

# Austin Preparatory School



Student-Parent Handbook 2020-2021

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## **MISSION STATEMENT**

Our mission is to inspire hearts to unite, minds to inquire, and hands to serve.

## **PHILOSOPHY AND GOALS**

Following in the footsteps of St. Augustine of Hippo, the basis for the life and work of the School and establishing relationships with others is the pursuit of *veritas*, *unitas*, and *caritas*, - truth, unity, and love.

The School believes all teachers and administrators share responsibility for students' formation through direct instruction, the example of their daily behavior, language and demeanor, and support of students' participation in the spiritual life of Austin Preparatory School.

Community has always been at the core of an Augustinian education. Understanding and appreciating this principle of community is one of the most important focuses of Austin Preparatory School's approach to education. This is the context in which the following educational goals are stated:

- Provide a curriculum that embraces the totality of a student: intellectual, moral, spiritual, social, aesthetic, and physical.
- Challenge students to achieve their maximum potential using the gifts God has given them.
- Prepare students for further education, for work in life, and for service to society.
- Help students develop a morally aware and independent mind capable of thinking and judging in accordance with logical and ethical reasoning.
- Guide character development so students act with principle and integrity.
- Offer a Catholic environment that respects all religious traditions, encourages the practice of faith, and provides a basis for spiritual reflection throughout life.
- Help students appreciate the challenges and opportunities of living in a democratic society and prepare them to participate intelligently in its government.
- Prepare students for the challenges of living in a global culture and to develop an appreciation of the values and contributions of all cultures and a respect for differences of perspective and belief.

## **PURPOSE OF THE STUDENT-PARENT HANDBOOK**

The purpose of this Student/Parent Handbook is to acquaint students and parents with the policies and procedures of Austin Preparatory School. The information serves to guide student behavior in and out of the classroom. Austin Preparatory School's most important rules are to respect yourself and treat others with respect. The teachers, administrators and staff are eager to assist students as they learn and mature, but ultimately students determine the quality of their lives and education here at Austin Preparatory School.

## **NONDISCRIMINATION**

Austin Preparatory School admits students of any gender, race, color, disability status, gender identity, sexual orientation, genetic information, religion, and national and ethnic origin and provides them with all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of gender, race, color, disability status, sexual orientation, religion, or national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

## **COMMUNITY EXPECTATIONS**

*“Love one another as I have loved you.” (Jn 13:34)*

Austin Preparatory School strives to provide an atmosphere, founded on Gospel values, in which students, faculty, staff, and administration will develop a spirit of community through mutual respect, understanding, and cooperation. Thus, the School’s philosophy of student conduct and discipline is rooted in a commitment to respecting the inherent dignity of all and a desire to enhance the common good, with the example of Christ’s love as our guide.

Austin Preparatory School’s code of student conduct and discipline can be summed up in the word “respect”: respect for the truth, for persons, for community, and for authority.

Austin Preparatory School endeavors in this handbook to set forth clear expectations and policies which will inspire positive participation in all areas of the School, promote learning, and encourage the realization that respect for self and for others is at the heart of our school community. The sections below are included to clarify the community’s expectations of all students, regardless of age, including those who have turned 18. We believe that students perform and relate to one another best in environments characterized by honesty, safety, trust, respect, and inclusion. Our Community Policies are intended to contribute to such an environment.

Each student is expected to know and comply with our Community Policies. In general, although these policies are directed to conduct that takes place on campus, there may be times when off-campus behavior will be the basis for disciplinary action. For example, serious misconduct which adversely affects people outside the School community or impacts Austin Preparatory School negatively is unacceptable and will be addressed.

The rules and procedures outlined in this book apply under normal circumstances. However, from time to time, there are situations that require immediate, nonstandard responses. Therefore, the School reserves the right to deal with instances of inappropriate behavior in a timely and efficient manner, taking actions deemed to be in the best interests of Austin Preparatory School, its faculty, and its students. This document as written does not limit the authority of the administration to alter its rules and procedures to suit any unusual or changed circumstances.

## **DISCIPLINE**

Austin Prep’s discipline system is aligned with its mission of “inspiring hearts to unite, minds to inquire, and hands to serve,” which communicates Austin’s charisms (unitas, veritas, and caritas). The overarching Code of Conduct creates a positive approach to what we expect of all Austin Prep students: to be positive Citizens, Scholars, and Servants. Students who live by those aspirational values will find no problems within the discipline system.

### **Code of Conduct**

#### Unitas - Citizens

- Stand up for others
- Build positive relationships
- Support community guidelines
- Include others
- Participate in events
- Respect social environments

#### Veritas - Scholars

- Work with integrity
- Ask meaningful questions
- Value education
- Are prompt
- Appreciate the work of others
- Respect learning environments

#### Caritas - Servants

- Take responsibility for actions
- Prepare for class and activities
- Accept consequences
- Share talents with community
- Practice healthy communications
- Respect physical environments

### **Violations are entered as a demerit in Veracross**

There are three categories of violations of the school’s values of “unitas,” “veritas,” and caritas.” If a student commits one of these offenses, it is documented in Veracross by a member of the faculty or staff.

Below is how each offense is categorized.

Violation of Unitas	Violation of Veritas	Violation of Caritas
Out of dress code	Tardiness	Disrespect
Bullying	Unauthorized absence	Misuse of technology
Fighting	Lying	Vandalism

Violating class policies (ex., food and drink)	Class disruptions	Use of a controlled dangerous substance
Inappropriate Language	Other	Other
Other		

**Three-tiered system of consequences.**

*Tier 1: Minor*

When a student commits a violation, a teacher enters into the Veracross system a demerit. When a student acquires two demerits, s/he is to serve a detention. Detentions will be served on Mondays and Thursdays, lasting forty-five minutes ( 2:45 to 3:30). Students are required to serve detention on the next scheduled detention day.

Teachers must have a conversation with each student to inform him/her about receiving a demerit, and if the Dean of Students is being contacted. Demerit totals will reset to 0 at the beginning of each quarter.

*Tier 2: Moderate*

When an offense is deemed to be more serious than a single demerit, the Dean of Students may escalate the offense to the second tier where the student may receive a greater consequence for her/his action. A student who misses a detention is required to serve two. If an offense is deemed to require additional escalation, the Dean of Students may escalate the offense to the third tier.

*Tier 3: Serious*

Offenses deemed potentially more serious than Tier 2 are reviewed by the discipline board, and may result in out of school suspension or expulsion.

Students who receive 3 detentions in the same quarter will be subject to an escalation of consequence, be required to have a parent meeting with the Dean of Students, and have their parking privileges revoked for the following quarter (if applicable).

**ATTENDANCE**

**Policy**

A clear, positive relationship exists between good school attendance and high academic achievement. The learning experiences that take place in the classroom are a meaningful and essential part of the educational process. It simply is not possible to “make up” everything that is lost when a day of school is missed. Good attendance and work habits are strong components of overall preparation for higher education and employment.

- All students are expected to contribute actively to the daily activities of their classes. Any student absence, therefore, lessens the educational experience both for the individual and the group.
- Parents and students should be aware that “make-up” homework cannot replace the

important educational experience of classroom presentations and student/teacher discussion and interaction.

### **Notification**

Whenever a student will be absent or tardy, parents are required to call or contact the school through the Parent Portal of the website before 8:30 a.m. each day that the student is absent or tardy to inform the school of that fact. **There is an absentee call line at x802 that parents can call outside of school hours before 7:30 am or after 3:30 pm to report an absence or tardy arrival.** If the school is not notified of a student's absence or tardy arrival, a representative of the administration will attempt to contact a parent or guardian by phone to determine the reason for a student's absence.

When a student arrives to school tardy or on the first day that the student returns to school from an absence, he or she must present a note, written and signed by a parent or guardian, explaining the absence or tardy arrival, to the Main Office **before first period.** If the student has seen a doctor, documentation of the doctor's appointment must be submitted at the same time.

**Notifying the school by phone does not replace the necessity of supplying written and signed documentation for a student absence. If a student does not bring in note within 3 days of the absence, it will automatically become an unexcused absence.**

- In cases of unexpected dismissal the Main Office will not dismiss students after 2:00 pm, unless there is a dire emergency.
- Absentee records are kept in the Dean of Students office and are noted on the student's quarterly report card. Parents are requested to call the school immediately should they have questions regarding absence totals.

Cancellation of School - Announcements regarding cancellation of school due to inclement weather or hazardous driving conditions will be announced through email, a text message emergency notification, and posted on the school website. Upon return to school after a snow day, the day in the cycle will be the one originally scheduled for the snow day, and the following day we will return to the regularly scheduled day. For instance, if Day 2 is a snow day, the day we return to school will be Day 2 (**not** Day 3), and the following day will be Day 4.

### **Excessive Absence**

#### **Definition:**

- For students in grades 9-12, excessive absence is defined as absence from a class for a time period in **EXCESS OF 2 ACADEMIC PERIODS** during the course of a quarter. If a student misses 45 minutes or more of a class, he/she is considered absent from that class.
- For students in grades 6-8, excessive absence is defined as absence from school for a time period in **EXCESS OF 3 ACADEMIC PERIODS** during the course of a quarter. If a student misses 45 minutes or more of a class, he/she is considered absent for that class.

For each excessive absence, the student's average for that quarter will drop by 1/3; e.g., a student in the upper school who is absent more than 2 classes during a quarter will have his/her grade drop

by 1/3 (B to B-, etc.) for each excessive absence.

If a student misses more than the allowable days described in IX.C.1.a/b, each day that is unexcused will result in the penalty described in IX.C.2.

**Chronic Absence** – Parents whose students are facing a chronic illness or traumatic injury that may affect their attendance must contact the Dean of Students to explain the circumstances. The Dean of Students and the parents will agree on a message to be shared with teachers and the Division Head so that they can meet their obligations to the student. The school reserves the right to require documentation from medical personnel and to contact counselors to verify ongoing care, where it deems necessary.

**Medically Necessitated Withdrawal** – While the school will do everything possible to help students and families cope with medical issues, we must recognize that there are times when cumulative absences create a situation in which there is no reasonable expectation that the student can make up what has been missed and complete new assignments. For that reason, students who are unable to finish courses by the end of the first semester will have until March 15th to complete all work due during the first semester. Students who are unable to finish courses by March 15th will have to withdraw but will be offered the opportunity to repeat the year at reduced tuition or no additional cost. Similarly, when a student's second semester is disrupted by chronic illness, he/she must complete all course work by July 15th in order to receive academic credit for the courses. Students and parents must meet with the Division Head to arrange for these extensions on their assignments.

**Extraordinary Circumstances** regarding absence, e.g., hospitalization, lengthy illness, or the death of immediate family members require a conference with the Dean of Students before the anticipated absence and clearance before the 1/3 reduction of grades, e.g., B to B-, can be waived. Other requests and illnesses will be dealt with on a case-by-case basis. Parents are urged to keep their students home only if they are truly sick. If parents choose to allow students to be absent from school, the students' grades will be affected.

**Doctor Appointments** should be made for outside of the school day whenever possible.

**College visits** should be planned for the PSAT Test Day, faculty in-service days, holidays or school vacations, not during school time. Similarly, college fair visits should be planned in the evening, not during school time. If a student misses school for a college visit or a college fair visit, this may count as an unexcused absence.

### **Unauthorized Absence**

Students who absent themselves from school without parental knowledge and/or permission will be considered truant. Groups of students, who absent themselves from school with or without their parents' knowledge, but without the prior permission of the Administration, will be considered truant. This applies to any absences planned by members of any class as a class activity.

The following disciplinary action will be the result for unauthorized absences:

- First offense: loss of all academic credit for that day, four-hour detention on a day when school is not in session but school staff is in the building and parental notification.
- Second offense: loss of all academic credit for that day, parent notification and possible expulsion.

### **Parents and Other Visitors**

For the safety of our school community all exterior doors will be locked during the school day. **All visitors, including parents, must pick up a visitor pass and sign in and out of the Main Office.** Any visitor who does not have a visitor pass will be asked to go to the Main Office to obtain a pass.

Out of respect for the learning environment parents and visitors may not interrupt classes for any reason, unless accompanied by an administrator. It is expected that students will come to school with their lunches, books, dismissal notes and any supplies they will need for the school day. In an exceptional situation, a staff member will deliver an item to a student or go to a classroom to dismiss a student.

### **UNIFORM**

Austin Prep values the importance of education and community. To that end, our uniform policy is designed to promote the business of learning and to reflect a sense of community. All students are required to spend the entire school day in full uniform, with uniforms neat, clean, in good condition, and appropriately sized. Students deemed by a faculty or staff member to be out of uniform will be reported to the Dean of Students.

### **Spirit Wear**

Special dress down days will be determined by the administration.

### **General Appearance**

Austin Prep values the importance of education and community. To that end, our Uniform Policy is designed to promote the business of learning and to reflect a sense of community. All students are required to spend the entire school day in full uniform, with uniforms neat, clean, in good condition, and appropriately sized. Students deemed by a faculty or staff member to be out of uniform will be given a demerit and/or reported to the Dean of Students.

#### General Appearance

- Hair should be neat and no hair dye other than natural colors.
- Any jewelry should be school appropriate.
- No facial hair, facial piercings, mohawks, or visible tattoos.
- Shirts, blouses and polos will be tucked in at all times during school hours.
- Belts are to be worn with pants and shorts during school hours.
- Chapel Dress may be worn at all times of the year.
- Hoods, full zip jackets, scarves and sweatshirts (hooded or crew) are not permitted.

## **Chapel Dress (US & MS) / Year-Round Uniform (US)**

### **GIRLS**

#### Required purchase through Lands' End:

- Blouses: White (item will have APS logo)  
Pants: Khaki (item will have APS logo)  
*\*Belt required with pants*  
Skirts: Plaid  
Leggings or Tights may be worn with skirts  
Shoes: Sperry Women's Koifish or Songfish Boat Shoe (Tan)

#### Additional items, may be purchased anywhere:

- Belts: Solid Black or Solid Brown, plain without embellishments or patterns  
Leggings: Solid Black, plain without embellishments or patterns  
Tights: Solid Black, plain without embellishments or patterns  
Socks: Solid Black or Solid White knee socks or ankle socks

#### Optional items that may be purchased through Lands' End:

- Sweaters: Uniform Sweater and Uniform Fleece can be purchased from Land's End  
Approved items from the Austin Prep School Store may also be worn during the academic day.

### **BOYS**

#### Required purchase through Lands' End:

- Dress Shirts: White (item will have APS logo)  
*\*Tie required with dress shirts*  
Ties: Uniform approved tie must be purchased from Lands' End  
Pants: Khaki (item will have APS logo)  
*\*Belt required with pants*  
Shoes: Sperry Men's Authentic Original 2-Eye Boat Shoe (Brown)

#### Additional items, may be purchased anywhere:

- Belts: Solid Black or Solid Brown, plain without embellishments or patterns  
Socks: Solid Black or Solid White socks

#### Optional items that may be purchased through Lands' End:

- Sweaters: Uniform Sweater and Uniform Fleece can be purchased from Lands' End  
Approved items from the Austin Prep School Store may also be worn during the academic day.

### **Warm Weather Uniform (US) / Year-Round Uniform (MS)**

Warm Weather Uniform days will be determined by the school. In addition to the items listed above, the following items are permitted. Please note: These items are not permitted on days when Chapel Dress is required.

## **GIRLS**

### Required purchase through Lands' End:

- Polos: Black or Green or White (item will have APS logo)  
Shorts: Khaki (item will have APS logo)  
*\*Belt required with shorts*  
Skirts: Plaid  
*\*Leggings or Tights may be worn with skirts*  
Sneakers: Under Armour Charged Rogue (black shoe/white sole)

## **BOYS**

### Required purchase through Lands' End:

- Polos: Black or Green or White (item will have APS logo)  
Shorts: Khaki (item will have APS logo)  
*\*Belt required with shorts*  
Sneakers: Under Armour Charged Rogue (black shoe/white sole)

## **RESPECT FOR THE TRUTH**

*"I am the way, the truth, and the life." (Jn 14:6)*

Respect for the truth is the basis for trust, which makes lasting relationships possible, and so is the foundation of community. Everything we do at Austin Preparatory School, then, requires trust, and so everything we do requires us to be truthful. Love for the truth is the ground of all personal integrity. Without this love for the truth, our school cannot function.

As such, actions which violate this respect for truth are by their nature serious. A lie told to avoid punishment, for instance, always makes matters worse, and the lie itself is often worse than the initial bad action (e.g., To fail to do your homework is not a good thing, but to lie about not doing your homework is far more blameworthy.). Since dishonesty strikes against the very heart of the respect which we must show each other to live as a community, we are obliged to avoid dishonesty in all of its forms and at all times.

## **RESPECT FOR SELF**

Respect grows from honesty. Self-respect depends on a willingness to accept intellectual challenge, to care sensibly for the health of one's own body, and to be honest about one's feelings.

## **Tobacco, Alcohol and Other Drugs**

As a community concerned about health and safety, we strive to educate students about the potential dangers of tobacco, alcohol, and other drugs. Persistent use of alcohol or drugs commonly results in physical and psychological problems, some of which are lasting and have debilitating effects on motivation and achievement. These effects include memory loss and personality change, and they sometimes expose the user and/or those nearby to the risk of physical harm.

Therefore, the following behaviors are strictly prohibited:

- Smoking, possession or use of tobacco in any form; possession or use of any smokeless device by which to deliver nicotine; and possession or use of tobacco alternatives in any form, such as herbal cigarettes.
- Possession or use of alcoholic beverages on campus or in connection with any off-campus School-sponsored activity by any student; possession or use of drugs, inhalants, chemical substances, or drug paraphernalia, except as specifically prescribed to that student by a physician.
- Selling, trading, donating, or making available to others alcoholic beverages or illegal or prescription drugs (including those prescribed to treat ADD and ADHD).

The School may require without prior notice that a biochemical test for drugs and/or alcohol be performed on a student at any time. The cost of such testing shall be the responsibility of the parent/guardian. The School may consider the failure to appear for testing, failure to provide a sample, or evidence of an attempt to alter the result the same as a positive result. A positive test result may lead to disciplinary action, including possible expulsion.

### **Sexual Intimacy**

As a Catholic school, it is our belief that the proper context for sexual intimacy is marriage. No commitment less total than that of marriage could serve as the proper medium for such a complete gift of self. Sexual activity between students falls short of this and is inappropriate. The School will do all it can to promote the virtues of chastity, self-control, and abstinence. At the same time, and in keeping with our respect for the life of each and every person, Austin Preparatory School affirms that the choice for life is always the only morally responsible response to pregnancy. Life is a gift, even in the most difficult circumstances. The School will do all it can to support the young parents and their families throughout a pregnancy.

### **RESPECT FOR OTHERS**

*“Do to others as you would have them do to you.” (Lk 6:31)*

Human life is God’s gift. The essential dignity of human beings requires that we respect the life, health, feelings, and general well-being of others, no less than we do our own. The very least that this human dignity requires of us is that we do no deliberate harm to others, that we shun violence in word and action, and that we avoid the use of force except in the most extreme need, when it may be used to defend ourselves or others. But God’s love and our essential human dignity call us to far more than doing the least we can. We are called to act in a way that enhances the good of others; we are called to actively foster peace and understanding; and, on occasion, we are called to make real sacrifices for our neighbors, without counting the cost to ourselves. God’s gift of life is such a great good, that it must be respected always and in all persons, regardless of age, position, sex, sexuality, ethnicity, religion, or any other qualifier.

All students are members of our school community, and with that membership come rare

opportunities for cooperation, collaboration, and lasting friendship with peers, faculty, and staff. Although we are a diverse school comprised of people with different interests and traditions, respect for others is paramount. We ask, for example, that you be polite and appropriate in all verbal and electronic communications and that you consider carefully how your words, dress, and actions influence others and, in certain instances, have the potential to offend if they are not chosen thoughtfully.

## **HARASSMENT, DISCRIMINATION, HAZING AND BULLYING**

Harassment, discrimination, hazing, and bullying (including cyber-bullying) are serious offenses, prohibited by federal and/or state law as well as by Austin Preparatory School's policies. Verbal, physical, or electronic conduct that has the effect of creating an intimidating, hostile, or offensive environment for any member of the community will not be tolerated. This conduct is prohibited on school grounds and at school-sponsored events, activities, functions, and programs. This conduct is also prohibited on school buses and other vehicles owned, leased, or used by the School, and through the use of technology or an electronic device owned, leased, or used by the School. In addition, harassment, discrimination, hazing, and bullying are prohibited at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by the School, if the bullying: creates a hostile environment at the School for a targeted student; infringes on the rights of a targeted student at the School; or materially and substantially disrupts the educational process or the orderly operation of the School.

Through education and intervention, Austin Preparatory School makes every effort to achieve an educational environment that is free from harassment, discrimination, hazing, and bullying.

### **Definitions**

**Harassment or Discrimination:** Harassment or discrimination is defined as behavior that is pervasive or severe and has the purpose or effect of: 1) creating an intimidating, hostile, or offensive environment; 2) interfering unreasonably with an individual's academic performance; or 3) creating a situation where academic decisions of a student depend on his or her submitting to and/or not objecting to the behavior. Discrimination and harassment can take many forms. Examples include, but are not limited to: 1) limiting opportunities to participate in certain clubs, teams, or activities based on certain characteristics; 2) slurs, jokes, statements, remarks, questions, gestures, pictures, e-mails, texts, or cartoons regarding legally protected status that are derogatory or demeaning to an individual's or group's characteristics or that promote stereotypes; 3) demands for sexual favors in exchange for favorable treatment, academic rewards, or continued participation in a program or project; 4) offensive or unwelcome sexual flirtation, advances, or touching; 5) obscene, demeaning, or abusive commentary about an individual's body or other personal characteristics; and 6) responding to refusals to provide sexual favors with verbal, emotional, or physical abuse. Often, unwelcome and/or harassing behavior results from ignorance and flirting or teasing that is not welcome or that becomes excessive. Being sensitive to other peoples' feelings and communicating clearly are the best ways to prevent harassment and discrimination.

**Hazing:** Hazing is defined as conduct or a method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of any student or other person. Examples of hazing include, but are not limited to: whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of a student or other person, or that subjects a student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. All student activities related to membership in a student group or team (such as new membership and elections) must comply with applicable school rules and community standards, as described in this handbook. Officers and members in any student organization, team, or group are also responsible for making sure that hazing does not happen. A copy of the state law that prohibits hazing is attached as a supplement to this handbook. (See Appendix A.)

**Bullying:** Bullying is defined as the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: 1) causes physical or emotional harm to the targeted student or damage to the targeted student's property; 2) places the targeted student in reasonable fear of harm to himself or herself or of damage to his or her property; 3) creates a hostile environment at school for the targeted student; 4) infringes on the rights of the targeted student at school; or 5) materially and substantially disrupts the educational process or the orderly operation of the School. Bullying can include, but is not limited to, any of the following: 1) hitting, slapping, pushing, and other physical conduct that causes bodily harm; 2) threatening in a manner that puts someone down or is cruel; 3) deliberately excluding someone as a way to humiliate or demean them; 4) sexually harassing conduct; and 5) hazing activities.

**Cyber-Bullying:** Cyber-bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, fax machines, and the Internet. It includes, but is not limited to, e-mail, instant messages, text messages, and Internet postings, whether on a Web page, in a blog, or otherwise. Cyber-bullying may include, but is not limited to, any of the following kinds of behaviors: 1) taking a private e-mail, instant message, or text message and forwarding it, or threatening to forward it, to others, or posting it where others can see it to embarrass or intimidate a person; 2) spreading hurtful rumors online about another person; 3) threatening or insulting through aggressive e-mails, instant messages, or text messages; 4) posting, or threatening to post, embarrassing pictures of someone online without his or her permission; 5) creating a Web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation causes any of the conditions listed in the definition of bullying listed above.

**Hostile Environment:** A hostile environment is one in which discrimination, harassment, hazing, or bullying causes the School environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

**Retaliation:** Retaliation is any form of intimidation, reprisal, or harassment directed against student who reports discrimination, harassment, hazing, or bullying, provides information during an investigation of such behavior, or witnesses or has reliable information about such behavior. Retaliation against any individual for reporting violations of the policy, whether by the object of the complaint or someone else, will not be tolerated and will be subject to the same strict discipline as harassment, discrimination, hazing, or bullying itself. Each retaliatory offense will be investigated and sanctioned separately. Individuals who themselves are not complainants, but who participate in an investigation, for example, as witnesses, also will be protected from retaliation under this policy.

### **Legal Definitions and School Policy**

It is important to bear in mind that stricter standards of behavior than those provided by law may apply under Austin Preparatory School's policies in order that we may prevent inappropriate verbal and physical conduct. For example, although the law defines bullying as "repeated use" of certain expressions, acts, and/or gestures, we reserve the right to apply disciplinary measures and other corrective action in a case of a single expression, act, or gesture, if the School determines in its sole judgment that it is of sufficient severity to warrant disciplinary measures or other remedial action. Conduct need not meet the legal definitions of harassment, discrimination, hazing, or bullying to violate Austin Preparatory School's expectations for appropriate behavior.

### **Reporting Complaints**

Any student who believes he or she has been hazed, harassed, discriminated against, or bullied, who has witnessed such an incident, or who otherwise has relevant information about such an incident, should bring the matter immediately to the attention of the Dean of Students, or to any other faculty or staff member with whom the student is comfortable speaking. The individual receiving the complaint will ensure that it reaches the proper channels for investigation. Also, any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is likewise required to promptly report it.

A parent of a student who is the target of discrimination, harassment, hazing, or bullying, or of a student who has witnessed or otherwise has relevant information about such behaviors is strongly urged to promptly notify the Dean of Students or the student's school counselor. Furthermore, any parent who has him or herself witnessed discrimination, harassment, hazing, or bullying or has relevant information concerning such an incident is strongly urged to promptly come forward to the Dean of Students or the student's school counselor. A parent also should promptly report any incident of retaliation.

Any member of the faculty or staff of Austin Preparatory School who witnesses or otherwise becomes aware of discrimination, harassment, hazing, or bullying in violation of this policy or who becomes aware of retaliation against a student who provides information concerning a violation of this policy is required to report it immediately to the Dean of Students or the Head of School. A member of the faculty or staff may not make promises of confidentiality to a student or parent who informs him/her of an allegation of harassment, discrimination, hazing, bullying, or retaliation. Faculty and staff may not make reports under this policy anonymously. Students and parents may make reports anonymously, but generally no disciplinary action will be taken based solely on an

anonymous report. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously. Also, while the School cannot promise strict confidentiality, because information must be shared in order to conduct an effective investigation, the School releases information concerning complaints of harassment, discrimination, hazing, bullying, and retaliation only on a need-to-know basis and in Austin Preparatory School's sole discretion, such as to conduct a comprehensive and effective investigation or to ensure that the requirements of this policy and applicable law are met. Austin Preparatory School through the Head of School, will report all incidents of unlawful hazing to appropriate law enforcement officials, as required by law.

### **Investigation Process**

Once a complaint or notice of potential discrimination, harassment, hazing or bullying has come to the attention of the Head of School or Dean of Students, he or she or his or her designee may pursue an informal or formal process depending on the nature of the complaint. In situations for which an informal process is appropriate, the Investigator may provide advice to the student complainant or the adult representing the student complainant as to how to respond to the situation on his/her own. In the event that an informal process is unsuccessful or inappropriate, the Investigator will initiate a formal investigation of the complaint. Such an investigation may include but is not limited to interviews of those individuals directly involved in the incident and any potential witnesses, and collecting documents and any other evidence bearing on the incident. The Investigator will at all times during the process maintain confidentiality to the extent, in his/her judgment, the situation permits. All members of the School community are expected to cooperate fully with any investigation under this policy. Upon completion of the investigation, the Investigator will submit a written report recording the facts it has developed and summarizing its findings and recommendations to the Head of School or Dean of Students. The Head of School or Dean of Students, in consultation with those members of faculty or administration he considers appropriate, will determine what, if any, remedial action or disciplinary measures should be initiated. Upon the implementation of appropriate remedial measures, the Head of School or Dean of Students, working with the Investigator as appropriate, will inform individuals directly involved of the outcome of the investigation and whether action has or will be taken. In addition, the Head of School or Dean of Students or designee, in conjunction with the Investigator, will provide documentation as

appropriate for inclusion in the student record of persons found to have engaged in discriminatory, harassing, hazing, bullying, or retaliatory behavior.

Although the School's goals are to support and educate members of the School community as the principal means of preventing harassment, discrimination, hazing, and bullying, it is both a principled goal and the legal duty of Austin Preparatory School to ensure a learning environment free of such behavior. The School thus reserves the right to act promptly, and if necessary, unilaterally, to end harassment, discrimination, hazing, and bullying where such intervention is deemed to be warranted. Individuals who have been found to have engaged in harassment, discrimination, hazing, or bullying will, in accordance with the procedures outlined above, be subject to remedial action or discipline as appropriate, from counseling to dismissal from school. In addition, further action may be taken to respond to any individual's failure to comply with the terms of any remedial action or discipline imposed.

### **False Complaints/Abuse of Process**

Because allegations of discrimination, harassment, hazing, or bullying are serious and can be damaging to accused persons' reputations, any person who knowingly, maliciously, or recklessly makes a false complaint will be subject to severe discipline. In addition, because candor and honesty are essential to the investigation and remediation process, they are required of all participants, including third-party witnesses.

The withholding of material information in an investigation by complainants, witnesses, and/or the accused party is prohibited. Students are expected to cooperate fully in an investigation conducted by the School; failure to demonstrate such cooperation will lead to disciplinary action. Abuse of the process, including falsifying information, will result in discipline being imposed, up to and including dismissal from school.

### **RESPECT FOR COMMUNITY**

*“Bear one another’s burdens, and so you will fulfill the law of Christ.” (Gal 6:2)*

Building whole, lasting relationships with others creates the possibility for everyone connected to Austin Preparatory School to be joined together in a spirit of community. Community gives us the opportunity for tremendous personal growth; it teaches us to rise above ourselves in putting the needs of others above our own. In turn, the community protects and promotes the essential dignity of its individual members. When community is informed by love and trust, as all true community is, the good of each and all is enhanced in a way that exceeds what individuals could achieve on their own. Community, with all its challenges, is a source of blessing we could not have apart from our brothers and sisters in Christ.

Respect for community requires sacrifices in the way of certain personal freedoms. We may be required to give up or refrain from certain things that may not be bad in themselves, because doing so benefits the harmony of community. (For example, dressing in clothes of our choice is not a bad thing in itself, but coming to school in uniform provides the student body with a visible sign of unity. This is a good which requires sacrifice, but benefits the community.)

### **RESPECT FOR AUTHORITY**

*“Do you wish to have no fear of authority? Then do what is good and you will receive approval from it, for it is a servant of God for your good.” (Rm 13:3-4)*

The effective functioning of a community and the justice due to all requires that certain people exercise roles of authority. To varying degrees, according to their specific positions, these people have the responsibility to shape and enforce the School's rules and policies, and to promote its guiding principles in support of our mission as a Catholic school. Respect for persons who exercise this authority is, in fact, a way of showing respect for our community as a whole, and also for what we most value.

Jesus tells us that people who have authority are meant to use that authority to serve (Lk 22:25-26). It can be difficult at times to believe that someone who is holding us to account for our actions, especially if that person is punishing us, is doing so as a “service.” We must remember that all of us need guidance from those who are wiser than us, whether we are young or old. All of us need the service of authority. We try to grow in trust that that authority is being exercised for our good.

Just as the essential dignity of the human person requires of us that we respect others regardless of their position, a similar principle applies here. Any member of the staff, faculty, or administration has the authority to enforce school rules and must be shown the respect due to a person in a position of authority, regardless of what position they hold.

## **MAJOR OFFENSES**

In order to clarify the community expectations, we have included below a minimum list of major offenses that all students have a responsibility to review and remember. Committing any major offense outlined in this handbook usually results in a formal disciplinary response regardless of whether a student is on campus or school is in session.

To protect the safety and welfare of students and school personnel, the School reserves the right to search a student, student use areas, student personal effects (e.g., purse, backpack, book bag, etc.), student lockers, or student automobiles when any school staff member has reasonable suspicion to believe that the student is in possession of illegal or unauthorized substances or materials and may seize any illegal, unauthorized, or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Examples of major offenses include, but are not limited to, the following:

- Actions which deliberately cause another physical or emotional pain.
- Malicious, threatening, defamatory, or bigoted remarks.
- Actions potentially dangerous to people or property, including violation of fire regulations; vandalism, destruction or defacing property; or possession, use, or acquisition of any weapon, weapon facsimile, ammunition, fireworks, or other hazardous materials.
- Infliction of personal injury, including fighting, assault, hazing, violation of privacy (including the use of recording or imaging technology), harassment, or bullying.
- Inappropriate sexual conduct.
- Actions which are reckless, or which endanger oneself or others.
- Remaining in the presence of others who are breaking rules.
- Theft of property, goods or services.
- Dishonesty, including but not limited to, lying, cheating, plagiarizing, misuse of sources, or dual submissions of academic work; fraud of any kind, including, but not limited to, deceit regarding permission forms or class excuse notes.
- Violations of the School's drug, alcohol and/or tobacco policy.
- Serious or repeated absenteeism from required school appointments or repeated poor

attendance. Required school appointments include classes, sports, class retreats and community meetings.

- Disruptive or disrespectful behavior in or out of the classroom.
- Violation of the School's Acceptable Use Policy.
- Unauthorized photography or audio and/or video recording.

### **Austin Prep Community Covenant and Reopening Plan**

The charisms of *Unitas, Veritas and Caritas* shape our community and are the foundation on which the [Austin Prep Community Covenant](#) and [Re-Opening Plan](#) are built. As members of the Austin Prep community, we ask that you commit to doing your part to keep yourself, your family, and the Austin Prep community healthy and safe. To support that endeavor, all members of the community are asked to adhere to the guidelines and expectations outlined in both of the Reopening plan and the Community Covenant. Failure to comply with the Reopening Plan and the Community Covenant guidelines and expectations will constitute a major school rule violation and result in a formal disciplinary response.

## **DISCIPLINARY CONSEQUENCES**

### **Determining Severity**

In light of the essential attitude of loving respect at the heart of our code of student conduct, students will be held accountable for actions which are contrary to this respect. Following Catholic moral tradition, the severity of actions which go against our code of conduct is determined by the nature of the action in itself, the intent of the person or persons who commit it, and the circumstances surrounding the action. Factors to be taken into consideration when determining discipline include:

**The nature of the infraction in itself:** Some infractions are by their nature more or less severe. For instance, actions which harm others, physically, emotionally, or otherwise, and actions which violate our basic standards of integrity and honor are always serious and are considered major violations.

**The intent of the person or persons who commit the infraction:** The spirit in which an act is done affects the determination of whether an act is good or bad. (For example, an ostensibly good action, done with the intent of causing harm or embarrassment, violates our guiding principles.)

**The circumstances surrounding the infraction:** The circumstances in which an infraction unfolds can increase or decrease the severity, but they cannot justify an act which is bad in itself.

### **Consequences Imposed by the School**

After taking into account the factors set forth above, the Head of School, in consultation with appropriate members of faculty and administration, will determine the appropriate discipline. The range of possible consequences are set forth below, but the School will make the decision in its sole discretion and no one form of discipline is a prerequisite to any action being taken.

**Disciplinary Referral:** Disciplinary referral occurs when infractions are more serious or are repeated. This will always entail detention time, and parents will be notified.

**Out of School Suspension:** Suspension is imposed for a serious infraction of school policies or a pattern of poor behavior. A student who has been suspended out of school may not be on campus or attend any school-sponsored activity or athletic event on or off campus for the duration of the suspension. Days missed due to suspension will count as absences, even if that absence triggers further reduction of the quarterly grade. Any assignments that are due during the time of suspension must be turned in by the time the student returns to school. The suspended student must arrange to meet with the teachers whose classes were impacted on the day of return to school to set up a schedule to make up tests, quizzes or oral presentations at the teachers' convenience. When a student returns to school following suspension, a re-entry meeting with administration, advisory/counseling staff, and the student's parent/guardian is required.

**Expulsion:** A student may be expelled following a single egregious violation of school policy or for a series of violations in spite of the School's attempts to intervene and correct the behavior. Austin Preparatory School will expect full payment of all tuition to which parents/guardians have committed, and no refunds will be extended, all in accordance with the terms of the School's enrollment contract.

## **ACADEMICS**

The academic policies outlined in the following sections will apply to all classes at Austin Preparatory School. It is the goal of the administration, faculty, and staff that all students achieve their fullest potential. To that end, the following policies are designed to ensure a consistent program of classwork and homework.

### **Integrity**

As a Catholic community of lifelong learners, Austin Preparatory School strives to instill a sense of integrity and accountability. Honesty in the academic area means claiming as one's own only that work which is one's own. All scholarship builds upon the ideas and information of others; the honest person makes clear in written work exactly what the source of any borrowed information or idea is, whether it be library materials, the Internet, classmates, or family members. The work of others, if borrowed, must be properly acknowledged. In addition, work done for one course may not be used to secure credit in another.

### **Austin Prep Honor Code**

All students agree to abide by the honor code of Austin Prep by writing an academic honesty statement on each assignment that states "I abided by the Austin Prep honor code."

Violations of the academic code of honor will be determined by discipline and each teacher. Such violations include, but are not limited to:

- *Cheating:* An immoral way of gaining an advantage, usually in the form of peeking at someone's test, copying someone's homework, or obtaining a test/research paper given during a previous year, intentionally missing a test or major assignment by

absence or dismissal to learn more about the assessment, and buying completed assignments, such as research papers.

- *Falsification: Inventing or falsifying evidence:* Examples include pretending to do certain steps in a lab assignment, or making references to sources you did not use in a research paper.
- *Aiding and Abetting Academic Dishonesty:* Providing another student with the means to commit an act of academic dishonesty. This would include giving someone a paper, test, or homework to copy from or allowing someone to cheat from your test paper.
- *Plagiarism:* “The false assumption of authorship: the wrongful act of taking the product of another person’s mind, and presenting it as one’s own” (Plagiarism and Originality [New York: Harper, 1952] p. 2.) In short, to plagiarize is to give the impression that you have written or thought something that you have in fact taken from someone else. (MLA Handbook for Writers of Research Papers [New York: The Modern Language Association of America, 1984] p. 20). The wrongful use of someone else’s words, thoughts, or ideas from a textbook, newspaper, internet source, or magazine, without proper citation. Plagiarism may be the “cutting and pasting” of paragraphs, but it could also refer to making only minor word changes from someone else’s paper, to summarizing without acknowledging a source.
- *Forgery:* The process of making, copying, or producing documents to deceive a teacher or parent. An example would be signing a parent’s name to a test, or showing a parent a fake/altered report card.
- *Electronic Dishonesty:* Using network access inappropriately in a way that affects a class or other students’ academic work. Examples include using someone else’s computer account, breaking into someone else’s files, or using material from a school or flash drive.
- *Unauthorized Use of Calculators/Computers/Apps:* Concealing or using calculators, online translators, apps, calculator programs, or computer programs and/or data in a manner not approved by the teacher.

Academic dishonesty is a form of lying, or even a theft of intellectual property. It has no place in our school. Most importantly, it robs a student of his/her own education.

### **In Class Assessments**

Any behavior which, in the opinion of the teacher, calls into question the integrity of the student’s answers on a test or quiz will be reported to the Assistant Head of School and/or Division Head. This includes the appearance of giving or receiving answers on a test or a quiz before, during, or after the administration of an assessment.

Students who are removed from class for disruptive or inappropriate behavior during a test or quiz will receive a zero on the test or quiz. Their inappropriate behavior will be recorded by the teacher and reported to the Dean of Students.

## **Respect for Intellectual Property**

Upper school students who hand in assignments containing violations of the honor code will meet with their teacher to discuss the violation, and the student's parents will be notified.

- **First Offense:** Academic sanctions may range from re-submitting work for half credit to a zero on the assignment. The student will then meet with the Assistant Head of School or Division Head to discuss ways to avoid such occurrences in the future and the academic sanctions for the plagiarism violation.
- **Second Offense:** the student may be recommended to the Head of School for expulsion.

Middle school students who hand in assignments containing plagiarized material will meet with their teacher to discuss the violation to determine the appropriate response. If a middle school student has a second honor code violation, it will then be referred to the Head of Middle School, recorded in the student's record, and the student's parents will be notified. The Head of Middle School will discuss with the student ways to avoid such occurrences in the future and the academic sanctions for the plagiarism violation. The matter may also be referred to the Assistant Head of School for Academic Affairs.

When a student fails to meet the School's expectations of academic integrity, the teacher and the Assistant Head of School or Division Head will determine the level of the infraction based on their knowledge of the full context in which the infraction occurred.

## **Classroom/ Laboratory Procedures**

Each student is required to come to class prepared to participate fully in all classroom/ laboratory activities based upon the individual teacher's expectations. As adherence to safety is a high priority within the laboratory setting, students must follow all safety rules and guidelines. Failure to do so may result in the suspension of laboratory privileges and consequently the loss of grades.

Students are expected to be present on the days when major tests are scheduled to be given.

In the event of an absence, the student is responsible to make arrangements with the teacher and to complete any missed assessments or other work upon the student's return to class.

## **Grading/Academic Programs and Reports**

Grades are issued four times a year. They are based upon an evaluation of a student's performance in the areas of written work, class participation, homework, class work, tests and quizzes.

## **Semester Grades**

In grades 6-8, semester grades are the average of the two preceding quarters, except for those 8th grade students taking a course in which a mid-term or final is required.

In grades 9-12, semester grades are computed by each of the two preceding quarters counting for 40% and the semester exam counting for 20% of the semester average.

Final year grades are the average of the grades for the two semesters.

### **Grading System**

A letter grade is used to record students' performance on their transcript

Grades and their numerical equivalents are:

A	93 - 100
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	60 - 66
D-	
F	59 and below
I	Incomplete

Students may earn a grade of D- on the basis of a sincere effort as determined by his or her teacher and the Assistant Head of School.

Students may earn a grade of Incomplete on their report card due to extenuating circumstances. Arrangements will be made with the student's teacher and the Assistant Head of School for Academic Affairs.

Any senior who achieves a "B" average or better for the third and fourth quarters will be exempt from taking the second semester final examination.

Students enrolled in an AP course are expected to sit for the AP Exam in May. The second semester exam is waived.

Upper School GPA is calculated once a year during the summer. GPAs are cumulative and are recorded on students' transcripts in June, after the close of the school year. Austin Prep will roll out an unweighted 4.0 GPA scale beginning with the Class of 2021. An A at 4.0 will be the highest grade a student can achieve.

Austin Preparatory School does not compute or publish rank in class.

## **Report Cards**

Report Cards are issued four times a year at the close of each quarter.

Parent/Teacher Meetings are scheduled after the issuance of the first quarter report cards. Specific dates are listed in the Academic Calendar. Special appointments to see individual teachers may be made at any time during the school year by request. Austin Preparatory School may also request to meet with a student and his or her parent as needed.

## **Academic Honors**

An Honors List based on student academic and conduct grades is published at the conclusion of each quarter. Categories include Distinction and Honors.

## **Honor Societies**

Austin Preparatory School has Chapters of the National Honor Society and National Junior Honor Society.

## **Academic Probation**

Students may be placed on academic probation at the discretion of the Assistant Head of School for Academic Affairs if their grades indicate a lack of sufficient effort. Students placed on academic probation will be notified in writing. Students on academic probation may be excluded from extra-curricular activities.

## **Academic Failures**

A failing grade prevents students from advancing to the next grade level and/or graduating. Arrangements to make up failures must be arranged with the Assistant Head of School.

## **Academic Dismissal**

Students may be dismissed from Austin Preparatory School if they earn a failing grade in two or more subjects for the year, fail to remove an Incomplete from a report card, or fail to maintain an overall average of at least "C."

## **Withdrawal of a Student**

Any parents planning to withdraw their child from Austin Preparatory School should notify the Assistant Head of School in writing as soon as the decision is made. Delay in notification could result in a delay in sending out a student's transcripts. A withdrawal will not be processed until all school obligations have been satisfied, including payment of outstanding tuition and return of school materials.

## **College Recommendation Policy**

Students may ask only two teachers they have had or have in class for a written recommendation and must provide sufficient notice of pertinent deadlines, the teacher recommendation questionnaire, and an invitation to post the recommendation on Naviance. Individual teachers may set a limit on the number of recommendations they will complete in a given year.

## **Academic Field Trips**

Parents and guardians have given permission in the Austin Preparatory School enrollment packet for their students to attend all academic field trips.

## **Homework**

Students will keep track of their daily homework assigned by their teachers. Students should expect to spend approximately 60 minutes per class each school day on homework, review, or work towards completing long term assignments. It is important to plan for at least 3 hours of directed study daily.

Homework is due at the beginning of each class period as determined by the instructor. As homework is a tool to help students reach their academic goals, it is expected that homework will be passed in on time, complete, and in alignment with the instructor's requirements. If homework is not attended to as previously set forth, the student's grade may be impacted in accordance with the instructor's homework policy.

Homework should be completed carefully according to each teacher's specific instructions. Homework may be required to be passed in traditionally, on paper, or teachers may require homework to be handed in electronically.

It is the responsibility of each student to complete all homework assignments missed due to absence in accordance with the teacher's specific homework policy.

## **Modified Schedules for Juniors and Seniors**

Juniors and Seniors who have first block off must be at school by 9:25 am. Attendance will be taken during both the first and second instructional blocks each day. Juniors and Seniors who are not scheduled for class during the last block off may leave campus at 1:15 p.m. after signing out in the Main Office. **Juniors and Seniors are NOT permitted to leave campus during the day for any reason even if they are not scheduled for class. Students who leave campus during the school day are subject to severe disciplinary action including expulsion.**

## **Extra Help**

All teachers are available to give extra help, although it is the student's responsibility to seek extra help when necessary. Students may be asked to attend extra help sessions at their teacher's discretion.

## **CAMPUS MINISTRY AND SERVICE**

The programs in the Office of Campus Ministry support Austin Preparatory School's Mission and nurture a culture that promotes *lives of service to others in the spirit of Jesus Christ*. Campus Ministry programs promote faith development and foster the personal and spiritual growth of every person in the Augustinian tradition, with emphasis on the Augustinian charism of *veritas, unitas* and *caritas*. Campus Ministry provides opportunities for members of the School community to deepen their understanding of the Gospel message through: attendance at Masses, prayer services and retreats; performance of or completion of required service work; and participation in other projects.

Campus Ministry seeks to build a living faith community of students, faculty, staff and parents.

There are two areas of participation that are required of all students: Retreats and Service Work.

**Retreats:** The day consists of a blend of many different experiences – prayerful, reflective times; discussions with seniors and fellow classmates; music; the sharing of a meal together; talks given by guest speakers; and participation in a variety of fun, non-competitive, team-building activities. Retreats are designed to give students the opportunity to reflect on the Augustinian heritage and mission of the School and to accept their responsibility to carry on the mission of the School by walking in the footsteps of St. Augustine who wrote that a community of learners should *be of one mind and one heart in the service of God*. The School Chaplain with the assistance of Senior Retreat Leaders, plans and directs the Retreats.

Parents and guardians have given permission in the Austin Preparatory School enrollment packet for their students to attend all school retreats.

**Service Work:** In accordance with our Catholic Faith, as witnessed in the Gospels, and in line with the Augustinian mission of Caritas— love or literally, Charity — Austin Prep’s Service Program is evolving. Many of our students will not notice a difference, as they have made true Christian service a part of their Austin Prep journey already. We applaud you for the time and talent that you have committed to sharing with your neighbors in need. We are proud to say that you are a part of the Austin Prep Community!

Students in the Upper School graduating classes of 2021 and 2022 will still be required to complete their 40 hours of service in order to graduate. They, as was previously the case, will be permitted to complete those hours at any time during their four years at Austin Prep. The Middle School service hour requirements are two hours for grade 6, three hours for grade 7, and four hours for grade 8. Upper School students in the classes of 2023 and 2024 will be accountable to the requirement of 10 hours of service during each of their four years at Austin. This will accumulate to the same 40 hours of service previously required, but must be completed as 10 hour increments throughout four years.

This requirement is consistent with Catholic School Service Programs across the country and is an essential step in recognizing the practice of service as a priority in our mission and in our school community. Students are welcome to complete service hours in the summer months prior to the year for which they will count. For example, service completed in the summer before Junior year will count towards the ten hours required for Junior year. Sophomore year service hours must be completed before Sophomore year comes to a close.

It is also of great importance that we remind our community of what will be counted as service through our program. It is essential that students encounter people in need through their service hours. For guidance, refer to the Catechism of the Catholic Church in which the Corporal Works of Mercy are spelled out:

“The works of mercy are charitable actions by which we come to the aid of our neighbor in his spiritual and bodily necessities. Instructing, advising, consoling, comforting are spiritual works of mercy, as are forgiving and bearing wrongs patiently. The corporal works of mercy consist

especially in feeding the hungry, sheltering the homeless, clothing the naked, visiting the sick and imprisoned, and burying the dead. Among all these, giving alms to the poor is one of the chief witnesses to fraternal charity: it is also a work of justice pleasing to God:

He who has two coats, let him share with him who has none and he who has food must do likewise. But give for alms those things which are within; and behold, everything is clean for you. If a brother or sister is ill-clad and in lack of daily food, and one of you says to them, 'Go in peace, be warmed and filled,' without giving them the things needed for the body, what does it profit?' (Catechism of the Catholic Church 2447).

Our hope is that while students learn to give generously of their time and talent, that they will also encounter the life of another person who, while living a life drastically different than the student's, is worthy of the gentleness and charity that Christ asks us to give. We know that our students will be changed for good as a direct result of these relationships and encounters.

## **ACCEPTABLE USE POLICY**

### **Purpose**

This policy defines and describes the commitment of Austin Preparatory School (the "School") to ensure the legal, ethical, and appropriate use of technology resources at the School, including, but not limited to, computer equipment, software, networks and voice systems.

The Austin Preparatory School Network (the "Network") incorporates all electronic communication systems and equipment at Austin Preparatory School. This Network Acceptable Use Policy (AUP) sets forth the standards by which all Authorized Users may use the shared Network.

The Network is provided to support the educational and business operations of the School and its mission of education, service, and research. Any other uses (other than permitted personal use as discussed below), including uses that jeopardize the integrity of the Network, the privacy or safety of other Authorized Users, or that are otherwise illegal are prohibited. The use of the Network is a revocable privilege.

By using or accessing the Network, Authorized Users agree to comply with this AUP and other applicable Austin Preparatory School policies which may be implemented from time to time, as well as all federal, state, and local laws and regulations. Only Authorized Users may use and/or access the Network.

### **Scope**

This policy applies to all Authorized Users of Austin Preparatory School's technology resources. It applies to all software and hardware owned, leased or subscribed to by the School. It also applies to all personally-owned equipment that connects to the Network.

The term "Authorized User" refers to any faculty, staff or student associated with the School, as well as any other individual with access to computers or other network devices that have been approved by the Director of Technology for connection to the Network. This definition includes,

but is not limited to, contractors, visitors, and temporary affiliates.

## **Principles**

General requirements for acceptable use of the Network are based on the following principles:

- Each User is expected to behave responsibly with respect to the Network and other Users at all times.
- Each User is expected to respect the integrity and the security of the Network and the School's computer systems and data.
- Each User is expected to behave in a manner consistent with the School's mission and comply with all applicable laws, regulations, and School policies.
- Each User is expected to be considerate of the needs of other Users by making every reasonable effort not to impede the ability of others to use the Network and show restraint in the consumption of shared resources.
- Each User is expected to respect the rights and property of others, including privacy, confidentiality and intellectual property.
- Each User is expected to cooperate with the School to investigate potential unauthorized and/or illegal use of the Network.

## **Responsible Use**

- Individuals who are assigned data and voice network accounts are solely responsible for how they are used. Individuals may not share or borrow accounts and passwords with others.
- Users may not access the personal or confidential accounts and files of others without permission. Users are prohibited from acting in ways which are unethical or invade the privacy of others.
- Users must maintain the confidentiality of the School's sensitive information and comply with School information security and privacy policies and federal and state laws.
- Any communication, internal and external, must clearly identify the sender. Individuals may not send messages anonymously or under another name or identity. Altering electronic communications to hide your identity or impersonate another person is prohibited.
- Users are responsible for both the content and possible effects of their messages on the Network.
- Users must abide by all copyright and other laws governing intellectual property use.
- Users are prohibited from using School networks or equipment for the acquisition, storage or distribution of any digital content which they do not have legal right to use including, but not limited to copying and sharing software, images, music and movies.
- Users must adhere to all software license provisions. No software will be installed, copied or used on School equipment except as permitted by law.
- Users are responsible for maintaining minimal security controls on their personal computer equipment that connects to the Network, including but not limited to: current antivirus software; current system patches; and strong passwords.
- Users should use caution when opening email attachments or other internet files which may contain malicious software. Any computer found to be infected with viruses or malware to the extent that may negatively affect School resources will have access to network services revoked until such viruses and/or malware have been removed and updated antivirus

software has been installed. If a user knows or suspects that their machine has contracted a virus, user shall notify the Director of Technology immediately.

## **Prohibitions**

- Without limiting the general guidelines listed above, unless expressly agreed to by the Director of Technology, the following activities are specifically prohibited:
- Attempting to disguise one's identity, the identity of his or her account or the machine that is being used. Attempting to impersonate another person or organization or misusing or appropriating the School's name, network names, or network address spaces.
- Attempting to intercept, monitor, forge, alter or destroy another User's communications; infringing upon the privacy of others' computer or data. Reading, copying, changing, or deleting another User's data or communications without the prior express permission of such other User.
- Using the Network in a way that: (a) disrupts, adversely impacts the security of, or interferes with the legitimate use of any computer, the Network or any network to which the School connects; (b) interferes with the supervisory or accounting functions of any system owned or managed by the School; or (c) is likely to have such effects. Such conduct includes, but is not limited to: hacking or spamming; placing of unlawful information on any computer system; transmitting data or programs likely to result in the loss of an individual's work or result in system downtime; sending "chain letters" or "broadcast" messages to lists or individuals; or any other use that causes congestion of any networks or interferes with the work of others.
- Distributing or sending unlawful communications of any kind, including but not limited to cyber stalking, harassment, sexual harassment, bullying, hazing, threats of violence, obscenity, child pornography, or other illegal communications (as defined by law). This provision applies to any electronic communication distributed or sent within the Network or to other networks while using the Network.
- Accessing or disseminating pornography by School employees, temporary staff, contractors, or vendors is prohibited. This provision applies to any electronic communication distributed or sent within the Network or to other networks while using the Network.
- Attempting to bypass network security mechanisms, including those present on the Network, without the prior express permission of the owner of that system. The unauthorized network scanning (e.g., vulnerabilities, port mapping, etc.) of the Network is also prohibited.
- Users may not engage in the unauthorized copying, distributing, altering or translating of copyrighted materials, software, music or other media without the express permission of the copyright holder or as otherwise allowed by law. Information on the Digital Millennium Copyright Act can be found at: <http://www.copyright.gov/legislation/dmca.pdf> and the Copyright Act at: <http://www.copyright.gov/title17/>.

Austin Preparatory School recognizes that the use of personal communication devices by staff and students is a convenience that many families depend upon to keep in touch with each other. This policy sets out guidelines for courteous use of such devices within the School community.

Generally speaking, communications devices shall be turned off at school-sponsored events where

there is a reasonable expectation of quiet attentiveness or where use of the device would cause any disruption of school activities unless there is a bona fide case of a health or safety emergency.

**Cell Phones:** The goal of our cell phone policy is to promote a respectful atmosphere and the constructive use of technology that supports the educational objectives of the School.

Students are permitted to be in possession of handheld communication devices pursuant to the following conditions:

- In the Upper School, cell phones should remain on silent during the school day. Middle School students are not permitted to use their cell phones during the academic day, and phones should remain off and away from 8am-2:30pm.
- Students may, at the discretion of a teacher, use their phone during class for instructional purposes.
- During the school day students may use their phones in a supervised classroom with a teacher's consent.
- Lunch is a time for social interaction and development and students should use that time for such purposes. The use of electronic devices detracts from developing meaningful, positive, and healthy relationships. To that end, the use of electronic devices during lunch is strongly discouraged. If, in the sole discretion and determination of the faculty and administration, the use of electronic devices begins to erode or inhibit social interaction and development, the use of electronic devices during lunch will be prohibited. In the Middle School, I-Pad use is not permitted at lunch.
- Students may not use their cell phone to make phone calls during the school day. If a student needs to make a phone call during the day, he or she may use a phone in the school office.
- During instructional time, students may not communicate via text, post on social media, or use any other type of electronic communication unless approved by the teacher for instructional purposes.
- Students may not walk on campus while using a handheld device.
- Posting on social media during the school day is not permitted.
- The use of recording devices, including those on handheld devices, is strictly prohibited without prior approval of school administration and the consent of all parties to be recorded.
- Students found engaging in use of recording/camera devices or found sharing, or having shared inappropriate materials via phones, email, social media, or other electronic means will be subject to disciplinary action.
- Students assume full risk and responsibility for use of their electronic devices. Austin Preparatory School is not responsible for any items lost or damaged.

**Electronic Devices:** Electronic devices used as part of the curriculum, such as iPads, shall be used during class time at the discretion of individual teachers. Use of iPads and other electronic devices is not permitted in places where their use causes a disruption. Pictures and videos not directly associated with an educational assignment or without permission of a faculty member are prohibited.

Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations or that would violate any school rules, applicable local, state or federal laws shall be subject to discipline. In addition, any device believed to be used in such a manner shall be confiscated and not returned until a parent conference has been held.

Users may not use the Network for private business, commercial or political activities, fundraising, or advertising on behalf of non-Austin Preparatory School organizations, unlawful activities, or uses that violate other Austin Preparatory School policies.

Users may not extend or share with public or other users the Network beyond what has been configured accordingly by IT Communication Technologies/Networking. Users are not permitted to connect any network devices or systems (e.g., switches, routers, wireless access points, VPNs, and firewalls) to the Network without advance notice to and consultation with IT Technologies at Austin Preparatory School.

No student will make “repairs” or adjustments to any School-owned computer, program or computer equipment. In addition, no student has the right to make adjustments at the “control panel” or DOS level of the computer’s main operating program.

### **Privacy Expectations**

- The Network, voice and computing resources are the property of the School. The School will, to the extent possible, respect the privacy of all Users on the Network. However, the School reserves the right to access, view or monitor any information or communication stored on or transmitted over the Network, or on or over equipment that has been used to access the Network, and it may be required by law to allow third parties to do so. The Director of Technology will participate as required in any investigation as directed by the Head of School.
- The School places a high value on privacy and recognizes its critical importance in an academic setting. There are nonetheless circumstances in which, following carefully prescribed processes, the School may determine that certain broad concerns outweigh the value of an individual’s expectation of privacy and warrant School access to relevant IT systems without the consent of the individual.
- The School reserves the right to protect systems, software, individuals and contents of the Network from potential or actual harm.
- Users should exercise caution when storing, processing and/or transmitting personal and sensitive data.

### **Enforcement and Sanctions**

**All members of the School community are expected to assist in the enforcement of this policy. Any suspected violation of this policy should be reported immediately to the**

## **Director of Technology as well as to the Dean of Students.**

Penalties for violating this AUP may include:

- Restricted access or loss of access to the Network
- Disciplinary actions against personnel and students associated with Austin Preparatory School
- Termination of employment and/or expulsion from Austin Preparatory School, and Civil and/or criminal liability

Austin Preparatory School, in consultation with its legal counsel, may contact local or federal law enforcement authorities to investigate any matter at its sole discretion.

### **AUP Updates**

Austin Preparatory School reserves the right to update or revise this AUP or implement additional policies in the future. Users are responsible for staying informed about School policies regarding the use of computer and network resources and complying with all applicable policies. The School shall provide notice of any such modifications or amendments by email to the School community. Any such modification shall be effective immediately upon notice being provided regardless of whether a User actually reads such notice. The current version of this policy can be found on the Austin Preparatory School website.

### **STUDENT ACTIVITIES**

Austin Preparatory School believes that student participation in extracurricular and co-curricular activities is an important part of a student's experience and education. Austin Preparatory School encourages students to seize opportunities for leadership, cooperative endeavors, and the exploration of areas outside the regularly scheduled curriculum. At the beginning of the school year, Austin Preparatory School will hold a student activity sign up day where students are invited to a presentation of the different clubs displayed by their moderators and current members. All rules for student conduct published in this handbook apply to participation in all student activities, both inside and outside school including meetings, games, practices, tryouts, auditions, field trips, social events, and intramurals.

Parents and guardians have given permission in the Austin Preparatory School enrollment packet for their students to attend all extra-curricular field trips.

### **RULES GOVERNING PARTICIPATION IN ACTIVITIES AND/OR ATHLETICS**

As a member of the Massachusetts Interscholastic Athletic Association, Austin Preparatory School abides by all MIAA rules. Participation in athletics is governed by the Parent-Student-Athlete Handbook with which every student should become familiar. All parents and student athletes are required to sign and submit the code of conduct that is included in the Parent-Student-Athlete Handbook.

The following rules apply to all school activities that meet outside of the regular school day and include meetings, games, practices, try-outs, auditions, field trips, and intramurals.

### **Absences/Suspension**

Students who are absent from school may not participate in activities or athletics on that day. Exceptions may be made for serious matters beyond the control of the student and the family in the sole determination of the Head of School.

Students who are absent from school on the day before a weekend, holiday or vacation are still eligible to participate in activities held on the weekend, holiday or vacation.

Students who are suspended from school may not participate in activities or athletics on or off campus during the suspension and may not be on campus during a suspension.

### **Rules Governing Academic Eligibility**

Students who fail two courses in a quarter are ineligible to participate in activities and/or athletics that do not take place during Cougar Block on school days until the end of the next marking period.

Students who fail one course in a quarter will remain eligible for all activities and athletics unless their parents contact the Dean of Students within 5 days from the mailing of the students' report cards (the specific date will be named in the letter) requesting that eligibility be suspended for the remainder of the current marking period. When parents decide to suspend their child's eligibility, their child will remain ineligible until the next marking period.

For purposes of academic eligibility for participation only, two grades of "D+, D or D-" will be equivalent to one "F".

An ineligible student will remain ineligible, without appeal, until the next marking period. Similarly, students who are eligible at the beginning of the quarter will not become ineligible on the basis of midterm evaluations.

This ineligibility does not include activities that take place during Cougar Block on school days.

A student who had been restored to eligibility at the end of a quarter cannot displace one who has been eligible and participating in a sport or activity the entire quarter.

### **Rules Governing Gifts to Teachers or Coaches**

While it is understandable that at times parents wish to recognize teachers and coaches in a special way, the amount and size of the gift must be reasonable and in no way exorbitant reflections of your appreciation.

## **SCHOOL HEALTH SERVICES**

### **Health Center Office**

A registered nurse is on duty during school hours from 8am to 2:30pm to attend to an illness or accident occurring during the school day. The school health office is not a diagnostic or treatment center.

The nurse will make the determination if a student needs to stay in the health office for a short period of time, return to class or if he or she needs to be picked up by a parent/guardian.

In the case of a serious injury requiring immediate treatment, EMS will be called.

Hearing and vision testing is performed every other year starting in the 6th grade. More frequent testing is available upon request.

Parents should call the nurse if their student is ill or has an injury. If the student has seen a doctor, a return to school/sports note is required prior to return to school or sports.

### **Health Physicals and Immunizations**

Each student is required to present to the school nurse, prior to first day of school, documentation of a current physical examination and updated immunizations is required by the Commonwealth of Massachusetts. For new students, state law requires that immunizations be current and that health records be received within thirty days of enrollment. Please forward all updated immunization reports to the School in a timely manner.

Any student participating in the Austin Preparatory School Athletic Program must have a current physical on file in the Nurse's office and remain current during season in order to maintain eligibility.

### **Dispensing of Medications**

Austin Preparatory School will not dispense any medications, whether they are over-the-counter medications or prescriptive, at school, unless all necessary forms are completed and filed in the student's health record before the start of school. There are a form related to over-the-counter medications and a separate form for prescription medications. Each form is required yearly and must be completed in accordance with the procedure set forth in Austin Preparatory School Health Information, which is attached hereto as Appendix B.

## **Appendix A**

### **Massachusetts Hazing Law**

Hazing: organizing or participating; hazing defined (Mass. Gen. Laws, ch. 269, § 17)

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or

other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

#### Failure to report hazing (Mass. Gen. Laws, ch. 269, § 18)

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

## **Appendix B**

### **Austin Prep Health Information**

Austin Preparatory School Health/Nurse's Office follows the policies and guidelines from the Massachusetts Department of Public Health and the Archdiocese of Boston to help ensure the health and safety of your children.

Austin Preparatory School will not dispense any medications at school unless all required forms are completed and filed in your child's health record before the start of school. Please see below for necessary forms. These forms are required YEARLY and all completed health forms must be in the student's file by the start of the academic year. Please complete all necessary forms and send them to the attention of the school nurse.

#### **All students must have:**

##### **Current Physical Exam/Health Form and Immunizations**

All new students are required to have a physical exam BEFORE ENTERING Austin Preparatory School and a record of all immunizations. School transfer records do not suffice for a current physical.

If your child is planning to participate in athletics, a current annual physical (within 13 months) is necessary to maintain eligibility during the season and must be current for tryouts. You can use the Massachusetts School Health Record or your own Physician's form.

- <http://www.mass.gov/eohhs/docs/dph/com-health/school/health-record-form.pdf>
- <http://www.mass.gov/eohhs/docs/dph/com-health/school/certificate-immunization-form.pdf>

##### **Health History Questionnaire**

All parents are required to complete the Health History Questionnaire Form.

## **General Medical Release for Over-the-Counter Medications, Routine First Aid and Vision and Hearing Screening**

This form covers dispensing over-the-counter medications and administering routine first aid. Over-the-counter medications include but are not limited to: Tylenol; Advil; cough drops; Tums; Pepto Bismol; calamine lotion; and Neosporin.

All parents are required to complete this form whether they wish to authorize Austin Preparatory School to administer over-the-counter medications or not.

The form also covers administering routine first aid and vision and hearing screening.

## **PRESCRIPTION MEDICATION FORMS – (If Necessary)** Required Annually at the beginning of school year

Prescription Medications Forms for: Antibiotics, inhalers, ADHD medication, Asthma etc.

- Prescription Medication Order Form – Your Physician must fill out and sign
- Parent Prescription Medication Authorization/Consent Form – Parent to fill out
- Parent Prescription Medication Information Procedures Form – Parent to fill out

Epipen Medication Forms

- Epi-Pen Medication Form – Your Physician must fill out and sign
- Parent Prescription Medication Information Procedures Form – Parent to fill out

Asthma Action Plan Forms

- Asthma Action Plans – Provided by your own Physician
- Parent Prescription Medication Information Procedures Form – Parent to fill out

Individual Health Plan Forms – e.g., Diabetes

- Individual Health Plan – e.g., Diabetes – Provided by your own Physician
- Parent Prescription Medication Information Procedures form – Parent to fill out If you have any questions, please do not hesitate to contact the school Nurse