

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

## **2023-2024 STUDENT & FAMILY HANDBOOK**

# **73rd Year**

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Student Handbook Signature Page

After reading the Student Handbook, please sign the appropriate lines below and return the form to your homeroom teacher.

I agree to follow the policies outlined in Student Handbook.

I understand that the school reserves the right to amend policies and procedures when necessary and that we will abide by changes. The School will distribute any changes made to the Handbook.

Signature of  
Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of  
Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Please Note: It is required that both parent and student sign the form.**

**Right to Amend:** St. Augustine High School, Inc. reserves the right to amend the St. Augustine High School, Inc.: 2023-24 Student & Family Handbook. Notice of amendments will be both placed in teacher mailboxes and posted online.

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

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

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

# Student Handbook

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**Hail Mary**

Hail Mary, full of grace,  
The Lord is with You.  
Blessed are You among women,  
And blessed is the fruit of Your womb,  
Jesus. Holy Mary, Mother of God,  
Pray for us sinners,  
Now and at the hour of death.  
Amen,

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

**A Prayer of St. Augustine**

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

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

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

**Our Father**

Our Father, who art in heaven  
Hallowed be thy name,  
Thy kingdom come, thy will be done  
On earth, as it is in heaven.  
Give us this day our daily  
bread, And forgive us our  
trespasses,  
As we forgive those who trespass against  
us, And lead us not into temptation,  
But deliver us from evil.  
Amen,

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

**ALMA MATER**

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

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

**ESTABLISHED, 1951**

*conducted by*

*St. Joseph's Society of The Sacred Heart, Inc. and  
Dedicated Laypersons*

Approved by the Louisiana State Department of Education  
1957

Accredited by the  
Southern Association of Colleges and Secondary Schools  
1957, 1964, 1975, 1986, 1998, 2008, 2014, 2019

Affiliated with the Catholic University of America  
1957

Member  
National Catholic Educational Association

Member  
College Entrance Examination Board  
1974

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## **SECTION I: BACKGROUND INFORMATION**

### **THE PHILOSOPHY OF ST. AUGUSTINE HIGH SCHOOL, INC.**

*Gratia Est vita* (Grace is life), the motto of St. Augustine High School, Inc., summarizes the spirituality that undergirds the existence of our institution. Our school's motto provides the perspective and vision that motivate the school's purpose and meaning. St. Augustine of Hippo, our school patron, said, "Thou hast made us for thyself, O Lord, and our hearts are restless until they rest in Thee." The life of Grace is God's life which encompasses, permeates, and elevates every dimension of human life. We believe that at St. Augustine High School, an education based upon our school motto will endeavor to direct the development of each young man to the fullness of his unique capacity, spiritually, mentally, physically, and socially. This train of thought will enable our young men to attain the fullness of life for which he has been created, a life that is accountable to God, self, and others. Given this belief, St. Augustine High School, Inc. embraces the following goals:

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

Thus, St. Augustine offers its students the time, opportunity, and guidance to understand the ultimate purpose of their existence: to help them develop their God-given talents and grow in their families, church, and community. As a school, we firmly believe that Faith in Jesus Christ and His "Good News" is fundamental to understanding life, purpose, and meaning. Therefore, St. Augustine High School pays special attention to our religious education program and activities, encouraging students to know God better. To love Him more through the frequent reception of the sacraments, daily prayer, retreats for students and staff, service projects, and facing the challenge of living every day in the presence of God. At the core of this philosophy lies the charism of our Josephite founders, who emphasized the importance of creating a family-like atmosphere rooted in Christian kindness, charity, and love. To this end, our educators strive to build a personalized rapport with each student, consisting of friendliness and affirmation, while, at the same time, carefully providing structures that promote self-discipline, respect, and responsibility. The professional and supportive staff that you will find at St. Augustine seeks to enter the students' world by imparting knowledge to their students, which can help them recognize their inner worth and dignity as children of God and to develop their unique gifts and skills which are God-given, which will enable them to know and understand themselves better and are empowered to build a better world creatively.

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## **THE HISTORY OF ST. AUGUSTINE HIGH SCHOOL, INC.**

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

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

St. Augustine High School, Inc. led the way in battling segregation in New Orleans. The successful legal challenges mounted by the school resulted in the desegregation of high school athletics in Louisiana. The famed "Marching 100" was the first African American high school band to march in the REX Parade. This integration occurred on Mardi Gras Day in 1967. Our famed "Marching 100" band also played for Pope John Paul II in 1987, for eight U.S. Presidents, for five 'Super Bowls, in the Macy's Thanksgiving Day Parade in New York City, and the Tournament of Roses Parade in Pasadena, CA.

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

### **THE JOSEPHITE FATHERS AND BROTHERS**

The **Josephite Fathers and Brothers** or, more appropriately, **St. Joseph's Society of the Sacred Heart, Inc.** (abbreviated **post-nominally** as *S.S.J.*) are a religious society of Catholic **priests** and brothers, based in the **United States**; it is considered to be a canonical Roman Catholic Society of Apostolic Life of Pontifical Right for Men. The Society was formed in 1871 by a group of priests from the English Foreign Mission Society of Saint Joseph, also known as the Mill Hill Missionaries. They decided to establish a mission Society in the United States dedicated to newly freed people of color after the American Civil War at the request and invitation of Pope Pius IX to come and serve in the United States. With the Emancipation Proclamation of 1863 freed slaves, the Catholic Church faced a critical need for the care and continued religious formation of freed slaves who were baptized Catholics. 1865 ushered in Southern Reconstruction, during which the Thirteenth Amendment to the United States Constitution, outlawing slavery, was passed.

Against this backdrop, the U.S. bishops met for their tenth provincial council in Baltimore, Maryland, in 1869. The fifth decree of this Council exhorted the Council Fathers to provide missions and schools for all black Americans in their dioceses, as education was seen as a critical need by the community. Subsequently, the Council Fathers wrote a letter requesting clergy for that purpose to Father Herbert Vaughan, superior general of the Saint Joseph's Society for Foreign Missions in Mill Hill, London. Vaughan brought a group of priests to Baltimore in 1871 to form a Mission Society devoted to freedmen. In 1893 they reorganized to create a United States-based institution, the St. Joseph Society of the Sacred Heart.

Among the small founding group of five Josephite priests in 1893 was Fr. Charles R. Uncles, the first African-American priest trained and ordained in the United States. His initial studies at a seminary in Quebec, Canada. The commitment to the African American apostolate by the new Society was the same as before; to teach the Catholic Church's faith and promote the Church's teachings on social justice. Today, Society is interracial, with resources and personnel committed totally to serving the African American community in the United States. The Josephites now number 63 priests and three brothers, Seminarians and Novices from around the globe, whose chief work remains in the parish ministry. The Josephite Society administers 35 parishes and one mission church scattered from Baltimore, MD to Los Angeles, CA, four houses of formation with its major Seminary in Washington, D.C., four elementary schools, one high school, its Generalate (Central House of



Administration) in Baltimore, MD.

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

St. Augustine High School, Inc. was dedicated on August 26, 1951. We are proud that St. Augustine numbers 11 priests, Josephites, and two religious brothers, both Josephites, among its graduates. Four priests and one brother served in various roles at St. Augustine.

### **MISSION STATEMENT**

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

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

#### **MISSION-ORIENTED GOALS**

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

### **ACADEMIC BELIEF STATEMENT**

We believe that St. Augustine High School, Inc. will foster the development of well-rounded young men. As our students prepare for their futures, they will become creative thinkers, problem solvers, innovators, and global practitioners. We provide a great high school experience and the catalyst for empowering our students to transcend their classroom experiences.

### **ACADEMIC AIM**

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

#### **Academic Targets**

- School-wide ACT average 23
- Honors' ACT average 27
- College and career-ready upon graduation
- Acceptance to any college/university of their choice
- Academically proficient and beyond

## **SECTION II: ADMISSIONS POLICY**

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

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

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

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

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

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

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

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

### **SECTION III: PARENTAL/GUARDIAN-SPECIFIC INFORMATION**

#### **EXPECTATIONS OF**

#### **PARENTS/GUARDIANS PARENTAL ROLE**

#### **IN EDUCATION**

Parents/guardians are expected to be loyal partners in the educational process. Parents/guardians and teachers must trust one another's commitment to the success of our students. The cohesion of authority between school and home teaches respect for the jurisdiction our students need to function. This cohesion inevitably helps the student's chances to succeed.

#### **PARENTAL/GUARDIAN INVOLVEMENT**

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

Parents involved in these organizations must never forget that these groups exist to assist the administration in supporting the school's various activities. They function under guidelines approved by the school administration and under the administration's direction. These organizations do not exist to create or direct school policies or interfere with the operation of the various organizations/ programs of the school. Their primary relationship is with the administration of the school.

#### **PARENT/GUARDIAN ORGANIZATIONS**

#### **PARENT-TEACHER-STUDENT ASSOCIATION (PTSA)**

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

PTSA meetings are a vital means of communication between the school's administration and the parents/guardians for various situations and issues that potentially arise during the year. Your attendance at the meetings is necessary for you to be fully participative in your son's education. Each general meeting is preceded by a meeting of the officers of the PTSA to prepare the agenda for the public meeting.

## **MANDATORY FUNDRAISERS**

St. Augustine High School sponsors two mandatory fundraisers, one in the Fall and the other in the Spring semester; as mandatory, all students and parents or guardians MUST participate. The school will provide more information and greater details before Labor Day for full participation.

## **SCHOOL-SPONSORED CLUBS**

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

## **ALL SCHOOL FUNDRAISING IS UNDER THE ADMINISTRATION AND SUPERVISION OF THE PRESIDENT**

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

All organizations must have by-laws, statutes, and other governing documents that the President must approve of Athletics/Activities. The administration has the authority to amend or rescind such documents at its discretion.

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

Only bank accounts approved by the school administration may exist with any school-sponsored clubs. These accounts are school accounts, and the St. Augustine High School, Inc. Administration has ultimate authority regarding the disbursement of funds from these accounts. Stakeholders may purchase nothing for or in the name of St. Augustine High School, Inc. without the principal's express permission and the Finance Office's authorization.

## **PARENT-TEACHER CONFERENCES**

Parents/guardians are highly encouraged to attend the Parent-Teacher Conferences. These meetings allow parents/guardians to meet with individual teachers about their son's progress and any difficulties he may have. All Instructors are present for Parent-Teacher conferences.

- To accommodate all parents, we ask that conferences be limited to five minutes. Parents must schedule an appointment with teachers during their non-teaching period if more time is needed.
- Report Cards will be distributed to students at the end of each marking period.
- Parents/guardians will be notified via PCR that Report Cards have been distributed.
- All parents/guardians should attend Parent-Teacher Conferences.
- The parents of students with grades of D or F must attend Parent-Teacher Conferences. Suppose parents/guardians cannot participate on the night scheduled for some serious reason. In that case, they must schedule an appointment with the teacher to come to the school as soon as possible after these conferences.
- Students may be sent home at the principal's discretion if parents/guardians do not attend a scheduled and mandated conference.

- Parents should check grades daily, and weekly

## **GUIDELINES FOR APPOINTMENTS**

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

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

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

## **SPECIAL APPOINTMENTS**

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

## **DISRUPTIVE PARENT/GUARDIAN/VISITOR**

**A student is subject to dismissal from school if his parent/guardian or anyone representing the student uses profanity, becomes belligerent, confrontational, uses threatening or inappropriate language, or otherwise disrupts the ordinary function and operation of the school or school events. Parents/Guardians and others must follow the established protocol for making appointments with teachers and/or administrators as specified in this Handbook. Violation of this protocol will subject the student to dismissal.**

## **PREPAID TUITION PLAN**

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

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

Parents/guardians who cannot or choose not to pay the full tuition for the year by the stated deadline may secure funding through their source of financing or seek arrangements with First Bank and Trust®, our tuition loan provider. This is a service to the school, and parents qualify automatically with the school's approval. FBT Tuition loans must be renewed annually.

FBT Loan payments are due either the 3<sup>rd</sup> or the 17<sup>th</sup> of the month, beginning in July and ending in April. A late fee will be applied to your account by the bank if loan payments are not received and posted within ten days of your due date. Loans require the borrower's bank information for automatic monthly drafts. Drafts returned unpaid will result in additional fees charged by First Bank and Trust®. Parents are responsible for paying these fees.

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

Delinquent tuition loans that are not paid in full to the bank will be transferred to the school for collection when the loan repayment period ends. ALL FINAL PAYMENTS ON TUITION CHARGEBACKS MUST BE REMITTED BY CASH, MONEY ORDER, OR CASHIER CHECK. ALL PAYMENTS FOR SUMMER SCHOOL ARE TO BE IN CASH OR MONEY ORDER ONLY.

Parents/guardians may opt to use their sources of financing and do not need to obtain a bank loan. However, the entire bill must be paid in full to the school on or before the communicated deadline.

#### ACCEPTED METHODS OF PAYMENTS:

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

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

### **FINANCIAL INFORMATION**

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

The Registration Fee is **NON-REFUNDABLE** except in cases where St. Augustine High School, Inc. does not allow a student to return. To complete the registration process and be enrolled for the new school year, the registration fee and tuition must either be paid in full or the parent must have secured a tuition loan before the first day of school. Any parent who has not paid the Registration fee by the communicated deadline will be assessed a late fee.

Grade-level Fees are assessed based on grade-level activities determined by the school, i.e., 8th-grade fee, Junior Prom Fee, etc.

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

### **POLICY REGARDING DELINQUENT LOAN PAYMENTS**

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

Tuition loan payments are due on the 3<sup>rd</sup> or the 17<sup>th</sup> of the month. The bank will allow a 10-day grace period before late fees are assessed. If payments are not made within ten days of the due date, the bank provides a "Delinquent List" and charges a late fee to the delinquent account. Those parents/guardians will receive calls from First Bank & Trust representatives, and a notice will be sent from the school via email.

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

The school reserves the right to exercise appropriate actions upon students with delinquent accounts to ensure the payment of accounts showing an outstanding balance following the designated due date. The following is by no means a comprehensive list of the penalties which may be imposed. Still, they represent some of the most common actions:

- A student will NOT be permitted to attend school in the Fall of any academic term if his financial account for the previous year has not been paid in full by the communicated deadline. After the deadline passes, the student will be automatically dropped from the school rolls.
- A student will NOT be permitted to attend school in the Spring of any academic term if his financial account is delinquent by the start of the Christmas break.
- Payment will not be accepted on extracurricular activities, events, trips, holiday/summer projects, etc. if the student's tuition is delinquent.
- A student who fails to pay the cost of participating in field trips and other school activities may be excluded from such activities.
- Seniors may not participate in graduation or ring ceremony unless all financial obligations have been satisfied.

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

- If a student is withdrawn, expelled, dismissed, or admissions have been revoked within the first week of school, 5% of the tuition is non-refundable.
- If a student is withdrawn, expelled, or dismissed between the first day of school and the end of the first quarter, 50% of the tuition is non-refundable.
- If a student is withdrawn, expelled, or dismissed after the end of the first quarter, 100% of the tuition and fees are non-refundable.

FINAL PAYMENT OF ANY BALANCE DUE MUST BE MADE IN CASH, MONEY ORDER, OR CASHIER'S CHECK. THERE ARE NO EXCEPTIONS.

#### **STUDENT FINANCIAL LIABILITY**

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

#### **THE WORK-STUDY PROGRAM**

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

St. Augustine High School, Inc. designates a limited pool of funds for partial tuition assistance to needy students. The family participates by paying their portion in accordance with the approved tuition plan. The student agrees to contribute by working at the school outside of class hours as approved.



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

New students entering St. Augustine High School must be accepted and complete the Admissions process to be eligible for consideration by the Work-Study Committee. New and returning students who wish to be considered for work-study must submit an application by the communicated deadline online on the First Bank and Trust tuition portal. Applications are not automatically renewed and are good for one school year.

The Work-Study Program gives partial assistance for Tuition only. No fees are waived for students on Work-Study. Every Work-Study parent or guardian is responsible for making the designated payments of reduced tuition by the due date each month. Delinquency in tuition payment incurs the same penalties as any other delinquency in financial matters.

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

### **THE LUNCH PROGRAM**

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

Parents/guardians are responsible for ensuring that your son purchases lunch. It is strongly recommended that lunch be purchased weekly, monthly, or bi-monthly. Daily purchases are discouraged. All St. Augustine High School, Inc. students must complete the application form online even if they do not intend to utilize the Food Service. This information is necessary to determine the school's eligibility to participate in Title programs.

## **SECTION IV: GRADING POLICIES, PROCEDURES, & DATES**

### **REPORT CARDS**

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

### **ACADEMIC CURRICULUM**

#### **HONORS PROGRAM**

St. Augustine High School, Inc. offers a college preparatory curriculum in Accelerated Honors (8<sup>th</sup> Grade) and a regular program of study for all, including Honors classes for academically eligible students. St. Augustine High School, Inc. utilizes a Modified Block schedule.

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

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

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

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

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

### Accelerated Honors Core Courses

ACCELERATED 8TH GRADE PLACEMENT PROGRAM				
8th	9th	10th	11th	12th
English I (HC)	English II	English III	English IV AP Language and Composition	English V AP Literature and Composition
Algebra I (HC)	Algebra II	Geometry	Pre-Calculus	Calculus AP
World Geography	World History	AP Human Geography	American History	American Government AP
Phys Sci (HC)	Chemistry AP	Biology	Physics	Anatomy and Physiology
Theology	Theology I	Theology II	Theology III	Theology IV
Mandarin	PE	Foreign Language	ACT Prep	Student Choice

PE	Elective	Elective	Elective	Elective
Beginners Band	Elective	Elective	Elective	Elective

**THE COLLEGE PREPARATORY PROGRAM NON-ACCELERATED HONORS CLASSES IN THE CORE 4 ARE AVAILABLE TO STUDENTS WHO QUALIFY. EACH CORE SUBJECT HAS A REGULAR AND HONORS CLASS.**

8th	9th	10th	11th	12th
ELA 8 <sup>th</sup>	English I	English II	English III	English IV
Pre-Algebra	Algebra I	Algebra II	Geometry	Pre-Calculus/Calculus
Earth Sci	World Geography	World History	American History	American Government
Louisiana History	Physical Science	Biology	Chemistry	Anatomy and Physiology
Theology 8 Intro to Christianity & Catholicism	Theology I Salvation History	Theology II Sacred Scripture	Theology III Morality	Theology IV Church History
Mandarin	Health/Physical Educ	Foreign Language	ACT Prep	Elective
Health/Physical Educ	Elective	Elective	Elective	Elective
Elective	Elective	Elective	Elective	Elective

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

Pre-Law	Physical Education	Dual Enrollment
Coding	Advanced Band	Black Theology
Accounting	Speech	Entrepreneurship
Art I II	Mandarin I, II, and III	Intro to Business

African American Studies	Social Justice	Computer Applications
Fine Arts Music	Multi-Media Journalism	Beginners Band
Art History	Spanish I and II	Speech and Debate
STEM - Essentials of Engineering	STEM - Bio-Medical Science	

#### **GRADE WEIGHTING for ASSIGNMENTS and ASSESSMENTS**

<b>CATEGORY</b>	<b>WEIGHT</b>
<b>Homework</b>	<b>15%</b>
<b>Quizzes</b>	<b>25%</b>
<b>Test</b>	<b>35%</b>
<b>Exams</b>	<b>25%</b>

#### **GRADING SYSTEM**

The following numerical values and their letter grade equivalents are in effect. The passing grade is 60 (D), and the college

recommendation is 70 (C). A 70(C) is the lowest possible grade that will qualify for a grade point average for college admissions.

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

### **ACADEMIC HONORS**

#### **Valedictorian, Salutatorian, and The Top Ten**

**In calculating the student’s cumulative grade point average, all Carnegie Unit courses taken will be used regardless of where the credit was earned and will include all officially approved courses. The honor of valedictorian is the highest overall scholastic average. The honor of salutatorian is the second-highest overall scholastic average.**

**Note: The valedictorian and salutatorian must attend St. Augustine High School for at least four years. Honor graduates are selected based on four (4) semesters, Fall and Spring, grade point averages. The final senior class rank obtained in May is based on eight 8 semesters and recorded on graduates’ transcripts.**

### **HONOR ROLL REQUIREMENTS**

For students to make the Honor Roll, they must meet the following criteria:

Principal’s Honor Roll	All A’s	G.P.A 4.0 and above
Purple Honor Roll	A’s and B’s	G.P.A 3.25 – 3.999
Gold Merit Roll	A’s or B’s	G.P.A 3.0– 3.249

### **HONOR SOCIETY**

**The National Honor Society is an organization which recognizes the academic excellence and constructive leadership**

**of high school students. Sophomores, juniors, and seniors with at least a 3.5 average who have high standards of character, leadership, and service to the school and community are eligible for induction.**

**The society's activities include tutoring, service to the school and community, and supporting various charitable organizations.**

**In addition, the Honor society holds a yearly assembly to induct new members into its society. Membership in the National Honor Society is the highest honor bestowed by the faculty on sophomore, junior, and senior class members for excellence in scholarship, leadership, character, and service.**

## **FAILURES**

### **ACADEMIC GRADES**

**Final Semester grades are the cumulative average of all assignments for the Fall Semester which counts as a full credit and equals 1 unit. The Spring Semester grades are calculated the same as the Fall Semester and again equal 1 unit.**

A student earns one full unit of credit for each course at the end of each semester. Should a student fail a class at the end of either semester, he must make up for the failure in summer school. Permission must be granted by the Principal ONLY for ANY summer school course(s) to be taken for credit at another school.

All semester failures (1 credit) must be made up immediately in summer school. This is an absolute requirement for a student to return to St. Augustine High School, Inc.

Dismissal is recommended for any student who fails four (4) full units for the entire school year and will be reviewed by the Academic Committee. The failing of full units can be accrued throughout the academic year. For example, if a student fails two courses in the 1st semester (e.g., English and Social Studies) and two courses in the 2nd semester (e.g., Science and an Elective), the student has accrued a total of four (4) failed full units. At the principal's discretion, such a student may be allowed to go to summer school and return to St. Augustine on Academic Probation. Academic Probation lasts for one academic year. If the student on probation fails any course, he is dropped from the school.

Any student who fails five (5) full units or more will be dismissed. **There is no recourse from this policy.**

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

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

### **MAKE-UP WORK**

A student who is absent for any reason is required to make up all the work that is missed (tests, homework, notes, etc.) upon the school receiving an official absence note from a parent or guardian in the school's database. Only three parent excuse notes will be accepted during one school year. All official non-parental absence excuse notices will be accepted. This makeup work should be done within the time frame established by the teacher. The student is responsible for contacting his teachers to obtain assignments for all make-up work and to complete it as directed by the teacher. Students who are out due to documented medical reasons will be allowed to make up their missed assignments in a reasonable amount of time.

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

## **ACADEMIC PROBATION**

Dismissal is recommended for any student who fails four (4) full units for the entire school year and will be reviewed by the Academic Committee. Students allowed to return to St. Augustine at the principal's discretion are placed on Academic Probation. A student on probation may not be allowed to participate in any extra-curricular activities during the fall semester. If the student has a first-quarter grade point average (GPA) of 2.3 or above and is not failing any course, he may be allowed to participate in extracurricular activities. If, on any progress report or report card, the student fails a course or his current GPA drops below 2.3, he may again be forbidden to participate in extracurricular activities for the remainder of the year. If the student does not meet these academic goals by the end of the quarter, he will remain on Academic Probation for the next quarter. If the student on Academic Probation fails two courses at the end of the school year, he may not be allowed to return to St. Augustine at the principal's discretion.

## **LEARNING DISABILITIES**

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

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

## **ACADEMIC SUPPORT**

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

Beginning with the first progress report and reviewed at each subsequent marking period and progress report, it is mandatory for the parents/guardians of any student with a grade of (F) or a current GPA below 2.3 to have a conference with the subject teacher. This meeting aims to establish a course of action that will facilitate the student's academic success. The student will be placed on Academic Support and mandated to attend tutorials.. These tutorials are offered free of charge to all students. Attendance at the tutorials will be the responsibility of the parent(s) and the student.

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

**Students who receive an average below a 2.3 GPA at the end of any academic marking period or progress report period will be placed on Academic Probation. The principal will make this determination with the recommendation of the Academic Committee. Academic Probation mandates student and parent/guardian attendance at Academic Support Conferences and student attendance at tutorials. Students whose parents/guardians do not attend the Academic Support Conference and those who do not attend tutorials will not be allowed to participate in extracurricular activities.**

## **GRADUATION REQUIREMENTS**

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

**requires 32 Carnegie Units.**

**STATE REQUIREMENTS (LA Core 4).**

English	4 units
Social Studies.	4 units
Math	4 units
Science	4 units
Physical Education	2 units
Foreign Language	2 units
Art (1)/Electives (3)	4 units

**St. Augustine High School, Inc.'s Program of Studies exceeds the number of units required by the State of Louisiana. All students will carry a full load of classes every semester.**

**ADDITIONAL GRADUATION REQUIREMENTS**

TO GRADUATE, A STUDENT MUST PASS EVERY COURSE OFFERED TO HIM AT ST. AUGUSTINE HIGH SCHOOL, INC., EVEN THOSE COURSES NOT SPECIFICALLY REQUIRED BY THE LOUISIANA OR WHICH ARE IN EXCESS OF THE MINIMUM NUMBER OF UNITS REQUIRED BY THE STATE OF LOUISIANA.

**GRADUATION WITH HONORS**

A student must have an average quality point of 3.5 on the non-adjusted scale in their Junior and Senior Years.

<b>ACCELERATED/HONORS</b>		<b>COLLEGE PREPARATORY</b>
<b>A – 5.0</b>		<b>A – 4.0</b>
<b>B – 4.0</b>		<b>B – 3.0</b>
<b>C – 3.0</b>		<b>C – 2.0</b>
<b>D – 2.0</b>		<b>D – 1.0</b>



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

If a senior fails a total of two (2) full units for the entire school year he may participate in the Baccalaureate and Commencement ceremonies, provided he has met all financial obligations and has no disciplinary restrictions placed upon him. The failure of half units can be accrued throughout the academic year. For example, if a student fails one course in the 1st semester (e.g., English) and one course in the 2nd semester (an Elective), the student has accrued a total of two (2) failed full units.

Any student who fails a total of three (3) full units or more will not be allowed to participate in the Baccalaureate and Commencement ceremonies. There is no recourse from this policy. The student may not receive a St. Augustine diploma until he has successfully passed the failed courses in summer school.

A senior will **NOT** be eligible to participate in Baccalaureate and Commencement if:

- He has not met financial obligations to the school by the specified date.
- He is guilty of a disciplinary infraction, which, in the judgment of the Faculty and Administration, would disqualify him from participating on the grounds of propriety, even though the student is not dismissed from the school.
- He is absent from or tardy to practice for commencement exercises or other senior activities and refuses to accept the disciplinary action imposed.
- He is absent from or tardy to the Baccalaureate and Honors Convocation ceremony.
- He does not follow the grooming and/or hairstyling policy written in the handbook to participate in all senior activities.

Said senior will not receive a cap and gown until all academic and financial obligations are met. Also, all disciplinary and grooming stipulations will be followed by all Seniors until graduation day is complete.

### **THE RELIGIOUS PROGRAM**

Every student must take and successfully pass the prescribed number of units in Theology. The celebration of the Eucharist (Mass) takes place twice daily for those students, faculty, administration, families, and friends who wish to attend. At the same time, monthly, a school-wide Mass is also scheduled. Our custom at St. Augustine's is that each day begins and ends in prayer, while classes and all other school activities are also led in prayer for spiritual guidance. It is the requirement that all students and faculty, regardless of denomination, respectfully and reverently fully participate in school religious activities.

The Faith Denominations of all students are respected as an integral element of the fundamental right due to every human being; therefore, no member of the St. Augustine's family is ever under force to change their religious beliefs; however, should a student, parent, or faculty member show an interest in the Catholic Faith and wish to join, arrangements for instructions can be made. All members of the St. Augustine community must publicly and privately respect the teachings and practices of the Roman Catholic Church.

Campus Ministry is a special tool for addressing the spiritual and emotional needs of the entire St. Augustine family. Through Campus Ministry, students participate in retreat programs, which provide reflective time to nurture their spirituality, grow their relationship with God, and strengthen their relationships with others. These or similar reflective and retreat opportunities will be offered for parents, teachers, and staff as scheduling permits.

Through our Campus Ministry department, periodic class liturgies, opportunities for reconciliation (Confession), prayer groups for students and faculty, gospel choir, and Christian service organizations are available for those who wish to take a closer walk with Jesus. Students and faculty are encouraged to seek spiritual direction from one of our available priests or consecrated religious as we face life's challenges.

## CLASS RETREATS

A mandatory annual retreat for each grade level is a part of the religion curriculum. Students who do not participate will receive a failing grade in Theology. Campus Ministry will set dates and times.

## COMMUNITY SERVICE HOURS

In keeping with one of the goals of St. Augustine High School and Campus Ministry, namely, "To inculcate in the student a Christian sense of responsibility, a true understanding of freedom, a dedication to peace and justice, an awareness of the needs of others, a respect for one another, a reverence for life and an intimacy with God," and to develop our students spiritually, physically and mentally, all students are required to complete 40 hours of community service each year. **No more than twenty (20) of these hours can be satisfied by the work done at St. Augustine High School, Inc.**

All locations must be approved beforehand by the Campus Ministry Department of our school, keeping in mind that Service Hours performed at a non-approved location will not be counted.

*If you wish to submit a new site for approval, it must be a place where any of our students can perform service. Approval of new sites is left to the discretion of the Chief Religious Office and Campus Minister.*

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

Students can earn 10 Service Hours by participating in a school-sanctioned activity, sport, club, or team. This credit can only be earned once per school year. A student will not be credited with 10 hours for each activity in which he participates. Students will receive this credit during the primary quarter, during which their activity plays or performs.

A total of 10 Community Service Hours must be completed by the end of each quarter. A student will receive a failing grade (50/F) in Theology at the end of each quarter if they fail to complete the minimum service hours requirement. If a student's final Theology grade is an "F" they must attend summer school to satisfy St. Augustine requirements.

Service Hours cannot be satisfied by assisting relatives and friends in commercial enterprises, nor can they be fulfilled by doing ordinary household chores or performing in organizations such as choirs, community theaters, etc. Service Hours must be completed at approved non-profit agencies, churches or other schools.

## THE COUNSELING PROGRAM

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

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

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

## **SECTION V: ATTENDANCE AND DISCIPLINARY POLICIES**

### **A. ATTENDANCE**

#### **POLICIES School**

##### **Tardy/Absence Policy:**

- **If a student is tardy to school, the student will receive an after-school detention.**
- **Failure to report to detention will result in a Saturday Detention.**
- **Two (2) tardies or absences from school in any week will yield a Saturday Detention.**
- **Third (3) tardy or absence: Letter goes home to Parent/Guardian.**
- **Five (5) tardies or absences from school will yield a Parental Conference, and the student will be placed on Attendance Probation.**
- **Tardies or absences 6 – 8 from school will yield a conference with the Disciplinary Committee.**
- **Tardy or absent 13 to school, the student will be recommended for dismissal.**
- **Only a total of three (3) unofficial written parent/guardian excuses will be accepted during each school year. They must be submitted to the front office. All medical excuses submitted on official documentation will be accepted. There is no limit on official medical excuses. These documents must be submitted to the front office for verification and filing.**

##### **Instructional Tardy Policy**

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

#### **EARLY SIGN-OUT**

- **Parents/guardians are reminded that routine doctors' appointments and errands for family business are not considered emergencies. Doctors' appointments should be made outside school hours.**
- **Students who must leave before general dismissal must have their parent/guardian report to the school and sign them out of school.**
- **Students can only be checked out by a parent/guardian or other person(s) designated by the parent/guardian that appears on our student emergency form. All adults must have a valid driver's license or state ID in order to check out a student.**
- **No child can ever sign himself out of school, regardless of the circumstance.**
- **Students will not be called out of class unless deemed an emergency by an administrator. Parents will have to wait until the class has ended before a student will be released.**
- **Students who are checked out of school three (3) or more times in a month will have to meet with Administration before the student can come back to school.**
- **Students will not be allowed to sign out after 1:30 pm.**

#### **ATTENDANCE PROBATION**

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

## **ABSENTEEISM AND VOLUNTARY WITHDRAWAL**

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

## **B. DISCIPLINARY POLICIES**

### **CONDUCT, GROOMING, DRESS, AND DISCIPLINARY POLICIES**

It is the responsibility of students and parents to familiarize themselves with the Student Handbook and school policies. It is the student's responsibility to conduct himself in accordance with the established Student Code of Conduct.

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

#### *Infractions Punishable by Saturday Detentions*

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

Violations include

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

#### **Infractions Punishable by Saturday Detention, Suspension, or Dismissal**

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

Violations include

1. **Failure to appear at an after-school, Saturday, or special detention.**
2. **Use tobacco products on school grounds, smoking while in uniform, attend any school-related function, or**

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

#### **INFRACTIONS PUNISHABLE BY SUSPENSION, DISMISSAL, OR EXPULSION**

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

Violations include:

1. **Continuous misconduct or constant neglect of academic work by a student who has been previously warned or previously placed on probation or suspended.**
2. **A second suspension, even if not for the same offense as the first.**
3. **Second Offense: Stealing, cheating, or dishonesty. For this rule, it will be considered stealing whenever a student has an article belonging to another student without the student's consent.**
4. **particularly egregious Theft.**
5. **Possession of or use alcoholic beverages or drugs at school or any school-sponsored activity, wherever the activity may be held. When students are discovered with illegal substances on campus, local law enforcement will be contacted.**
6. **Fighting or any other misconduct prejudicial to the good name of the school, whether on campus or off**

campus.

7. Harassment, hazing, or bullying of another student, including physical contact, verbal threats, inappropriate messages, or any other behavior legitimately interpreted as harassment or bullying.
8. Endangering others.
9. **\*\*Possession of a gun, a knife, a weapon of any shape or size, or any item designed to be used as a weapon or capable of being used as a weapon. Use of any such object as a weapon.**
10. Defiance of, or disrespect to, any school official, teacher, or employee.
11. Damaging school property or the property of another person.
12. Possession or dissemination of immoral writings, books, or pictures.
13. Tampering with or altering grades on the report card.
14. Forgery of a signature on schoolwork and/or school documents.
15. **Second Offense: Leaving school without permission or unauthorized absence from school or an individual class. Students may not leave the school campus during the day to go to their or another student's car.**
16. Unauthorized entrance into the band room, athletic rooms, book room, faculty room, administrative offices, library, or storage and utility areas.
17. Any behavior on a public bus or in any public place which can injure the reputation of St. Augustine, on any occasion, whether a school function or not.
18. Refusing to submit to a random drug screening administered by the principal and/or Assistant Principal(s), Disciplinary, and/or delegate of the Principal of St. Augustine High School, Inc.
19. Failing a random drug screening administered by the principal and/or Assistant Principal(s) or delegate of the Principal at St. Augustine High School, Inc.
20. Any other violations deemed necessary by the principal

#### End of Year Policy for Students Pertaining to Discipline and Academics:

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

#### Locker Usage

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

#### EXPLANATION OF DISCIPLINARY TERMS

##### *Behavioral Contract*

When warranted by continuous student misbehavior, a student may be placed on a Behavioral Contract at the discretion of

##### *Disciplinary Probation Routine*

After a suspension, the student will be placed on Routine Disciplinary Probation for nine weeks.

##### *Dismissal*

A student is dismissed for the remainder of the school year if any of the rules governing dismissal are violated. Application for re-admittance for the following school year may be made. A decision to readmit will be based in part, but not

exclusively, on a review of the student's academic and discipline records at the school to which he transferred after his dismissal from St. Augustine High School, Inc. A conference with the principal or his delegate will be mandatory if the students are allowed to return to St. Augustine. There is no right to re-admittance after a dismissal. Should a dismissed student be granted readmission the following year, the student will be placed on Routine Disciplinary Probation for the First Quarter of the year he returns.

### ***Expulsion***

A student who has exhibited serious and repeated discipline infractions

### ***Special Disciplinary Probation***

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

### ***Voluntary Withdrawal from St. Augustine***

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

## **GENERAL RULES FOR GOOD ORDER**

### **Maintenance of Campus**

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

### **Vandalism**

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

### **Student Parking Lot**

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

All students that drive will be required to purchase a \$10 decal from the bookstore and be required to park in the student parking lot.

### ***Mandatory Withdrawal at the end of a Semester***

A STUDENT IS DROPPED FROM THE ROLLS AND MAY NOT BE READMITTED AT ANY TIME IN THE FUTURE MAY BE CHARGED WITH *CONTINUO MISCONDUCT* AT THE END OF THE FIRST SEMESTER OR THE SCHOOL YEAR AND NOT ALLOWED TO RETURN TO ST. AUGUSTINE FOR THE FOLLOWING SEMESTER OR THE FOLLOWING SCHOOL YEAR.

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



## **Unauthorized Eating or Drinking.**

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

## **Selling Items**

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

## **SCHOOL SPIRIT**

School spirit includes four things:

1. **Courtesy:** Extended to teachers, school employees, parents, other students, and visitors.
2. **Pride:** In everything our school endeavors to accomplish and has accomplished. Ownership of our school campus and care for its appearance.
3. **Loyalty:** To the philosophy, tradition, and standards of the school, this includes doing one's best to keep his scholastic and activity standards high.
4. **Sportsmanship:** Maintained by both players and spectators. Jeering, disorderly conduct, or carrying the competitive aspects of the game beyond the court or playing field, will not be tolerated.

Students who fail to manifest these qualities will be subject to penalties specified in the disciplinary part of this Handbook.

## **SPORTSMANSHIP**

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

## **RESTRICTED AREAS**

- **The Band Room is off-limits to all students who are not band members or students who take instrumental music classes (this means the time they are scheduled to take the class).**
  - **The Weight Room is off-limits to all students except under the direct supervision of coaches/P.E. Teachers.**
  - **Classrooms are off limits other than assigned class time.**
  - **Students may NOT use the elevator at ANY time unless they have a pass from the office.**
  - **Students may not remain in classrooms after the last class of the day has been dismissed unless they have explicit permission to remain.**
  - **Students may not remain in the building after 3:30 p.m. unless under the direct supervision of a teacher or in the library.**
  - **Students may never enter the Faculty Room or Faculty Restrooms.**
- For safety purposes, students are not allowed to congregate on A. P. Tureaud Avenue between Hope and Law Streets before or after school. Students are not allowed to loiter on the sidewalks around the school once**

**school is dismissed. All students must wait for parents and/or rides on George “Nick” Connors Dr. or in the Yard. NEVER ARE STUDENTS TO WAIT AT THE CORNERS OF HOPE ST AND GEORGE “NICK” CONNORS DR. OR HOPE ST. AND A.P. TUREAUD AVE, BEFORE OR AFTER SCHOOL, AFTER ANY EVENT.**

- **Students may not enter or exit the building through the main doors on A. P. Tureaud Ave., except when signed out by their parents/ guardians.**

## **ID Cards**

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

## **Contraband**

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

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

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

**Locker Usage:** All students will be issued a school locker but must purchase a school lock to put on their locker, all other locks will be cut off the lockers.. The school will not be responsible for lost or stolen items. To use the lockers in the gym area the student must have a school-purchased lock to put on the locker.

**Students will be allowed to go to their lockers three times and they are: In the morning before homeroom, when the bell rings for them to go to lunch and after the bell rings for school to end.**

## **CELL PHONE/ Smart Watch POLICY.**

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

**UPON ENTERING THE SCHOOL GROUNDS, CELL PHONES MUST BE PLACED IN THE STUDENT’S LOCKERS. THE CELL PHONE MUST BE TURNED OFF AND REMAIN THERE THE ENTIRE DAY; ANY CELL PHONE NOT KEPT IN THE STUDENT’S LOCKER AND IS SEEN OR HEARD WILL BE CONFISCATED.**

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

**1<sup>ST</sup> Time – Saturday Detention plus a \$30 fine that must be paid by the very next school day following the Saturday Detention.**

**2<sup>ND</sup> Time - Saturday Detention plus a \$30 fine that must be paid by the very next school day following the Saturday Detention.**

**3<sup>rd</sup> Time - Saturday Detention plus a \$30 fine that must be paid by the very next school day following the Saturday Detention. Also, a Parent –Administrator Conference.**

**4<sup>th</sup> Time – Recommendation for Dismissal**

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

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

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

### **Lifestyle Policy**

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

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

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

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

### **MAJORITY AGE STUDENTS**

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

### **RESPECT FOR LIFE POLICY**

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

The purpose of this policy is in no way to condone the immoral act of fornication or premarital sex, but rather to protect and defend the weakest human beings, the unborn. This policy is also designed to prevent students from attempting to conceal

the serious fact that they have fathered a child, with the consequence of living deceitfully with respect to the faculty, staff, and administration of the school.

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

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

### **RESPECT FOR OTHER SCHOOLS**

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

### **POLICY FOR SEARCH AND SEIZURE**

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

1. The officials of St. Augustine High School, Inc. will make the determination of whether a search is justified at its inception. In other words, the officials of St. Augustine High School, Inc. will implement a search whenever they have reasonable, justifiable grounds for suspecting the search is necessary to ensure maximum safety for all students, or that it will uncover evidence that the student has violated, or is violating either the Law or the Policy and Procedures of the school.
2. The officials of St. Augustine High School, Inc. also determine whether the search, as conducted, is reasonably related in its scope to the circumstances which justified the interference in the first place.

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

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

### **RANDOM DRUG SCREENINGS**

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

**Parents/guardians of the students, and the students themselves, consent to and agree to these random drug screenings**

**by registering at and attending St. Augustine High School, Inc.**

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

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

### **REGULATIONS ON DRESS AND GROOMING**

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

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

**Hair** must not exceed ½(.5) inch. There will be no exceptions to this rule.

**Tattoos** are not permitted at St. Augustine High School. If students do have tattoos they must be completely covered at all times(including extra curricular activities). There will be no exceptions to this rule.

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

#### **PANTS**

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

#### **SHIRTS**

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

#### **SWEATER**

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

#### **SHOES/SOCKS**

**All students must wear BLACK MILITARY DRESS SHOES. There are no exceptions to this regulation. Flat black**

**or patent black leather shoes are both acceptable. Students must wear white socks. FOOTIES OR ANKLE SOCKS ARE NOT ACCEPTABLE. Students MAY PURCHASE SOCKS FROM THE BOOKSTORE WHEN THEY ARE IN STOCK, BUT IF THE BOOKSTORE DOES NOT HAVE THE SOCKS, THE PARENT MUST BRING SOCKS FOR THEIR SON. ACCESSORIES**

Only official solid black belts with a plain normal buckle and ties may be worn. Official St. Augustine ties and belts may be purchased at the bookstore. Belts are \$10 and ties are \$15 each. Students may wear **PLAIN** white undershirts (crew, V-neck, or "A" frame). Undershirt sleeves must not be seen. Absolutely no decorations, colors, or writing may appear on undershirts.

### **COATS/JACKETS/SWEATERS**

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

### **Hats**

No hats/caps should be worn in the building at any point!

**While inside the school buildings, NO other jackets or sweatshirts may be worn EXCEPT the official St. Augustine uniform fleece/sweater, St. Augustine letterman jackets, and school issued jackets that are given by the Campus Ministry.**

**Students who are not wearing the approved uniform will not be allowed to attend class.** They will be sent home and charged with an absence for the day. A student who repeatedly ignores the regulations concerning dress may be dismissed from the school. Any student coming to school or school functions with any inappropriate or unacceptable haircut and/or dress attire will be sent home until he gets a proper haircut. The student will be charged with an unexcused absence for each day of school missed. Repeat violators may be subject to dismissal. Any student coming to school for an extracurricular activity must have on tennis shoes and grip the ground without sliding before entering the school grounds..

### **BOOK BAGS/PERSONAL ITEMS/LOCKS/LOCKERS**

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

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

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

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

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

### **DUE PROCESS**

To serve as a mechanism of due process, any student at St. Augustine High School, Inc. who is accused of violating any of

the Rules or Policies of St. Augustine High School, Inc. as they are set forth in the Student Handbook, shall present that student's side of the story orally or in writing concerning the incident involving the student. It is the student's responsibility to present his side of the story and to deliver his story to the principal or his delegate on the day upon which the incident occurred, or on the following day if the event took place after the school day had concluded.

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

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

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

### **LETTER OF APPEAL**

After a final disciplinary decision has been rendered by the principal, parents/guardians may write a letter of appeal to the president if they so desire after the family receives three letters of support from the student's teachers. The president of St. Augustine High School, Inc. will address each case individually and inform the parents/guardians of his decision regarding the appeal.

### **MISCELLANEOUS POLICIES**

### **POLITICAL AND COMMERCIAL ENDORSEMENT**



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

### **POLICIES REGARDING THE MAIN OFFICE**

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

The Main Office will be open Monday – Friday from 7:00 a.m. to 3:30 p.m.

Summer Schedule is 7:30 am – 2:30 pm

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

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

### **MAIN OFFICE PROTOCOL**

The Main Office Staff are professional personnel and conduct the Main Office of the school in strict accordance with the policies, rules, and regulations established in this handbook and other relevant school documents.

### **TELEPHONE CALLS**

Students are not permitted to use cell phones during school hours. All telephone calls to parents must come through the Main Office. **PARENTS/GUARDIANS SHOULD NEVER CALL STUDENTS ON THEIR CELL PHONES DURING**

**SCHOOL HOURS!** Parents are reminded that no messages will be delivered to students during the school day except in cases of utmost urgency and necessity. Parents are encouraged to call teachers concerning academic and/or behavioral difficulties. Parents should call the school and leave a message for that teacher. Teachers will return phone calls within 48 hours. All telephone calls must be directed to the Main Office. Students using cell phones during school will be subject to penalties. Students are only permitted to use the school phone at lunch or after school.

### **VISITORS**

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

Classrooms may not be entered without the express permission of the principal or administrator. Parents are not allowed to observe classes in session. Teachers engaged in teaching should never be disturbed. Visitors are not allowed to loiter on the campus or to the mill in the yard during lunch time. They must have specific purposes for visiting and conduct their visit in a timely manner that does not disrupt the ordinary routine of the school day.

These regulations apply to guests of faculty/staff as well as any other visitor. Visitor rules will be strictly enforced.

## **PCR PORTALS ®**

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

## **MEDICATION/HEALTH CONCERNS**

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

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

## **PHYSICAL EDUCATION – MEDICAL WAIVER**

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

## **NOCCA**

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

## **FIELD TRIPS**

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

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

A written **official permission slip**, signed by the parent, is required before a student will be permitted to attend a field trip activity. Verbal permission **WILL NOT** be accepted.

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

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

## **SCHOOL TRAFFIC**

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

## **Section VI: EXTRA-CURRICULAR ACTIVITIES**

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

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

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

### **THE MARCHING HUNDRED**

While St. Augustine High School has over one hundred musicians who perform in school athletic, religious, and civic events, our aim is to always foster teamwork through discipline, musicianship, and precision.

### **THE SYMPHONIC BAND**

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

### **THE JAZZ ENSEMBLE**

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

### **THE ANNUAL BAND CONCERT**

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

### **NATIONAL HONOR SOCIETY**

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

### **THE CAMPUS MINISTRY TEAM and THE KNIGHTS OF PRAISE**

The Campus Ministry Team is the student led ministerial program of St. Augustine High School, Inc. is designed to enhance the spiritual life of the student body and its faculty and staff by encouraging them to fully understand that Christ is present in each of them as a member of the Body of Christ, it is our goal to present liturgies, prayer experiences, and service opportunities that will help our community see that God lives among us. The Knights of Praise are our ministers of music and are a featured part of all major ministry celebrations and services.

### **THE JOSEPHITE**

THE JOSEPHITE, our St. Augustine High School yearbook is published annually. It presents school activities from throughout the year. THE JOSEPHITE has been published in twenty-two of the school's forty-four years.

### **THE ACADEMIC GAMES LEAGUE**

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

### **THE CATHOLIC FORENSIC LEAGUE**

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

### **THE STUDENT COUNCIL**

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

### **THE SCIENCE CLUB**

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

### **THE COMPUTER SCIENCE CLUB**

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

## **THE ATHLETIC PROGRAM**

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

### **AGE RULE**

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

### **LHSAA/ST. AUGUSTINE HIGH SCHOOL SCHOLASTIC ELIGIBILITY**

To be eligible under the scholastic rule, students enrolled in high school subjects (grades 8-12) shall meet all scholastic requirements.

To be eligible for the first semester of the school year, a student shall have earned at least six (6) units from the previous year, which shall be listed on the student's transcript,, and shall have earned at least a "C" 2.3 G.P.A. as determined by the Local Education Authority (LEA) when considering all "graded" subjects.

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

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

Grade point average is arrived at by dividing the total number of subjects/(units) attempted/(learned) toward graduation by the total number of grade points earned by a student. For the purpose of arriving at a student's grade point average, the point value of each grade has been determined as follows:

A.	4 points
B	3 points
C	2 points
D.	1 point
F.	0 points

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

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

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

The entire section on “Scholastic Eligibility” is taken from the (LHSAA Handbook, 1985, By-Laws, Art. I, Sec. 8).  
*In order to participate in varsity athletics, St. Augustine students must begin each semester of the academic year meeting LHSAA academic eligibility criteria.*

### **AMATEUR RULE**

A student violates his amateur status and forfeits his eligibility to play by performing any of the following acts:

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

### **NON-SCHOOL COMPETITION**

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

### **BIRTH CERTIFICATE**

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

### **PARENTAL PERMISSION**

St. Augustine High School, Inc. requires that any student who wishes to take part in any sport must first submit to the school the “Parental Permission form” signed by his parents. No form of participation is allowed until this requirement has been fulfilled.

### **PHYSICAL EXAMINATION**

A student who wishes to participate in athletics must furnish to the school a certificate of good health from a physician. The certificate must attest to a state of health and physical fitness that is suited to the athletic activity in which the student wishes to participate. This certificate must be on file in the school office before the student will be permitted to practice or participate in any way in the activity.

### **EXTRA-CURRICULAR AWARDS**

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

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

The worth of a St. Augustine High School, Inc. award is not situated in its monetary value, or in its material composition. The worth of the award is essentially its representation of excellence in meeting school and team standards. An award is

meaningless if these standards have not been met. If these standards have been met, the award is merely the outward confirmation of the satisfaction the participant is entitled to feel.

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

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

## **ATHLETIC AWARDS**

### **EIGHTH AND NINTH GRADE LETTER**

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

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

### **TENTH GRADE LETTER**

A tenth-grade student who takes part in 50% of the scheduled playing periods or matches at the varsity level in football, basketball, baseball, soccer, tennis, or golf will receive an Award Letter.

1. In baseball, a pitcher must participate in 25% of the scheduled Varsity games in order to earn an Award Letter.
2. In track, a student must score ten (10) points in a recognized Varsity meet in order to earn an Award Letter.
3. In bowling, a student must have participated in 25% of the scheduled Varsity matches and compiled an average of 130 to receive an Award Letter.

### **ELEVENTH GRADE LETTER**

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

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

### **ELEVENTH GRADE GARMENT AWARD**

An eleventh-grade student who participates in 50% of the scheduled playing periods or matches in Varsity football, basketball, baseball, tennis, soccer, and golf shall receive an Award Garment, provided he has not received one as a tenth-grade member

of a championship team in any sport. **(No student may receive more than one award garment during his career at the school, without regard for the number of sports or activities in which he participates.)**

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

### **TWELFTH GRADE LETTER**

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

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

### **TWELFTH GRADE GARMENT AWARD**

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

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

### **ATHLETIC TRAINERS**

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

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

### **GENERAL RULES FOR ATHLETIC AWARDS**

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

1. An Award Letter and an Award Garment cannot be earned in the same sport, in the same year.



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

### **BAND AWARDS**

Students who participate in Band will receive:

1. An award letter after one year of participation.
2. An award garment, of a quality and design chosen by the administration of the school, **AT THE CONCLUSION OF THE SENIOR YEAR, PROVIDED THAT:**
  - a. The student participates for the entire Senior year, including the band concert
  - b. The 12<sup>th</sup> year is the third year of participation.
  - c. All Bandsmen must participate in both concert and marching bands to satisfy the three-year requirement.
  - d. Exceptions to letter B may be made in case of those who are exempted from participating in concert band. Such exceptions/exemptions may be made in cases where certain instruments/positions are not needed in concert band (e.g., brass, percussion, flags, etc.) or for other legitimate reasons.  
**EXCEPTIONS/EXEMPTIONS CAN ONLY BE MADE BY THE DIRECTOR OF BANDS!!!**
  - e. Remaining in the band for three years is tantamount to earning an award garment, provided the final year is the SENIOR year. Students who do not meet the requirements of the Director of Bands with regards to attendance, cooperation, progress, and general discipline, shall be dropped from the activity.

### **ATTENDANCE**

1. Bandsmen's attendance is critical towards his development and participation in the unit:
2. When absent, bandsmen/color guard must return to the Director with a note from their parent/guardian explaining the reason for absence.
3. When late for practice or performance, a note is needed explaining tardiness.

### **YEARBOOK STAFF**

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

### **ACADEMIC GAMES**

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

### **SPEECH AND DEBATE**

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

### **PREP QUIZ BOWL**

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

### **THE KNIGHTS OF PRAISE**

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

### **STUDENT COUNCIL**

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

## **FOREIGN LANGUAGE CLUB**

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

## **COMMENCEMENT AWARDS CRITERIA**

### **PURPLE KNIGHT AWARD**

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

### **CITIZENSHIP AWARD**

“The award for Citizenship is given to the student who, in the judgment of the entire faculty, exemplifies the spirit of cooperation and participation, PRESCINDING FROM SCHOLASTIC ABILITY AND ACHIEVEMENT.” The student must have been a student for at least four consecutive years.

### **PRO DEO AWARD**

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

### **ST. JOSEPH AWARD**

The St. Joseph Award is offered to a graduating senior who best represents the model of humility and service in the school environment. This person reflects St. Joseph’s resolve to be faithful to God, active in the community, and faithful to others. The recipient of this reward, at the judgment of the Josephites, relates to his peers and younger students at St. Augustine High School Family as a mentor, guide, and supportive Purple Knight. He supports all the endeavors of the school and projects, has a prayerful spirit, and a willingness to be of service not for notoriety but for the common good. The student must not have been in any major disciplinary problems during his years at St. Augustine High School. The award winner receives a scholarship in the amount of \$700.00 to help support his future endeavors. The student must have been a student for at least four consecutive years.

## **CLASS RING**

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

## **SECTION VII: IMPORTANT INFORMATION & DATES**

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

ACT – 192145

SAT – 192145

### **National Merit Scholarship Guidelines**

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

### **National Merit Scholarship Qualifications**

In order to be eligible for the National Merit Scholarship Program, a student must: 1) take the PSAT/NMSQT during his or her 3rd year (junior year) of high school 2) be in high school and plan to enroll in college full time by the fall after his or her high school graduation and 3) be a U.S. citizen or a permanent U.S. resident with the intention of becoming a U.S. citizen. If a student meets these requirements, he will automatically be eligible to participate in the National Merit Scholarship Program (NMSP).

Of the about 1.5 million juniors who take the PSAT/NMSQT each year, approximately 50,000 juniors with the highest PSAT/NMSQT Selection Index scores (or total PSAT scores) who meet the eligibility requirements described above qualify for NMSP recognition. That is, roughly the top 3% of 11th grade testers will qualify. Note that the Selection Index qualifying scores vary from year to year and state to state, as students are selected for NMSP recognition from each of the 50 U.S. states and the District of Columbia. During the April following the PSAT/NMSQT administration, these 50,000 students are invited to select two colleges to which the National Merit Scholarship Corporation (NMSC) will provide a reference.

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

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

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

**Mandatory ACT Test**

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

12<sup>th</sup> Grade – 4 – 5 times (unless they have scored a composite score of 25 or better)

11<sup>th</sup> Grade - 3 times (unless they have scored a composite score of 25 or better)

10<sup>th</sup> Grade – 2 times

9<sup>th</sup> Grade – 1 time

8<sup>th</sup> Grade – 1 time

**LOCAL COLLEGE CODE NUMBERS**

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

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

Institute: ACT: 6150

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

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

McNeese State: (ACT: 1594); SAT: 6403

National Achievement Scholarship Program: SAT (only): 0300

National Merit Scholarship Program: SAT (only): 0085 National

Merit Scholarship Service and Fund for Negro Students: ACT:

2827; SAT: 2827

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

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

Southern University, New Orleans: ACT: 1611

Touro Infirmary: ACT: 1615

Tulane University: SAT (only): 6832

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

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

Xavier University: ACT: 1618; SAT: 6975











































































