismissal at the behest of the principal.**

**MAKE-UP WORK**

A student who is absent for any reason is required to make-up all work that is missed (tests, homework, notes, etc.). This make-up work should be done as soon as possible, but must be done by the end of the quarter unless the teacher specifies an earlier deadline. It is the student’s responsibility to contact his teachers to obtain assignments for all make-up work and to complete it as desired. Students who are out due to documented medical reasons, will be allowed to make up their missed assignments in a reasonable amount of time.

**Teachers are only required to give make-up work to students who are officially excluded (suspended) from the school for violating the disciplinary regulations at the discretion of administration.**

**ACADEMIC PROBATION**

Students who fail two courses at the end of an academic year, and are allowed to return to St. Augustine by the discretion of the Principal, are placed on Academic Probation. A student on probation may not be allowed to participate in any extra-curricular activities during the fall semester according to the discretion of the Principal. If the student has a first quarter grade point average (GPA) of 2.3 or above and is not failing any course, he may be allowed to participate in extracurricular activities. If any progress report or report card the student fails a course, or
LEARNING DISABILITIES

St Augustine High School, Inc. strives to address the needs for all students at each level and to meet the individual needs of students who may have a wide range of learning abilities. St Augustine High School, Inc. does not provide special education services or facilities. However, the school's education program attempts to accommodate the wide range of learning abilities of its students within reasonable limits consistent with the school's policies, available resources and program of studies.

It is the parent's / guardian's responsibility to provide the school with a psycho-educational evaluation by a certified medical professional to the principal, regarding the type of accommodations or services that may need to be provided. This evaluation may come from a psychologist or learning disabilities specialist. In all cases, the decision for the school's ability to admit and / or serve a student with special needs will be determined by the principal.

ACADEMIC SUPPORT

To ensure the academic success of all our students St. Augustine High School, Inc. has a policy of mandatory Academic Support.

Beginning with the first progress report and reviewed at each subsequent marking period and progress report, it is mandatory for the parents/guardians of any student with a grade of (F) or a current GPA below 2.5 to have a conference with the subject teacher (This will be done every three weeks). The purpose of this meeting is to establish a course of action that will facilitate the student’s achieving academic success. The student will be placed on Academic Support and strongly encouraged to attend after school tutorials that will be conducted by the subject teacher. These tutorials are offered free of charge to all students. Attendance at the tutorials will be the responsibility of the parents and the student. (Why?)

Students on Academic Support who are allowed to participate in extracurricular activities must arrange a tutorial schedule with subject teachers and they must attend tutorials if they wish to continue participation in these activities.

Students who receive an average below a 2.5 GPA at the end of any academic marking period or progress report period will be placed on Academic Probation. This determination will be made by the Principal. Academic Probation mandates both student and parent/guardian attendance at Academic Support Conferences as well as student attendance at tutorials. Students whose parents/guardians do not attend the Academic Support Conference as well as students who do not attend tutorials will not be allowed to participate in extracurricular activities.

GRADUATION REQUIREMENTS

The State of Louisiana requires that each student completes 23 Carnegie Units in order to graduate. St. Augustine High School, Inc. requires 32 Carnegie Units.

STATE REQUIREMENTS (LA Core 4).
St. Augustine High School, Inc.’s Programs of Studies exceed the number of units required by the State of Louisiana.

**ADDITIONAL GRADUATION REQUIREMENTS**

In order to graduate, a student must pass every course offered to him at St. Augustine High School, Inc., even those courses not specifically required by the State of Louisiana or which are in excess of the minimum number of units required by the State of Louisiana.

**GRADUATION WITH HONORS**

A student must have an average quality point total of 3.2 on the non-adjusted scale in their Junior and Senior Years.

<table>
<thead>
<tr>
<th>AP- HONORS</th>
<th>COLLEGE PREP</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – 5.0</td>
<td>A – 4.0</td>
</tr>
<tr>
<td>B – 4.0</td>
<td>B – 3.0</td>
</tr>
<tr>
<td>C – 3.0</td>
<td>C – 2.0</td>
</tr>
<tr>
<td>D – 2.0</td>
<td>D – 1.0</td>
</tr>
</tbody>
</table>

**OTHER CONDITIONS AFFECTING ELIGIBILITY FOR GRADUATION ARE:**

If a senior fails one (1) unit, he may participate in the Baccalaureate and Commencement ceremonies, provided he has met all financial obligations and has no disciplinary restrictions placed upon him. He may not receive a St. Augustine diploma until he has successfully made up the failure in Summer school.

If a senior fails two (2) units he will NOT participate in Baccalaureate and Commencement, and he will NOT receive a diploma until the failures are made up in Summer School.

Failures must be made up in the Summer of the current school year in order to receive a diploma.

Seniors who fail three (3) or more units are not eligible to receive a St. Augustine High School, Inc., diploma.

A senior will NOT be eligible to participate in Baccalaureate and Commencement if:
● He has not met financial obligations to the school by the specified date;
● He is guilty of a disciplinary infraction, which, in the judgment of the Faculty and Administration, would disqualify him from participating on grounds of propriety, even though the student is not dismissed from the school;
● He is absent from or tardy to practice for commencement exercises or other senior activities, and refuses to accept the disciplinary action imposed;
● He is absent from or tardy to the Baccalaureate and Honors Convocation ceremony;

Said senior will not receive cap and gown until all academic, disciplinary, and financial obligations are met.

THE RELIGIOUS PROGRAM

Every student must take and successfully pass the prescribed number of units in Theology. Holy Mass is celebrated daily in the school Chapel, and School Masses are celebrated approximately once a month. The school day and all classes/activities begin and end with prayer. All students are required to respectfully and reverently participate in school religious activities according to the teaching and discipline of the Roman Catholic Church.

The religious faith of all students are respected as an integral element of the fundamental respect due to every human being. No member of the St. Augustine family is ever under force to change their religious beliefs. All members of the St. Augustine community must respect the teachings and practices of the Roman Catholic Church publicly and privately.

Campus Ministry is a special tool for addressing the spiritual and emotional needs of the entire St. Augustine family. Students participate in retreat programs, which provide reflection time to nurture their own spirituality and their relationships with others. Reflective and retreat opportunities will be offered for parents, teachers, and staff as scheduling permits.

Monthly liturgies, periodic class liturgies, opportunities for reconciliation (Confession), prayer groups for students and faculty, gospel choir, and Christian service organizations are available for those who wish to take a closer walk with Jesus.

CLASS RETREATS

A mandatory annual retreat is a part of the religion curriculum. Students who do not participate will receive a failing grade in Theology.

COMMUNITY SERVICE HOURS

In keeping with one of the goals of St. Augustine High School, Inc., namely, “To inculcate in the student a Christian sense of responsibility, a true understanding of freedom, a dedication to peace and justice, an awareness of the needs of others, a respect for one another, a reverence for life and an intimacy with God,” and in order to develop our students spiritually, physically and mentally, all students are required to complete 40 hours of community service each year. **No more than ten (10) of these hours can be satisfied by the work done at St. Augustine High School, Inc.**
Approved Service Hours locations and sponsors can be found on the school’s website. All locations must be approved beforehand by the Campus Minister. Service Hours performed at a non-approved location will not be counted.

*If you wish to submit a new site for approval, it must be a place where any of our students are able to perform service. Approval of new sites is left to the discretion of the principal.*

Service Hours are to be reported on the letterhead of the organization where the service is performed. The on-site supervisor should indicate the number of hours performed and sign the form.

A total of 10 Community Service Hours must be completed by the end of each quarter. Students receive a grade of “F” at the end of each quarter if they fail to complete the minimum requirement of service hours. If the final grade is an “F” they must attend summer school to satisfy St. Augustine requirements. A form will be provided to verify that service hours have actually been completed.

Service hours cannot be satisfied by assisting relatives and friends in commercial enterprises, nor can they be fulfilled by doing ordinary household chores and performing in organizations such as choirs, community theaters, etc.

**THE COUNSELING PROGRAM**

Counselors see students on a regular schedule, in groups and individually. A student may request an appointment with his counselor, or may be referred to the counselor by a teacher. The primary function of the school Guidance counselor is to give assistance in academic matters and to give attention to any matter that can influence academic performance, such as study habits, absenteeism and tardiness, attitudes toward academic work, classroom behavior and any circumstance away from the school that can affect academic performance.

Counselors assist the student in understanding the system of Carnegie Units, requirements for graduation, requirements for college entrance, and the range of academic and career choices after high school graduation.

New students are urged to become acquainted with their counselor as soon as possible. The counselor can be the most important resource person in the difficult period of adjustment to the various programs of the school.

**SECTION V: ATTENDANCE AND DISCIPLINARY POLICIES**

**A. ATTENDANCE POLICIES**

*School Tardy/Absence Policy:*

- First (1) Tardy to school student will receive a lunch detention.
- Two (2) tardies or absences to school in any week will yield a Saturday Detention.
- Third (3) tardy or absence: Letter goes home to Parent/Guardian.
● Five (5) tardies or absences to school will yield a Parental Conference and the student will be placed on Attendance Probation.
● Tardies or absences 6 – 8 to school will yield a conference with the Disciplinary Committee.
● Tardy or absence 13 to school the student will be recommended for dismissal.

Instructional Tardy Policy

● Tardy to one class will yield after school detention.
● Tardy to more than one class in a day will yield a Saturday Detention.
● Students who are chronically late for class will result in a Disciplinary Conference Meeting. (This means that the student has been tardy to class five times within a quarter.)

EARLY SIGN-OUT

● Parents/guardians are reminded that routine doctors’ appointments and errands for family business are not considered emergencies. Doctors’ appointments should be made outside school hours. Students who are excused and who miss two classes in one day will be marked absent.
● Students who must leave prior to general dismissal must have their parent/guardian report to the school and sign them out of school.
● Students can only be checked out by a parent/guardian or other person(s) designated by the parent/guardian that appear on our student emergency form. All adults must have a valid driver’s license or state ID in order to check out a student.
● No child can ever sign himself out of school regardless of the circumstance.
● Students will not be called out of class unless deemed an emergency by an administrator. Parents will have to wait until the class has ended before a student will be released.
● Students who are checked out of school three (3) or more times in a month will have to meet with Administration before the student can come back to school.

ATTENDANCE PROBATION

Attendance Probation consists of a special agreement signed by both the parent(s)/guardian(s) and the student governing specific attendance of a chronically tardy or absent student, adherence to which will be required for the student to remain enrolled at St. Augustine High School, Inc.

ABSENTEEISM AND VOLUNTARY WITHDRAWAL

Parents/guardians who voluntarily withdraw their son(s) should complete the formal withdrawal process at the Main Office immediately to avoid the accumulation of excessive absences on their son’s record. The absences of students not formally withdrawn will remain on their official school record and could negatively impact their ability to receive credit for courses taken.

B. DISCIPLINARY POLICIES

CONDUCT AND DISCIPLINARY POLICIES
It is the responsibility of students and parents to familiarize themselves with the Student Handbook and school policies. **Ignorance of these will not exonerate.** It is the student’s responsibility to conduct himself in accordance with the established codes of conduct.

**St. Augustine High School, Inc.** is dedicated to the development of Christian manhood through a total and harmonious blending of the spiritual, moral, intellectual, and physical aspects of the human person. To provide a climate for this development on a daily basis, every effort is made to lead the student to an awareness of what each person must do to preserve peace and harmony in a school setting.

The **disciplinary policies provide a uniform standard of conduct for all St. Augustine High School, Inc. students any refusal to submit to any disciplinary action will result in the immediate dismissal of the student from St. Augustine.**

They describe inappropriate student behavior; ensure equal treatment for misconduct, and present specific actions for modifying prohibited behaviors. They are based on the premise that rules must be enforced firmly, consistently and fairly, and that discipline should be issued in an equitable and just fashion which complies with school mandates and regulations.

Consistent adherence to these policies will help students to cultivate a respect for the rights of each individual and will provide an atmosphere which encourages academic excellence.

**Cooperative Mandate**

To achieve the ideals inherent in our discipline policies, it is imperative that students, parents, teachers, and administrators work together to support and enforce the rules that have been established. Any dishonesty by students or parents during a disciplinary investigation or a parental disciplinary conference is a serious violation of the Cooperative Mandate and will increase the disciplinary severity of the penalty. Student or parental dishonesty may result in the student’s dismissal from St. Augustine High School, Inc.

**Off-Campus Behavior**

All St. Augustine High School rules apply at all times as long as a student is still a St. Augustine High School student.

**Public Character**

All St. Augustine High School, Inc. students are expected to uphold the values, exhibit the appropriate behaviors, and abide by the rules and regulations outlined in these pages when attending public, social, and educational functions, as well as extra-curricular activities, on and off campus, in or out of uniform. Failure to do so, especially but not only when identified as a St. Augustine High School, Inc. student, will result in school sanctions being applied, including suspension, dismissal, and/or expulsion.

**ANY ST. AUGUSTINE STUDENT ENGAGING IN PUBLIC BEHAVIOR THAT IS ILLEGAL, DISRUPTIVE, VIOLENT, INDECENT, OR IN ANY OTHER WAY DAMAGING TO THE SCHOOL’S REPUTATION AND GOOD NAME MAY BE DISMISSED IMMEDIATELY.**

**Quiet and Order**

An atmosphere of calm is essential to learning, and nothing so contributes to this atmosphere as quiet. This is a matter of consideration for others. It is also important that traffic, especially in the corridors, move in a reasonable
manner and at a reasonable pace. Running in the halls and unnecessary noise making are considered breaches of the conduct, as are littering and eating in classrooms and corridors. These and other disorderly behaviors are subject to penalties.

DISCIPLINARY INFRACTIONS

Infractions Punishable by Daily Detentions OR PHYSICAL calisthenics

When verbal admonitions do not correct undesirable behaviors, students may be issued a detention or calisthenics.

Violations include:

1. Being tardy for school or class.
2. Unexcused absence - no note and/or no phone call
3. Going to one's locker without permission
4. Failure to cover a textbook(s)
5. Failure to bring school-issued computer to school fully-charged
6. Loitering in the classrooms before school, after school or during lunch periods
7. Personal grooming during class
8. Minor uniform infraction, i.e., wearing dark glasses, hats or caps, jewelry, with the exception of the St. Augustine High
9. School, Inc. class ring, incorrect uniform accessories, non-uniform jackets or sweaters
10. Eating and drinking in the classroom. Snacks, canned drinks, filled water bottles, filled Gatorade bottles as well as any kind of open container are not to be brought into the classroom. In extraordinary situations of medical need, permission must be obtained from the Discipline Office.
11. Chewing on gum, straws and other miscellaneous objects
12. Littering (including leaving trash inside desk, lab tables, on the outside benches, in the hallway, cafeteria, etc.)
13. Skipping in lunch line or other lines when students must wait their turns
14. Unlocked or disorderly lockers
15. Failure to clean cafeteria table after eating

[Teachers may issue and hold Daily Detentions for any and all of the forenamed circumstances].

Infractions Punishable by Saturday Detentions

Students who violate the rules as outlined below may serve a Saturday Detention. Saturday detentions are to be served on the day they are assigned. Failure to serve a Saturday detention may result in suspension.

Violations include:

1. Failure to follow a directive given by a faculty or staff member.
2. Disrupting class, inappropriate behavior expressed verbally or in body language, horseplay in class or other inappropriate behaviors.
3. Bringing contraband to school, including, but not limited to, a radio, I-Pod, CD player, camera, cassette player, headphones, Walkman, MP3 player, pager, beeper, text messenger, game console, & etc., to school; being in possession of a cellular/Smart Phone during school hours. These items will be confiscated for two weeks and Saturday Detention will be issued.
4. Using the hall pass for a purpose not intended by the person in authority.
5. Accepting a ride to or from school from a person for whom there is no permission on file in the school office, or from a student previously dismissed from St. Augustine High School, Inc.
6. Inappropriate/disrespectful behavior or attitude at school or school-related functions. This includes coming to school without materials, putting one's head on the desk, doing work other than that assigned by the teacher, talking during announcements, inappropriate body language, etc.
7. Major uniform violation or failure to follow the dress code for out-of-uniform days.
8. Loitering in the vicinity of the school and disturbing the neighborhood, loitering at a bus stop or at inappropriate locations.
9. Loud behavior in the classrooms, halls, bathrooms, stairs, yard, cafeteria, Masses and assemblies etc.
10. Playing car radio loud in the vicinity of the school and disturbing neighbors.
11. Excessive tardiness to school or class

Infractions Punishable by Saturday Detention, Suspension, or Dismissal

In cases of suspension or dismissal, parents are formally notified of the action by the school and must come in for a conference before the student will be allowed to return to school after a suspension.

Violations include:

1. Failure to appear at an after-school, Saturday, or special detention.
2. Use of tobacco products on school grounds, smoking while in uniform, while attending any school-related function, or while representing the school in any capacity.
3. Unauthorized leaving of campus, class, or detention, including going to student’s car (his own or another student’s) without explicit permission and a pass from the Main Office.
4. Cutting class, unexcused absence, or playing hooky.
5. Destroying or defacing school property.
6. First offense: cheating or plagiarism; forging notes, signatures or community service letters; copying materials or project information from another source and representing it as your own without proper citation; illicitly retrieving another's computer document for personal use; being in possession of notes or other potentially useful material during a test, even if the claim is made that the notes/information were not being used during the test. Looking at another student’s paper during a test. (This offense necessarily results in a zero on the test or assignment).
7. Disrespect or insubordination to any person in authority.
8. Verbal arguing that may lead to more serious infraction.
9. Using obscene, indecent, or defamatory language, or bringing material to school that contains such language.
10. Loud, disturbing behavior on buses, ferries, on the street, etc., especially when identified as a St. Augustine Student.
11. Stealing or shoplifting while on school grounds, at any school-related function, or outside of school while in uniform. This offense also includes being an accomplice to another’s theft or being in possession of another’s property.
12. Character assassination: spreading stories (rumors) about others which can lead to serious problems among students.
13. Disgracing the school name, reputation, or uniform by inappropriate behavior.
14. Inappropriate physical contact.
15. Using a cell phone during the school day, having a cell phone outside of the locker during the school day, having a cell phone turned on during the school day, if a cell phone is heard during the school day.
16. The selling or bartering of goods on campus FOR PERSONAL GAIN.
17. The posting of any material (pictures, videos, songs, raps, etc.) onto Internet sites such as MYSPACE®, YOUTUBE®, FACEBOOK®, etc. that contain obscene language, pictures, or gestures; that involve the use of the name or other identifiable marks of St. Augustine High School, Inc including students or faculty and staff in any way that reflects negatively on the school, or damages the reputation of the school.
18. Using a locker other than the one assigned by the Disciplinarian.
19. Unauthorized absence from a Saturday Detention.
20. Bullying

INFRACTIONS PUNISHABLE BY SUSPENSION, DISMISSAL, OR EXPULSION

(Special Disciplinary Probation will be applied when a student is suspended or returns to school in the event of a successful appeal after dismissal)

Violations include:

1. Continuous misconduct or constant neglect of academic work by a student who has been previously warned or previously placed on probation or suspended.
2. A second suspension, even if not for the same offense as the first.
3. Second Offense: Stealing, cheating, or dishonesty in any form. For the purpose of this rule, it will be considered stealing whenever a student has in his possession an article belonging to another student without the student’s consent.
4. Theft that is particularly egregious.
5. Possession of or use of alcoholic beverages or drugs at school, or at any school sponsored activity, wherever the activity may be held. When students are discovered with illegal substances on campus, local law enforcement will be contacted.
6. Fighting or any other misconduct prejudicial to the good name of the school, whether on campus or off campus.
7. Harassment, hazing, or bullying of another student, including physical contact, verbal threats, inappropriate messages, or any other behavior legitimately interpreted as harassment or bullying.
8. Endangering others.
9. Possession of a gun, a knife, a weapon of any shape or size, or any item designed to be used as a weapon or capable of being used as a weapon. Use of any such object as a weapon.
10. Defiance of, or disrespect to any school official, teacher or school employee.
11. Damaging school property, or the property of another person.
12. Possession or dissemination of immoral writings, books, or pictures.
13. Tampering with or altering grades on the report card.
14. Forgery of a signature on school work and/or school documents.
15. Second Offense: Leaving school without permission, or, unauthorized absence from school or from an individual class. Students may not leave the school campus during the school day to go to their own or another student’s car.
16. Unauthorized entrance into the band room, athletic rooms, book room, faculty room, administrative offices, library or storage and utility areas.
17. Any behavior on a public bus, or in any public place, which can injure the reputation of St. Augustine, on any occasion, whether a school function or not.
18. Refusing to submit to a random drug screening administered by the Principal and/or Assistant Principal(s), Disciplinarian, and/or delegate of the Principal of St. Augustine High School, Inc.

19. Failing a random drug screening administered by the Principal and/or Assistant Principal(s) or delegate of the Principal at St. Augustine High School, Inc.

20. Any other violations deemed necessary by the Principal

End of Year Policy for Students pertaining to Discipline and Academics:

At the end of the school year there will be a meeting with all grade level teachers and counselors, to discuss your son’s future here at St. Augustine. This meeting will decide whether a student should be moved up or down and who will be placed on probation, dismissed, expelled or placed on academic probation, due to the recommendation of the faculty and a review by the Administrative Team.

Locker Usage

ANY STUDENT WHO DOES NOT HAVE A SCHOOL PURCHASED LOCK ON THEIR LOCKER WILL RECEIVE A DAILY DETENTION UNTIL HE HAS A SCHOOL LOCK PLACED ON HIS LOCKER. IF A STUDENT IS TAKING PHYSICAL EDUCATION HE MUST HAVE A SCHOOL PURCHASED LOCK FOR THAT AS WELL, MEANING THAT HE MUST HAVE TWO SCHOOL PURCHASED LOCKS.

EXPLANATION OF DISCIPLINARY TERMS.

<table>
<thead>
<tr>
<th>Behavioral Contract</th>
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</thead>
<tbody>
<tr>
<td>When warranted by continuous student misbehavior, a student may be placed on a Behavioral Contract at the discretion of the Principal.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disciplinary Probation Routine</th>
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<tbody>
<tr>
<td>After a suspension the student will be placed on Routine Disciplinary Probation for a period of nine weeks.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Expulsion</th>
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<tbody>
<tr>
<td>The student is dropped from the rolls and may not be readmitted at any time in the future.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Library Fine</th>
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</thead>
<tbody>
<tr>
<td>A monetary penalty which must be paid before the end of the quarter. Exams may not be taken by students who have not paid all fines at exam time.</td>
</tr>
</tbody>
</table>
Mandatory Withdrawal
at the end
of a Semester

A student who has exhibited serious and repeated discipline infractions MAY BE CHARGED WITH CONTINUOUS MISCONDUCT AT THE END OF THE FIRST SEMESTER OR THE SCHOOL YEAR AND NOT ALLOWED TO RETURN TO ST. AUGUSTINE FOR THE FOLLOWING SEMESTER OR THE FOLLOWING SCHOOL YEAR.

Plagiarism

- if he copies the language of another and represents the work as his own; shares work with another student that should have been done independently; copies information from the Internet or other sources, or paraphrases information from those sources and presents the information as his own, without proper citation.

Special Disciplinary Probation

Special Disciplinary Probation is reserved for students who have been readmitted to St. Augustine after dismissal, or another serious offense that may have warranted dismissal. It is up to the Principal to determine whether or not a student will be admitted under the condition of being placed on Special Disciplinary Probation. A letter detailing the specific conditions of Special Disciplinary Probation must be signed by the parents/guardians and the student as a condition for the student’s return to school.

Voluntary Withdrawal From St. Augustine

In order for a student to officially withdraw from St. Augustine High School the following steps must take place: must be cleared from Library, cleaning of lockers, discharge of debts to the school, return of athletic and band equipment, return of I.D. card, and an interview with the Principal/designee.

GENERAL RULES FOR GOOD ORDER

Maintenance of Campus

St. Augustine High School, Inc. students are expected to have great pride in the campus and to exercise personal responsibility in the upkeep and appearance of the facilities. At the discretion of the administration, faculty, or staff, students may be required to actively assist in keeping the campus clean and clear of debris. Necessary precautions for student safety will be taken in these instances.

Vandalism

Any student guilty of vandalism of any kind will be subject to suspension or dismissal. Vandalism includes any deliberate damage to the building, grounds, or property of the school. Examples: writing on school property, destroying school property, damage of books, Chromebooks, damage to smart panels, tampering with plumbing and electrical equipment, etc.

Student Parking Lot

Under NO CIRCUMSTANCES may a student return to the student parking lot after he has arrived to school. This may only take place with explicit permission from the Assistant Principal of Culture and Discipline or designee.
Students with permission must have a pass on them issued by the Assistant Principal of Culture and Discipline. Students in violation of this policy may be suspended. Also, students are not allowed to loiter in the student parking lot. ie. sitting in your car on the phone, listening to music, on computer, etc. Repetition may result in dismissal.

Unauthorized Eating or Drinking.

Eating, drinking, and chewing gum are forbidden everywhere on the school campus, except the cafeteria at appointed times. With the exception of students who bring their lunch to school, food, drinks, and candy should never be brought on to the school premises. Students who are found guilty of eating/drinking on school grounds will be subject to an after school detention the day of the infraction.

Selling Items

Students are not allowed to sell any items on campus to other students, faculty or staff members, parents, or any other persons. Violators will have their goods confiscated and will be suspended. Repeat offenders will be subject to dismissal.

ID Cards

Students must carry I.D. cards at all times. At any time a staff member may ask a student to surrender his I.D., card. Refusal to surrender the card is a serious offense and a student guilty of this is subject to suspension. The student may reclaim the card from the Dean of Students after all penalties have been served.

Contraband

Students may never bring electronic devices of any sort: I-Pods, pagers, compact disk players, DVD players, ear plugs/ear pieces of any kind (hearing aids excepted), palm pilots, radios, tape recorders, tapes, video cameras, still cameras, hand-held video games, etc.to school. Cell Phones with camera/video features may never be used to record any activities at school or school events. Such articles will be confiscated and the student will be subject to suspension or dismissal. In most instances these items serve as distractions and become objects of theft. St. Augustine High School, Inc. WILL NOT accept responsibility if such items are brought onto the school grounds and become damaged, lost, and/or stolen.

When confiscated, these items will be kept for two weeks. A Saturday detention may be assigned to the student as well.

No action will be taken by the school administration to recover forbidden items reported lost or stolen which should not have been brought to school.

Scientific Calculators required for school should have the student’s name engraved on the back of the calculator and on the cover for identification purposes.

CELL PHONE/ Smart Watch POLICY

Cell Phones may not be used, seen, or heard between the hours of 6:45am and dismissal. Also, students are NEVER to use their phones while in the building whether before school or after school. However, students may use their phones while on the yard after dismissal (outside of the building only).

UPON ENTERING THE SCHOOL GROUNDS, CELL PHONES MUST BE PLACED IN THE STUDENT'S BAGS OR POCKETS THEN PLACED IN THEIR LOCKER AND REMAIN THERE
THROUGHOUT THE ENTIRE SCHOOL DAY. ANY CELL PHONE NOT KEPT IN THE STUDENT’S LOCKER WILL BE CONFISCATED.

TO RETRIEVE THE STUDENTS PHONE BACK THE FOLLOWING MEASURES HAVE BEEN PUT IN PLACE:

1ST Time – Saturday Detention plus a $20 fine that must be paid by the very next school day following the Saturday Detention.

2nd Time - Saturday Detention plus a $20 fine that must be paid by the very next school day following the Saturday Detention.

3rd Time - Saturday Detention plus a $20 fine that must be paid by the very next school day following the Saturday Detention. Also, a Parent – Administrator Conference.

4th Time – Recommendation for Dismissal

Cell phones in the lockers should be completely turned off throughout the school day to avoid the possibility of them being heard.

***Smart watches are not allowed to be worn in the school building or yard. They will be treated as a cell phone and the same punishments will be administered.

If a need to contact parents by phone arises during the school day and deemed an emergency by the Office, a representative from the Office will make a phone call for the student.

No action will be taken to recover phones lost or stolen that is not placed in a locked locker.

Lifestyle Policy

Students at St. Augustine High School, Inc. are expected to act like Christian gentlemen. As long as they are students of St. Augustine they represent St. Augustine and shall be held responsible for their actions on and off campus. They should bear in mind that on the street, on public and school transportation, at sports and social events or during school holidays, weekends, etc., they represent the school. Any overt or unlawful act not only makes the student subject to penalties which the law or the courts may prescribe but will also result in dismissal or expulsion.

St. Augustine High School, Inc. students are reminded that if it is proven that they have engaged in serious immoral acts contrary to the teachings of the Gospel of Jesus Christ and the Catholic Church than they will be subject to dismissal or other appropriate penalties.

It is the policy of St. Augustine High School, Inc. that if any student changes his residence from that of his parents or legal guardians and establishes a lifestyle apart from the family, the school has the right to dismiss the student. Married students are not permitted to attend St. Augustine High School, Inc.

If after review of such change in residence or personal lifestyle, the school determines that such a change is contrary to the teachings of the Roman Catholic Church, and/or Christian principles or morality or decency; or should the student's conduct, lifestyle, or change of residence become a source of scandal to the school or its students, or reflects discredit upon the principles and policies of St. Augustine, the student will be dismissed from the school.
MAJORITY AGE STUDENTS

All students at St. Augustine High School, Inc., regardless of majority age, are considered to be under the jurisdiction of their parents/guardians for the duration of the time they are students at St. Augustine High School, Inc.

RESPECT FOR LIFE POLICY

Any student who enters marriage or fathers a child outside of matrimony is subject to dismissal. To foster respect for human life from conception to natural death and to prevent any student from having recourse to the seriously grave sin and heinous crime of abortion, St. Augustine High School, Inc. will grant a reprieve from dismissal to any student who voluntarily discloses to the school administration that he has fathered a child. Upon this disclosure, the administration will meet with the student and his parents/guardians to map out a strategy that will ensure that the student continues to effectively function academically, while at the same time exercising his new responsibilities toward the child which he has helped to bring into the world and the mother of said child.

The purpose of this policy is in no way to condone the immoral act of fornication, but rather to protect and defend the weakest human beings, the unborn. This policy is also designed to prevent students from attempting to conceal the serious fact that they have fathered a child, with the consequence of living deceitfully in respect to the faculty, staff, and administration of the school.

Students who have fathered children and do not voluntarily disclose this information may be subject to dismissal once this information is verified. Students who actively assist a young woman in procuring an abortion are also subject to dismissal.

Hence, all St. Augustine High School, Inc. students should first commit themselves to a life of chaste virtue, practicing abstinence until marriage. Should a student fail in this, with the result that he becomes a father out of wedlock, he should communicate this information to his parents first, and together with his parents he should communicate this information to the school Administration.

SCHOOL SPIRIT

School spirit includes four things:

1. Courtesy: Extended to teachers, school employees, parents, other students, and visitors; this is a tradition at St. Augustine High School, Inc.
2. Pride: In everything our school endeavors to accomplish and has accomplished. Ownership of our school campus and care for its appearance.
3. Loyalty: To the philosophy, tradition, and standards of the school, this includes doing one’s best to keep his scholastic and activity standards high.
4. Sportsmanship: Maintained by both players and spectators. Jeering, disorderly conduct, or carrying the competitive aspects of the game beyond the court or playing field, will not be tolerated.
Students who fail to manifest these qualities will be subject to penalties specified in the disciplinary part of this Handbook.

SPORTSMANSHIP

In our society, winning has begun to mean everything. Ethics, integrity and respect are essential characteristics that are important in our daily lives. All of these characteristics are learned by participation in extracurricular activities. During competitions, they are transformed into what we know as sportsmanship. Sportsmanship is one of the most vital lessons and lifetime values taught by extracurricular activities. Good sportsmanship is the combination of a disciplined effort, respect for yourself, your opponents and contest officials. Don’t ever confuse a good sportsmanship with the nice guys who supposedly finish last. Boisterous behavior is unacceptable not only in the classroom, but the playing field, basketball court etc. Booing and heckling officials, coaches, etc. are also unacceptable behavior at St. Augustine High School’s sporting events. Supporters should be supporters. Respect for the opponent, other supporters, coaches and officials is a must at all levels of athletics and activities. Always display good sportsmanship when you attend St. Augustine High School’s events.

RESTRICTED AREAS

- The Band Room is off limits to all students who are not band members or students who take instrumental music classes (this means the time that they are scheduled to take the class).
- The Weight Room is off-limits to all students except when under the direct supervision of coaches/P.E. Teachers.
- Classrooms are off limits other than assigned class time.
- Students may NOT use the elevator at ANY time unless they have a pass from the office.
- Students may not remain in classrooms after the last class of the day has been dismissed unless they have explicit permission to remain.
- Students may not remain in the building after 3:30 p.m. unless under the direct supervision of a teacher or in the Library.
- Students may never enter the Faculty Room or Faculty Restrooms.
- For safety purposes, students are not allowed to congregate on A. P. Tureaud Avenue between Hope and Law Streets before or after school. Students are not allowed to loiter on the sidewalks around the school once school is dismissed. All students must wait for parents and/or rides on George “Nick” Connors Dr. or on the Yard. NEVER ARE STUDENTS TO WAIT AT THE CORNERS OF HOPE ST AND GEORGE “NICK” CONNORS DR. OR HOPE ST. AND A.P. TUREAUD AVE, BEFORE OR AFTER SCHOOL OR AFTER ANY EVENT.
- Students may not enter or exit the building through the main doors on A. P. Tureaud Ave. except when signed out by their parents/guardians.

RESPECT FOR OTHER SCHOOLS.

St. Augustine High School, Inc. students may not enter the campuses or buildings of other schools unless such entrance is authorized for specific business, or to attend events which are open to the public. If St. Augustine receives a complaint concerning misconduct of any kind by a St. Augustine student on the campus of another school, the violator will be suspended and placed on Routine Disciplinary Probation or if circumstances warrant it, he may be dismissed.

POLICY FOR SEARCH AND SEIZURE

St. Augustine High School, Inc. recognizes its contractual relationships with its students. Part of the contractual agreement between the school and the student is the right of the school to exercise reasonableness under all
circumstances in the area of search and seizure. For St. Augustine High School, Inc., the conditions for reasonableness are as follows:

1. The officials of St. Augustine High School, Inc. will make the determination of whether a search is justified at its inception. In other words, the officials of St. Augustine High School, Inc. will institute search whenever they have reasonable, articulate grounds for suspecting the search is necessary to ensure maximum safety for all students, or that it will uncover evidence that the student has violated, or is violating either the Law or the Policy and Procedures of the school.

2. The officials of St. Augustine High School, Inc. also determine whether the search, as conducted, is reasonably related in its scope to the circumstances which justified the interference in the first place.

Search and seizure includes the search of student’s person, personal belongings, cell phones (including text messages), book bags and other receptacles, lockers, and vehicles parked in the school parking lot and on the streets outside the school, and web pages such as MySpace®, Facebook®, etc. Search and seizure will be conducted by school staff, and when necessary, local law enforcement officials will be utilized. When deemed appropriate the use of Trained Sniff Dogs will be employed.

The cars used by all students of St. Augustine High School, Inc. that are in the student parking lot, the school yard, or parked on the streets immediately bordering the school, while students are at school or school-related functions are subject to search and seizure. Students must comply with any request of the principal, assistant principals or delegate of the principal to open the car he drives for the sake of a search instituted under the same conditions for search and seizure listed above.

RANDOM DRUG SCREENINGS

The administration and faculty of St. Augustine High School, Inc. recognize that a student’s poor judgment may lead to substance abuse. It is our intent to educate students regarding the dangers these substances (alcohol and other drugs) present. We will actively seek to identify those students in our school community whose actions indicate that they may be involved with drugs and/or alcohol. Therefore, all students at the school and their parents agree to subject students to random drug screening, which will be administered by the Principal, Assistant Principals, or faculty/staff member designated for this task by the Principal at St. Augustine High School, Inc.

Parents/guardians of the students, and the students themselves, consent to and agree to these random drug screenings by registering at and attending St. Augustine High School, Inc.

All drug testing will be performed with the utmost concern for each student’s personal privacy and dignity. All test results will be regarded and kept confidential. The results of such chemical testing will be made available to the Principal, who will in turn communicate this information to the student’s parent and/or guardian.

Students testing positive may be subject to suspension as a warning about the gravity of substance abuse, or in the case of a second positive testing, dismissal.

REGULATIONS ON DRESS AND GROOMING

Whenever the St. Augustine High School, Inc. uniform is worn, it must be worn completely and properly. Students may take their ties completely off after the school day when outside of the school building only. Ties must be worn snug at the neck and may not be worn loosely around the neck. As long as students are in uniform on or off campus, their pants must be worn properly at the waist and not below it. Sagging pants are not allowed at any time. Their uniform shirts must be buttoned and completely tucked, not bloused, into trousers. Shirts must fit properly at the
collar. Shirts that are too large at the collar may not be worn. There is no partial wearing of the uniform permitted under any circumstances. Students must wear a uniform shirt and pants together and they must wear uniform shoes as long as they are in uniform.

Uniforms must be in good condition. Clothing with holes, rips, or tears may not be worn. Students may not write on any part of the uniform. Shoes that are cracked or otherwise in poor shape may not be worn.

Students found guilty of a uniform violation off campus will receive a penalty for embarrassing the good name of the school by a slovenly and unprofessional appearance. This is especially the case at school activities such as football games or other athletic/public events associated with the school.

UNIFORMS must be kept in good condition and ironed. Torn, ragged, and tattered shirts and sweaters are not allowed. Embroidery must be PURPLE. Pants may not be faded, frayed, or threadbare. Shoes must be in good condition, polished and tied. Students may not deface ties. Students not in compliance with these and all uniform regulations will be disciplined and/or sent home. Tattered clothing and shoes must be replaced.

PANTS
St. Augustine High School, Inc. students must wear gray SAI – A+ brand TROUSERS. Trousers with flat front or cell phone pockets are forbidden. Make sure that all trousers fit properly, especially in the waist and in length. Trousers should fall straight and touch the top of the shoe. They should not bunch at the ankles. Students whose trouser length is too long and students who wear pants below the waist will be sent home and subject to other disciplinary measures. Pants must be permanently hemmed with a stitch and not adhesive. NO CUFFS AND AT NO TIME CAN UNIFORM PANTS BE TAPERED!

SHIRTS
The uniform shirt is a white DICKIES® oxford brand SHORT-SLEEVED SHIRT. The student’s name must be embroidered ¾ inch purple lettering above the left breast pocket. Letters should be block style and not script. Shirt collars must fit properly. Students wearing shirts with collars that are too large will be sent home and subject to a uniform violation. ALSO, NO SHIRTS CAN BE WORN TO SCHOOL WITHOUT BUTTONS!

SWEATER
The official SCHOOL SWEATER is a black pullover sweater. Again, the student’s name must be embroidered in ¾ inch purple lettering above the left breast pocket. Letters should be block style and not script.

SHOES/ SOCKS
All students must wear BLACK MILITARY SHOES. There are no exceptions to this regulation. The flat black or patent leather military shoes are both acceptable. Students must wear either black or white socks. FOOTIES OR ANKLE SOCKS ARE NOT ACCEPTABLE. Students MAY PURCHASE SOCKS FROM THE BOOKSTORE WHEN THEY ARE STOCKED, BUT IF THE BOOKSTORE DOES NOT HAVE THE SOCKS, THE PARENT MUST BRING SOCKS FOR THEIR SON.

ACCESSORIES
Only official belts and ties may be worn. Official St. Augustine ties and belts may be purchased at the bookstore. Belts are $10 and ties are $15 each. Students may wear PLAIN white undershirts (crew, V-neck, or “A” frame). Undershirt sleeves must not be seen. Absolutely no decorations, colors, or writing may appear on undershirts.

COATS/ JACKETS/ SWEATERS
During cooler weather and winter months, a regular overcoat of any color may be worn outside the school building only. The school will inform parents when students are permitted to bring these outside coats/jackets to school and when they must stop bringing them to school.

While inside school buildings, **NO** other jackets or sweatshirts may be worn EXCEPT the St. Augustine uniform fleece or sweater and the St. Augustine letterman jacket.

**Students who are not wearing the approved uniform will not be allowed to attend class.** They will be sent home and charged with an absence for the day. A student who repeatedly ignores the regulations concerning dress may be dismissed from the school.

**EARRING AND OTHER JEWELRY**
The wearing of jewelry, earrings, gold chains, bracelets, and rings other than the official St. Augustine High School, Inc. class ring is forbidden on school property, and whenever a student is wearing the school uniform.

**Earrings/STUDS are not allowed at any school sanctioned functions.** Students are not allowed to wear earrings when taking pictures in conjunction with school-related events. Any school-related pictures that exhibit violations of the dress code will be confiscated and money will not be refunded.

**Students may wear a simple, unobtrusive, functional watch and seniors may wear their official class ring.**

Students are not allowed to wear removable denture-related items such as grilles at any official school function.

**TATTOOS**
St. Augustine High School, Inc. strongly discourages the practice of getting tattoos. Furthermore, the school reserves the right to require a student to keep a tattoo concealed from public view at any official school event, especially where the student is identifiable as a St. Augustine High School, Inc. student. St. Augustine High School, Inc. also reserves the right to dismiss a student for bearing a particularly offensive tattoo as judged by the expressly stated moral and religious values of the school.

**HAIRCUTS**
Students’ hair must be neat and cut even all the way around making sure not to exceed 1 inch in length. Students will not be allowed to attend school with Afros, flattops, twists, dreadlocks, or other exotic or faddish haircuts in which numbers, designs, lines, stripes, logos, letters, etc. are outlined in the hair. “Tails” or “Vs” will not be permitted. Students’ hair should be combed and neatly groomed at all times. Students may never display beards or sideburns. Moustaches are permitted.

If a student requires the removal of facial hair by the Assistant Principal of Discipline and Culture or Behavior Interventionists, this will cost $5, unless the parent decides to come pick up their son and take them home to have this done. If your son does not return to school if you decide to pick them up, this will be marked as an unexcused absence. If the student does not have the $5, then the parent must pay it before the child comes back to school the next day.

Any student coming to school or school functions with such a haircut or any inappropriate or unacceptable haircut WILL BE SENT HOME UNTIL HE GETS A PROPER ST. AUGUSTINE HIGH SCHOOL HAIRCUT. The student will be charged with an UNEXCUSED absence for each day of school missed. Repeat violators may be subject to dismissal.

**BOOK BAGS/PERSONAL ITEMS/LOCKS/LOCKERS**
NOTE: Each student is responsible for identifying each and every article belonging to him. All students must purchase or have two St. Augustine High School Locks. One for the main locker in the building and one for the PE locker.

ALL BOOK BAGS MUST BE EMBROIDERED WITH THE STUDENT’S NAME IN EASILY VISIBLE LETTERING. PARENTS SHOULD PURCHASE A SOLID COLOR BOOKBAG THAT CAN BE EMBROIDERED.

The school is not entering into a bailment agreement with the student. Consequently, it is the duty of the student to clearly identify each and every article belonging to him. This includes, but is not limited to, book bags, clothing, musical instruments, and school supplies.

Each student is responsible for securing his regular locker and his P.E. locker with locks purchased from the school. No locks other than school locks may be used.

Students must use the school locker that is assigned to them by the Assistant Principal of Discipline and Culture. Students using any other locker may be suspended. Students may not share lockers with other students and should never share their locker combination with another student.

DUE PROCESS
To serve as a mechanism of due process, any student at St. Augustine High School, Inc. who is accused of violating any of the Rules or Policies of St. Augustine High School, Inc. as they are set forth in the Student Handbook, shall present that student’s side of the story orally or in writing concerning the incident involving the student. It is the student’s responsibility to present his side of the story and to deliver his story to the Principal or his delegate on the day upon which the incident occurred, or on the following day if the event took place after the school day had concluded.

If the event involves other students or members of the faculty and staff, they also shall be required to present their version of events they witnessed or in which they participated.

After a thorough investigation, parents/guardians shall be notified and called in for a conference to inform them of the event, relevant facts, and appropriate disciplinary actions.

Once a disciplinary decision has been rendered and the appropriate penalty assigned by the Principal or Disciplinarian, the matter is complete.

LETTER OF APPEAL
After a final disciplinary decision has been rendered by the principal, parents/guardians may write a letter of appeal to the president if they so desire. The president of St. Augustine High School, Inc. will address each case individually and inform the parents/guardians of his decision regarding the appeal.

MISCELLANEOUS POLICIES

POLITICAL AND COMMERCIAL ENDORSEMENTS.

Under no circumstances may parents/guardians or students of St. Augustine High School, Inc. associate St. Augustine High School, Inc., the school’s name, the school’s uniform, or any other aspect of the school to any political party, candidate, or movement; nor to any commercial endeavor. Violations of this policy may result in dismissal of the student from the school and/or other penalties.
POLICIES REGARDING THE MAIN OFFICE

The Main Office is the first place of contact for all parents/visitors to the school.

The Main Office will be open Monday – Friday from 7:00 a.m. to 4:00 p.m.
Summer Schedule is 8 am – 3:00 pm

The school wishes to remind parents/guardians that the Main Office will not relay messages to students except in cases of emergency, when the nature of the emergency is specified. This means that students will NOT be called out of class!!!

The Main Office will accept from parents articles left at home, but will not call students to retrieve the items until lunch time or after school. IT IS IMPORTANT THAT YOU TEACH YOUR SON RESPONSIBILITY. NO ITEMS WILL BE ACCEPTED AFTER 8 AM.

MAIN OFFICE PROTOCOL

The Main Office Staff are professional personnel and conduct the Main Office of the school in strict accordance with the policies, rules, and regulations established in this handbook and other relevant school documents. All visitors are expected to conduct themselves professionally, with decorum, and in strict accordance with Handbook Policies and procedures. Any disturbance caused by any visitor will result in the immediate dismissal of that person from the premises and, if the person causing the disturbance is a parent, guardian, or representative of a student, said disturbance may result in the dismissal of the student from the school. Failure to comply with the request to leave the premises will result in contact of local law enforcement and a charge of trespassing.

TELEPHONE CALLS

Students are not permitted to use cell phones during school hours. All telephone calls to parents must come through the Main Office. PARENTS/GUARDIANS SHOULD NEVER CALL STUDENTS ON THEIR CELL PHONES DURING SCHOOL HOURS! Parents are reminded that no messages will be delivered to students during the school day except in cases of utmost urgency and necessity. Parents are encouraged to call teachers concerning academic and/or behavioral difficulties. Parents should call the school and leave a message for that teacher. Teachers will return phone calls within 48 hours. All telephone calls must be directed to the Main Office. Students using cell phones during school will be subject to penalties. Students are only permitted to use the school phone at lunch or after school.

VISITORS

Visitors are welcomed, especially parents and alumni. All visitors must first sign – in at the office and wear a visitor’s pass. Visitors are required to leave ID such as a driver’s license at the Main Office during school hours before being allowed access to other parts of the school. Any person who is not currently a student, faculty, or staff member of St. Augustine High School, Inc. is considered a visitor.

Classrooms may not be entered without the express permission of the Principal or administrator. Parents are not allowed to observe classes in session. Teachers engaged in teaching should never be disturbed. Visitors are not allowed to loiter on the campus or to mill in the yard during lunch time. They must have specific purposes for visiting and conduct their visit in a timely manner that does not disrupt the ordinary routine of the school day.
These regulations apply to guests of faculty/staff as well as any other visitor. Visitor rules will be strictly enforced.

**PLUS PORTALS ®**

Plus Portals ® is the main source of communication between students / parents / guardians and St. Augustine High School, Inc.’s faculty and staff. As such, it is a requirement for any and all stakeholders connected to this resource to consistently monitor it for school and teacher communication.

**MEDICATION/HEALTH CONCERNS**

No student is allowed to have any medication of any kind on his person, except by direct order of a licensed physician and authorized by the Principal. All students taking any medication must have a current doctor’s order on file in the Main Office with complete instructions for the medication which is to be taken. Medication must be contained in the original bottles, with the student’s name printed on the bottle, the name of the medication, the student’s doctor’s name, and a current expiration date. All medication is to be brought to the Main Office at the beginning of the school day. The student will come to the office to take the medication as prescribed by a licensed physician. No medication will be dispensed by the school without written parental authorization.

It is the responsibility of parents to keep all students diagnosed with or suspected to have contagious or infectious diseases at home. **Students with fevers must be fever-free for 24 hours before being brought back to school.** Parents who endanger the school community by ignoring this policy will potentially subject their sons to dismissal at the behest of the Principal. Students kept home for these reasons must have a medical clearance from a licensed physician before they can return to school.

**PHYSICAL EDUCATION – MEDICAL WAIVER**

All students are required to take Physical Education as part of their regular program of studies. The only exceptions granted are those students who submit a request for a medical waiver specifically stating that the student is not able to participate in physical education and is verified by a physician. In such cases, the term “medical waiver” will appear on the student’s transcript next to the entry for Physical Education and no credit will be given. The loss of credit under these circumstances may adversely affect the student; consequently he must see the Assistant Principal to arrange course work to earn credit in lieu of Physical Education.

**NOCCA**

Permission must be obtained from the Administration of St. Augustine High School, Inc. for students to enroll at NOCCA. Enrollment at NOCCA is a privilege for St. Augustine High School, Inc. students and not a right. Participation may not take place prior to the 10th grade year. St. Augustine reserves the right to refuse permission to participate in the NOCCA curriculum for any active St. Augustine High School, Inc. student.

**FIELD TRIPS**

Field trips are designed to correlate with teaching units and to achieve curricular goals.

Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

A written **official permission slip**, signed by the parent, is required before a student will be permitted to attend a field trip activity. Verbal permission **WILL NOT** be accepted.
The official school permission slip alone may be used to allow a student to leave school during school hours. If a student fails to bring his permission slip home, a copy of the school form must be obtained from the Main Office. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature. The signed original must be submitted on the following school day.

A **telephone call or email** will **NOT** be accepted in lieu of the proper field trip permission slip.

Parents/guardians may refuse to permit a student from participating in a field trip by stating so on the proper form. Students who do not attend a field trip must remain at home and will be marked absent for the day.

**SCHOOL TRAFFIC**

- **Students who are not attending a supervised study session must remain in the yard until 7:15 a.m.**
- Any student who is attending a supervised study session may enter at 6:45 a.m.
- Students may never enter or leave the building through the front doors on A.P. Tureaud between Law and Hope.
- Students are **NEVER** to be picked up on A.P. Tureaud after school.
- Proper decorum and, as much as possible, silence are to be maintained at all times in school corridors.
- Students may go to their lockers only:
  - Before Homeroom period (before 7:15 a.m.)
  - At the beginning of each lunch period
  - At the end of the school day
- When walking in corridors or stairways, students are to keep to the right.
- When changing classes, students are permitted to walk up and down both stairways.
- During lunch periods, students are not allowed in corridors
- Students may never, under any circumstances, bring an automobile into the yard without the Principal’s permission.
- Students may not park on A. P. Tureaud Avenue in front of the school or on the Law Street and Hope Street sides of the school property. This area is reserved for Faculty parking.
- Students may park in the Law Street auxiliary parking lot in areas not reserved for faculty/staff. During the school week, all cars parked on this lot must be removed from the lot by 3:20 pm to accommodate band practice. At this time students may park on Law or Hope St. to clear the parking lot.

**Section V: EXTRA-CURRICULAR ACTIVITIES**

St. Augustine High School, Inc. recognizes that involvement in student club activities serve important motivational factors and increases one’s self-esteem. Activities sponsored by the school foster learning and help develop interest and hobbies useful today and tomorrow. They provide instruction in the creative use of an individual’s leisure time. Activities of an academic, religious, and social nature are held annually in conjunction with our other schools.

In addition to the various athletic teams, the school sponsors traditional student organizations and activities such as the Student Government Organization, the National Honor Society, Beta Club, the Student Newspaper, Yearbook, Science Club, Academic Games, Computer Club, Literary Rally, Quiz Bowl Team, Speech and Debate Team, etc. Such groups meet on a frequent and regular basis.

**Participation in extracurricular activities at St. Augustine high school, inc. is a privilege and not a right. The Principal and the Faculty reserve the right to prohibit any student from participating, or limit the participation of any student, in any activity for disciplinary reasons, to ensure good order, and also when**
such an action appears to be necessary to avoid failure on the part of the student, or necessary to ensure adequate academic performance.

**THE MARCHING HUNDRED**
Over one hundred musicians perform at school athletic events and religious and civic functions. The Band fosters musicianship, discipline, and precision teamwork.

**THE SYMPHONIC BAND**
This is a concert group. About seventy musicians are selected for superior reading ability, excellent musicianship, wholesome attitudes, character, and work habits. The major performance of the group is the annual Band Concert in the Spring. The Symphonic Band also appears in the LMEA and other competitive festivals.

**THE JAZZ ENSEMBLE**
This small group offers advanced musicians the opportunity to develop basic musicianship through the medium of modern dance idiom.

**THE ANNUAL BAND CONCERT**
This concert is a St. Augustine tradition. Held each year in the Spring, it provides the musicians a rewarding opportunity to perform before the critically evaluative eyes of friends and the general public.

**NATIONAL HONOR SOCIETY**
The National Honor Society is designed to create enthusiasm for scholarship, to stimulate a desire to render service, promote leadership and encourage the development of character in students. Membership is based on scholarship, leadership, and service. In addition to participation in school projects, the society conducts tutoring programs in the school. Membership is denied to any student on Disciplinary Probation.

**THE JOSHUA GROUP**
The Joshua Group, a part of the Campus Ministry Program of St. Augustine High School, Inc. is designed to enhance the spiritual life of the student body and its faculty and staff. Fully understanding that Christ is present in each member of the Body of Christ, it is our goal to present liturgies, prayer experiences, and service opportunities that will help our community see that God lives among us.

**THE KNIGHT**
The official school newspaper is published quarterly. THE KNIGHT has won the highest award of the National Catholic Press Association for high school newspapers on three occasions.

**THE JOSEPHITE**
THE JOSEPHITE, the school yearbook is published annually. It presents school activities from throughout the year. THE JOSEPHITE has been published twenty-two of the school’s forty-four years.

**THE ACADEMIC GAMES LEAGUE**
This is an interscholastic activity which emphasizes mathematics skills, logical thinking, and memory training. It offers to the student the opportunity for national competition.

**THE CATHOLIC FORENSIC LEAGUE**
The school’s Speech and Debate Team participates annually in this competition involving all Catholic schools of the Archdiocese of New Orleans. A student can develop talents in debating, and in serious, humorous, dramatic, and impromptu orations.

**THE STUDENT COUNCIL**
This body composed of the duly elected representatives of each class. Its purposes are to promote the traditions of St. Augustine, to foster discipline, to give public service, and to promote wholesome social activity. All students seeking office must clear attendance, discipline, and academic criteria.

**THE SCIENCE CLUB**
This activity, which is affiliated with the National Junior Academy of Sciences is intended to stimulate interest in science and to provide opportunity for advanced study.

**THE COMPUTER SCIENCE CLUB**
This group has as its purpose to become conversant with the world of electronic knowledge for purposes of enrichment and education.

**THE ATHLETIC PROGRAM**
St. Augustine High School, Inc. is a member of the Louisiana High School Athletic Association (LHSAA), and adheres to the regulations of this organization. As such, the athletic teams of the school are open to all students pursuant to the rules of the LHSAA.

**AGE RULE**
A student becomes ineligible for participation in interscholastic athletics if he has reached his 19th birthday before September 1st of the school year. If he becomes 19 on or after September 1st, he is eligible for the remainder of the school year (Sec. 1.6 of the LHSAA handbook).

**LHSAA/ST. AUGUSTINE HIGH SCHOOL SCHOLASTIC ELIGIBILITY**
To be eligible under the scholastic rule, students, other than special education students who are not pursuing a diploma, enrolled in high school subjects (grades 7-12) shall meet requirements all scholastic requirements.

To be eligible for the first semester of the school year, a student shall have earned at least six (6) units from the previous year, which shall be listed on the student’s transcript and shall have earned at least a “C” 2.0 G.P.A. as determined by the Local Education Authority (LEA) when considering all “graded” subjects.

To be eligible for EACH quarter, a student must maintain a minimum of a 2.3 G.P.A. Any student who falls below a 2.3 G.P.A but remains above a 2.0 G.P.A. WILL BE PLACE ON STUDENT ATHLETIC PROBATION AND MUST ATTEND TUTORING UNTIL THE NEXT PROGRESS MARKING PERIOD AT WHICH POINT IF HE HAS A 2.3 G.P.A. OR BETTER HE WILL BE TAKEN OFF OF STUDENT ATHLETIC PROBATION. ANY STUDENT WHO IS BELOW A 2.0 G.P.A. WILL BE SUSPENDED FROM ALL EXTRA CURRICULAR ACTIVITIES UNTIL THE NEXT PROGRESS MARKING PERIOD AT WHICH POINT IF HE HAS A 2.3 G.P.A. OR BETTER HE WILL BE TAKEN OFF OF STUDENT ATHLETIC SUSPENSION. A senior attempting four units in the first semester must pass all four units to be eligible in the second semester. Likewise, a senior attempting five units in the first semester must pass all five units, and a senior taking six or more units in the first semester must pass six units for second semester eligibility.

All subjects/units passed shall carry Carnegie units which shall be recorded on the student’s transcript and include all credits/grades earned in any method of remediation and correspondence courses approved in Bulletin 741 of the Louisiana State Department of Education.

Grade point average is arrived at by dividing the total number of subjects/(units) attempted/(learned) toward graduation into the total number of grade points earned by a student. For the purpose of arriving at a student’s grade point average, the point value of each grade has been determined as follows:
A................................................................. 4 points
B................................................................. 3 points
C................................................................. 2 points
D................................................................. 1 point
F................................................................. 0 points

All subjects taken toward graduation must be approved in the State Department of Education Bulletin 741.

A student must meet the scholastic requirements above at the end of the first semester in order to be eligible for the entire second semester.

Prior to the first day of the semester of a new school year, or prior to the jamboree contest or first interschool game (whichever comes first), a student must meet the scholastic requirements in order to be eligible for the entire first semester.

The entire section on “Scholastic Eligibility” is taken from the (LHSAA Handbook, 1985, By-Laws, Art. I, Sec. 8).

In order to participate in varsity athletics, St. Augustine students must begin each semester of the academic year meeting LHSAA academic eligibility criteria.

AMATEUR RULE
A student violates his amateur status and forfeits his eligibility to play by performing any of the following acts:
1. Competition or exercise in any sport under an assumed name.
2. Directly or indirectly receiving pay or financial benefit in consideration of, or as a reward for, participating in any sport, in any public competition or exhibition, or disposing of prizes for personal gain.
3. Directly or indirectly receiving pay or financial benefit in consideration of, or as a reward for, appearing in person at any competition, exhibition, or exercise in sports, other than officiating or instructing in a recognized recreation program.
4. Participation by a student, during the school year, in any public competition or exhibition as a team member or against a team consisting of one or more members who are professionals or former professionals in some sport, without having obtained consent, in writing, from the principal of the school he/she attends before participating.

NON-SCHOOL COMPETITION
No student may take part in any form of athletic competition not sponsored by St. Augustine while he is a member of any school team. This refers to any sport in any kind of league such as CYO, independent leagues, etc. In off-season, the permission of the head coach is required before a student may enter such competition, e.g. NORD summer activity. A student who violates this rule can incur suspension from participation in the sport in which the violation occurs. Students who play summer baseball may do so provided they do not sign a professional contract, and provided such play takes place after the state baseball playoffs have been completed.

BIRTH CERTIFICATE
A birth certificate shall be required of all students who take part in athletics. Once a certificate is submitted to the school, it will not be returned for any reason. It will remain on file in the school office for the duration of the student’s career at the school.

PARENTAL PERMISSION
St. Augustine High School, Inc. requires that any student who wishes to take part in any sport must first submit to the school the “Parental Permission form” signed by his parents. No form of participation is allowed until this requirement has been fulfilled.
PHYSICAL EXAMINATION
A student who wishes to participate in athletics must furnish to the school a certificate of good health from a physician. The certificate must attest to a state of health and physical fitness which is suited to the athletic activity in which the student wishes to participate. This certificate must be on file in the school office before the student will be permitted to practice or participate in any way in the activity.

EXTRA-CURRICULAR AWARDS
The system of recognizing the contribution of students for participation in athletic and non-athletic activities was devised in 1965. It has undergone modifications made necessary by the increase in number of activities, and the significant rise in cost of awards. The following rules for awards must be observed without deviation by all coaches and moderators of activities.

All coaches and moderators are expected to teach student participants the significance earning of school awards. A St. Augustine High School, Inc. award symbolizes a level of excellence that has been achieved by teamwork, and by using talent and effort to achieve a goal of excellence in some area of performance.

The worth of a St. Augustine High School, Inc. award is not situated in its monetary value, or in its material composition. The worth of the award is essentially its representation of excellence in meeting school and team standards. An award is meaningless if these standards have not been met. If these standards have been met, the award is merely the outward confirmation of the satisfaction the participant is entitled to feel.

A St. Augustine High School, Inc. student completes and participates for the same goal for which he strives in the classroom – excellence, through the realization of his personal potential.

Excellence is its own reward. However, the school chooses to acknowledge the strivings of its students by conferring awards. The St. Augustine High School, Inc. award belongs to the school. The school confers it, and sets the criteria by which the award will be conferred. Therefore, any student who participates in an extracurricular activity, including Band, must meet the minimum 1.5 grade point average to participate in that activity. Conversely, any student who participates in any extracurricular activity shall forfeit his right to receive any award if he presents himself as a detriment to the rules and regulations of St. Augustine High School, Inc. as stipulated in the school’s handbook.

ATHLETIC AWARDS

SEVENTH, EIGHTH AND NINTH GRADE LETTER
School awards are not given for participation in middle school and ninth grade teams. Seventh, Eighth and Ninth grade participation is an apprenticeship, and gives the student an opportunity to demonstrate his ability, and to earn an invitation to junior varsity or varsity participation.

1. A seventh, eighth or ninth grade student who participates in 50% of the scheduled playing periods or matches in a Varsity football, basketball, baseball, soccer, tennis or golf will receive an award letter.
2. In baseball, a pitcher must participate in 25% of the scheduled Varsity games in order to earn a letter.
3. In track, a student must score ten (10) points in a recognized Varsity meet in order to earn a letter.
4. In bowling, a student must have participated in 25% of the scheduled Varsity matches and compiled an average of 130 or better to receive an Award Letter.

TENTH GRADE LETTER
A tenth grade student who participates in 50% of the scheduled playing periods or matches at the varsity level in football, basketball, baseball, soccer, tennis or golf will receive an Award Letter.
1. In baseball, a pitcher must participate in 25% of the scheduled Varsity games in order to earn an Award Letter.
2. In track, a student must score ten (10) points in a recognized Varsity meet in order to earn an Award Letter.
3. In bowling, a student must have participated in 25% of the scheduled Varsity matches and compiled an average of 130 to receive an Award Letter.

ELEVENTH GRADE LETTER
An eleventh grade student will receive an Award Letter for participating in 25%, but less than 50%, of the scheduled playing periods or matches at the Varsity level in football, basketball, baseball, tennis, soccer and golf.

1. A baseball pitcher who does not meet the playing time requirements for an Award Garment, as outlined below, shall receive an Award Letter for participation in five (5) games.
2. A track participant may earn an Award Letter, if he is participating for his first year, and provided he scores ten (10) points in recognized Varsity meets.
3. A bowler may earn an Award Letter, if he is participating for the first year, and provided he compiles an average of 130 in 25% of the scheduled Varsity matches.

ELEVENTH GRADE GARMENT AWARD
An eleventh grade student who participates in 50% of the scheduled playing periods or matches in Varsity football, basketball, baseball, tennis, soccer and golf shall receive an Award Garment, provided he has not received one as a tenth grade member of a championship team in any sport. (No student may receive more than one award garment during his career at the school, without regard for the number of sports or activities in which he participates.)

1. In baseball, a pitcher must participate in 25% of the scheduled games.
2. In track, the student must be participating for the second year and must have scored a total of twenty (20) points in recognized Varsity meets over the two years of competition.
3. In bowling, the student must be participating for the second year and must have compiled an average of 140 over the two years.

TWELFTH GRADE LETTER
A twelfth grade student will receive an Award Letter for participating in 25%, but less than 50%, of the scheduled playing periods or matches at the Varsity level in football, basketball, baseball, tennis, soccer and golf.

1. A baseball pitcher must participate in 25% of scheduled Varsity games in order to earn an Award Letter.
2. A track participant may earn an Award Letter, if he scores ten (10) points in recognized Varsity meets.
3. A bowler may earn an Award Letter, if he is participating for the first year, and provided he compiles an average of 140 in 25% of the scheduled Varsity matches.

TWELFTH GRADE GARMENT AWARD
A twelfth grade student who participates in 50% of the scheduled playing periods or matches in Varsity football, basketball, baseball, tennis, soccer and golf shall receive an Award Garment, provided he has not received one according to the tenth or eleventh grade rules.

1. A pitcher in baseball must participate in 25% of the schedule games.
2. In track, the student must be in his second year of competition, and also must have scored thirty (30) points in recognized Varsity meets over this period.
3. In bowling, the student must be in his second year of competition and have compiled an average of 150 over the two (2) years.

ATHLETIC TRAINERS
The Head Trainer, appointed by the Head Coach, is eligible for awards as follows: These provisions apply only to the Head Trainer, unless otherwise noted.

1. If the team wins a championship, AND if the Head Trainer has served two (2) years, he will receive an Award Garment. The Championship year must be his second year of service as a trainer, although it may be his second as a team assistant trainer.
2. If the Head Trainer is serving his second year as Head Trainer, AND, if he is in Eleventh or Twelfth Grade, he will receive an Award Garment, whether the team wins a championship or not.
3. Regardless of grade, one (1) year of service, even as assistant trainer, will earn an Award letter.
4. No awards are provided for Ninth Grade team trainers.
5. Only St. Augustine High School, Inc. students may serve as trainers, and be eligible for awards. Team mascots who accompany the team with the permission of the Head Coach, but who do not attend St. Augustine, may not receive awards.

GENERAL RULES FOR ATHLETIC AWARDS

Only one Award Garment can be earned by any student during his career at the school, regardless of the number of years of participation, and regardless of the number of sports or non-athletic activities in which he participates.

1. An Award Letter and an Award Garment cannot be earned in the same sport, in the same year.
2. It is the responsibility of the Head Coach in each sport to maintain records of participation for each student. The Head Coach will present the list of students eligible for awards to the principal through the Athletic Director.
3. At the discretion of the Head Coach, a student may become ineligible for any award if:
4. He misses practice to the extent that the coach judges this to be detrimental to the team;
5. He misses a scheduled contest without prior permission;
6. He fails to return all equipment within three (3) days after the last scheduled contest, or fails to pay for equipment lost during the season within three (3) days after the last scheduled contest.
7. The decision of the Head Coach is final in determination of eligibility for awards.
8. Only the Principal may order awards.
9. Individual coaches can make no deviation from this system of awards. Only the Principal after consulting with coaches, and with the Director of Finance can alter the system as outlined here.

BAND AWARDS

Students who participate in Band will receive:

1. An award letter after one year of participation;
2. An award garment, of a quality and design chosen by the administration of the school, AT THE CONCLUSION OF THE SENIOR YEAR, PROVIDED THAT:
   a. The student participates for the entire Senior year, including the band concert
   b. The 12th year is the third year of participation.
   c. All Bandsmen must participate in both concert and marching bands to satisfy the three-year requirement.
   d. Exceptions to letter B may be made in case of those who are exempted from participating in concert band. Such exceptions/exemptions may be made in cases where certain instruments/positions are not needed in concert band (e.g. brass, percussion, flags, etc.) or for other legitimate reasons. EXCEPTIONS/EXEMPTIONS CAN ONLY BE MADE BY THE DIRECTOR OF BANDS!!!
   e. Remaining in the band for three years is tantamount to earning an award garment, provided the final year is the SENIOR year. Students who fail to meet the requirements of the Director of Bands with regard to attendance, cooperation, progress, and general discipline, will normally be dropped from the activity.
ATTENDANCE
1. Bandsmen’s attendance is critical towards his development and participation in the unit:
2. When absent, bandsmen/color guard must return to the Director with a note from their parent/guardian explaining the reason for absence.
3. When late for practice or performance, a note is needed explaining tardiness.

YEARBOOK STAFF
1. A total of two years participation (four semesters) is required in order for a student to be eligible for an award garment. Two of the four semesters must be consecutive, and at least one semester must be served in the Senior Year.
2. A student becomes eligible for an award letter after two semesters of participation.

ACADEMIC GAMES
1. A minimum of seventy-five (75) hours of participation is required to qualify for an award. These hours may be earned from:
   a. participation in the required eighteen tournaments (7 On-Sets, 4 Propaganda, 7 Equations)
   b. participation in all announced practices
   c. participation in all announced workshops
2. Absences from tournaments must be excused absences and the moderator must be given twenty-four hours advance notice. The final judgment on the validity of excuses for absences rests with the moderator.
3. Seniors who have participated for three (3) years are eligible for an award garment chosen by the school, to be identified by a symbol for “Academic Games”.
4. All participants who are not yet seniors, but who meet the requirement of seventy-five hours of participation, will receive an award letter.

SPEECH AND DEBATE
1. To be eligible for an award, the team member must have devoted a minimum of one hundred and eighty (180) hours to the activity, for each year of participation. Hours of participation may accrue from
   a. meetings, tryouts, and practices
   b. interscholastic or intramural competition
   c. service within the school community
   d. service outside the school community
   e. public performances
2. A team member will receive an award letter for the first year of participation during which he qualifies according to an A above. This first year may be ninth or tenth grade. Eighth grade students may participate only by special permission of the principal. Only one letter is awarded for all participation from eighth through tenth grades.
3. A team member will receive an award garment, the quality, style, and ornamentation of which will be chosen by the Administration of the school, in the eleventh grade, IF HE HAS PARTICIPATED FOR THREE FULL YEARS.
4. The coach will keep a detailed record of all participation. The team member can view an updated and current record on the team’s bulletin board.

PREP QUIZ BOWL
1. Students receive an award letter after one year of participation.
2. Students receive an award garment after three (3) years of participation.
3. To be eligible for any award, a student must devote one hundred twenty (120) hours to the activity during the school year.
4. Hours of participation accrue from practice, meetings, research work, and television contests.
5. The moderator is responsible for keeping a record of the hours of participation of all participants.

CHORUS
1. A year of participation is defined as ninety (90) hours of participation.
2. A student must participate in two (2) years to be eligible for an award letter.
3. A student must participate for three (3) years to be eligible for an award garment. ONE (1) OF THE THREE (3) YEARS MUST BE THE SENIOR YEAR.
4. Hours of participation accrue from attendance in all practices, meetings, and performances of the chorus as a group representing the school. The practices, meetings, etc. must be approved and scheduled by the faculty moderator of the Chorus. Hours may also accrue from education activity approved by the moderator (e.g. workshops), and from the performance of services to the chorus assigned by the moderator (e.g. librarian of music).
5. Attendance of all scheduled practices, performances, and group activities is mandatory, and failure in this regard will be penalized by loss of participation hours according to rules formulated by and announced by the moderator.
6. The moderator will keep a record of participation of all members of the chorus.

STUDENT COUNCIL
1. A student must be elected to an office on the Council to be eligible for an award.
2. A Student must devote fifty (50) hours to the activities of the Council during the year he holds an elective office in order to be eligible for any award.
3. An award letter is earned for each year in which A and B above are fulfilled.
4. If a student serves in elective office for three years, fulfills the fifty-hour requirement each year, and, in addition, IF THE THIRD YEAR IS HIS SENIOR YEAR, he will receive an award garment.

FOREIGN LANGUAGE CLUB
1. To be eligible for an award letter, a student must be a member of the Spanish Club for two (2) years, and must participate at least fifty (50) hours each year in the activities of the Club. (Therefore, a letter can only be earned by a junior.)
2. To receive an award garment, a student must:
3. Participate for fifty (50) hours per year for at least two (2) years, and these shall be the Junior and Senior years if the student participates for ONLY two years. (Therefore, an award garment can only be earned by a Senior, after participating in Senior year).
4. Demonstrate a minimum competency in the Spanish Language according to a criterion to be determined by the principal and the moderator of the Spanish club.
5. Be a member in good standing continuously throughout all years of participation in the Club. This shall be interpreted to mean that the student shall not have been dismissed from the Club for violation of any regulations or by-laws of the organization. The judgment of the moderator shall be final in all cases in which the good standing of a student member is in question.
6. Hours of participation may accrue from any meetings, socials, competitions, fundraisers, or other activities of the Spanish Club, which are approved explicitly by the moderator.
7. The moderator shall maintain a record of hours of participation, and this record shall be official and final.

COMMENCEMENT AWARDS CRITERIA
PURPLE KNIGHT AWARD

“The school’s highest award to a graduate is the Purple Knight Award. This is given to the student who, in the judgment of the entire faculty, best combines excellence in the following areas: scholarship, participation in school activities, character, personality, and a spirit of cooperation.”

CITIZENSHIP AWARD

“The award for Citizenship is given to the student who, in the judgment of the entire faculty, exemplifies the spirit of cooperation and participation, PRESCINDING FROM SCHOLASTIC ABILITY AND ACHIEVEMENT.”

PRO DEO AWARD

1. Must be exemplary in his academic endeavors (need not be top student).
2. Must by nature be endowed with fraternal spirit of cooperation and participation, PRESCINDING FROM SCHOLASTIC ABILITY AND ACHIEVEMENT”.
3. His conduct must be exemplary beyond any doubt both at home and at school.
4. Must, by daily actions, show his love for our State and Nation.
5. Denote some specific patriotic trait or action in his daily life.
6. Must be devoted to parents and Christ-like in behavior.

CLASS RING

The St. Augustine class ring is an official seal, just as your diploma is an official document. Motivated by a desire to retain control over the ownership, appearance, and quality of the ring which represents the school and its image, to protect tradition, and to preserve unity, the school maintains an exclusive agreement with a selected company to regulate the manufacture and sale of the class ring. Student purchase is optional; however, only those students who purchase an official class ring are permitted to take part in the ring ceremony. Only official class rings may be worn on campus.

SECTION VII: IMPORTANT INFORMATION & DATES

ST. AUGUSTINE HIGH SCHOOL, INC. CODE

ACT – 192145
SAT – 192145

National Merit Scholarship Guidelines

If you are a high school junior or the parent of a high school junior, it is a good idea to familiarize yourself with the National Merit Scholarship qualifications, as most juniors will take the PSAT/NMSQT (National Merit Scholarship Qualifying Test) in October of their junior year.

National Merit Scholarship Qualifications

In order to be eligible for the National Merit Scholarship Program, a student must: 1) take the PSAT/NMSQT during his or her 3rd year (junior year) of high school 2) be in high school and plan to enroll in college full time by the fall after his or her high school graduation and 3) be a U.S. citizen or a permanent U.S. resident with the intention of becoming a U.S. citizen. If a student meets these requirements, he will automatically be eligible to participate in the National Merit Scholarship Program (N MSP).
Of the about 1.5 million juniors who take the PSAT/NMSQT each year, approximately 50,000 juniors with the highest PSAT/NMSQT Selection Index scores (or total PSAT scores) who meet the eligibility requirements described above qualify for NMSP recognition. That is, roughly the top 3% of 11th grade testers will qualify. Note that the Selection Index qualifying scores vary from year to year and state to state, as students are selected for NMSP recognition from each of the 50 U.S. states and the District of Columbia. During the April following the PSAT/NMSQT administration, these 50,000 students are invited to select two colleges to which the National Merit Scholarship Corporation (NMSC) will provide a reference.

During the September following the PSAT/NMSQT administration, approximately 2/3 of those 50,000 students will receive Letters of Commendation recognizing their academic abilities and potential. Commended students are not eligible for National Merit Scholarships. The remaining 1/3 of the 50,000 students qualify as National Merit Scholarship Semifinalists. For the Class of 2015, in order to qualify as a Semifinalist, students had to have earned a PSAT/NMSQT Selection Index score of at least 201 to 222 (240 is the highest possible PSAT/NMSQT score), depending on the state in which the student lives.

Once a student qualifies as a Semifinalist, he must complete the National Merit Scholarship Application and submit it to the NMSC in order to move on to the next round of qualifications (Finalist) and to be considered for a National Merit Scholarship. Additionally, if he has not yet taken the SAT and had those scores reported to the NMSC, he must do so in October, November, or December of his senior year.

During the February of senior year, NMSC will notify those Semifinalists who have qualified as Finalists. Of the roughly 16,000 students who qualify as Semifinalists, about 15,000 of them will qualify as Finalists. Of those 15,000 Finalists, approximately 8,200 of them will be selected for Merit Scholarships, which can be a National Merit Scholarship, a Corporate-Sponsored Merit Scholarship, or a College-Sponsored Merit Scholarship. Scholarships are awarded based on skills, abilities, and accomplishments as exhibited through a student’s application materials.

**Mandatory ACT Test**

All students in grades 8th – 12th must take the ACT Test this school year according to the breakdown below:

- 12th Grade – 4 – 5 times (unless they have scored a composite score of 25 or better)
- 11th Grade - 3 times (unless they have scored a composite score of 25 or better)
- 10th Grade – 2 times
- 9th Grade – 1 time
- 8th Grade – 1 time

**LOCAL COLLEGE CODE NUMBERS**

Delgado Junior College: (ACT: 1577); SAT: 6176

Dillard University: ACT: 1578; (SAT: 6164)

Elkins Institute: ACT: 6150

Grambling State University: (ACT: 1582); SAT: 6250

Loyola University: ACT; 1592; (SAT: 6374)

McNeese State: (ACT: 1594); SAT: 6403
National Achievement Scholarship Program: SAT (only): 0300

National Merit Scholarship Program: SAT (only): 0085

National Merit Scholarship Service and Fund for Negro Students:
ACT: 2827; SAT: 2827

Southeastern Louisiana University: (ACT: 1608); SAT: 6656

Southern University, Baton Rouge: (ACT: 1610); SAT: 6663

Southern University, New Orleans: ACT: 1611

Touro Infirmary: ACT: 1615

Tulane University: SAT (only): 6832

University of Southwestern Louisiana: (ACT: 1612); SAT: 6672

University of New Orleans: (ACT: 1591); SAT: 6379

Xavier University: ACT: 1618; SAT: 6975