Student Handbook

Rules, Regulations, and Information for the Academic Year

{ 2024-2025 }

VERITAS • UNITAS • CARITAS

*"Setting hearts on fire
with a passionate search
for Truth, Unity, and Love."*

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MISSION STATEMENT

"Setting hearts on fire with a passionate search for Truth, Unity, and Love."

Through the Catholic Tradition and in the spirit of St. Augustine, we aspire to:

- Achieve academic excellence with integrity.
- Create a compassionate lifelong Brotherhood of Christian Gentlemen within a nurturing community.
- See the face of God in ALL people through loving and inclusive service to our neighbor and all creation.

EXPLANATION AND INTERPRETATION

Through the Catholic Tradition and in the spirit of St. Augustine, we aspire to:

- Achieve academic excellence with integrity;
- Create a compassionate Brotherhood of Christian Gentlemen and
- See the face of God in all people through loving service to our neighbor.

INTRODUCTION

St. Augustine Prep strives to educate the whole person (the spirit, the mind, and the body) using the principles of St. Augustine. Through the core adherence to the virtues of Veritas (Truth), Unitas (Unity), and Caritas (Love), St. Augustine Prep offers a welcoming and inclusive community in which everyone feels comfortable and safe, just as St. Augustine would have wanted. St. Augustine Prep strives to develop the minds, hearts and souls of young men in their pursuit of becoming a "Christian Gentleman."

Policy and procedures help to create a safe, orderly and welcoming environment in which that development may occur. Some procedures and rules are very specific to keep the day-to-day school operations in order. Other rules, because of the nature of the activity, are more general, requiring the students to apply principles using their good judgment. Discipline infractions are intended to support good order but also have a pedagogical value by imposing some cost for violation of that good order.

Once a student enters St. Augustine Prep, he is responsible for his actions both in and out of school during his entire tenure, including holiday and summer breaks. Any serious violation of school policy, and/or legal laws, could result in serious disciplinary action. St. Augustine Prep reserves the right to respond as it sees fit to the misbehavior of its students when it deems it appropriate to do so, even if those actions take place outside school hours and away from school or activities. St. Augustine Prep reserves the right to modify the policies and procedures found in this document at any time; the community will be notified of the modifications.

The policies, standards, expectations, rules, regulations, and guidelines, and the remedies and consequences for violations of and non-compliance with them as described in this Student Handbook, are subject in their interpretation and application to the discretion of the St. Augustine Prep Leadership Team.

PART I: RESPECT FOR GOD AND THE THINGS OF GOD

CATHOLIC IDENTITY AND CHURCH TEACHINGS | Catholic schools serve a vital role in the Church's mission of providing young people with a strong formation in the Faith; they have a particular goal in helping Catholic children and young people grow in faithfulness and apostolic zeal. St. Augustine Prep is open to all who wish to learn in a Catholic environment. By our works and example, we evangelize to our students, their families, and the broader school community. Since humankind is created in the image and likeness of God, all human activity is to image His likeness, and is to be undertaken in an honest and human way, always expressing the will of the Creator. Such activity includes work, athletics, hobbies, social interactions, and interpersonal relationships. Catholic schools, like all human activity in which the Church participates, should reflect the Faith which the Church has received from her Divine Founder.

As a community whose primary mission is the teaching of the Faith, St. Augustine Prep maintains an environment that is true to the teachings of the Church, and it is important that parents/guardians understand this and accept this. By choosing a Catholic school, parents/guardians recognize that they are enrolling their children in a school environment that is shaped by the teachings of the Catholic Church and governed according to those religious beliefs. Parents/guardians must accept that certain standards of behavior and comportment are expected, and agree to support these standards and the mission of the school. If parents/guardians or students oppose Church teaching publicly, or in a way that disrupts or interferes with the Church's teaching mission, they will be engaged pastorally in an attempt to resolve the differences by explaining the Church's teaching and the reasons for the teaching, and kindly encouraging the parent or student to respect such teaching. Parents/guardians are advised that continued opposition may result in disenrollment of the student from the school.

THEOLOGY CLASSES | Theology properly finds its place at the center of academic subjects within a curriculum directed toward forming Christian Gentlemen. For this reason, each student, regardless of his religion, must take theology classes as part of his academic preparation. The Christian Gentleman welcomes the challenge of any discipline. He is able to respect a variety of views, while at the same time being able to distinguish between differences of opinion and outright error. The Christian Gentleman embraces truth; he desires it wholeheartedly and incorporates it into his life.

MISSION AND MINISTRY | As a Catholic, Augustinian school, the Prep believes in developing the entire person in mind, body and spirit. The Office of Mission and Ministry is the Pastoral dimension of the Prep. The spiritual development of each individual is addressed in many ways.

CHAPEL | The school chapel, located in the Forum, is a focal point for the Prep community. Students are encouraged to visit the chapel during non-class times. The use of the chapel should be consistent with its religious nature; it is a place of prayer, reflection and meditation.

THE EUCHARIST | Each week the entire Prep community gathers as the Body of Christ to celebrate the Body of Christ in the Eucharist. The students are invited to active participation by being a part of the Liturgy Team which prepares the celebration and the worship space. They are involved in many and varied liturgical ministries such as Lectors, Eucharistic Ministers, Acolytes and in the Music Ministry as cantors, choir and musicians.

In addition to the weekly school Eucharist, the Augustinian Community celebrates the Eucharist in the school chapel on Tuesdays and Thursdays during the academic year, to which all are encouraged and invited to attend.

THE SACRAMENT OF RECONCILIATION | Our God calls us to continual repentance. Throughout the year there are communal celebrations of the sacrament of Reconciliation. The Augustinian Friars are available at any time for the individual celebration of the sacrament of Reconciliation and for personal spiritual guidance.

EUCHARISTIC ADORATION | Jesus invites us to come apart and spend time with Him. Throughout the year the Prep celebrates days of Eucharistic Adoration in the school chapel where the individual may spend some quiet time with Jesus in the Eucharist.

OUTREACH TO OTHERS THROUGH SERVICE | We hear the call of Jesus to reach out to our sisters and brothers in need. The Prep sponsors several opportunities to share our blessing with those in need in the local area. There are drives held for Christmas toys, nonperishable food, toiletries, and other articles for human need. Various service projects in the local community are offered for the different grade levels. Specific Third Semester Courses offer opportunities to learn about and help others with their needs.

RETREATS | Students today are immersed in a very busy life. The Prep offers an opportunity for each grade level to spend some time in a grade appropriate way in quiet reflection to look at their relationship with their God, with others, and themselves. The Retreats are led by staff and faculty members, external retreat teams, and peer ministry trained classmates.

OTHER CELEBRATIONS | We begin and end each day with the Campus Ministry members leading the community in prayer. As we gather to eat each day, we pause to thank God for the blessing of the food and fellowship we will receive, and to remember those who do not have food.

Throughout the year the Catholic Church celebrates many special seasons and occasions. With education, we celebrate the seasons of Advent, Lent, and Christmas, and honor Mary in the month of May.

Throughout the day the Prep offers an important prayer of St. Augustine, "*You have made us O Lord and you know us, and our hearts are restless until they rest in You.*" This is the journey and

search of every person. The mission of the Office of Mission and Ministry is to assist all members of the Prep Community in their search for that which makes them whole and complete - our God.

PART II: RESPECT FOR OTHERS

BROTHERHOOD | As a member of the St. Augustine Prep Brotherhood, each student should contribute in a positive manner to the community. Each student should work to promote a sense of Brotherhood among the members of his class. A student should take pride in the accomplishments of his classmates and do whatever he can to bring honor to his class and to St. Augustine Prep.

CHRISTIAN GENTLEMAN | Everyone feels at ease in the presence of the Christian Gentleman.

a. He is considerate of others and NEVER exploits someone's weakness or ridicules those who are different from him.
b. He is simultaneously respectful and respected.
c. He treats all people with deference and expects the same of others.
d. He supports everyone by word and by action (primarily, he should do so verbally).
e. He encourages others and **NEVER** belittles or humiliates anyone
    - While we may all not be Christian, we can all be Augustinian.
f. He will forgive.
g. He will accept the consequences of his actions as they impact others. If the student has been the cause of harm or the cause of change in the circumstance of another, then the student will do whatever is necessary to remedy the situation, up to and including giving and seeking forgiveness.

MUTUAL RESPECT | The key to the effective functioning of this school is the mutual respect that exists between faculty/staff and students. A student must **ALWAYS** refer to a faculty member by his/her appropriate title. Members of the school staff are to be treated with the same respect accorded a faculty member. No student should ever feel that he has been belittled or humiliated by a fellow student(s) or a faculty/staff member(s). These guidelines will be strictly enforced as they are at the root of respect.

- A student must respect the personal property of a faculty member. When a faculty member is not in his or her classroom or office, no student should be present.
- A student must respect the personal property of other students (e.g.: books; bags; locks; clothing; and other items of a personal nature). Sometimes pranks among friends go too far and someone is offended and trust is destroyed. Students are asked to use their honest discretion when handling the possessions of another and not do unto others what they themselves find distasteful. **Anyone caught stealing or damaging the personal property of another will be subject to disciplinary action up to and including a multi-day out-of-school suspension, and may be considered for dismissal from the school.**

LOST AND FOUND | Items that are found and unclaimed should be brought to a Main Office in one of the four buildings on campus. These items will be held for one week and then will be either donated or discarded.

VISITORS | Visitors to the school are always welcome. All visitors must register with the Main Office in the Forum or the Vincent Center building. Upon registration, you will be given a visitor badge which MUST be worn at all times on campus. If a prospective student is coming to spend the day on campus, this must be communicated with the Director of Admissions at least one day in advance so that a schedule can be arranged. It is the obligation of every member of the St. Augustine Prep family – faculty as well as students – to make every visitor feel welcomed. Hospitality is a virtue and one that should be practiced at all times.

PART III: ACADEMICS

COURSES | St. Augustine Prep offers college preparation through a four-year course of study that encompasses the humanities and the sciences. Classes are offered on three levels: College Preparatory, Honors, and Advanced Placement. Dual-credit is available in some upper-level courses through Camden County Community College. Students at St. Augustine Prep are required to take a minimum of seven academic subjects each year.

COURSE OF STUDIES | To receive a diploma, which signifies the completion of studies and the ability to live the ideals of the Christian Gentleman, a student must have completed the following minimum requirements:

- *Theology:* Four (4) years;
- *Mathematics:* Four (4) years;
- *English:* Four (4) years;
- *Science:* Three (3) years of lab-based science, including Physics First and Chemistry;
- *World Languages:* Three (3) consecutive years of the same world or classical language are required;
- *History:* Three (3) years including one (1) year of World History, one (1) year of Survey of the American Experience or AP United States History, and one (1) year of Power and Identity in the Non-Western World or AP World or AP European History
- *Fine Arts:* One (1) year; Fine Arts includes Music, Studio Art, and Media Arts.
- *Electives:* Five (5) full-year courses and/or semester equivalent offerings
- *Foundations of Public Speaking*: One (1) year
- *Senior Seminar*: One (1) year
- *Lifetime Fitness Skills I:* One (1) year - can be waived if complete either two (2) years of Fine Art or two (2) years of computer science or one (1) year of sophomore level business class; this course includes health as required by the State of New Jersey
- *Spiritual Development:* Freshman Core Values Retreat, Sophomore Metanoia Retreat, Junior Ring Evening of Reflection, and Senior Kairos Retreat

To graduate a student must complete:

- Religion | 4 courses, 20 credits
- English | 4 courses, 20 credits
- Mathematics | 4 courses, 20 credits
- History | 3 courses, 15 credits
- Science (Lab) | 3 courses, 15 credits
- World Language | 3 courses, 15 credits

- Interdisciplinary Studies | 2 courses, 10 credits
- Visual or Performing Arts | 1 course, 5 credits
- Health and Wellness | 1 course, 5 credits (unless waived for additional Fine Art, Computer Science, or Sophomore level Business courses)
- Electives | 5 courses, 25 credits
- Spiritual Development: Freshman Core Values Retreat, Sophomore Metanoia Retreat, Junior Ring Evening of Reflection, and Senior Kairos Retreat
- Third Semester | 3 courses, 7.5 credits

COLLEGE & CAREER-READY EDUCATION | St. Augustine Prep's elective course selection process strongly encourages students to align their present education choices with their future college and career plans. Acknowledging the value of certain academic skills, a student is required to complete a course in Freshman Foundations of Public Speaking, Lifetime Fitness, and Fine Arts before beginning his elective choices. Each student selects an area of focus which aligns with his interests and potential college major.

The five areas of focus include:

- ◇ Fine Arts
- ◇ Science/Technology/Engineering/Mathematics (STEM)
- ◇ World Languages and Cultures
- ◇ Business
- ◇ Liberal Arts/Humanities/Social Sciences

This selection enables a student to enhance his high school curriculum by providing academic focus, thereby positioning him for an easier transition to college. In addition to on-campus offerings, St. Augustine Prep encourages students to actively engage in learning opportunities offered beyond the campus. Each graduate of St. Augustine Prep is planning his educational future and exploring that future before he selects his college major.

GRADING SYSTEM | Grades are a means of assessing a student's performance. They reflect the degree to which the student has successfully achieved the objectives of the specific courses.

- All faculty members are required to inform students how the semester grades are computed. The components of a semester grade may include homework, quizzes, tests, projects/presentations, participation/discipline, and semester exams.
    - **On failing a test**, the lowest grade a student can receive is a 50. However, if the student is academically dishonest, does not complete the assignment, or exhibits a lack of effort, the faculty member may assign a grade as low as 0 (zero).
    - A passing grade is 70. On either the progress report or the report card, the lowest posted semester or final grade is 50, and the highest grade given is 100 unweighted.
    - Semester courses will receive a final year-end numeric grade.
    - Yearlong courses will have a final grade that reflects first and second semester grades.
    - There are no alphanumeric equivalents in the grading system.

GRADE POINT AVERAGE | Only final grades are used to calculate a student's grade point average (GPA). All academic courses are used in the calculation of GPA, and for the

determination of academic honors. Summer school or college courses taken outside the parameters of the Prep are not used to calculate the GPA. Grades for the Third Semester are calculated into the GPA and are used to determine Honors. GPAs are computed by multiplying each final grade and attempted credits divided by the sum of attempted credits. Due to their rigor, Honors and AP courses carry additional weight for GPA calculations. For an honors course, a student is awarded five (5) additional points to his final grade when calculating his weighted GPA. For an AP course, a student will be awarded seven (7) additional points to his final grade when calculating his weighted GPA.

- Three grade point averages will appear on a student's transcript. The unweighted Year to Date (YTD) GPA reflects the grade point average for the specific school year. The cumulative weighted GPA reflects the weighted average for the specific year and preceding year(s). The cumulative unweighted GPA reflects the unweighted average for the specific year and preceding year(s). Cumulative GPAs are computed for work completed at St. Augustine Prep only, unless approval to include the work at another institution is granted by the Dean of Academics prior to the start of the approved course at another institution.

REPORT CARDS | Students will receive official notice of their academic progress four times each year. Progress Reports will be posted to MyPrep at the middle of the first and second semesters. Report Cards will be posted to MyPrep at the end of the first and second semesters, as determined by the school calendar. The only grades recorded on a student's transcript are semester grades and/or year-end grades, including Third Semester Program grades. A student's grade point average is based upon his year-end grades.

- Class Rank - Class Rank is not recorded on a student's transcript. Beginning with the Class of 2001, students have not been ranked. Since the student body consists of selective students studying a rigorous curriculum, class rank is not an accurate measure of a student's achievement, nor an accurate means of assessing college success. Class Rank or approximate class rank may be provided if required by applications to military academics or the NJ STARS program.

ACADEMIC HONORS

For students in the Class of 2025
ACADEMIC HONORS | Recognition of good student performance is made through the system of honors. There are two levels of honors:

1. **Head of School's Honor List:** Awarded to those students who earn a weighted GPA of 95.00 or higher. *The student must have successfully completed a course load which includes a minimum of at least two Honors and/or AP level courses in each academic year.*
2. **Dean's Honor List:** Awarded to those students who earn a weighted GPA of 90.00 or higher.

Academic Honors are calculated for year-end averages only. Academic Honors are not awarded at the end of the first-semester. Grade weighting is used in these calculations (See "Grade Point Average" for more information). A student with a cumulative weighted grade point average of 95.00 or better after 7 semesters will graduate *cum laude* (with Honors).

Beginning 11/17/22, for students in the Class of 2026 and all Classes thereafter:
ACADEMIC HONORS | Recognition of good student performance is made through the system of honors. There are two levels of honors:

3. **Head of School's Honor List:** Awarded to those students who earn an unweighted GPA of 95.00 or higher. *The student must have successfully completed a course load which includes a minimum of at least two Honors and/or AP level courses in each academic year.*
4. **Dean's Honor List:** Awarded to those students who earn an unweighted GPA of 93.00 or higher.

Academic Honors are calculated for year-end averages only. Academic Honors are not awarded at the end of the first-semester. Grade weighting is used in these calculations (See "Grade Point Average" for more information). A student with a cumulative weighted grade point average of 95.00 (unrounded) or better after 7 semesters will graduate *cum laude* (with Honors).

GRADUATION SPEAKERS | The selection of the Seniors to give the Farewell (Valedictorian) address and the Welcoming (Salutatorian) address at graduation will be made from among the top 20 students in the class according to their cumulative, weighted GPA over seven semesters. Candidates for both addresses will deliver speeches to a committee of administrators and faculty members who will select the speakers based on the merits of their address.

A. RESPONSIBILITIES OF STUDENTS

THE HONOR CODE PLEDGE

"As a member of the St. Augustine Prep Brotherhood, I pledge to be a person of integrity. I will neither give nor receive unauthorized assistance in any academic exercise."

EXPLANATION OF THE HONOR CODE

St. Augustine Prep's mission is to educate the whole person: body, mind, and spirit, according to the gospel values of Jesus and espoused by St. Augustine. As a Catholic-Augustinian school, St. Augustine Prep strives to uphold Christian values and to emphasize the Hermit Brotherhood. Responsibility, respect for self and others, regard for the welfare of the community, pride in accomplishments, and the rights of everyone, involve each of us being persons of integrity whose actions demonstrate this commitment.

Any actions which disregard honesty, whether intentional or unintentional, diminish the integrity of both the individual and the community. Moreover, such actions do not give the faculty the opportunity to evaluate the student fairly or offer assistance when it is needed. They also deprive the student of a valid learning experience which is crucial to educating the whole person.

As a member of the St. Augustine Prep Brotherhood, each student is expected to conduct himself with integrity and to uphold the Honor Code. Though not exhaustive, the following represent examples of actions which violate the Honor Code:

a. Cheating: copying work or giving your own work to another (including homework); unauthorized use of study aids or collaboration during testing; obtaining or distributing copies of testing materials; giving or receiving information regarding a test before, during, or after a test.

b. Plagiarism: representing others' ideas or expressions, whether published or unpublished, as your own without proper citation of credit.

c. Falsifying data/citations: buying, selling, giving, or receiving term papers, notebooks, or the like from any source, including the Internet.

d. Fabricating academic documentation: e.g. letters of reference or recommendation.

e. Lying to an administrator or faculty member during investigations of academic dishonesty.

f. Artificial Intelligence (any work generated or completed by any computer software): representing any work, ideas or expressions that are generated by artificial intelligence, including but not limited to ChatGPT, or other computer software as your own without **explicit** permission from your teacher. Individual teachers will address the acceptable use of AI for their own courses.

THE HONOR CODE | The student's signature on the pledge, as well as the parents'/guardians' acknowledgement of this honor code, will be kept on file in the Office of the Dean of Student Leadership and Development. The Pledge is to appear on every test for the student to sign. Faculty may, if they choose, require students to sign the pledge on any other assignment as well.

PROCEDURES/SANCTIONS FOR HONOR CODE VIOLATIONS

In issues concerning the Honor Code, the faculty member who has reason to suspect an Honor Code violation will initially speak with the student to ascertain the facts. The details of this conversation, as well as the facts which are discussed, will be reported in writing. All materials pertinent to the situation will be given to the Dean of Academics, the Dean of Student Leadership and Development, and the Assistant Dean of Student Leadership and Development in charge of discipline. The Deans will meet with the student to make a determination regarding the upholding of the Honor Code Pledge. If at this meeting it is determined that the student has violated the Honor Code, the appropriate remedies apply. Violations will be reviewed at the weekly Leadership Team meeting.

In cases where it is determined that a student has violated the Honor Code, the following will apply:

FIRST OFFENSE

1. The student receives a zero on the assignment with no opportunity for make-up.
2. The student's Parents/Guardians will be notified by the faculty member, who will also enter the offense into MyPrep.

SECOND OFFENSE

1. All penalties as stated above for first offense apply.
2. The student must relinquish any/all leadership positions (e.g. class or club officer, athletic captain) for a period of one calendar year from the date of the second offense.
3. The student is ineligible for any co-curricular activity (clubs, athletic participation, prom, trips, etc.) for 30 days from the date of the second offense.
4. The faculty member will enter the offense into MyPrep.
5. The student's Parents/Guardians will be notified by the Dean of Academics.

THIRD OFFENSE

1. All penalties stated above will occur.
2. The faculty member will enter the offense into MyPrep.
3. The student's Parents/Guardians will be notified by the Leadership Council of the school, including the Dean of Academics and the Dean of Student Leadership and Development.
4. The student will be presented to the Head of School for the possible dismissal from St. Augustine Prep.

NOTE: Sanctions are cumulative throughout a student's tenure at St. Augustine Prep. (Three strikes in four years)

ACADEMIC STANDARDS AND CO-CURRICULAR PARTICIPATION | A student, not including freshmen (explained separately), who has two unweighted course averages below a 77 at the end of any grading period (i.e., quarterly progress reports or semester report cards) and/or any unweighted course average below a 70 at the end of any grading period as defined previously is ineligible for co-curricular participation until the next report card or progress report is issued (to be interpreted as follows: from the issuance of the report to when grades are next handed in to the office). This co-curricular participation probation may be lifted by Dean of Academics prior to the issuance of the next report card or progress report provided no more than one unweighted course average is below a 77 and/or no unweighted course average is below a 70, the student has no missing work in all his classes, and the student has demonstrated consistent participation the Academic Improvement Program outlined by the Dean of Academics during the probationary period. Students for whom the probationary period is lifted prior to the issuance of the next report card or progress report by the Dean of Academics must continue to consistently participate in the Academic Improvement Program as outlined by the Dean of Academics for the remainder of the grading period and maintain the required grade standard (i.e. no more than one unweighted course average below a 77 and/or no unweighted course average below a 70) after the probationary period is lifted thru the end of the grading period. If the grade standard is not maintained or the student does not continue to consistently comply with the Academic Improvement Program, ineligibility will be reinstated and continue through the issuance of the next report card or progress report without further consideration by the Dean of Academics.

A freshman who has two unweighted course averages below a 70 at the end of any grading period (i.e., quarterly progress reports or semester report cards) is ineligible for co-curricular participation until the next report card or progress report is issued (to be interpreted as follows: from the issuance of the report to when grades are next handed in to the office). This co-curricular participation probation may be lifted by the Dean of Academics prior to the issuance of the next report card or progress report provided no unweighted course average is below a 70, the student has no missing work in all his classes, and the student has demonstrated consistent participation in the grade improvement program outlined by the Dean of Academics during the probationary period. Students for whom the probationary period is lifted prior to the issuance of the next report card or progress report by the Dean of Academics must continue to consistently participate in the Academic Improvement Program as outlined by the Dean of Academics for the remainder of the grading period and maintain the required grade standard (no unweighted course average below a 70) after the probationary period is lifted thru the end of the grading period. If the grade standard is not maintained or the student does not continue to consistently comply with the Academic Improvement Program, ineligibility will be reinstated and continue through the issuance of the next report card or progress report without further consideration by the Dean of Academics.

A student in eighth grade who has two unweighted course averages below a 70 at the end of any grading period (i.e., quarterly progress reports or semester report cards) is ineligible for co-curricular participation, including but not limited to high school athletics manager positions and possibly intramurals, until the next report card or progress report is issued (to be interpreted as follows: from the issuance of the report to when grades are next handed in to the office). This co-curricular participation probation may be lifted by the Dean of Academics prior to the issuance of the next report card or progress report provided no unweighted course average is below a 70, no missing work in all his classes, and the student has demonstrated consistent participation in the grade improvement program outlined by the Dean of Academics during the probationary period. Students for whom the probationary period is lifted prior to the issuance of the next report card or progress report by the Dean of Academics must continue to consistently participate in the Academic Improvement Program as outlined by the Dean of Academics for the remainder of the grading period and maintain the required grade standard (no unweighted course average below a 70) after the probationary period is lifted thru the end of the grading period. If the grade standard is not maintained or the student does not continue to consistently comply with the Academic Improvement Program, ineligibility will be reinstated and continue through the issuance of the next report card or progress report without further consideration by the Dean of Academics.

ACADEMIC STANDARDS FOR ENROLLMENT | In order for a student to graduate, he must complete the required course of studies with a minimum of an unweighted cumulative grade point average of 80. Students who do not meet the minimum cumulative grade point average of 80 will be reviewed by the Leadership Team for possible dismissal. No student who fails two courses (i.e., ten credits) for the year will be readmitted to the school. (Refer to the "Course of Studies" in the "Academics" section)

1. **Summer School – Students who fail a course(s) for the year must EITHER:**

a. Arrange to retake the course(s) in summer school which is 60 hours per course in your original school district and approved by the Dean of Academics; **(OR)**
b. Complete 30 hours with a certified tutor, who must be approved in advance by the Dean of Academics.
c. Complete coursework through Educere, our online education system, for credit completion.

In all cases, the grade entered on the transcript will be determined based on the final grade for the summer course and the "St. Augustine Prep Summer School Grade Conversion Scale". This scale is distributed to students who fail a course for review.

If the certified tutor option is selected (i.e., option b), an appropriate St Augustine Prep exam will be administered to ascertain that the student has mastered the content. In this case, the grade entered for the transcript will be determined based on the new exam grade and the "St. Augustine Prep Summer School Grade Conversion Scale". This scale is distributed to students who fail a course for review.

Students who do not successfully finish (earn a grade of 70 or above) summer credit completion courses risk returning to St Augustine Preparatory School in the subsequent academic year.

2. **Academic Watch -** Based on poor performance or academic dishonesty, the Dean of Academics may place a student on Academic Watch. A student on Academic Watch will be required to adhere to an academic improvement plan approved by the Dean of Academics. The plan will include mandatory daily extra help with teachers during community time and afterschool and mandatory weekly meetings with guidance counselors. Furthermore, at the discretion of the Dean of Academics, the Academic Watch plan may include scheduling a formal study hall in lieu of the student's free period. The student's progress will be reviewed at the end of each grading period and further steps will be taken by the Dean of Academics in accordance with the student's academic standing. If a student fails to meet the requirements of Academic Watch, he will be eligible for dismissal. If a student meets all the requirements and his year-to-date unweighted Grade Point Average is above or equal to 80, then Academic Watch will be lifted.

   It is the responsibility of the student to seek academic help if needed. Academic plans outline expectations that a student should meet.

COURSE REGISTRATION | For returning students, registration for classes normally takes place during the spring semester of the previous year. Students must meet all prerequisites in order to sign up for a course.

ELECTIVES AND INDEPENDENT STUDIES | The Course of Studies is the road to success. At various points in a student's tenure here at the school, electives are offered to help each student refine his life choices. Elective courses are filled on a first-come, first-served basis with some elective courses reserved for students of a specific grade level(s). Seats in elective classes have limited spots and are filled in order of the timestamp created in MyPrep during the course

selection phase of course registration with preference to specific grade levels in some circumstances. Seniors may take an approved independent study course aided by a faculty member with permission of the Dean of Academics. The additional fee for these independent courses must be paid prior to the start of the academic year.

ADD/DROP COURSES | Students may drop and add courses under certain circumstances by fulfilling the requirements for this procedure as established by the Office of the Academic Dean. No change of courses may take place after the published add/drop date on the school calendar. Administrative approval of a request to drop/add courses will be contingent upon factors such as space availability in a specific class.

THIRD SEMESTER | Every Junior, Sophomore, Freshman, and Eighth grader must participate in a Third Semester course each year. Failure to complete a Third Semester course will result in mandatory participation and completion of an appropriate summer school program approved by the Dean of Academics.

- **Juniors, Sophomores, and Freshmen:**
  As a course, it is the student's obligation to know fully and complete all that is required of him for the successful fulfillment of his Third Semester course requirements, as communicated by the lead faculty in MyPrep and during course meetings. Third Semester registration takes place in September and October; the drop and add period for the Third Semester course concludes at the end of the second week of November. Students who drop a course and add a different course will be responsible for any pre-paid costs incurred by the school for the course in which the student originally enrolled. Third Semester courses usually take place after the second semester, but may take place at other times with the approval of the Dean of Academics.

  Each Third Semester involves 90 class hours of time (60 clock hours). Class hours include student-led independent pre-course and post-course work, pre-course meetings, and travel (inclusive of both departure and return). **All students and at least one parent/guardian must sign the "Third Semester Code of Conduct" form before registering for any course offering**. The student's signature on the "Third Semester Code of Conduct" agreement, as well as the parents/guardians signature acknowledging acceptance of this agreement, will be kept on file in the Office of the Dean of Student Leadership.

- **Eighth Graders:**
  Each Third Semester involves 30 class hours of time (20 clock hours). Registration takes place in January. This three day course in experiential learning focuses on our Augustinian values of Veritas, Unitas, and Caritas.

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TRANSFER STUDENTS | Each student transferring into St. Augustine Prep from another school will have his transcript and course of studies evaluated on an individual basis. The general expectation is that a transfer student must meet as many of the above stated requirements as possible. Courses and grades from another institution will not be included on a St. Augustine Prep transcript. Grades in progress from another institution (for courses continued at St. Augustine Prep) may be incorporated into the Semester One and Semester Two grades (depending on the time of the transfer) and Final grades on the Prep transcript. The final grades

earned from the initial high school will be used to calculate the student's cumulative unweighted and weighted GPA for the purposes of Academic Honors and college application documents. Each transfer student will be given his requirements for graduation at the time of his enrollment.

EXAMS AND EXEMPTIONS | Only Seniors and second-semester Juniors may be exempt from taking semester or final examinations in non-AP level courses. Exemptions are at the discretion of the faculty member, but may only be given to students who have at least an unweighted 93.00 (unrounded) average for the entire course. All students enrolled in AP level classes are required to take both a midterm and final exam (typically the CollegeBoard AP Exam). Should a student elect not to take the CollegeBoard AP Exam, an AP equivalent exam will be administered by our AP teacher; there are no exemptions from AP exams.

HOMEWORK | Homework is an integral part of the educational process. It helps the student to integrate the material he has learned in class and helps him prepare for learning. Homework is a reflection of the author. Students should always do their best and take pride in their work. Generally, there should be approximately three hours of homework a night. A student should always give his best effort. Faculty members should see that homework covers different academic demands: knowledge, comprehension, application, analysis, synthesis, and evaluation. Each faculty member should establish clear guidelines on what he or she considers acceptable and make these guidelines readily available to the students.

CALCULATORS AND CHROMEBOOKS REQUIREMENTS AND USE | So that teachers can instruct for optimal use of a uniform calculator, Math classes require the use of the TI-84 series calculators only (other vendor substitutes/equivalents are not allowed). All students are required to have a Chromebook purchased through St. Augustine Prep's IT department. This learning tool is the student's primary resource for conducting research and accessing digital textbooks and instructional materials. Teachers will instruct students as to the appropriate computer purchases and/or downloads. Each course may require $45 of purchases relating to Chromebook resources. Additional costs to a student must be approved by the Academics Office. The student's signature on the IT agreement, as well as the parents'/guardians' acknowledgement of this agreement, will be kept on file in the Office of the Dean of Student Leadership and Development.

To optimize the instructional capacity of the Chromebook and to promote a focus on optimal academic achievement, the non-academic use of the Chromebook (e.g. online games) is permitted only during lunch periods, break periods, and other non-instructional periods.

B: SCHOOL'S RESPONSIBILITY TO THE STUDENT

COMMUNICATION | Currently the school uses computer applications, such as MyPrep and Google Mail, by which faculty members communicate with parents and students. It is the obligation of every student to access his MyPrep and Google accounts to access important communications.

Each student is issued a hermits.org email address. School policy, for the protection of both faculty/staff and students, mandates that no email communication be directed to a student's private email account(s) from faculty/staff personal email accounts. The only email correspondence that can occur between faculty/staff and students is through St. Augustine Prep email domain accounts of @hermits.com (faculty/staff) and @hermits.org (students).

Complete detailed instructions to access your St. Augustine Prep email inbox are emailed to students and parents/guardians.

Students are responsible for the information that is disseminated. Parents/Guardians, while not mandated, are strongly encouraged to have their own MyPrep and email accounts. MyPrep is the default method of communication with parents/guardians as grades are current therein. Parents/Guardians may request in writing to receive school communications through the United States Postal Service (or other similar means).

OFFICIAL FAILURE WARNING | If a student is in danger of failing a course for the semester or the year, he and his parents/guardians will receive a written notice from the faculty member; this notice must also be on file with the Dean of Academics. The notice cannot be issued with less than two weeks remaining in the semester. Prior communication with the student and parents must be sufficient and documented during the year by the faculty member. Realtime grades posted in MyPrep serve as sufficient documentation.

PARENT / TEACHER CONFERENCES | Each student has a right to have his parents/guardians meet with his teachers to discuss his academic performance and his social behavior. Parents/Guardians can make an appointment to talk to and/or to meet with a faculty member one-on-one.

- To make this appointment, the parent/guardian should contact the faculty member directly. If desired, the Department of College Counseling and Student Services or the student's Unitas advisor can serve as an intermediary.

Faculty members are expected to respond promptly to any parent/guardian's request for such a meeting. Students and parents/guardians should always feel free to contact the Leadership Team at any time with any concerns they might have.

- Any student who intercepts and does not deliver communication from the school to his parent(s)/guardian will be disciplined. This is a violation of the Honor Code.

COLLEGE COUNSELING AND STUDENT SERVICES | St. Augustine Prep provides individualized counseling to prepare students for the college admissions process including the selection, orientation and enrollment process. The Department of College Counseling and Student Services will advise students regarding standardized testing, advise students during course selection/registration, and keep accurate records on all students which includes transcript management. Counselors will also address academic, personal, social, and emotional concerns and direct students to where they might receive the appropriate internal or external counseling, if necessary. Short term counseling is available for limited mental health concerns; situations identified as requiring long-term counseling or involving serious mental health concerns will require that parents secure external services. The *Unitas* and Counseling programs always operate under Catholic Christian principles. A priest is always available for any student at any time.

TUTORING | Students have a right to receive additional help from faculty members before school, after school, during Community Time, or during a mutually agreeable time (which should not be assumed by the student to be during the teacher's prep period). This privilege

should not be abused by constant usage. Tutoring is a temporary solution to solve an occasional problem. Tutoring is also available from members of the National Honor Society through the Match Program. Students needing long term tutoring should contact outside services.

TRANSFERRING OUT | Any student seeking to transfer from St. Augustine Prep to another institution has a right to have his records handled promptly upon receipt of a formal written request for records from the new institution. Before any transfer of records takes place, all obligations (financial, returning grant books, and otherwise) must be met.

PART IV: STUDENT ACTIVITIES

Empathy, integrity, and global awareness are core values central to the mission of St. Augustine Prep. The work of the Office of Student Leadership and Development is focused on growing these competencies through each student's experiences outside of the classroom. Whether participating in a sport, a club, or the performing arts, the Prep's diverse offering of co-curricular programs allows students to explore and develop their interests and talents in limitless ways.

INVOLVEMENT | *"Find out how much God has given you and from it take what you need; the remainder is needed by others."* – St. Augustine

It is the responsibility of each student to use the gifts and talents God has given him to make St. Augustine Prep a better place.

CO-CURRICULAR CLUBS AND ACTIVITIES | Students are encouraged to join clubs and activities sponsored by the school. Each club and activity will regulate its membership as it sees fit by the Dean of Student Leadership and Development, the Club Coordinator, and the individual Club Moderator.

CLASS TRIPS | Students can become involved by participating in school-sponsored trips. To participate, each student must have a permission slip signed by his parent/guardian. The moderator of the trip will determine the appropriate dress code and schedule. Each student must remember that he is an ambassador of the school and should act accordingly. Students on overnight trips must fill out and submit the emergency medical form in order to participate in an outing.

SOCIAL FUNCTIONS | Students should also seek to become involved by attending school social functions. At these events, students should exhibit good social behavior so that all involved can enjoy their time. After arriving, no student may leave a social event early without the permission of an administrator or faculty member. The time for departure will be clearly communicated before each event.

PARTICIPATION IN ATHLETICS AND SCHOOL-SPONSORED ACTIVITIES | To be a member of a school-sponsored team or activity is a privilege. Participating students must meet several criteria.

1. A student must meet the standards set by any organizations with whom St. Augustine Prep is a member, such as the New Jersey State Interscholastic Athletic Association (NJSIAA) and the Cape-Atlantic League.
2. Each student athlete must have all forms on file that are required (e.g., parental consent, current physical).
3. The student must maintain a respectable academic standing.
    a. Be academically eligible according to St. Augustine Prep guidelines. A student who has an unweighted course average below a 77 (70 for any freshman) in two courses and/or any unweighted course average below 70 at the end of any grading period (i.e., the issuance of progress reports or report cards) is ineligible until issuance of the next report card or until permission to participate is reinstated by the Dean of Academics. Details with respect to lifting this probationary period by the Dean of Academics can be found in "Part III: Academics" under "ACADEMIC STANDARDS AND CO-CURRICULAR PARTICIPATION" of this handbook.
    b. Maintain eligibility relative to age. (A student who reaches his 19th birthday before September 1st will not be eligible for athletic competition).
    c. A student-athlete must be in good standing by NJSIAA standards, as well:
        i. "To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year.
        ii. To be eligible for athletic competition during the second semester (Feb. 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 12 ½ % of the credits (15) required by New Jersey for graduation (120) at the close of the preceding semester (Jan. 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester." (NJSIAA Constitution, Article V).

4. Any student whose behavior is not exemplary of the Christian Gentleman will not be allowed to participate. The length of suspension from participation will depend on individual circumstances. Any student who engages in fighting, cursing, or other inappropriate behavior, will be suspended from participation.

    Every student that represents St. Augustine Prep is an ambassador of the school and should take pride in its rich history. He must realize that spectators observe him and admire him and evaluate the reputation of the school based on his actions. Any student who has this privilege must abide by all the rules of the school; most especially, those related to the dress and appearance code. As a representative of St. Augustine Prep, students should maintain proper appearance at all times. Students must adhere to the same grooming standards as they would during the school day. The policy remains intact even if school is not in session (e.g.: the Christmas Holiday; any extended school breaks; and post-graduation ceremony). The determination of proper appearance and consequences for improper appearance will be made by The Office of Student Life, in cooperation with the Leadership Team and the administration.

PART V: STUDENT CONDUCT

EXPECTATION | When a student is on or off campus, he always remains a part of the St. Augustine Prep Brotherhood, and a student's actions and behavior should reflect that high standard.

ATTENDANCE AND LATENESS POLICIES AND PROCEDURES | Students are expected to be present and punctual for assigned classes and all other required events.

1. **Excused Absence -** Excused absences may be either unexpected or anticipated. In the case of an unexpected absence, the parents/guardians are requested to notify the Attendance Office between 8:00 a.m. and 9:00 a.m. on the day of the absence, and every day thereafter in the case of continuous or extended absences. The Office of Student Leadership and Development reserves the right to determine what constitutes an excused or unexcused absence. Proper documentation for an excused absence(s) must be submitted to the Attendance Office within two weeks of the student's return to school. Failure to submit the required documentation will result in the absence being deemed unexcused.

   For anticipated absences, a parent/guardian-signed note of explanation must be brought to the Attendance Office at least two days in advance. Anticipated absences during the school day must be preceded with a note to the Attendance Office to receive permission to leave school. For doctor, dentist, or other medical appointments, the student is required to return to school with a note from the provider indicating that the appointment was kept.

   The only excused absences permitted during **exam days** and **retreat days** are for illness, death in the family, or court summons. Students who miss retreat days for reasons other than illness, death in the family, or court summons will be required to complete a project related to the retreat theme.

2. **Unexcused Absence -** Parents/guardians always have the right to keep their child out of school or to take him out during the school day. The school, however, has the right to determine if an absence is excused or unexcused. An unexcused absence is recorded when no acceptable reason can be given for the absence or when a student is suspended. In the case of unexcused absences, tests and assignments that are due the day of the absence become due the day the student returns. An unexcused absence may result in disciplinary penalties.

3. **Excessive Absence/Irregular Attendance -** Students absent from school or from individual classes for more than eight (8) unexcused days in a given semester will receive a letter of notification. After ten (10) unexcused days in a given semester, the student and his parents/guardians must meet with the Dean of Student Leadership and Development and the Dean of Academics to determine if academic and/or non-academic action is warranted. After fifteen (15) days (for the whole school year) the Council of Deans reserves the right to decide if academic credit can and/or will be awarded.

a. Excessive lateness and irregular attendance without sufficient cause are serious concerns and may result in suspension(s). The school reserves the right to make judgments in these areas.

4. **Extended Absence -** In the case of an extended absence, it is essential that the parents be in contact with the Attendance Office, the Dean of Student Leadership and Development, and the Dean of Academics as to the nature and expected duration of the absence. Information regarding the nature of the absence will be shared with other school personnel only on a need-to-know basis. The administration, in consultation with the parents/guardians, reserves the right to determine the best plan of action with regard to extended absence. Any student returning to school after an extended absence must present written documentation with regard to the absence on the day of his return.

MAKE-UP WORK | All missed assignments, tests, quizzes, etc. assigned on excused absence day(s) are to be made up for full-graded value. Everything must be made up within a time frame equaling the number of days absent plus one in order to receive full credit (e.g., a student who is absent for two days has three days, counting the day of his return, to make up and submit all missed work). Assignments given prior to the absence, but due during the absence, are due on the day of return. Tests and quizzes are to be made up on the day of return if the first day missed was the day of the test. (e.g., if a student is absent on Tuesday and there is a test on Tuesday, the student must make-up the test on Wednesday). Teachers reserve the right to insist that a long-term assignment due three or more weeks after it is assigned, be turned in on the due date, even if the student is absent on the day the assignment is due.

TRUANCY | If a student is absent without a valid excuse for four (4) or more days within a four-week period or is absent without a valid excuse for ten (10) days within a semester, the Dean of Student Leadership and Development shall notify the parents/guardians. The absences may be reported to the district attorney for Atlantic County for juvenile proceedings pursuant to NJ state law.

LATENESS POLICY | Punctuality is an essential component of a responsible and respectful student. Any student who is not in his first period class when the class is scheduled to start, according to the official school daily schedule, is considered late.

- After three (3) homeroom lates or three second period lates (in cases where a student's schedule provides the day's first period as "free" and the student is authorized to arrive to school after the homeroom period) in one semester, students will be assigned a one-hour administrative detention upon the fourth late arrival. Any further late arrivals in the same semester may result in further disciplinary action by the Dean or the Assistant Dean of Student Leadership and Development.
- Three (3) unexcused latenesses in any class(es) will result in a one-hour administrative detention given on the fourth late arrival.
- Six (6) unexcused latenesses in any class(es) during one semester will result in further disciplinary action deemed appropriate by the Dean of Student Leadership and Development and/or the Assistant Dean of Student Leadership and Development.
- Any student that arrives after 9:45 a.m. without a doctor's note or a valid emergency situation will be considered late and will not be able to participate in any athletic and co-curricular activities for the day.

The Dean of Student Leadership and Development and/or the Assistant Dean of Student Leadership and Development will make the final determination as to whether a late occurrence is excused or unexcused, and whether or not a student who has arrived late has demonstrated that a reasonable circumstance exists that would warrant consideration of his participation in co-curricular activities and/or athletics that day.

ILLNESS AT SCHOOL | If a student becomes ill at school or is involved in an emergency situation where he must leave school, every effort will be made to contact parents/guardians for notification prior to dismissing the student. Only the Head of School, the Dean of Academics, or the Dean of Student Leadership and Development may give a student permission to leave the campus during class hours. Anyone listed on a student's registration form is allowed to sign a student out to go home. The emergency contact will be called only for a true emergency.

DRESS CODE | The Hermit dress code is an educational tool that complements the education of the Christian Gentleman and has been integral to the culture of St. Augustine Prep since its founding. The dress code has several purposes: to teach discipline; to reinforce the Brotherhood; to enhance self-esteem; and to prepare students for professional careers. Each student must **arrive on campus properly dressed** each day.

FALL/SPRING & WINTER UNIFORMS | St. Augustine Prep students wear two types of uniforms: the fall/spring uniform; and the winter uniform. The Dean of Student Leadership and Development determines the date on which the uniform transitions from the fall/spring uniform to the winter uniform and vice-versa. The winter uniform may be worn at any point during the school year. The fall/spring uniform is to be worn during the designated fall and spring dress periods.

DETAILED APPLICATION OF THE DRESS CODE

BLAZER | As a part of the winter uniform (also for special occasions as communicated by the school Leadership Team), the student is to wear a navy blue blazer with the approved school patch properly sewn on the left breast pocket. The jacket must not appear torn or worn, tattered or stained. It should have its full complement of buttons and pockets. Faculty members may permit the student to remove his blazer in the classroom. Unless otherwise stated by the Leadership Team, a student must always wear his jacket any time he is outside the classroom. The blazer should not be overly adorned with pins and other items.

BUTTON-DOWN SHIRT | The requisite uniform shirt is white or light blue in color, and is a full button-front dress shirt. The shirt may be short- or long-sleeved. During the coldest winter months, a thermal or performance fit long sleeve may be worn under the button-down; otherwise, only plain white tee-shirts may be worn under the uniform shirt. The top button of the dress shirt should be buttoned at all times during the school day.

POLO SHIRT | During warm weather in the fall and spring, the administration may permit students to wear either: a white or light blue dress shirt with a tie; or an approved St. Augustine Prep monogrammed polo/golf shirt.

SWEATERS | Navy blue or gray St. Augustine Prep branded sweaters are permissible additions to the winter uniform. No other sweaters will be permitted at any point.

JACKETS (Full & Quarter Zip) | St. Augustine Prep jackets, full and quarter zip, are permissible additions to the winter uniform. These must be St. Augustine Prep branded; no other jackets will be permitted at any point. ***Note:*** *This does not preclude students from wearing winter coats over their uniforms on their way to and from campus, and while walking between buildings, outside, during the school day; coats are to be removed upon entering any building on campus.*

PANTS | All students are required to wear dress pants. Pants that are cut like jeans and contain rivets (e.g., "five-pocket" pants) are not permitted. Pants may not be corduroy, may not have cargo pockets, and may not be made of jean- or denim-like material regardless of color. They should not have double stitching on the outer leg seams.

- Seniors may wear khaki dress pants.
- Underclassmen pants should be solid navy blue or gray. They must be of the dress variety.

SHOES | All students, grades eight - 12, are required to wear **dress shoes only**.

- Dress shoes must be black or brown and of the dress variety. They must be able to hold a shine.
- Rubber or synthetic, non-leather soles are permitted.
- They may be slip-on or tied. They may not be backless or lined with fur. Canvas, suede, fabric shoes, slippers, "boat shoes," or sneakers are not permitted.
- Shoes must be worn properly.
- Examples of approved and non-approved shoes and socks are included at the end of this section of the Student Handbook.

TIE | A tie must be properly worn at all times with the winter uniform. The top button of the uniform dress shirt must remain buttoned at all times during the school day. With the exception of the 8th Grade, there is no regulation school tie. Ties that are generally inappropriate for dress attire are prohibited; determinations regarding what is and is not acceptable are to be made by the Dean of Student Leadership and Development and/or the Assistant Dean of Student Leadership and Development. Bow ties are permitted. As with the rest of the school attire, the tie should not be torn, tattered, or stained.

BELTS | A black or brown belt must always be worn. Suspenders are not permitted.

SOCKS | Socks must be worn at all times. Dress socks may vary in color and style. Athletic socks and any white socks are prohibited. No-show, ankle, or quarter-socks are not permitted. Examples of approved and non-approved shoes and socks are included at the end of this section of the Student Handbook.

LANYARDS | Each new student is issued a St. Augustine Prep branded lanyard, which is designed to hold his Student identification, swipe card, and bus pass. The lanyard is a mandatory part of the school uniform and is to be worn around the neck throughout the entirety of the school day. Seniors are permitted to carry their lanyards in their pants pocket, provided that the lanyard cord remains visible. **Because the security of our**

students, faculty, and staff is paramount, and because students are issued swipe cards to gain access to our campus buildings, the lanyard policy is strictly enforced; students in violation of this policy will be subjected to disciplinary action.

HATS | Hats and other head coverings are never permitted in the school buildings. On Dress-Down Days and days when a student is utilizing a Dress-Down Pass, if a student is wearing a hooded sweatshirt or jacket, the hood is never permitted to be worn. **This standard applies to all Dress-Down Days, as well as days when a student is utilizing a Dress-Down Pass.**

JEWELRY | Earrings are not permitted. Excessive chains are not permitted. Rings (except the school rings) and bracelets are discouraged and may be prohibited at the discretion of the Office of Student Leadership and Development and/or the Leadership Team. Students are not permitted to wear any body-pierced jewelry during the school day. **These standards apply to all Dress-Down Days, as well as days when a student is utilizing a Dress-Down Pass.**

EARBUDS AND HEADPHONES | Earbuds and headphones are not permitted to be worn in the classroom, in the hallways between classes, or at any organized activity that takes place during the school day. **This standard applies to all Dress-Down Days, as well as days when a student is utilizing a Dress-Down Pass.**

HAIRCUT/SHAVE | The student's hair must be neat, clean-cut, and well-groomed. Hair must not be multi-colored or dyed; the color must be natural. If a student's hair length in the front extends over or below the eyes in any way, the hair must be styled so that the student's eyes are not obstructed. Faddish haircuts (e.g., "mullets," "mohawks," "faux-hawks,"and others at the discretion/determination of the Office of Student Leadership and Development and/or the Leadership Team) are not permitted. The student must be clean-shaven. A student not properly groomed will receive **detention**, and if the situation is not immediately correctable, he may be sent home. **These standards apply to all Dress-Down Days, as well as days when a student is utilizing a Dress-Down Pass.**

- **Additional Detail Regarding Haircuts:** While St. Augustine Prep does not regulate hair length, there is a **subjective component** to haircut enforcement and the Office of Student Leadership and Development maintains the authority to mandate that a student's hair is neat, clean-cut, and well-groomed.

- **Additional Detail Regarding Shaving:** If a student arrives at school and it is deemed that he needs to shave, he will be given **detention** and will be directed to one of the main offices and provided with an **opportunity to shave while on campus**; he may then return to classes and activities. If a student does not want to exercise the option to shave, a call to his parents/guardians will be placed and the student will be sent home; the student will be **permitted to return to campus and participate in co-curricular activities (including athletics) only when he is clean-shaven**.

PROPER APPEARANCE | Any student **not in dress code** because of a piece of **clothing or shoes that are non-compliant** will be given **detention** and sent to one of the main offices, excluded from classes and activities, and a call will be placed to his parents/guardians. If possible, **a student's parents/guardians may bring his missing uniform items to campus**. If this option is not feasible at that time, the student will be held out of classes for the remainder of the day and **may return to classes when he arrives at school in proper uniform**. If a student is wearing an **additional layer of top clothing that is not part of the dress code** (e.g., hoodies of any kind, non-Prep branded top gear), he will be given **detention** and told to **remove the gear**.

DRESS-DOWN DAYS | Dress-Down-Days are regularly scheduled school days when students are not required to wear the seasonal uniform. Dress-Down Days are granted on either a program-specific, event-specific, grade-specific, or school-wide basis at the discretion of the Office of Student Leadership and Development and with the approval of the Head of School. **Days when semester and final exams are scheduled are not Dress-Down Days unless expressly communicated by the Office of Student Leadership and Development**, in cooperation with the Office of Academics and the Head of School**.** Some, but not all Dress-Down Days are accompanied by a theme and by a nominal fundraising contribution; these days and any stipulations regarding them are always communicated in advance to students and/or to parents/guardians.

On Dress-Down Days, students may wear any of the following clothing types of their choosing (e.g., including, but not limited to, sweatpants, shorts, jeans or other casual pants, tee-shirts, sweatshirts, hoodies, quarter-zips, full-zips, athletic socks, sneakers, etc.). If a student chooses to wear clothing that is deemed to be inappropriate by the Office of Student Leadership and Development, the student will be provided with an alternative piece of gear when possible; if this is not possible, a student will be removed from classes until his parents/guardians are able to bring an acceptable replacement piece, and if this option is not achievable the student will either be excluded from classes and activities for the day or will be sent home.

As when students are in full uniform, the haircut, shaving, and other appearance codes are still in effect on Dress-Down Days.

DRESS-DOWN PASSES | Dress-Down Passes provide students with the option of dressing down for one school day and therefore not wearing the seasonal uniform, and are issued at the discretion of the Office of Student Life. Utilization of Dress-Down Passes is a privilege and may be revoked by the Office of Student Life at any time on either an individual, program or group, grade, or school-wide level, regardless of whether students are in possession of Dress-Down Passes for which payment has been made; no refunds will be provided for unused Dress-Down Passes.

Dress-Down Passes are **non-transferrable**, and any student caught stealing, selling, or using another student's Dress-Down Pass, or attempting to use a Dress-Down Pass that has already been utilized will have his **dress-down privileges revoked for the balance of the academic year** and will also be subject to additional disciplinary consequences at the discretion of the Office of Student Leadership and Development.

Dress-Down Passes are **valid for one-time use only.** Students are not permitted to arrive at school out of uniform without a Dress-Down Pass; neither the Office of Student Leadership and Development nor any employee or department of the school offers Dress-Down Passes for individual sale outside of select fundraising efforts and events.

Students dressing down without a valid Dress-Down Pass will receive an automatic one-day school suspension (to be served either in-school or out-of-school at the discretion of the Office of Student Leadership and Development).

Dress-Down Passes may only be used on Fridays, or on the last scheduled day of school before an extended break (e.g., extended or holiday weekends, Thanksgiving Break, Christmas Break, Spring Break, Easter Break) unless otherwise communicated by the Office of Student Life.

Students may wear any of the following clothing types of their choosing (e.g., including but not limited to, sweatpants, shorts, jeans or other casual pants, tee-shirts, sweatshirts, hoodies, quarter-zips, full-zips, athletic socks, sneakers, etc.) when utilizing a Dress-Down Pass. If a student chooses to wear clothing that is deemed to be inappropriate by the Office of Student Leadership and Development, the student will be provided with an alternative piece of gear when possible; if this is not possible, a student will be excluded from classes and activities until his parents/guardians are able to bring an acceptable replacement piece, and if this option is not achievable the student will either be excluded from classes and activities for the day or will be sent home.

As when students are in full uniform, the haircut, shaving, and other appearance codes are still in effect when using a Dress-Down Pass.

<u>Dress-Down Pass Procedure:</u>

- When utilizing a Dress-Down Pass, a student is required to present the Pass to his Homeroom teacher (or to his second period teacher in cases where a student's schedule provides for a free first period and the student is authorized to arrive at school in time for the day's second class period). The faculty member will sign and date the Dress-Down Pass. The student will then take a photo of the front of the Dress-Down Pass with his phone, and the teacher will then keep the Pass and turn it in to the Main office of his or her respective building for later collection by the Office of Student Life. Under no circumstances are students permitted to maintain possession of the physical Dress-Down Pass. The student must produce the photo of the Dress-Down Pass to any school employee who requests to see it during the entirety of the school day; failure to produce the Dress-Down Pass for any reason will result in immediate referral to the Office of Student Leadership and Development and potential disciplinary consequences in cases where a record of the student presenting the Pass during Homeroom or second period cannot be confirmed.

- **Students in grades eight - 11** who are not in compliance with the Dress-Down Pass procedure during the final month of the academic year (or a timeframe TBD based on the school calendar and communicated by

the Office of Student Leadership and Development) will lose their dress-down privileges for the balance of the current academic year and for the entirety of the following academic year. **Seniors**, in this non-compliance scenario, will lose their dress-down privileges for the remainder of the academic year and will be subject to additional disciplinary consequences (e.g., detention, suspension, or exclusion from co-curricular events and activities such as clubs, Prom, and athletics) as determined by the Office of Student Leadership and Development.

Students should not wear inappropriate clothing or have inappropriate body art on display when they represent the school. The determination of proper appearance and consequences for improper appearance will be made by the Dean of Student Leadership and Development and/or the Assistant Dean of Student Leadership and Development.

GENERAL POLICY | The Dean of Student Leadership and Development is the final arbiter in all matters of interpreting the dress code and enforcing its application. The Dean of Student Leadership and Development may modify the dress code at any time.

ST. AUGUSTINE PREPARATORY SCHOOL

2024-25 Dress Code (Grade 8)

FALL/SPRING

- Hermits Branded Navy, Gray or White Polo
  (Available at the Prep Shop • Call (856) 697-2600 ext. 126 to confirm hours.)
- Navy Blue or Gray Pants with a Black or Brown Leather Belt
- Dress Socks (white athletic socks are not permitted; no-show, ankle, or quarter-socks are also not permitted)
- Black or Brown Dress Shoes (Shoes must be able to hold a shine)

WINTER

- White Dress Shirt (Short or long sleeves permitted)
- Official 8th Grade Tie
  (Available at the Prep Shop • Call (856) 697-2600 ext. 126 to confirm hours.)
- Navy Blue or Gray Branded Sweater
  (Available at the Prep Shop • Call (856) 697-2600 ext. 126 to confirm hours.)
- Navy Blue or Gray Pants with a Black or Brown Leather Belt
- Dress Socks (white athletic socks are not permitted; no-show, ankle, or quarter-socks are also not permitted)
- Black or Brown Dress Shoes (Shoes must be able to hold a shine)

REQUIRED AT ALL TIMES:

St. Augustine Prep branded lanyard, with school I.D. and swipe card

HAIRCUT & FACIAL HAIR

- The student's hair must be neat, clean-cut, and well-groomed. Hair must not be multi-colored or dyed; the color must be natural. If a student's hair length in the front extends over or below the eyes in any way, the hair must be styled so that the student's eyes are not obstructed. Faddish haircuts (e.g., "mullets," "mohawks," "faux-hawks," and others at the discretion/determination of the Office of Student Leadership and Development and/or the Leadership Team) are not permitted. The student must be clean-shaven. A student not properly groomed will receive **detention**, and if the situation is not immediately correctable, he may be sent home.

PROPER APPEARANCE

- Students should not wear inappropriate clothing or have inappropriate body art on display when they represent the school. The determination of proper appearance and consequences for improper appearance will be made by the Office of Student Leadership and Development.

ST. AUGUSTINE PREPARATORY SCHOOL

2024-25 Dress Code (Grades 9-12)

Required at all times: St. Augustine Prep branded lanyard, with school I.D. and swipe card

FALL/SPRING

UNDERCLASSMEN

PERMISSIBLE

- St. Augustine Prep Hermits Branded Polo - Tucked
- Navy or Gray Dress Pants
- Black or Brown Dress Shoes *(must be able to hold a shine)*
- Black or Brown Belt
- Dress socks of varying colors/styles *(white, no-show, ankle, or quarter socks are prohibited)*
- Hermits Branded Sweater or Crewneck Sweatshirt over polo if desired; collar of Hermits Branded Polo Shirt must be visible over collar of sweatshirt

NOT PERMISSIBLE

- Hooded Sweatshirts
- Non-St. Augustine Prep Branded Sweaters or Sweatshirts
- No Suede Shoes, Boat Shoes, Sneakers, Slippers, Canvas, Fabric, or Boat Shoes
- Full or 1/4 Zip Jackets & Sweaters

CLASS OF 2025

PERMISSIBLE

- St. Augustine Prep Branded Polo - Tucked
- Khaki, Navy, or Gray Dress Pants
- Black or Brown Dress Shoes *(must be able to hold a shine)* (**Brown Boat Shoes NOT Acceptable**)
- Black or Brown Belt
- Dress socks of varying colors/styles *(white, no-show, ankle, or quarter socks are prohibited)*
- Hermits Branded Sweater or Crewneck Sweatshirt over polo if desired; collar of Hermits Branded Polo Shirt must be visible over collar of sweatshirt

NOT PERMISSIBLE

- Hooded Sweatshirts
- Non-St. Augustine Prep Branded Sweaters or Sweatshirts
- No Suede Shoes, Boat Shoes, Sneakers, Slippers, Canvas, Fabric, or Boat Shoes
- Full or 1/4 Zip Jackets & Sweaters

WINTER

UNDERCLASSMEN

PERMISSIBLE

- Navy Blazer with Patch **(MANDATORY)**
- School Branded Sweater or Crewneck Sweatshirt
- White or Light Blue Dress Shirt
- Navy or Gray Dress Pants
- Black or Brown Dress Shoes *(must be able to hold a shine)*
- Black or Brown Belt
- Tie of varying colors/styles
- Dress socks of varying colors/styles *(white, no-show, ankle, or quarter socks are prohibited)*

NOT PERMISSIBLE

- Sweatshirts - Hood or Crew
- No Suede Shoes, Boat Shoes, Sneakers, Slippers, Canvas, Fabric, or Boat Shoes
- Non-St. Augustine Prep Branded Sweaters

CLASS OF 2025

PERMISSIBLE

- Blazer with Patch **(MANDATORY)**
- White or Light Blue Dress Shirt
- Prep branded quarter-zip, sweater, or crew-neck sweatshirt under blazer if desired
- Khaki or Gray Dress Pants
- Black or Brown Dress Shoes *(must be able to hold a shine)* (**Brown Boat Shoes NOT Acceptable**)
- Black or Brown Belt
- Tie of varying colors/styles
- Dress socks of varying colors/styles *(white, no-show, ankle, or quarter socks are prohibited)*

NOT PERMISSIBLE

- Hooded Sweatshirts
- No Suede Shoes, Boat Shoes, Sneakers, Slippers, Canvas, Fabric, or Boat Shoes
- Non-St. Augustine Prep Branded Sweaters

HAIRCUT & FACIAL HAIR

- The student's hair must be neat, clean-cut, and well-groomed. Hair must not be multi-colored or dyed; the color must be natural. If a student's hair length in the front extends over or below the eyes in any way, the hair must be styled so that the student's eyes are not obstructed. Faddish haircuts (e.g., "mullets," "mohawks," "faux-hawks," and others at the discretion/determination of the Office of Student Leadership and Development and/or the Leadership Team) are not permitted. The student must be clean-shaven. A student not properly groomed will receive **detention**, and if the situation is not immediately correctable, he may be sent home.

PROPER APPEARANCE

- Students should not wear inappropriate clothing or have inappropriate body art on display when they represent the school. The determination of proper appearance and consequences for improper appearance will be made by the Office of Student Leadership and Development.

*<u>Note:</u> The above two slides reflect **examples** of approved and non-approved footwear. The example illustrations are not exhaustive, and are subject to change and interpretation by the Dean of Student Leadership and Development and the Assistant Dean of Student Leadership and Development. Any changes will be communicated to the school community in advance of implementation.*

DISCIPLINE | Regarding a student who is not in compliance with the dress and/or appearance code, one or more courses of action may be pursued. For example, these courses of action may include but are not limited to, at the discretion of the Dean of Student Leadership and Development and/or the Assistant Dean of Student Leadershipand Development:

1. The student will be given detention.

2. The student will not be allowed to attend class or school until the situation is rectified. The student will be responsible for any and all missed assignments issued on that day.

3. The student will not be allowed to participate in any co-curricular or school-sponsored events (e.g.: class trips; clubs; athletic events including games, practices, or any other organized team activities; conferences; semi-formal; prom; etc.) on the day of the infraction and until the situation is rectified.

DRIVING/PARKING PRIVILEGES | Reckless driving on or near campus will not be tolerated. In recognition of the safety of St. Augustine Prep's neighbors, students are prohibited from driving on Pancoast Mill Road while going to and from school. Students who violate these rules will lose their driving/parking privileges as determined by the Dean of Student Leadership and Development and/or the Assistant Dean of Student Leadership and Development. Additionally, parking on campus without a current parking permit is prohibited, as is parking in a *no parking zone* or other area that is not a valid parking spot. Parking in a numbered parking space that has not been assigned to a student is prohibited. Once the school day begins a student may not return to his car until dismissal without the permission of the Dean of Student Leadership and Development and/or the Assistant Dean of Student Leadership and Development; if permission is given, the student must obtain a pass at the main office of the Forum.

DETENTIONS, SUSPENSIONS, AND EXPULSIONS

1. **Detentions**
   a. Detentions will be served before school, after school, or at another time deemed appropriate by the Assistant Dean of Student Leadership and Development. Detentions may be served on weekdays when school is in session, or on Saturday mornings.
   b. Probationary Status I – excessive detentions may result in a student receiving Probationary I status. This status restricts a student from athletic and co-curricular activities, not to exceed one semester, as determined by the Dean of Student Leadership and Development and Assistant Dean of Student Leadership and Development.

2. **Service/Character Development-Based Suspensions**
   a. For each day of suspension, the student will spend the equivalent of one school day completing service work as determined by the Dean of Student Leadership and Development and/or the Assistant Dean of Student Leadership and Development.

b. All suspensions will result in Probationary Status I and if warranted, Probationary Status II. Probationary Status II restricts a student from participating in all athletic and co-curricular activities for a period of one year. This includes participation in school functions such as prom, semi-formal, school play, athletic events, etc.

3. **Expulsions**
   a. Dismissal from St. Augustine Preparatory School

PROCEDURE AND COURSE OF ACTION | A faculty member is expected to handle discipline in his or her classroom.

- Administrative detentions will be held after school or before school, or on designated Saturday mornings (subject to change at the discretion of the Dean of Student Leadership and Development and/or the Assistant Dean of Student Leadership and Development), and will be administered by the Assistant Dean of Student Leadership and Development. Administrative detentions include, but are not limited to, any offense listed in this Student Handbook.

- As a general rule, any student receiving an administrative detention will be expected to serve on the next scheduled day (e.g., if a student receives an administrative detention on Monday, he is expected to serve the penalty on Tuesday) or on a specified Saturday morning as communicated by the Office of Student Leadership and Development.

- Suspensions will be administered by the Dean of Student Leadership and Development or the Assistant Dean of Student Leadership and Development. A student serving a school suspension is ineligible for any co-curricular activity on that school day (practice, games, clubs, etc.).

- When a student is asked by a faculty member to leave class for disciplinary reasons, he must report immediately to the Main Office in Augustinian Hall. The teacher must contact the Main Office, who will then contact the Assistant Dean of Student Leadership and Development.

- Actions up to and including in-school suspensions will generally be handled by the Assistant Dean of Student Leadership and Development. Incidents that may result in out-of-school suspensions or expulsions will be handled through the Dean of Student Leadership and Development and when deemed necessary, the Leadership Team.

DRUG AND ALCOHOL TESTING POLICIES | Providing a safe school environment and promoting an atmosphere of health and wellness is critical to the educational philosophy and overall mission of St. Augustine Prep. As part of this mission, it is imperative that students and parents/guardians fully understand the consequences for drug and alcohol use, abuse, possession, and/or distribution.

The guidelines outlined below provide a means for the school to minister to its students and families by offering maximum support while maintaining a commitment to the community. In light of this commitment, students attending St. Augustine Prep will be subject to:

- Random drug and/or alcohol testing; and

- Upon reasonable suspicion, may be required by the school to undergo such testing.

Students found to be in possession and/or use of illegal or banned substances are subject to all Drug/Alcohol Offense Consequences. The cost of the random testing will be absorbed by the school while the cost of reasonable suspicion and any follow-up testing will be the responsibility of the parent/guardian.

A. **Drug/Alcohol Policy at School Sponsored Events -** The school reserves the right to randomly test any/all students at any/all school activities. If found in violation of the Drug/Alcohol Policy, the student's parents/guardians will be immediately notified and level consequences will be applied.

B. **Random Testing Collection Process -** If selected, a student is required to submit to a test at the designated Prep collection site. Once informed of his selection, the student must stay in the designated area until the testing is successfully completed. This process should take no more than 10 minutes.

   A student may be required to test at a location determined by the school. A parent/guardian must accompany the student. If an **insufficient** sample is received from the lab, a parent/guardian will be called and instructed to pick up their son and proceed directly to the collection lab. **If a second sample is insufficient*, it will be assumed positive.**

   ***Insufficient – the sample is lacking or altered during or after collection.**

C. **Reasonable Suspicion Testing -** Reasonable suspicion is a logical conclusion based on experiences, observation and first-hand knowledge of a student's appearance, speech and behavior resulting in a concern that a student may be involved with drugs/alcohol. Any student required by the school to take a drug test based on reasonable suspicion (as determined by the Dean of Student Leadership and Development or designee), and the results are determined to be positive by the testing agency, is subject to the penalties as outlined in Section 8.

Consequences for Positive Results on Drug/Alcohol Testing

First Positive Random Test Result (Reasonable Suspicion Testing) | All test results will be kept in the strictest confidence between the testing agency, the Dean of Student Leadership, the Assistant Dean of Student Leadership and Development, and the Head of School. The parent/guardian will be notified by the Dean(s) if their son's test results are determined to be positive.

Any student who has a positive test result is subject to the following requirements.

1. A drug/alcohol dependency assessment and consultation.
   a. Parents/guardians are required to participate.
2. The student may be retested at any time within the next 60 days.

a. A positive test will result in 2nd Positive Test Consequences listed in these guidelines.
b. Regardless of the result of the second interim test, the student will be required to submit a third test 90 days after the confirmation of the first positive test.
c. Expenses for the additional tests will be the responsibility of the parent/guardian.

Failure to adhere to the above requirements will result in immediate dismissal from school.

Penalties: Ordinarily, a two-day school suspension (served either in-school or out-of-school, at the discretion of the Dean of Student Leadership and Development and/or the Assistant Dean of Student Leadership and Development), Drug/Alcohol dependency assessment, suspension from all school co-curricular activities including practices and games for 15 days.

For a student to be readmitted to St. Augustine Prep, he will be placed on Probationary Status I for the remainder of the semester in which the offense occurred as well as the next semester. Any student on Probationary Status I can be required to be tested at any time during the term of the probation.

Students may be subject to removal of leadership positions within student life.

Second Positive Test Result - Repeat offenses of the Drug/Alcohol Policy places the student in serious jeopardy of being dismissed from St. Augustine Prep. If a student is allowed to return, he will be subject to all of the policies listed above (First Positive Test Result) as well as a 5-day school suspension (served either in-school or out-of-school, at the discretion of the Dean of Student Leadership and Development and/or the Assistant Dean of Student Leadership and Development), Drug/Alcohol dependency assessment, 60-day suspension from all co-curricular activities, and disciplinary probation for the entire time he remains at St. Augustine Prep.

Third Positive Test Result- Immediate dismissal from school.

Possession, Sale and/or Distribution of Illegal Drugs | A student who is found to be in possession of and/or distributing an illegal drug or substance (this extends to alcoholic beverages) on campus or at a school related activity may be expelled. The school is required by law to report possession and/or distribution of illegal drugs or substances to the State Police Resource Officer. An expulsion for possession and/or distribution of an illegal drug or substance will be documented on official school transcripts.

TOBACCO/VAPING POSSESSION AND/OR USAGE | Federal and state law prohibit smoking/vaping in any indoor facility, or the grounds thereof, which is used to provide educational services to children. Therefore, smoking, chewing, or any other use of tobacco is prohibited on school property. Students are prohibited from possessing tobacco on, in, or upon any school property which includes their vehicles which can be searched if deemed necessary by the Dean of Student Leadership and Development and/or the Assistant Dean of Student Leadership and Development.

If students are found to be carrying a tobacco product/vape, then it will be confiscated. This policy includes E-cigarettes/vapes, and similar products. Parents/guardians will be notified of any offenses, and students will be subject to the appropriate level of consequences.

NJSA 26:3D-58 and NJSA 26:3D-57 prohibit smoking and the use of e-cigarettes on public and private school grounds. In accordance with these laws the New Jersey State Police may be contacted in reference to students using tobacco on campus.

CONSEQUENCES FOR VIOLATING THE TOBACCO POLICY | Parents/Guardians will be notified when a student is found to be in possession of a tobacco product. The product will be confiscated.

FIRST OFFENSE

1. The student will receive a one-day school suspension (served either in-school or out-of-school, at the discretion of the Dean of Student Leadership and Development and/or the Assistant Dean of Student Leadership and Development); and
2. He will be placed on Probationary Status I.

SECOND OFFENSE

1. The student will receive a two-day school suspension (served either in-school or out-of-school, at the discretion of the Dean of Student Leadership and Development and/or the Assistant Dean of Student Leadership and Development);
2. He will be placed on Probationary Status II for the remainder of the semester the offense occurs plus the next semester; and
3. He will receive a 15-day suspension from all co-curricular events, the timing of which will be determined by the Dean of Student Leadership and Development and/or the Assistant Dean of Student Leadership and Development.

THIRD OFFENSE

1. The student will receive a three-day school suspension (served either in-school or out-of-school, at the discretion of the Dean of Student Leadership and Development and/or the Assistant Dean of Student Leadership and Development); and
2. He will receive a 60-day suspension from all co-curricular activities,the timing of which will be determined by the Dean of Student Leadership and Development and/or the Assistant Dean of Student Leadership and Development.

POSSESSION OF FIREARMS AND WEAPONS | A student who is found to be in possession of firearms or any other weapons on campus or at a school related activity will be expelled. The school is required by law to report firearm and weapon possession to the State Police Resource Officer. An expulsion for possession of firearms or weapons will be documented on official school transcripts.

INTERSCHOLASTIC ATHLETICS | Athletic activities are an integral part of St. Augustine Prep's educational program. The value of athletics is in striving for individual excellence through competition – with oneself as well as the opponent – and in sacrifice of oneself for the team. A

wide variety of competitive athletic activities are available and all students are encouraged to participate actively as team members, if possible.

It is imperative that students, participants, and other spectators conduct themselves in a sportsmanlike manner at these activities. St. Augustine Prep takes great pride in winning but **does not condone winning at all cost**, and discourages any and all pressures which might tend to neglect good sportsmanship. Everyone who is a representative of St. Augustine Prep must exemplify good sportsmanship and mature behavior. **All forms of support must be positive and directed toward generating enthusiasm for our program rather than detracting or tearing down the program of the opponent.** In perception and practice, good sportsmanship shall be defined as those qualities of behavior that are characterized by generosity and genuine concern for others. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity.

Participation in interscholastic athletics is a privilege, not a constitutionally protected right. **The privilege of participation may be revoked by the Dean of Student Leadership and Development for on-campus and off-campus misconduct.**

ATHLETIC ELIGIBILITY | St. Augustine Prep is a member of the Cape-Atlantic League and a partial member in the Olympic Conference (bowling and volleyball) as well as the New Jersey State Interscholastic Athletic Association (NJSIAA) and is subject to the rules and regulations of these organizations. Student eligibility can only be maintained by meeting the NJSIAA requirements, making every effort in all academic courses, and fulfilling additional requirements of the individual coaches. In order to participate, students must:

- Maintain amateur status as an athlete.
- Be academically eligible according to St. Augustine Prep guidelines:
    - **Sophomores, Juniors, and Seniors.** A student who has two grades below 77 in any two courses and/or a single grade below a 70 at the end of any grading period is ineligible until the next report card or progress report is issued or permission to participate is reinstated by the Dean of Academics prior to the next report card being issued.
    - **Eighth Grade and Freshmen.** A student who has two grades below 70 in two courses at the end of any grading period is ineligible until the next report card or progress report is issued or permission to participate is reinstated by the Dean of Academics prior to the next report card being issued.
- Maintain eligibility relative to age. (A student who reaches his 19th birthday before September 1st will not be eligible for athletic competition.)

TRANSFER STUDENTS | A student may not transfer to St. Augustine Prep for athletic advantage. In addition, it is a violation of NJSIAA rules for a student who is enrolled in another high school to be recruited or enticed in any way by a coach to transfer to St. Augustine Prep. Athletic eligibility for a transfer student is regulated by NJSIAA guidelines. For avoidance of doubt regarding athletic eligibility for transfer students, please contact the St. Augustine Prep Athletic Director and/or refer to the NJSIAA website at https://www.njsiaa.org/.

ABSENCE AND LATENESS | A student who is absent from school may not attend practice or games on the day of his absence. **A student-athlete who is not officially signed in by 9:45 am**

will not be able to participate in practice or games scheduled for that day. Absences or latenesses due to sickness and other situations out of the control of the student may be waived by the Dean of Student Leadership and Development, thus allowing participation.

ATHLETIC COMMUNICATION | A student's athletic experience is enhanced through clear communication between coaches, athletes, and parents/guardians. Coaches will dispense the following information (usually at a pre-season meeting of parents/guardians):

- Student handbook issues: attendance rules, academic eligibility, social service project, transportation, etc.
- Fundraising – Athletic Advancement
- Off-season programs
- Practice times
- Physicals – required medical forms, concussion policy, etc.
- Athletic Trips
- Cut policy
- Parent/Guardian volunteers – concessions, security, etc.

Coaches will expect the following from parents:

- All necessary paperwork prior to the beginning of the season
- Notification of illness or injury in a timely fashion
- Notification of scheduling conflicts well in advance

How to Lodge a Complaint - When there are perceived conflicts, we encourage issues to be resolved at the lowest level between the player and the coach. It is our belief that some things are left to the discretion of the coach and they include overall strategy, play calling, and playing time. If a meeting between the athlete and coach fails to resolve a problem, a meeting between the coach and parent may be scheduled. **Immediately before or after a game is an inappropriate time to schedule a meeting with a coach. Please wait and make contact the next day.** If resolution of the problem cannot be satisfactorily reached, the next contacts include:

- Athletic Director
- Dean of Student Leadership and Development
- Head of School

TRANSPORTATION | St. Augustine Prep operates two buses and contracts with outside companies for all co-curricular activities. Many student groups make use of the buses during the school year; therefore, at times it becomes necessary to depend on the good nature and generosity of coaches, parents/guardians, and students to have enough vehicles to see that all participants arrive at the event site. Due to safety and liability concerns, it is necessary for the students to have written permission on file, signed by the parent/guardian, in order to drive their own vehicle, transport other students to an athletic event, or ride with a faculty or staff member, a coach, or another parent/guardian or student. The Athletic Director, in conjunction with the head coach, is responsible for determining transportation arrangements and the selection of willing student drivers.

HAZING | Hazing is considered **any act of harassment, humiliation, intimidation, or bullying, whether it be written, verbal, or physical.** If student-athletes are involved in any form of hazing, **they will be immediately-dismissed from their team for the remainder of the**

season. Students will also be subject to further disciplinary action by the Dean of Student Leadership and Development.

- It is the responsibility of each coach to familiarize himself with the literature provided on the issue of hazing. Each head coach **MUST** meet with his team to explain what constitutes hazing and discuss the school policy on hazing. Any athlete or coach who actively or passively engages in a hazing activity will be subject to immediate disciplinary action, including suspension and/or removal from the team and possible legal action.

MANDATORY REPORTING | The current standard in the reporting of discipline records of students in secondary education in public schools is determined by the Family Education Rights and Privacy Act (FERPA) and the No Child Left Behind (NCLB) Law. These pieces of legislation require that any suspensions a student has received be reported as part of the student's public record. The legislation does this so that those who have committed acts of violence that endanger the safety of others or themselves can be identified. In this way, the school to which the student is applying can make an accurate decision with respect to whether the student should become a member of that community. St. Augustine Prep will follow this standard in reporting any suspensions that a student receives to any schools to which a student may transfer or colleges to which a student may apply.

ADDITIONAL CONDUCT REGULATIONS - (SEE APPENDIX II)

PART VI: GENERAL INFORMATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA): Under this act of the Federal Government, each school must state what information it considers part of the student directory. Student directory information is information that is available to the public at the discretion of the school.

St. Augustine Prep considers the following to be directory information:

- A student's name, address, phone number, birth date, email address, class schedule, height, weight, dates of attendance, honors and awards, clubs and teams to which a student belongs, and pictures of the student participating in school events.
- Directory information does not include grades and GPA, social security number, student ID number, race, gender, or ethnicity.
- Parents/guardians may request that certain parts of their son's directory information not be made public.
    - To do so, a parent/guardian must state so in writing (specifically detailing which pieces of information are to be so designated) and address that directly to the Head of School.

TUITION | As an independent school, St. Augustine Prep is a tuition-based institution. In fairness to all families, no student will be allowed to have college applications processed or receive his report card or transcripts if his account is in arrears. Exceptions to this policy may be granted only by the Head of School.

TUITION ASSISTANCE | Serving students of all means in an atmosphere of academic excellence and cultural/social diversity is a key element of a St. Augustine Prep education. The Tuition Assistance Committee has the authority to recommend need-based grants to the Head of School. The amount of each need-based grant is based on the total funds available, the total number of applicants, and the recommendation of Private School Aid Service (PSAS), a third party organization which handles all aspects of the tuition assistance data gathering and verification process for St. Augustine Prep. The primary responsibility for financing a Prep education rests with each family. Tuition assistance will not be available to students with outstanding tuition until arrangements have been made with the Business Office. Admission to St. Augustine Prep is entirely separate from consideration for tuition assistance.

Families of enrolled students must reapply for tuition assistance each year. All tuition assistance is awarded contingent on the student maintaining standards of academic proficiency and conduct as set by the Academic Dean and Dean of Student Leadership and Development. Families who receive tuition assistance are required to sign a confidentiality agreement.

SCHOLARSHIPS | The St. Augustine Scholarship is a merit award given to incoming freshmen who have achieved academic excellence throughout their academic career and who perform well on a scholarship test administered by St. Augustine Preparatory School. The award is a four-year scholarship. Scholarship awardees are required to: maintain a high academic standard by taking challenging courses; maintain a year-end unweighted grade point average of at least a 93.00; become an ambassador of St. Augustine Prep by promoting the values of the school; and perform service to the school and community by using his gifts and talents to make the lives of others better.

IDENTIFICATION CARDS | The school will provide each student with an ID card that includes the student's photo, name, class year, and particular ID number. The card may also be used as a debit card for purchases in the Dining Hall, provided funds are on deposit for this use. The student must keep this ID card on his person at all times.

- The replacement cost of the ID card is $5.00.
- Students are to report lost ID cards to the Attendance Office as soon as possible.
- The use of another student's ID card for whatever reason will be deemed a serious disciplinary offense.

SECURITY CARDS | Every student receives a security card that allows access to external doors of the academic buildings. The first card is issued free of charge.

- Students must pay a $10 replacement fee for any lost or stolen cards.
- The misuse of security cards (i.e. repeatedly swiping cards at access points) may result in disciplinary action from the Assistant Dean of Student Leadership and Development.

CHANGE OF ADDRESS | It is the responsibility of the parent/guardian to ensure that the school is kept up to date regarding his address and phone number. Any changes in either of these should be reported to the Main Office as soon as they are available.

SCHOOL NURSE | Through the State of New Jersey, the school provides the availability of a nurse. The purpose of this service is two-fold.

1. The nurse will administer all medication dispensed in the school.

   a. No student is allowed to carry any medication on his person or to have it in his possession.
   b. Use of all medication must be documented.
2. The nurse is to attend to those students, and only those students who become ill or injured during the course of the school day. Prolonged presence in the Nurse's Office means the student is ill and should be sent home.
   a. In such a case, the student will be marked as absent from school.
   b. This student may not participate in co-curricular events that day.

EMERGENCY CARD INFORMATION | For the safety of all concerned, it is the responsibility of the student to ensure that an Emergency Card is completed and on file in MyPrep.

- **No student will be allowed to attend class for more than five (5) days unless this information is properly filled out and submitted to the school nurse.** Any changes to this information should be made promptly.

IMMUNIZATION RECORDS | Students must have updated immunization records on file in the Nurse's Office. Failure to provide this information may result in exclusion from school until the necessary records are provided.

INJURY | It is the responsibility of every student to care for his well-being. If an injury occurs during school time or at a school-sponsored event, the student or a responsible person should report this immediately to the Nurse's Office and/or the Athletic Trainer. The school offers secondary insurance (i.e., it covers the excess costs over and above the parents' own family insurance policy) in the case of all such injuries.

SCHOOL CLOSING | If school is closed on a normally scheduled operating day (e.g., snow, power failure, inclement weather), that decision will be made by 6:00 a.m. At that time a message will be sent to each family's email, text service, and/or voice mail through Honeywell Instant Alert. A family may choose which, if any of these methods, to use in order to receive the alert.

Individuals may go online (**https://instantalert.honeywell.com**) and select their preferences; the default setting is the home phone number listed on the admissions application. **Local television and radio stations are usually contacted and broadcast the information. For KYW Radio, our** closing number is **925 Atlantic County**. You may also call the **school (856-697-2600)** and information will be posted on the opening announcement.

The general rule of thumb for inclement weather is the following: **If your local public school district is closed, then you are not required to come to school at the Prep.** The Prep draws from many different townships and the weather in one town is different from the weather in another.

AMENDMENTS | It is the responsibility of the school through the Leadership Team to change or modify the content of this handbook at any time in order to maintain the spirit of community which is the foundation of St. Augustine Prep. All changes will be properly promulgated and published so that all concerned may be aware of their obligations concerning respect and responsibility.

Appendices

APPENDIX I | PATERNITY POLICY

RATIONALE: When a student is involved in the paternity of a child, it is necessary for the school to take a position that considers three realities: the welfare of the student, the mother, and the child; the reputation and Catholic nature of this school; and the concerns of all others who may be affected. In no way does the school condone paternity at such a young age. Sexual relations are a gift from God that belong properly between a husband and wife. Students must learn that there are consequences to their actions and they must accept these. This is a time of healing, forgiveness, and reconciliation for all involved.

1. The greatest gift that a parent can give his/her child is a future of hope and promise. The only way this can be achieved is if the parent has a good education with a sound moral foundation. This being the case, we believe that students involved in the paternity of a child should remain here in school. No positive good is accomplished by having a student withdraw.

2. The student must accept responsibility for the child of whom he is the father. An open dialogue with the child's mother and their mutual families will determine this responsibility. If the mother (and her family) requests that the father abdicates his responsibilities and the father accepts, this arrangement will be acceptable to the school.

3. If it is proven that the student actively suggests or assists in the procurement of an abortion, he will be immediately dismissed from the school. Abortion is a moral evil that consciously seeks the death of an innocent life. The student must accept responsibility for his actions and to actively seek an abortion is to make an innocent child a victim of someone else's actions.

4. The student who is involved in paternity, despite his additional responsibilities, will be treated no differently than any other student with respect to schoolwork, clubs, activities, and sports.

5. A student involved in paternity should not seek to marry at such a young age. It is better for father, mother, and child that talk of marriage be postponed until the emotion of the moment is well passed and until both mother and father have a foothold on their future.

6. Modifications and amendments to this policy will be handled on a case by case basis.

APPENDIX II | CONDUCT REGULATIONS

1. Students shall conduct themselves with due respect toward one another with empathy and integrity at all school personnel at all times. Insolence, defiance, insubordination, or refusal to accept the direction of any school personnel is a serious offense.
   (**Penalty: up to suspension for gross disrespect.)**

2. The use, sale, or distribution of illegal drugs, alcohol, or other controlled substances at school or at any school function, is strictly prohibited. A school function is defined as any activity in which the name St. Augustine Prep is used whether the activity takes place on school grounds or not. The possession of drug-related paraphernalia is likewise prohibited. In addition, students who demonstrate by their behavior that they are involved in the use of drugs or alcohol and who refuse help or will not agree to abide by the school's requirements (such as random screening) will not be permitted to remain in school.
   (Penalty: see guidelines under Drug/Alcohol Testing policy)

3. Fighting between our students or between our students and others is prohibited on campus and at any school function. Students who instigate fights but are not actively involved (e.g. spreading rumors, making rude, vulgar, obscene, racial, or insulting remarks, etc.) subject themselves to the same penalties as those who are involved in the fight. Students should be aware that the penalty for fighting will normally be imposed on all participants equally unless investigation proves otherwise.
   (Penalty: detention, suspension or expulsion)

4. Any behaviors that constitute immorality in talk or action and/or any conduct that is detrimental to the reputation of the school and its mission are prohibited.
   (Penalty: detention, suspension, or expulsion)

5. St. Augustine Prep has a concern with students whose conduct **outside of school or at a school activity brings discredit or harm to the name of the school or the reputation of its student body.** Therefore, such conduct or behavior in opposition to our Catholic-Augustinian philosophy and moral standards could require a penalty or dismissal from school.
   (Penalty: up to expulsion)

6. Students may not leave campus between arrival at school and the end of the school day unless they have authorization from the Dean of Student Leadership and Development. Students may not go to their cars or be in the parking lot without permission from an administrator.
   (Penalty: detention, suspension)

7. Lying to cover one's own misdeeds or the misdeeds of others works against the mutual trust that should exist between faculty members and students and is an offense against the school community.
   (Penalty: detention, suspension, up to expulsion in serious situations)

8. Hazing, intimidation **or initiations of new students, underclassmen, or students joining clubs or teams is prohibited.**
   (Penalty: suspension, expulsion)

9. Any type of harassment – sexual, racial, ethnic, religious, bullying, or threatening harm to others – directed at a student or group of students is strictly prohibited. In addition, any electronic communication can be viewed as harassment, intimidation, or bullying. (Electronic communication is defined as the communication of any written, verbal, or pictorial information by means of an electronic device, including but not limited to, a telephone, cell phone, or other wireless telecommunication device or computer.)
   (Penalty: detention, suspension, expulsion)

10. Social Networking, such as Facebook, Twitter, etc. provides students with instant nonverbal communication access. The primary responsibility of monitoring appropriate use of this technology rests with the student's parent or guardian. Inappropriate postings (comments, pictures, etc.) on any social networking site are in complete opposition of the overall mission of St. Augustine Prep. The school will become involved if such behavior causes a disruption in the daily life of the school. Individuals directly or indirectly involved in such action may be subject to disciplinary action.
    (Penalty: detention, suspension, expulsion)

11. The use of inappropriate, abusive, or profane language is prohibited on campus or at any school event. It is also unacceptable to engage in demeaning activities at athletic contests, such as insulting the other team, its fans, or the officials. Displaying good sportsmanship at athletic contests is paramount to our mission. As a Catholic-Augustinian school, we strive to be humble in victory and gracious in defeat. Students, parents, faculty, and guests of St. Augustine Prep will be held to a high standard of sportsmanship.
    (Penalty: expulsion from game – future attendance at risk)

12. Reckless driving and/or parking on campus without a current parking permit are prohibited. Students are prohibited from driving on Pancoast Mill Road while going to and from school.
    (Penalty: retraction of parking privileges or driving privileges)

13. Students are prohibited from driving on Pancoast Mill Road while going to and from school.
    (Penalty: retraction of parking privileges or driving privileges)

14. The Catholic Church believes and teaches that Christ is present in the Eucharist. Irreverent behavior during school liturgies is a serious offense.
    (Penalty: detention, suspension, up to expulsion)

NOTE | Punishment for each individual violation will be subject to the discretion of the Assistant Dean of Student Leadership and Development and/or the Dean of Student Leadership and Development.

APPENDIX III | COMPUTER USAGE POLICY

Rationale — The school's PC network is similar to the human nervous system. 'Short' it out and all other interconnected systems are rendered useless. The following rules are necessary because of the great dependence all learning and communication systems have on the network. A 'crash' of the school's network, besides being financially expensive, could mean many days of missed classes. The system administrator should approve any procedure a student wishes to perform at a PC which differs from normal class procedure. Normal class procedures are those directed by a student's faculty instructor, which enhance, supplement, and/or embellish the subject under study by the use of information technology.

1. St. Augustine Prep reserves the right to terminate the computer usage or Internet access privileges of any student abusing these principles.

2. Students will be provided a 'username' and 'password' and be trained on proper 'log-in' to the computer network. Any student who does not receive this training as a normal consequence of enrolled classes must see the system administrator or a faculty member to obtain such training. Students may only log-in with their own username and password. A log-in may only be conducted on one computer at a time. Simultaneous log-ins to multiple computers is prohibited without faculty permission to do so. Circumventing proper log-in to the computer network is not allowed. Students are not to use faculty member's classroom computers unless authorized and supervised by a faculty member. If use of a faculty member's PC is authorized the student must use his personal logon account, not the faculty member's logon. Connection of a student owned PC or portable to the school's network is not permitted without the system administrator's approval.

3. Students may not change individual PC configuration, including both hardware and software. Changing hardware or software 'desktop' or 'laptop' configurations is counterproductive to facilitating instruction.

4. Each Student will be provided a private 'folder' on the network. The intention of the folder is for safeguarding one's files required by various classes. A backup copy of these files should also be done to your Google Drive folder in the event that the network crashes. The network has

limited space resources. Because of the space limitations as well as potential for 'viruses', students may not install any software in their private folder or on a PC, regardless of whether it is legally licensed 'freeware', 'shareware', or 'commercial' without system administrator's approval. The student's private folder should not exceed 100 GB of files unless authorized by the system administrator.

5. Any computer failure or problem should be reported to a faculty member or system administrator. Please do not try to solve the problem yourself because further damage could be done.

6. Due to the expense associated with printing, students may not access network printers without faculty supervision or authorization. Paper jams in printers MUST be reported and may NOT be cleared by the students. Printers are meant to assist instruction administered at the school. The school cannot assume the printing expense associated with homework requirements. Please print homework at home.

7. Use of the Internet must be compatible with the stated mission, goals, and objectives of St. Augustine Prep School.

8. Internet, intranet, and local network access is provided for educational purposes, not recreation. Participating in 'chat' rooms, accessing social media, accessing violent and/or morally objectionable sites, conducting illegal activity, gambling, hacking, etc. is unacceptable.

9. No activity, local or wide area, can be conducted by students which would preclude free and equal access to information provided by the network to all users.

10. St. Augustine Prep is proud of the contributions made to the community by our students. It is also proud of our students' accomplishments. These contributions and accomplishments may be posted on the school's web

site: www.hermits.com. Any student, parent, or guardian that does not wish this type of published recognition should place their objections in writing and forward it to the Head of School.

11. The information accessible on the Internet is contributed by the worldwide community and is international in character. As such, there is no watchdog or policing agency that guards against or monitors the validity, content, or objectionable state of material posted. St. Augustine Prep subscribes to content filtering software, which is automatically updated weekly. It cannot police such a global network to everyone's satisfaction. Each individual user must take responsibility for his activities on the Internet. Parents are advised to counsel their sons on Internet usage policies which may be in addition to the Prep's expectations.

12. It is the responsibility of each user to respect the privacy and sensibilities of other users.

13. Attention to the legal protection provided by copyright and license to programs and data must be respected. You cannot download for personal use 'shareware' or commercial software without proper monetary or other compensation to the developer.

14. Students must have consideration for the integrity of the computing system provided by St. Augustine Prep School. For example, students must not intentionally develop programs that harass other users or infiltrate a computer or computing system, or develop programs that may damage or alter the software components of this or other computing systems.

15. Further examples of unacceptable use include, but are not limited to, the following: Having a VPN installed on any device while on the school's network, Damaging or destroying equipment, software, or data belonging to the Prep or to other users, including adding, altering, or deleting files on PC hard drives or other computer equipment; Unauthorized copying of copyrighted material; Violating software

license agreements; Violating computer system or network integrity, including attempts to bypass network security functions, obtain passwords, or alter the configuration of workstations in any way; Harassing others; Using the Internet for any illegal activity; Gambling on the Internet; Wasting finite resources (including printing).

16. In addition, students may not attempt to gain access to unauthorized files, tamper with installed software and files, tamper with hardware, install, remove, or exchange any hardware or software component.

17. It is also unacceptable: To install, copy, or knowingly infect a computer system with a virus program; To delete, rename, move, copy, or change any file or its properties, other than one's own personal files; To access another individual's materials, information, or files without permission; To post anonymous messages.

Technology User Agreement Terms

All technology available for use, including but not limited to school computers, G Suite accounts, Go Guardian, any other school issued software or devices, school website, and networks is property of St. Augustine Prep and I agree to the following terms and conditions of use:

- Chromebooks are for scholastic purposes only when on school property. I will use my Chromebook only in ways that are educationally appropriate while on and off school grounds. I will not install or use any application on my Chromebook that has not been approved by St. Augustine Prep.

- When I am on school property or using school issued technology, I shall at all times only use any technology in a lawful and appropriate manner.

- St. Augustine Prep reserves the right to view and monitor what I do on my Chromebook while on and off school campus for the duration of my education at St. Augustine Prep.

- I will never leave my Chromebook unattended or loan out my Chromebook to other individuals. Chromebooks may be safely

stored in your assigned locker.

- I will not provide access to school devices, software, or networks to anyone. I will not use any school technology in connection with any business endeavor, for gambling, or unauthorized e-commerce activities.

- I will not attempt to access unauthorized accounts, files, equipment, data, or systems without express permission. I shall not attempt to bypass, circumvent, reverse engineer, or impair any security feature. I shall alert a faculty member or member of the IT department if I learn of such an occurrence by another.

- I will not create, load, or distribute, personal, unlicensed, inappropriate, explicit, or unlawful software, apps, electronic communications, images, videos, or other content in any form or format on, or to, any technology, unless directly instructed to do so by a faculty member or a member of the IT department.

- I will use my school provided email account for all school communications, and for all communications on any school device or network. I understand that I may not access or install personal email accounts or alternative communications platforms while using school technology. Except for extenuating circumstances, such as an emergency, students and faculty should not text message each other through personal communications.

- I will keep food and beverages at least two feet away from my Chromebook or any technology at the school to prevent accidental damage.

- I will not share my passwords with anyone.

- I will not place decorations, stickers, or otherwise mark my Chromebook with any material that may be deemed offensive by the Leadership Team or my Brotherhood.

- I will not record, film, or photograph anyone without express permission to do so from faculty and staff. If granted permission, I will only use the recording, film, or photograph in accordance with said permission. I will respectfully and responsibly manage and safeguard stored material and I will not share such material publicly

or take actions that may allow others to do so without express permission.

- I will not inappropriately or unlawfully download or distribute any proprietary, confidential, trade secrets or copyrighted material or legally protected information, or infringe on the Intellectual Property Rights, trademarks, or business property of others. Ignorance of such transgressions shall not release me from responsibility.

- St. Augustine Prep's network is a shared resource. Use of the network for academic purposes is our priority. Using the network for video game playing, streaming (video, audio, etc.), competes with academic use of network resources. St. Augustine Prep reserves the right to limit network resources and prioritize academic use.

- Cyberbullying is considered an act of harassment and is subject to the same harassment guidelines detailed elsewhere in the St. Augustine Prep's Student Handbook

APPENDIX IV: SOCIAL NETWORKING AND INTERNET SAFETY POLICY

SOCIAL MEDIA POLICY | Social Networking, such as Facebook, Twitter, etc. provides students with instant nonverbal communication access. The primary responsibility of monitoring the appropriate use of this technology rests with the student's parent or guardian. Inappropriate postings (comments, pictures, etc.), on any social networking site, are in opposition to the overall mission of St. Augustine Prep. The school will become involved if such behavior causes a disruption in the daily life of the school. Individuals directly or indirectly involved in such action may be subject to disciplinary action including, but not limited to: **detention, suspension, or expulsion**.

The term social media is defined as the use of web-based and mobile technologies to facilitate communication and sharing of information or create virtual communities. Some examples of social media include Twitter, Facebook, YouTube, Snapchat, and several more. Social media outlets have become a significant means of communicating with friends, family, classmates, and for that matter, the entire world. The impact of social media has been powerful, incredible, and ubiquitous in recent years. Social media provides exciting new channels for students to share their knowledge, creativity, and ability to connect with others who share their interests. Students must understand, however, that they need to follow behavioral standards online as they would in real life. The rules and regulations, which guide the conduct of students on campus, also apply to what one may contribute online.

General Rules and Best Practices for Posting:

- **Be respectful:** Not everyone shares the same beliefs or opinions. Consider the feelings of others.
- **Be accurate:** Make sure you have all the necessary and correct information before you post.
- **Be confidential:** Do not post confidential information about St. Augustine Preparatory School, students, faculty members, staff, or alumni.
- **Be authentic:** Be honest about your identity.
- **Take the high ground:** Do not be the type of individual who is constantly on the attack. Keep your personal dignity as your highest priority.
- **Remember your audience:** Make sure that your post will not harm, alienate, or provoke the public at large.
- **Remember liability:** You are legally liable for what you post on your own site or on the site of others.
- **Think Twice:** Before you post, make sure that what you want to convey is in line with common decency and will be for your benefit or the good of others. Remember that privacy does not exist in the world of social media. College admissions personnel often review the social media sites of students who are applying to their institution.
- **Be a valued contributor:** Too many people use the Internet as a means to debase and harm others. Please use it as a conduit of goodwill and friendship.

Students who use social media outlets or the Internet as a tool to cause angst or harm to others will be liable for disciplinary action. Therefore, you are to treat others, as you would expect to be treated. We encourage you to use social media outlets in a manner that reflects the ideals of a *Christian Gentleman*.

Avoid the Following - This list is not exhaustive.

1. Posting items of a derogatory, slanderous, defamatory, or hostile nature toward the school, faculty, staff, students, or alumni.
2. Posting items with sexual content or lewdness.
3. Posting threats toward any person or member(s) of the community.
4. Posting items exhibiting or advocating the use of drugs or alcohol.
5. Posting the pictures/caricatures of others without their express consent.
6. Posting the St. Augustine Prep School logos.
7. Posting any copyrighted material without proper acknowledgement.
8. Posting phone numbers, email addresses, or other confidential information of students, faculty, staff, or any other person other than yourself.
9. Posting comments under multiple names or using another person's name.
10. Posting any type of information that may be considered harassment or any criminal offense in the State of New Jersey or other applicable jurisdiction.

Note: St. Augustine Preparatory School uses G Suite for Education, GoGuardian, and other software in compliance with the Children's Online Privacy Protection Act (COPPA) and the Family Education Rights and Privacy Act (FERPA).

Parent Notification of use of Internet Filter and Monitor

St. Augustine Prep is proud of our use of technology, in particular, our continued transition to the use of Chromebooks. To help keep your child safe and to continue to promote the scholarly use of technology we have adopted online content filter and monitoring services provided by GoGuardian. The St. Augustine Prep issued devices and school managed Google Accounts are automatically connected and are installed with GoGuardian. The use of this content filter is a mandatory condition of the School's Technology Acceptable Use Policy, and it is a violation of the Technology Acceptable Use Policy to disable, or attempt to disable, in any manner, the content filter. It may be helpful to know that over 100,000 other schools use GoGuardian to protect 5.5 million students across the world, and the Global Educator Institute has endorsed the GoGuardian Teacher product.

GoGuardian Admin and GoGuardian Teacher services:

- Help protect students against harmful and inappropriate online material
- Help students stay scholarly and more focused when learning online
- Help assess students' progress towards class assignments
- Facilitate communication between teachers and students during class time

GoGuardian's web-based services operate on our school's managed Google Suite for Education Chrome accounts (i.e. when a student is logged into Chrome or a Chromebook with his/her school email address).

As a content filter, GoGuardian blocks inappropriate sites based on keywords, automatically, before they reach devices with the content filter, and provides notice of the visit or attempted visit of sites. Parents are further advised that GoGuardian records all internet activity while students use their school managed Google Accounts, regardless of the student or device's physical location. All Chromebooks are configured through GoGuardian to monitor internet traffic, as well as to provide notification of the visit or attempted visit or viewing of Explicit content sites, or potential Self-harm sites.

Explicit content is generally, but not exclusively, defined as those sites that contain vulgar, obscene, lewd, illegal, or offensive content with no artistic or educational value. School administrators and personnel will be alerted during the school day if a student visits a website that displays explicit content. The school administrator or personnel will determine what action, including disciplinary action, will be taken.

Self-Harm content is defined as those sites that promote or provide information or instruction regarding suicide, self-injurious, or other harmful behaviors. School administrators and personnel will be alerted during the school day if a student visits a website that displays self-harm content. The school administrator or personnel will take appropriate steps to address student safety based on recommended best practices for the prevention of self-harm and student safety.

St. Augustine Prep helps protect your child while on and off campus. St. Augustine Prep enables teachers to use GoGuardian Teach with students in their classes only during regularly scheduled school hours. St. Augustine Prep selected GoGuardian services to help our students stay safe and to continue to promote the scholarly use of technology. We will work with the students during class time to help teach them digital responsibility and safety. Additionally, we will train teachers about how to operate GoGuardian and about our policies and procedures to help protect student privacy.

When students use their school managed Google accounts and school managed devices, that use shall also be subject to, and in compliance with, the St. Augustine Prep Technology Acceptable Use Policy, Social Media Policy, Student Handbook, and this notice regarding the use of content filter and monitoring software. Please be advised that while GoGuardian is configured to filter and notify about device use at all times, like all tools, it is not perfect. **Parents are advised that it is their responsibility to monitor and oversee their son's use of electronic devices, particularly outside of the school day. The school shall not be responsible for any actions taken by the student outside of the school day.**

The school, through GoGuardian, only monitors and collects internet activity. The School, through GoGuardian, does not collect photos, videos, or audio of students, school personnel, or school activities. The school does not use GoGuardian, or any software, on any device, which would violate the privacy rights of any student or any individual residing with the student. For

more detailed information about GoGuardian, you may visit GoGuardian's website, Trust & Privacy Center, GoGuardian's Product Privacy Policy, and the attached COPPA Notice and Disclosure Form.

TECHNOLOGY | ACCIDENTAL DAMAGE PROTECTION POLICY

All students must have a Chromebook purchased through St. Augustine Prep's IT department.

The following Accidental Damage Protection Policy ("ADP") shall apply to the devices listed above:

- Parents or guardians of each student assume full financial responsibility for any lost or stolen Chromebook or Chromebook accessory that has been assigned to their son. The student will notify the school immediately in the event of theft, vandalism, or any other damage to the device or accessories. Lost or stolen Chromebooks and accessories are not included in the ADP.
- The ADP policy covers one incident per year for a total of three-years. ADP coverage includes, but is not limited to, cracked screens, missing keys or issues relating to the keyboard or the included stylus, damage to the body of the unit, and other damage. If a claim exceeds one incident per year, is outside of the three-year coverage, or is not covered or part of the ADP policy, an email will be sent to the parent or guardian explaining the issue and any repair cost before work is done. A reply to the email from the parent or guardian, expressly accepting the terms of the repair, is needed before any work will be done.

Parent and Student understand that all technology available for use with the Chromebook, including but not limited to school computers, G Suite accounts, GoGuardian, any other school issued software or devices, school website, and networks are the property of St. Augustine Prep and agree to the following terms and conditions of use.

INTERNET SAFETY POLICY | It is the policy of St. Augustine Preparatory School to: (a) prevent user access over its computer network to receive or transmit inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

1. **Definitions -** Key terms are as defined in the Children's Internet Protection Act.

2. **Access to Inappropriate Material** - To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications and access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

   Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. **Inappropriate Network Usage** - To the extent practical, steps shall be taken to promote the safety and security of users of the St. Augustine Preparatory School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. **Education, Supervision, and Monitoring** - It shall be the responsibility of all members of the St. Augustine Preparatory School staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

   Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Information Technology or designated representatives. The Dean of Academics or designated representatives will provide age-appropriate training for students who use the St. Augustine Preparatory School Internet facilities. The training provided will be designed to promote the Prep's commitment to:

   a. The standards and acceptable use of Internet services as set forth in the Prep's Internet Safety Policy;
   b. Student safety with regard to:
      i. Safety on the Internet;
      ii. Appropriate behavior while using online, social networking websites, and chat rooms; and
      iii. Cyberbullying awareness and response.
   c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

   Following receipt of this training, the student will acknowledge that he received the training, understood it, and will follow the provisions of the School's acceptable use policies.

This Internet Safety policy was adopted by the Board of Directors of Saint Augustine Preparatory on September 20, 2011.

5. **CIPA definitions of terms**:
    a. **MINOR**. The term “minor” means any individual who has not attained the age of 17 years.
    b. **TECHNOLOGY PROTECTION MEASURE.** The term “technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:
    c. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
    d. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code
    e. **HARMFUL TO MINORS.** The term means any picture, image, graphic image file, or other visual depiction that:
        i. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
        ii. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
        iii. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
    f. **SEXUAL ACT; SEXUAL CONTACT.** The terms “sexual act" and “sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Alma Mater

In Richland's proud and peaceful glen
Where friends and joy abound.
Stands Alma Mater, home of men,
A treasure nobly found.
Wherever we may chance to be
Nearby or far from you.
We will not fail eternally
To sing your praises true.

REFRAIN

O St. Augustine's mighty power
Of our triumphant youth
Watch over us each hour
With eyes of love and truth.
And when our days with you are done.
Still guide each grateful son.

—George F. Walsh, Sr.

ST. AUGUSTINE PREPARATORY SCHOOL

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