

HANDBOOK



2011-2012

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* red denotes revisions for 2011-2012

SACS MISSION STATEMENT

**The mission of St. Augustine Catholic School is
to enable all children to see themselves in the heart of Christ.**

St. Augustine Catholic School was established in 1958 in Southeast Houston by the people of St. Augustine Parish and staffed by the Dominican Sisters of Houston. The ministry of Catholic education has as its primary goal the formation of the whole Christian person. St. Augustine Catholic School focuses on the individual child's intellectual, spiritual, moral, social, cultural, and physical development. Academic subjects are taught in a Christ-centered environment. As religion is the foundation of this Catholic School, students, teachers, and parents are drawn to unite in worship and to serve the needs of the community through fellowship and the sharing of goods. St. Augustine Catholic School recognizes the uniqueness of each student and maintains the goal of preparing each one to meet the challenges of life by helping to develop value systems, moral codes and academic excellence.

PHILOSOPHY OF EDUCATION

The primary obligation for education rests with the family. The Church, the State and the School possess rights, each in its proper sphere, to aid the family in the discharge of this obligation. St. Augustine Catholic School is dedicated to assisting the family by providing an education which promotes the physical, spiritual, intellectual, moral, and social development of all students.

St. Augustine Catholic School as a Catholic School teaches the message revealed by God, promotes the development of community through participation in liturgical, sacramental and other community building experiences and offers opportunities for students to realize the inner joy that comes from giving service to others. It is the integration of religious truth and values with life which distinguishes the Catholic School from other schools.

St. Augustine Catholic School recognizes the uniqueness of each student and endeavors to prepare each one to meet the challenges of his/her school and adult years by helping to develop his/her value system, moral code, skills and talents.

MISSION STATEMENT CATHOLIC SCHOOLS OF TEXAS

The ministry of Catholic education in general is the fulfillment of the education mission of the Catholic Church and has as its primary goal the continuous formation of the Christian person.

As a pastoral instrument of the Church, the strength of the Catholic School is its ability to respond to the needs of the whole person, the Church in a time of transition, and the world with a global perspective for a peaceful and sustainable future.

The Catholic School is a unique environment in which students can experience the presence of the Holy Spirit. Its focus is on the individual person's spiritual, moral, intellectual, social, cultural, and physical development. In the Catholic School, students and teachers are drawn to proclaim the Gospel message, to unite in worship, to respond to the needs of the community through fellowship and social justice, and to serve all people through the sharing of their spiritual gifts and temporal goods.

Intellectually, students are challenged to work to the best of their abilities. In a world of diversity and absolutes, students need to be encouraged to appreciate and understand the living organism called Earth, the peoples and cultures that inhabit it, and to develop global perspectives by which to form their lives and consciences. Students are provided opportunities to develop basic academic and physical skills, pursue knowledge, and critically study and analyze the world in which they live.

The effective Catholic School must call its students to the conviction that people are more important than material gain that justice is more important than success that love is more important than esteem, and that collaboration unites while competition divides. The truly successful Catholic School student is not necessarily one who is successful in every endeavor, but one who accepts Christian responsibility for fulfillment of personal potential and shares these gifts with others.

STATEMENT OF PHILOSOPHY

We believe that the curriculum of the Catholic Schools of the Galveston-Houston Archdiocese involves a total, Christ-centered environment. This environment enables the community of learners to live and model Christian Catholic values and ethics.

We believe the pivotal point of the curriculum for each student is interaction with teachers. The vehicle for this interaction is the content area, central to the educational process.

We believe in a learner-centered curriculum which recognizes and supports the uniqueness of the individual and the development of the whole person. Therefore, our curriculum is based on the firm belief that every child, regardless of his or her preferred learning style, can learn and reach beyond the level which he/she has already mastered.

We believe that rapid societal changes challenge us to continually evaluate and update our curriculum utilizing current educational research and technological advances. We are therefore committed to the continuous professional growth of all responsible for delivering the education process.

Finally, we believe that the outcome of all learning experiences in a Catholic School is the formation of an active, life-time learner, a Christian eager to embrace his/her responsibility of "Message, Community and Service" to the world.

NON-DISCRIMINATION POLICY

St. Augustine Catholic School complies with all Catholic schools of the Galveston-Houston Archdiocese regulations by assuring that no person shall be excluded from consideration for privileges, scholarship, student aid, athletics, admissions policies, education policies or participation in any program or activity which it operates on the grounds of race, religion, color, national, or ethnic origin.

VISITOR POLICY:

All visitors during school hours must use the main office gate. **All visitors to the school grounds are required to report to and sign in at the office and obtain a visitors' pass to be worn while on campus.** Parents wishing to observe classes should notify a member of administration. Parents are **not allowed** to interrupt classes to conference with a teacher during the school day. Parents should contact the school office to set up a conference with the teacher at a mutually convenient time.

VOLUNTEER POLICY:

“Volunteers who have regular access to children are required to obtain a Criminal Background Clearance, participate in a Virtus Workshop and sign the Volunteer's Code of Conduct.” (Catholic Schools Office Administrator Handbook)
This policy includes all volunteers for the school and church (room parents, coaches, Catechists, chaperones, etc.)

GATES

All gates will remain locked during school hours. Visitors must enter using the gate by the main office. Please ring the door bell and someone will open the gate.

LUNCH POLICY

Any parent bringing a lunch for a student must drop the lunch off in the main office. You are welcome to sign in at the office and eat lunch with your child only during their assigned lunch period. The lunch menu and ordering procedures can be found on our website

TELEPHONE CALLS

No child will be released from class to receive telephone calls or messages there is an emergency. Phone calls for forgotten articles (homework and books, etc.) will not be permitted.

BIRTHDAY POLICY

Parents may bring special treats to celebrate a birthday during recess or lunch. The special treat must be brought for EVERYONE in the class. Party invitations may be delivered to the school. However, every classmate must receive an invitation. Selective party invitations will NOT be distributed. These should be delivered via the US postal service. We understand that girls may be inviting girls, etc and this type of invitation is acceptable.

PARENT INVOLVEMENT ACTIVITIES:

Parents are required to attend **Parent-Teacher-Pupil Conferences** 4 times a year. The dates for these conferences are communicated through the school calendar.

The **Cougar Sports Club (CSC)** sponsors and funds the cost of after-school sports activities through fund raising and concessions. All parents of athletes, cheerleaders, and spirit club are part of the CSC. Other parents of St. Augustine students are invited to attend and participate. **All parents of students who are participating in the sports program must volunteer at least 10 hours during the specific sport season and or pay the Cougar Sports Club \$125.00 to forfeit volunteer hours.**

The **St. Augustine Parish Board of Education** is responsible for recommending policies and helps in budget preparation for the school. Parents are urged to participate on this consultative Board. Discipline, curriculum and school rules are functions of the faculty and administration, not of the School Board.

PTO: PTO meetings are generally held every 6 weeks. Please see the school calendar for meeting dates

CUSTODY ISSUES: All child custody arrangements and court arrangements must be **on file** in student's permanent folder. The school will **NOT** be responsible for transportation arrangements between parents with custodial issues. It is parents' job to work this out amongst themselves.

STUDENT RELEASE: Students will only be released to persons listed on the student emergency form.
Students that are not picked up by

GUM: No gum chewing on campus.

SOCIAL NETWORKS: Students may not access social networks or email on campus. Students may not engage in online activities that violate the law or our Catholic Identity while on or off campus. (Refer to pg. 13)

ELECTRONIC DEVICES: No electronic devices may be used during instructional day by students. (Refer to pg. 12)

CELL PHONE and ELECTRONIC DEVICES POLICY: Students will not carry cell phones in backpacks, tote bags, purses or in clothing/jackets during the school day. Phones will be collected and retained by the homeroom teacher in the morning and returned at the end of the school day. This procedure eliminates the temptation to use the phone at inappropriate times and reduces the possibility of damage to the phone. All phones must be labeled with the student's full name. Failure to abide by this policy will result in a detention from 3:30 - 5:00pm for the 1st offense. A second offense will result in the phone remaining in the safe until the end of the semester. **Any emergency should and must be directed to the school office by the parent/guardian.**

SEARCH AND SEIZURE: St. Augustine Catholic School is a private institution and therefore reserves the right to search any item brought on campus.

STAKEHOLDERS RESPONSIBILITIES

PRINCIPAL'S RESPONSIBILITIES

The Principal has the responsibility to:

1. Serve as a Christian role model for students.
2. Provide support for teachers.
3. Promote effective discipline of all students.
4. Encourage parent communication with the school.
5. Responsible for instructional leadership.
6. Facilitate cooperative working relationships among staff and students.
7. Manage all aspects of the school's administration.
8. Maintain effective communication and working relationship with the Pastor, Archdiocesan School Office and the Archdiocese.

TEACHER RESPONSIBILITIES

Teachers and staff have the responsibility to:

1. Serve as Christian role models for their students.
2. Comply with school policies, rules, regulations, and directives.
3. Maintain an orderly classroom atmosphere conducive to learning.
4. Teach according to the standards of performance required by the Archdiocese.
5. Establish rapport and an effective working relationship with parents, students, and other staff members.
6. Encourage good work habits that will lead to the accomplishment of personal goals.
7. Use discipline management techniques developed in the Student Code of Conduct for all school and extra curricular activities.
8. Attend all after school activities that concern parent/teacher collaboration.

PARENT RESPONSIBILITIES

Parents have the responsibility to:

1. Encourage the child to be attentive to instruction and obey all rules.
2. Insist their child attends school regularly and on time.
3. Encourage and lead the child to develop proper study habits at home.
4. Follow required school policies and academic requirements of school programs.
5. Participate in school-related organizations.
6. Attend activities regarding parent/school collaboration.
7. Inform the school of any special concerns: academic or medical.
8. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
9. Pay all tuition and fees on time.
10. Pay required fees and fines, including replacing textbooks.
11. Ten (10) hours per family are required during the school year. A volunteer sign in book will be in the Development Office. It is the parent's responsibility to make sure they are signed in so that they may be

credited. There is a \$25.00 fee per hour not served. The fee will be applied to the tuition account by May 1st.

STUDENT RESPONSIBILITIES

1. Respect the authority of the pastor, principal, deans, teachers, parent volunteers, other school staff, and fellow students.
2. Attend all classes daily and be on time.
3. Be prepared for each class with appropriate materials and assignments.
4. Follow the School Dress Code.
5. Follow the Student Code of Conduct.
6. Assist the school staff in maintaining a safe environment
7. **Patrol Duty:** Students in grades 4-8 are assigned patrol duty on a monthly rotating basis. Teachers will assign students to specific areas in the morning and afternoon. Teachers are responsible for making sure that students are on time and in place. Patrol hours are 7:30am-7:50am and 3:15-3:30pm.

STUDENT UNIFORM CODE

For details regarding the specific uniform requirements please see the website link for Parker Uniforms

ALL STUDENTS

- Uniforms are worn from the first day of school until the last full day of school. The only exceptions are “Free Dress” days.
- Extreme hair styles (Mohawks, brightly dyed hair, etc.) are not permitted.
- Boys with long hair must have it well-kept, out of their face, and above the shoulders.
- Dangling jewelry is not allowed for safety reasons.
- Shoes with lights or wheels are not permitted.

TEAM SPIRIT DAYS

Students may wear St. Augustine t-shirts on Wednesdays. St. Augustine team jerseys may be worn on Wednesdays. 8th grade students may wear their “future” high school t-shirts or jerseys on Wednesdays following Spring Break. These shirts may be worn with navy walking shorts, navy slacks, or plaid skirts but not with jumpers.

P.E. UNIFORM FOR 3rd THROUGH 8TH GRADE:

All students participating in PE classes (who dress out) must wear the PE uniform blue or grey shorts and the PE uniform grey top. These items can be purchased through the main office. During cold weather students may wear St. Augustine sweatshirts and blue sweat pants. Athletic shoes must be worn at all times during PE.

UNIFORM DRESS CODE POLICY FOR GIRLS

PHYSICAL APPEARANCE POLICY

NO MAKE-UP is allowed for girls at St. Augustine Catholic School. Only clear nail polish is allowed. Make-up, including hair spray, **should not** be brought to school. Earrings, if worn, should be small studs or no larger than ½" hoops, no dangling earrings. No more than one set of earrings may be worn. No more than one ring may be worn per hand. NO visible body piercing or tattoos. Neck chains must be tucked inside blouses. Hair may be highlighted in natural colors. Red, green blue etc. highlights will not be permitted.

PRE-K THROUGH 8TH GRADE:

SOCKS: White, navy or red knee socks, crew socks or white tights (solid colors, no designs) are permitted. Thigh highs are NOT permitted. Sports socks or no show socks **are not** permitted.

SHOES: Athletic or tennis shoes solid black or white with on stripe color, boat shoes and loafers are permitted. Heels greater than ½ inch are not permitted. Slippers, Uggs, moccasins, boots (of any shape or size) are not permitted. Closed toe shoes only may be worn. Open toe shoes may not be worn.

All jumpers, skirts and walking shorts will be hemmed at the **KNEE**. Leave ample hem to accommodate growth.

Shorts or pants with belt loops **must be worn with a belt** at the waist, (black, brown or navy) with shirts tucked in and neat in appearance.

PK- 3rd Grade:

Plaid jumper with a white peter-pan collared shirt. Navy blue uniform slacks or knee length shorts may replace the jumper/ skirts/shorts. White Peter pan blouses or red polo-knit shirts worn with the pants or shorts **must** have the school logo)

4th – 8th Grade:

Plaid skirt, navy blue pants or knee length navy shorts with a white oxford button down shirt and navy blue sweater vest with school logo.

MASS DAYS:

*Pre-K through 3rd Grade girls **MUST** wear plaid jumper and white blouse on Church/Mass days. Sweatshirts and non-uniform cardigans will NOT be permitted. **Dress shoes** must be worn. Socks must be knee length for Mass.

*4th through 8th grade girls **MUST** wear the plaid skirt and navy vest on Church/Mass days. **Sweatshirts are not permitted on Mass days.** Non-uniform cardigans are not permitted. **Dress shoes** must be worn. **Socks must be at knee high length for Mass.**

*Pk-8th Grade - navy or red school uniform cardigan may be worn to Mass.

UNIFORM DRESS POLICY FOR BOYS

Good grooming is an important part of the training and responsibility of young men at St. Augustine Catholic School. ALL SHORTS AND PANTS WITH LOOPS are to be worn with a belt, (blue, black or brown) and with tucked in shirts. All pants and shorts must fit the student properly.

PRE-K THROUGH EIGHTH GRADE:

The navy blue uniform pants or navy uniform walking shorts are worn by boys (navy cords are allowed but NO denim blue jeans- NO CARGO pockets, etc, on the uniform pants or shorts.) Sweatpants may not be worn. Long sleeve white turtle neck shirts may be worn under uniform shirts during winter months. The red knit shirt with the school logo is required and must be tucked in. White or navy crew socks maybe worn for all days.

PK-4th grade boys:

White button down shirts worn with shorts or pants **must** have the school logo.

SHOES:

Athletic or tennis shoes black or white with one color stripe, boat shoes and loafers are permitted. Dress shoes **MUST** be worn on Mass days. Please send tennis shoes for PE, if scheduled that day.

MASS DAYS:

Grades PK-8th: **Sweatshirts are not permitted on Mass days.**

Grades PK3 & PK4: Blue slacks & white oxford button down collar shirt with school logo and DRESS SHOES with crew socks. Navy cardigan with school logo may be worn.

Grades Kinder -4th: Blue slacks, white oxford button down collar shirt with school logo and red tie. Navy cardigan with school logo may be worn.

Grades 5th – 8th: Blue slacks & white oxford button down collar shirt with school logo with St. Augustine tie or a red tie. Blazers must also be worn.

EDUCATIONAL PROGRAMS

Students attending St. Augustine Catholic School are mandated to attend classes required by the State of Texas and the Office of Catholic Schools of the Archdiocese of Galveston-Houston.

PRE-K3 AND PRE-K4 (MONTESSORI BASED)

St. Augustine offers a full day Pre-K3 and Pre-K4. **All students entering must be toilet trained** and be able to go without assistance. Students must be 3 or 4 to be eligible to attend Pre-Kindergarten. Students will bring lunch to school or order hot lunch. Students will bring a nutritious snack every day.

KINDERGARTEN (TRADITIONAL)

St. Augustine offers a full day Kindergarten program. The learning experiences of Kindergarten students are centered units of work dealing with social studies, science, numbers, reading readiness, art, music, physical education, computer, Spanish and religion. Children must be five years of age on or before September 1 to be eligible to attend Kindergarten. Students eat lunch in the school cafeteria and will bring a nutritious snack every day.

GRADES ONE THROUGH FOUR (TRADITIONAL CATHOLIC ELEMENTARY)

The following subjects are taught in grades one through four:

Art	Reading	Computer
Health	Physical Education	
Language Arts	Social Studies	
Mathematics	Spelling	
Handwriting	Science	
	Spanish	

A student entering the first grade must reach his or her sixth birthday on or before September 1.

GRADES FIVE THROUGH EIGHT (HIGH SCHOOL PREPARATION)

The following subjects are taught in grades five through eight:

Language Arts	Mathematics	Social Studies	Computer
Physical Education	Health	Spanish	
Reading	Science	Art	

RELIGION

All students attending St. Augustine Catholic School are mandated to attend religion classes. They also attend Mass and other religious services requested by the pastor, principal and/or teacher.

HOMEWORK

FIRST THROUGH EIGHTH GRADE TEACHERS MUST POST HOMEWORK ASSIGNMENTS ON THEIR LINK. STUDENTS IN GRADES 3-8 ARE RESPONSIBLE FOR WRITING HOMEWORK ASSIGNMENTS IN THEIR PLANNER ON A DAILY BASIS.

Required Homework Time Allotment

Departmental structure requires coordination of assignments, in order to avoid excessive amounts of work. Assignments that may require specialized resources or in any way disrupt the home should be avoided. The work should be of such a nature as to encourage and facilitate but not demand parental involvement.

Grades 1-2 30-60 minutes

Grades 3-4 45-60 minutes

Grades 5-6 60-90 minutes

Grades 7-8 no more than 90 minutes

LATE WORK

Upper division teachers will allow students to makeup late assignments and receive partial credit (50% or above) if they submit them within one school day.

GRADING SCALE

A+ 99-100 OUTSTANDING

A 95-98

A- 93-94

B+ 91-92 ABOVE AVERAGE

B 88-90

B- 86-87

C+ 84-85 AVERAGE

C 80-83

C- 78-79

D+ 76-77 BELOW AVERAGE

D 72-75

70-71

F BELOW 70

CONDUCT

E EXCELLENT

S SATISFACTORY

N NEEDS IMPROVEMENT

U UNSATISFACTORY

ACHIEVE GRADING PROGRAM: Parents will be able to view their student's progress weekly on-line through the ACHIEVE portal. They are given an access code to their child records only. The grades will be updated weekly.

HONOR ROLL

All A Honor Roll

A & B Honor Roll

A student will be disqualified if: 1) any mark less than an S for conduct in any subject or class. 2) 5 or more unexcused absences. 3) 5 or more unexcused tardies. 4) 5 or more dress code violations.

All subjects are considered for Honor Roll including ancillary classes. Note: students that do not meet the attendance, dress code, punctuality, and overall conduct requirements will not be eligible for the Student of the Month or the Religion Merit Award.

PARENT-PUPIL-TEACHER CONFERENCES

Parent-Pupil-Teacher (P/P/T) conferences are scheduled and required four times each school year. Parents or teachers may request conferences at any time as the need arises. Parents are urged to have students attend the conferences. **Students will be counted as absent if they do not attend the conferences.**

REPORT CARDS

Report cards are given to the students every 9 weeks.

PROGRESS REPORTS

Progress reports are issued after five weeks of study. Progress reports are given to students in Grades 1st through 8th. Mandatory conferences are scheduled to discuss student progress.

PROMOTION

Promotion is based on the following criteria for grades one through eight:

1. Have 10 or fewer unexcused absences
2. Maintain a 70 or above in all subjects.
3. Promotion or credit may be jeopardized if a student misses more than eighteen (18) days, excused or unexcused (10% of the school year).

In all cases, students may be promoted based on the discretionary authority of the principal.

TESTING

The IOWA Test of Basic Skills is administered in the spring semester. The data is used to gauge individual student progress and for planning curriculum and instructional practice.

FIELD TRIPS

During the course of the year, field trips will be scheduled to enrich and reinforce educational goals **ALL persons wishing to chaperone a field trip must have completed the VIRTUS program**. Parents will be notified in writing of all field trips in advance and will be required to give written consent for their child to participate in each field trip. **No younger siblings** are allowed on field trips. When transported by private car, students will use seat belts and drivers will provide proof of Personal Injury Protection coverage. Siblings will not be released early on field trip days. Students may only be transported in personal vehicles if the person driving has policy of personal injury protection coverage.

COUGAR SPORTS CLUB No Pass, No Play Policy

Students that fail any content area (religion, math, reading, language arts, science, or social studies) during a grading period will receive a two week suspension from sports. Students that have an unsatisfactory or needs improvement conduct mark in any class or subject during a grading period will be suspended from sports for two weeks. **Any student with a Level II offense or worse (requiring administrative intervention) may be suspended from sports and extracurricular activities (including social gatherings and field trips) for the rest of the school year.**

STUDENT RECORDS AND STUDENT RELEASE

All student information including health, academic, and disciplinary records are strictly confidential and will not be shared with any personnel except parents/guardians and essential employees of SACS.

The Archdiocesan Policy on Student Release or Access to Student Information states: *“A student or the student’s information may not be released to any person other than the legal guardian (managing conservator) except when the administrator has reasonable assurance that the release is authorized by the managing conservator.”*

The guidelines to implement this policy are as follows:

1. The parent(s), guardian, or legal custodian (the term "legal custodian" shall mean all such persons) shall be those persons identified as such on the student's enrollment, census registration and emergency form.
2. A student or student information shall not be released to any person other than the legal custodian except when the principal has reasonable assurance that the legal custodian authorizes the release. Questioned authorization for the release of a student shall be confirmed by the principal with the legal custodian. The principal may demand appropriate identification or authorization in writing from the student's legal custodian. Further, the principal may demand that written authorization be confirmed by telephone or in person.
3. When a person attempts to change the rights of release involving the originally stated custodian, the principal shall take the following actions before releasing the student:
Notify the person presumed to be the student's legal custodian of the attempted change.
Ask the person requesting the change to produce a certified (state or provincial) court order, with official seal and signature, authorizing such a change. Court orders from other (jurisdictions) will not be recognized. Ask the person requesting the change to provide a copy of the court order for the student's records. The written request shall state on the copy that the original court order has been verified and is a true copy.

Principals receiving requests for such changes shall explain Archdiocesan procedures to the persons making the requests. When a school employee has reason to believe that a student has been, or is likely to be, removed from the school grounds by a person other than the legal custodian, the principal shall be notified immediately. When a principal believes an unauthorized person might attempt to remove a student from the school grounds, the principal shall use reasonable means to prevent the student's removal. When necessary, the principal shall contact the appropriate local law enforcement agency or officers to request assistance. The principal also shall contact the student's legal custodian. If the principal concludes that a student has been removed from the school building by an unauthorized person, the principal shall immediately contact the student's legal custodian and the appropriate local law enforcement agency or officer.

Student Code of Conduct

Levels of offenses/Overview

Acts of misconduct are categorized into the following four levels of offenses:

Level I- Violation of Classroom Rules:

- Offenses that generally occur in the classroom and can be corrected by the teacher.

Level II- Administrative Intervention:

- Offenses that are more serious in nature or a continuance of Level I misconduct.

Level III – Suspension and/or Optional Removal to a Disciplinary Alternative Education Program:

- Offenses that seriously disrupt the educational process in the classroom, in the school, and/or at school-related activities, or a continuance of repeated Level I, II, or III misconduct. A finding that a student has engaged in a Level III offense may constitute a serious offense.

Level IV – Expulsion:

- Criminal offenses as defined in Level IV. This may include any felony, whether school-related or not.
- **Parental Behavior: A child may be expelled from the school and or not allowed to register for the upcoming school year if the PARENT has displayed aggression, disrespect, intimidation, harassment (physical, sexual or mental) towards staff members, other parents or students.**

Level I Violation of Classroom Rules:

Each teacher or staff member establishes the rules for the classroom and for school-related activities. Much behavior can be managed by the classroom teacher. The teacher may use any of the disciplinary options listed below in maintaining classroom discipline.

Level I Acts of Misconduct May Include Such Behavior as:

- Violations of rules or procedures established by the teacher
- Refusal to participate in classroom activities
- Unexcused tardiness to class
- Failure to bring required classroom materials or assigned work to class
- General misbehavior, such as eating in class, horseplay, making excessive noise, or violating campus dress code
- Failure to deliver or return written communications between home and school
- Disruptive or noncompliant behavior on a school bus.

Disciplinary Options/Responses:

- Oral correction
- Teacher-student conference
- Parent contact: note or telephone call to parent
- Detention (maintained by teacher) before or after school
- Other appropriate in-class disciplinary actions

Procedures:

1. Any staff member who observes a student violating class rules may correct the student.
2. A record of the offenses and disciplinary actions should be maintained by the teacher or staff member on the appropriate form.
3. The teacher should discuss the misbehavior with the parent, an administrator, or support personnel.
4. Level I behavior violations and discipline options/responses are not limited to those provided. Serious or repeated violations may result in a more severe response or referral to Level II.

Level II Administrator Intervention

Some infractions will result in a referral to an administrator. The disciplinary response depends on the offense, previous actions, and the seriousness of the misbehavior. Level II acts of misconduct include those student acts that interfere with the orderly educational process in the classroom or in the school. A teacher who observes a student engaged in Level II or higher misconduct will fill out a discipline /referral form for the principal or other appropriate administrator. The principal will forward an oral or written report to the parents.

Level II Acts of Misconduct Include Such Behavior as:

- Repeated violations of classroom
- Cheating, plagiarism, or copying the work of other students
- Leaving the classroom or school grounds without the permission of school personnel
- Cutting class or skipping school
- Possession of matches or other flammable materials
- Inappropriate display of affection
- Posting or distributing unauthorized materials on school grounds
- Failure to abide by rules and regulations at extracurricular activities or at co curricular activities such as field trips
- Use or operation of paging devices, including beepers, cell phones, electronic pagers, or any other type of electronic communication/music system on the school campus or at functions during school hours.
- In addition to disciplinary action, parents will be notified, the unauthorized use or operation of electronic devices will result in confiscation and a \$25 fee payable to St. Augustine Catholic School for 1st offense. For 2nd offense there will be a \$25 fee and the device will be retained in the safe until the end of that current month.
- Possession of iPods, MP3 players, personal radios, or personal music devices during school hours. Device will result in confiscation and a \$25 fee payable to St. Augustine Catholic School for 1st offense. For 2nd offense there will be a \$25 fee and the device will be retained in the safe until the end of that current month.
- Cafeteria disturbance
- Violation of school's mandatory school-uniform policy
- Accessing materials and sites on the internet that are deemed to be inappropriate by St. Augustine Catholic School.
- Sending or forwarding inappropriate email, including email containing offensive language, untruthful statements, junk email, chain letters, or jokes

Disciplinary Options/Responses:

- Parental contact by phone and written or oral notification to parent or guardian
- Required administrator/student/parental conference
- Detention or in-school suspension (A fee of \$50.00 will be assessed for staffing personnel)
- Exclusion from extracurricular activities, such as field trips, and commencement exercises/award ceremonies
- Behavior Contract
- Any other appropriate disciplinary actions determined by the administration

Procedures:

1. Referral to administrator
2. Administrator confers with student and/or teacher to establish appropriate action
3. Written or oral notification of action is sent to parent. Notification is sent to the teacher indicating action taken.
4. Discipline Referral Form is retained by the administrator.

5. Level II behavior violations and Discipline Options/Responses are not limited to those provided.
6. Repeated violations shall result a more severe response and/or referral to Level III.

Certain physical acts against a student by school personnel (such as choking, kicking, punching, pinching, hitting with an inappropriate object, etc.) are not authorized and will be considered as a violation of the corporal-punishment policies.

Level III: Suspension

Level III acts include misconduct for which an administrator may suspend the student or place the student into in-school suspension. The period of the suspension is limited to 1 day per occurrence.

Suspension

Suspension is limited to 1 day per occurrence and is authorized for conduct listed below. Additionally, a student may be suspended up to 3 days pending an expulsion hearing.

A decision to suspend is non revocable.

- Chronic or repeated disciplinary infractions of Level I and/or Level II offenses
- Use of social networks or websites during the instructional day or on campus.
- Participation in online activities that violate the law or are contrary to our Catholic faith.
- Fighting
- Bullying: physical or psychological
- Misdemeanor stealing/theft of property, including computers and related equipment, in an amount under \$750.00
- Chronic cutting class or skipping school
- Possession of a knife
- Smoking, using, or possessing tobacco or tobacco products
- Interfering with school authorities
- Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities. This includes such acts as boycotts, sit-ins, trespassing, and walkouts.
- Failure to comply with reasonable requests of school personnel and/or defiance of the authority of school personnel
- Changing school records or documents or signing a parent's name on school documents
- Indecent/unsolicited sexual proposal/sexual harassment
- Harassment/dating violence, including threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint or maliciously taking any action that substantially harms another student's physical or emotional health
- Selling or soliciting for sale any merchandise on school campus without the authorization of the building principal
- Display of disrespect toward school personnel or campus visitors
- Participation in activities by groups such as gangs and cults
- Visual display of gang –related signs or symbols on the body, clothing, accessories, or personal property of the student.
- Profanity, vulgar language, or obscene gestures
- Possession or use of fireworks, "poppers", smoke or stink bombs, or any other pyrotechnic device that may be used to disrupt the educational process
- Possession of laser pens or laser pointers
- Possession of live ammunition or bullets
- Engaging in threats or others, including but not limited to slurs, name-calling, or derogatory statements to

another person because of that person's race, color, religion, national origin, disability, physical/personal appearance, or sexual orientation. Bullying is defined as any act or speech that subjects persons to indignity, humiliation, intimidation, physical abuse or threat of physical abuse, social or other isolation, shame, or disgrace.

Level IV: Mandatory Expulsion

- Continuous Level III
- Assault
- Any Felony on or off school campus.

Student will be suspended for no longer than 3 days. During this time a hearing is held. If the student is found guilty then they will not return to school.

FEE/PAYMENT POLICIES
We accept: Cash, Checks, and Money Orders

Checks and money orders are payable to: ST. AUGUSTINE CATHOLIC SCHOOL

PAYMENT OF TUITION

ACH fee (electronic withdrawal of tuition is required): approximately \$35 per family

Tuition may be prepaid annually, over ten months or over twelve months. *Receive 5% discount for yearly tuition amount paid in full by July 1, 2011*

Checks and money orders are payable to: ST. AUGUSTINE CATHOLIC SCHOOL

Steps for Students Fundraising Commitment (required): \$300.00 per student, \$600.00 per family

DELINQUENT PAYMENTS

There may be a service charge of \$50.00 for all returned checks. If tuition for a student is one month delinquent without approval of the Principal, the student's enrollment at St. Augustine Catholic School may be subject review and/or to termination. If a termination has been issued a review for re-enrollment may occur. Delinquent fees must be paid prior to re-enrollment.

If tuition or fees, including extended day charges, are delinquent at the end of the marking period, no report card will be issued until all obligations have been paid in full. Spring registration will not be renewed to families with delinquent tuition fees, or extended day charges.

BEFORE AND AFTER SCHOOL PROGRAM

Camp Innovation: Before and after school program available Monday through Friday and on most holidays. Hours: 7am to 7:30am and 3:30 to 6pm. For more information call Director Joseph Sanchez 832 859 6656 or email jsanchez@campinnovation.com

ATTENDANCE POLICIES

Every student who is enrolled at St. Augustine is expected to attend school regularly unless prevented by personal illness, illness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to the principal.

ARRIVAL AND DISMISSAL

In the interest of safety, students are asked not to arrive on the school ground until 7:30 a.m. (unless enrolled in the extended day program). The school day for the respective grades begins and ends as follows:

Grades Pre-K3 thru Eight

Daily 7:50 a.m. to 3:15 p.m.

Families are given a 15 minute dismissal window. When dismissed from school at the end of the day, students should go to the assigned pick up location or Camp Innovation , walkers/bike riders should leave the building and grounds immediately. Students may remain on campus only with staff permission. Students not picked up by 3:30 pm or by 1:45pm on early dismissal days will be sent to Camp Innovation and parents will be billed accordingly. Students that use Camp Innovation will pay the \$25.00 registration fee and will be billed for the use of the daily service.

TARDY REGULATIONS

When a student accrues five unexcused tardies, parents will be notified. After 10 tardies parents/guardian will pay a \$50.00 fee. Rev. 9/19 Ten or more unexcused tardies will equal 1 unexcused absence. Tardies are excused for the following reasons only: severe weather conditions throughout the area and doctor or dentist appointments (although we prefer that you try your best to schedule these after school).

ABSENCES

When a student is absent, his/her parent is to call the school office between 8:15 and 8:45 a.m. A written explanation for the absence must be given upon returning to school for the absence to be excused. The note should contain: a. Student's full name,

b. Reason for absence (if the reason is illness, include type of illness, such as stomach ache, virus, cold, etc.)

c. Date or dates of absence.

Truancy will follow Student Code of Conduct.

A student shall be counted present for a temporary absence as a result of an appointment with a health care professional if the student commences classes or returns to school on the same day of the appointment. A note from the health professional is required. The student may not be penalized for the absence and shall be allowed to make up school work missed. A student may have an excused absence if a parent is receiving medical attention further than 100 miles from home. A **verifiable** note from the doctor must include doctor's name, phone number and fax number. Students have 2 school days to complete any missing assignments due to an excused absence.

Ordinarily a student may not receive credit for a class unless the student is in attendance for at least 90% of the days a class is offered. **Promotion or credit may be jeopardized if a student misses more than eighteen (18) days, excused or unexcused (10% of the school year).**

EXTENDED LEAVE OF ABSENCE

The principal and teacher should be notified in advance, in writing, of this extended leave of absence. The notice will be placed in the student's file.

Any extended leave of more than 3 days requires a conference with the principal.

Students taking vacations on days not scheduled by the school **will be given make-up work in advance if requested**. All make up work will be submitted when the student returns to school.

EXTENDED ILLNESS

If a student has been absent for more than three (3) days because of illness or injury, and/or is under a physician's care, a "Certificate to Return to School" form is required. The form must include the following information:

Date seen

Diagnosis (type of illness / injury)

Restrictions (if applicable) Please see Physical Education Restrictions, Page 21.

LEAVING SCHOOL EARLY

After arriving on campus, students are not to leave the campus. Students can be released only to the custody of their parents, legal guardians, or individuals designated by the parent or legal guardian. A student is counted present for the day if they are in attendance for 3.5 hours or more. Arrival or departure after 11:30 is considered a 1/2 day absence. Parents must come to the office to pick up the child and sign out on the office form. The office will call the child from class, since the teacher is not permitted to dismiss the child unless the office calls.

EARLY DISMISSAL DAYS

Those enrolled in Camp Innovation will be sent to the designated area for that day, check website and calendar for 1:30 dismissals.

EMERGENCY CLOSING OF SCHOOL

St. Augustine Catholic School adheres to the emergency preparedness policies set forth by the Galveston-Houston Archdiocese. To ensure the safety of the students several drills are held yearly. During these drills parents who are already signed in on campus may not enter the school until the drill is complete. The following drills are conducted

1. Fire
2. Severe weather
3. Shelter in Place
4. Lockdown
5. Emergency Evacuation

In the event that the students need shelter in place **NO ONE** may be permitted to enter or leave the campus until the all clear has been given. Students are required to bring shelter in place items at the beginning of the school year.

In the event of an emergency that requires evacuation, students will be taken by bus to a predetermined location. **NO** Students will be released to parents or guardians until they reach the re-location site and have been processed for release.

During the school year, there is always the possibility of emergency situations due to severe weather. If severe weather develops or other disasters occur, the major radio or television stations will make an announcement concerning the dismissal of school. We will mirror the policy of HISD and the neighborhood public school, Patterson Elementary. The following stations may carry the necessary information:

Local 530 AM	KPRC Channel 2	KTRH 740 AM
KNUZ 1230 AM	KTRK Channel 13	
KILT 610 AM/100 FM	KHOU Channel 11	

You will be notified by the IRIS or ACHIEVE system for any pertinent information regarding the current situation via email, text message, and phone call.

CLINIC GUIDELINES

HEALTH PROGRAM

Students will be required to present a record of current immunizations and a written confirmation (including month and year) of chickenpox disease. A TB questionnaire must be completed upon registration. Health screenings such as Hearing, Vision, Scoliosis, Acanthosis Nigricans, height and weight are performed and recorded according to state requirements.

General Information About Communicable Diseases

1. Immunizations required by the State Department of Health must be observed.
2. Students should remain at home when they exhibit the first symptoms of a disease or illness.
3. When a student in school is suspected of having a communicable disease, he/she should be separated from other students until he/she can be sent home.

GUIDLINES FOR EXCLUDING STUDENTS FROM SCHOOL

EXCLUSION GUIDELINES

Oral temperature 100° or above

Vomiting, nausea, diarrhea or
Severe abdominal pain

Marked drowsiness or malaise

Sore throat, runny nose, or
Persistent cough

Red, inflamed, or discharging eyes

Acute skin rashes or eruptions

Swollen glands around jaws,
Ears and neck

Suspected scabies or impetigo

Any skin lesion in the weeping stage

Earache

Pediculosis (head lice)

Other symptoms suggestive of
Acute illness

RETURN TO SCHOOL GUIDELINES

Fever free for 24 hours

Symptom free for 24 hours

Symptom free

Symptom free

written physical release

written physician release

written physician release

written physician release

Covered and physician diagnosed as
Non-infectious

Symptom free

Nit free

written physician release

WHEN A CHILD IS SENT HOME

Do **NOT** send your child to school with any of the following; fever, rash, diarrhea, or vomiting, persistent cough or a bad runny nose.

If your child is sent home with any of the following symptoms, he/she must be free of it for 24 hours before returning to school:

Fever 100° or higher

Diarrhea

Vomiting

If your child is sent home any time during a school day, this is an automatic stay-home the next day. In accordance with Diocesan policy, if your child is not free of the above symptoms for 24 hours, he/she **WILL BE SENT BACK HOME**.

ADMINISTRATION OF MEDICATIONS

The Diocese under **NO** circumstances allows clinic personnel to administer medication to a student without a **Form HF-7.0** signed by **BOTH PARENT AND PHYSICIAN**. Copies of Form HF-7.0 are available in the clinic. If, for example, sunscreen, Tylenol, allergy medication (Benadryl), topical creams or ointments, cough drops, etc., are necessary, then the proper form **MUST** accompany the medication. **THE MEDICATION MUST BE IN THE ORIGINAL CONTAINER.**

The container must be labeled with the child's name and grade. If you are unable to obtain a form signed by the physician, then a parent, guardian, or designated friend may come to the school to administer the required medication.

Children are not allowed to carry medication. **Any medication must be left in the office with the required In-School Medication form as stated above.**

SIDE EFFECTS FROM MEDICATION

A doctor's statement is required if your child is taking temporary or on-going medication that could cause any of the following side effects:

Loose stools (diarrhea)

Stomach ache

Nausea, vomiting, acid reflux

Eye allergies

Skin conditions

IF WE DO NOT HAVE A STATEMENT ON FILE, YOUR CHILD WILL BE SENT HOME IN ACCORDANCE WITH THE CLINIC GUIDELINES.

PHYSICAL EDUCATION RESTRICTIONS

If a student must be excused from P.E. for **one day**, a written excuse from the parent indicating a valid reason will be required. If a student must be excused for **more than one day**, a doctor's statement including the reason for which he/she cannot participate **will be required**, as well as a date when he/she can resume P.E. If a student is under a doctor's care and a date cannot be provided at the time, then **a signed release must be provided in order for the student to resume P.E.**

All notes regarding exemptions from P.E. must be received in the office **to the attention of the Clinic**.

A list of P.E. exemptions is written up each morning. This list is given to the P.E. coach.

**CATHOLIC SCHOOLS - ARCHDIOCESE OF GALVESTON-HOUSTON
REQUEST FOR IN-SCHOOL ADMINISTRATION OF MEDICATION (HF-7.0)**

NOTE TO PARENTS/GUARDIANS

Clinic personnel are not permitted to give medication of any kind, prescription or non-prescription, unless the physician states in writing that there is a need for such medication. The doctor's statement must be accompanied by written permission of at least one parent.

TO THE PRINCIPAL OF _____ SCHOOL, DATE _____
CHILD'S NAME _____ BIRTH DATE _____

In order to keep this school child in optimum health and to help maintain maximum school performance, it is necessary that medication be given during school hours.

NAME OF MEDICATION _____

REASON FOR MEDICATION _____

Form of medication to be given is circled below:

Tablet Pill Capsule Liquid Inhalation
Other (specify) _____

Dosage (amount to be given) _____

How often or at what time _____

Date discontinued _____

Physician
Phone No. _____

I agree to hold the school harmless for the proper administration of medication provided by the parent/guardian and for adverse drug reaction or side effects.

I agree to be responsible for maintaining an adequate supply of medication at the school to meet the child's need.

Parent/Guardian

Home Telephone _____

Work Telephone _____

STUDENT/PARENT COMPLAINT PROCESS

PURPOSE

The purpose of this process is to provide students and parents/guardians of students enrolled in any parish or regional school within the Archdiocese of Galveston-Houston with an orderly procedure for the equitable and prompt resolution of complaints. This process is intended to resolve disputes at the lowest possible level in a cooperative, conciliatory Christian atmosphere. A copy of the complaint process can be obtained in the school office.

WITHDRAWAL PROCEDURES

Parents who want to withdraw their child/children from St. Augustine School will need to notify the principal. The transfer of all school records will not be made until all financial obligations, such as tuition and fund raisers, have been met, and all textbooks and library books have been returned or paid for.

St. Augustine Catholic School
Technology Plan
2011-2012

For Parents and Students

Mr. Lonnie Burgett is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on this agreement. Should a parent prefer that a student not have e-mail and Internet access, use of the computer is still possible for more traditional purposes such as word processing.

Internet and E-mail

Access to Internet and e-mail will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. **FAMILIES SHOULD BE AWARE THAT SOME MATERIAL ACCESSIBLE VIA THE INTERNET MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLY OFFENSIVE.** While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow access to the Internet.

What is expected?

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

What are the Rules of Appropriate Use?

Electronic Communication – Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values the student can be subject to the full range of disciplinary consequences including the expulsion of the student.

This policy applies to communications or depictions through e-mail, text messages, blogs, twitters, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication.

Personal Safety and Personal Privacy – Students will not post personal contact information about themselves. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information.

Social Networking - Accessing social networking websites, blogs, video sites (e.g. MySpace, Facebook, YouTube, Friendster, tagged, etc., except those used for educational purposes) are off-limits on school property. The use of circumventors to get around school network security is prohibited.

Illegal copying - Students should never download or install any commercial software, shareware, or freeware onto network drives or disks. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

Inappropriate materials or language – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for gambling, chain letter communication, unauthorized email, chat or instant message, blogs, and discussion forums, is also prohibited. Should students encounter such material by accident, they should report it to their teacher immediately. A good rule to follow is never view, send, or access materials, which you would not want your teachers and parents to see. Uses of cell phones to transmit unacceptable language and/or photos that are harmful to self, other students, and/or to other people are prohibited.

Succinct Advice

These are guidelines to follow to prevent the loss of technology privileges at school.

1. Do not use technology to harm self, other people or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate copyright laws.
5. Do not view, send or display offensive messages or images.
6. Do not share your password or in any way obtain another person's password.
7. Do not waste technology resources such as disk space or printing supplies.
8. Do not trespass in another's folders, work or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
10. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.



St. Augustine Catholic School

5500 Laurel Creek Way~Houston, Texas 77017

713-946-9050 Fax 713-943-3444 www.staugustinecatholicsschool.org

The mission of St. Augustine Catholic School is to enable all children to see themselves in the heart of Christ.

Dear Parents:

Your child has the opportunity to access technology resources at **St. Augustine Catholic School**. With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed Technology Acceptable Use Policy (TAUP) and Permission Form and discuss it together.

When your child is given an account and password to use on the computer, it is extremely important that the rules be followed. Failure to follow the rules will result in the loss of the privilege to use this educational tool.

Remember that you are legally responsible for your child's actions. Please stress to your child the importance of using only his or her own account and password, and the importance of keeping it a secret from other students. Under NO circumstances should your child let anyone else use his or her account and password! Please refer to your school's parent/student handbook for policies regarding cell phones/I phones.

Although we have established acceptable use policies, please be aware that there may be unacceptable material or communication on the Internet that your child can access.

After you have read and discussed this with your child, please check the appropriate boxes, have both you and your child/children sign the agreement, and return it to the school office.

Sincerely,

Lonnie Burgett
Principal

USER AGREEMENT and PARENT PERMISSION FORM

As a parent/guardian and student/s of **St. Augustine Catholic School**, we have read the above information on the appropriate use of technology at school and the appropriate use of electronic communication, and we understand this agreement will be kept on file. (*Questions should be directed to the principal for clarification.*)

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including expulsion.

This policy applies to communications or depictions through e-mail, text messages, blogs, twitters, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date: _____

Student Name (print) _____ Signature _____

Student Name (print) _____ Signature _____

Student Name (print) _____ Signature _____

Student Name (print) _____ Signature _____

PARENT/Guardian's PERMISSION

(Please check your choice/s below)

- My child may use the Internet and e-mail while at school according to the rules outlined.
- I would prefer that my child not use the Internet and e-mail while at school.

I understand that from time-to-time **St. Augustine Catholic School** may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server.

- My child's work can be published on the school website/Internet.
- My child's work cannot be published on the school website/Internet.
- Photographs of my child can be used or published on the school website/Internet.
- Photographs of my child cannot be used or published on the school website/Internet.

I understand that if my child's photographs and work are published on the Internet/website, my child's photograph and name will not be published together.

School Copy Received By _____ Date _____

October 31, 2011

To: All Parents

Re: Enforcement of No Pass No Play in All Sports

Participation in any St. Augustine Catholic School sport activity is considered a privilege. As a student-athlete your child is held to a high standard. Their conduct is subject to more scrutiny than the average student is; subsequently, their behavior must be exemplary both on and off campus, reflecting the goals and mission of St. Augustine Catholic School. Your child is a reflection of the school to the community in every way.

Students must be academically eligible to participate in any sport. In addition, sport fees must be paid, permission slips must be signed and students' health records must be current and on file in the school office.

The "NO PASS NO PLAY" Policy is in effect again for the 2011-2012 school year. Students that fail any content area (religion, math, reading, language arts, science, or social studies) during a grading period will receive a two week suspension from sports. Students that have an unsatisfactory or needs improvement conduct mark in any class or subject during a grading period will be suspended from sports for two weeks. Any student with a Level II offense or worse (requiring administrative intervention) may be suspended from sports and extracurricular activities (including social gatherings and field trips) for the rest of the school year.

Mr. Lonnie Burgett
Principal



5500 Laurel Creek Way ~ Houston, Texas 77017 ~ 713-946-9050 ~ Fax 713-943-3444

FIELD TRIP PERMISSION

Description of Field Trip:

Destination: _____ **Method of Transportation:** Bus

Supervision: _____ **Ratio of adults to children:** _____

Date: _____ **Departure time:** _____ **Return time:** _____

Objectives of Field Trip:

Instructions to Students and Chaperones:

1. Do exactly what the Teacher requires.
2. Stay with the group at all times.
3. CHAPERONE MUST STAY WITH CHILDREN AT ALL TIMES.
4. NO SIBLINGS ALLOWED on field trips.
5. Chaperones will be dressed appropriately as they represent our school.
6. Students must wear Jeans and school T-shirt.
7. **Students must report to their classroom upon return. Siblings will not be released early.**

Permission:

By signing this form, I/we _____ certify that I/we request
(Parent or Guardian)
and give permission for _____ to go on this Field Trip.

I/we have given the instructions required above, and I/we release and save harmless the school and any and all of its employees from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip, and waive any claims against them.

(Signature of Parent or Guardian)

Emergency Information

_____ Parent/Guardian Name	_____ Phone	_____ Medical Ins. Carrier
_____ Doctor's Name	_____ Phone	_____ Policy #
_____ Preferred Hospital	_____ Phone	_____ Social Security #

I/we give permission for _____ to be transported by ambulance and/or to be treated in the event of a medical emergency.

(Signature of Parent or Guardian)

**St. Augustine Catholic School Handbook
Acknowledgment of Receipt Page**

_____ I have read the St. Augustine Catholic School Handbook.

_____ I understand that my family must volunteer a minimum of ten (10) volunteer hours per school calendar year. Failure to perform the 10 hours as required or failure to pay \$25.00 for each hour not served by May 1st of any given year will result in non acceptance of registration for the upcoming school year.

_____ I have read and understand the Student Code of Conduct.

Family Name: _____

Parent Signature Date

Student Signature Date

Student Signature Date

Student Signature Date

Student Signature Date

St. Augustine Catholic School reserves the right to amend policies during the course of the school year as warranted.