

St. Augustine Indian Mission

Family Handbook



ST. AUGUSTINE
— INDIAN MISSION —

P.O. Box GG
1 Mission Road South
Winnebago, NE 68071
(402) 878-2291

2010-2011

**Archdiocese of Omaha
Catholic School Office
Omaha, NE**

August, 2007

This Parent/Student Handbook is provided for information purposes only and does not constitute a contractual agreement between St. Augustine Indian Mission School and any student or any parent of any student.

The information contained in the Handbook provides a general description of rules and regulations.

The school reserves the right to add to, to modify or abolish any of the Handbook provisions without notice. Amendments to the handbook may be made at any time and are at the discretion of the administrator.

Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement.

This Handbook does not create any restriction upon St. Augustine Indian Mission School's right to institute any course of disciplinary action, which in St. Augustine Indian Mission School's sole discretion, it believes is necessary and consistent with its Catholic educational mission.

We ask that the Acknowledgement of Responsibility Form at the end of this handbook be signed and dated and returned to the School Office by the date requested stating that you understand and intend to abide by the Philosophy and Policies.

St. Augustine Indian Mission School admits students of any race, color and national or ethnic origin.

Mission and Goals of Catholic Schools

The mission of the Catholic schools in the Archdiocese of Omaha, Nebraska, in cooperation with the parents, is an extension of the four-fold educational mission of the Catholic Church:

- to proclaim the message of faith and morals
- to foster community
- to encourage worship and prayer
- to motivate to serve others

Each school is to educate students to become academically proficient and responsible, community-minded adults who will be active and loyal members of their Church and their country.

Staff Directory

Administration

Director
Associate Director
Principal
Convent Superior

Fr. David Korth
Fr. Mike Eckley
Mr. Don Blackbird Jr.
Sr. Bernadine Beckman

Faculty

Kindergarten
Grade One
Grade Two
Grade Three
Grade Four
Grade Five
Grade Six
Grade Seven
Grade Eight
Art
Counselor
Librarian
Library Aide
School Secretary
Maintenance
Custodian
Mission Secretary
Teacher's Aide
Bookkeeper
Cook
Cook

Mrs. Kelly Hernandez
Mrs. Jill Aman
Ms. Paula Kuebler
Dr. Kathi Sanders
Mrs. Brenda Murphy
Ms. Sheryl Ashley
Mr. Jake Moore
Mr. Luiz Vazquez
Mr. Adam Hauser
Mr. Adam Nissen
Dr. Jan Stalling
Sr. Frances Betz
Sr. Ellen Marie Bayer
Mrs. Barb McCauley
Mr. John Berridge
Mrs. MaryJo Mayberry
Mrs. Kim Reising
Mrs. Cathy Blackbird
Sr. Agnes Salber
Ms. Tabitha Fremont
Ms. Diane Maslonka

School Information

St. Augustine Indian Mission School
P.O. Box GG
1 Mission Road South
Winnebago, NE 68071

Phone: (402) 878-2291
Fax: (402) 878-2760
www.staugustinemission.org

School Mission

St. Augustine Indian Mission School strives to prepare students for their higher education by assisting them to become respectful of life, self- directed, and positive contributors to their community. In doing this, students will

- learn respect for their faith, themselves, their family, their elders and all of God's creation,
- take responsibility for their own learning by taking risks and positively adapting to life situations.
- understand the importance of interacting with others in a cooperative manner to solve problems and learn to reject ideas without rejecting people.

St. Augustine Indian Mission Philosophy

St. Augustine Indian Mission strives to educate the body, mind, and spirit of every student, building their sense of self identity and self respect, and always emphasizing the power of God's love in their lives. Our students will be well prepared academically, socially, and spiritually to be successful in their life choices.

School Goals

St. Augustine Indian Mission Goals

Promote respect for self and others by encouraging the learning of the history and traditions of the tribal affiliations of the students.

Promote respect for self and others by respecting and valuing the role that spirituality plays in the students' sense of pride, self-esteem and cultural identity.

Implement programs to increase our students' reading, writing, speaking and communicating skills.

Implement programs to increase students' computational math skills.

Implement programs to increase students' critical thinking skills.

Sustain high expectations for all students to achieve mastery of Archdiocese of Omaha standards.

Support all students in mastering high content standards in all curricular areas.

ADMISSIONS

Admissions

No child will be discriminated against because of race, sex, color, national origin or belief.

In order to maintain a degree of stability in the learning environment, new students, who are not enrolled by school's opening, shall be received in September through Labor Day week only, and after Christmas break until January 15th. The only exception to this policy shall be a new student moving into the area and shall require the approval of the Mission Director or his designee.

Further, in choosing St. Augustine School, parents, guardians and students are presumed to be supportive of the values, goals and standards set by the school. If unresolved conflicts should occur, for the sake of the student, the parents would be expected to withdraw their child.

A current student, or a new student-seeking enrollment at St. Augustine School, shall not be discriminated against on the basis of that person having Acquired Immuno-Deficiency Syndrome (AIDS), AIDS-Related Complications (ARC), or Human Immuno-Deficiency Virus (HIV) infection unless the nature and extent of the illness reasonably precludes the student from being able to continue the customary education responsibilities or the student poses a health risk to other students or personnel in the school.

Readmission

Students who voluntarily leave St. Augustine's Mission School shall be re-admitted **ONLY ONCE** and only with the consent of the Administrator, Mission Director or his designee. Students seeking readmission shall be required to submit a written statement regarding the reason for their renewed interest in attending St. Augustine's Mission School and outlining what their commitment to their academic success shall be. When considering a student for readmission the Administrator shall make a recommendation based upon review of the Exit Interview and the student's academic and discipline records. Readmission shall be contingent upon the school's ability to meet the child's academic and emotional needs. Administrative decisions regarding readmission shall be final.

ATTENDANCE

Absenteeism

St. Augustine School will observe Nebraska Law applicable to private schools regarding school attendance and records of school attendance. Nebraska Law §79-201 holds parents and guardians responsible for their children's regular school attendance. St. Augustine's Mission School shall observe all State Statutes, school, local and Tribal policies regarding regular school attendance. Excessive and unexcused absences shall be reported to the respective agencies when warranted. Excessive absences for the purposes of this paragraph shall be defined as unexcused absences in excess of ten (10) per semester.

Parents shall notify the school office before 9:00 a.m. when a student will be absent for the day. If the school is not notified, a call shall be made to the home or worksite to seek information regarding the absence.

The parent shall provide a written excuse upon the student's return to school. The excuse should state the date and reason for the absence. The only legitimate excuses for absence are illness, death in the family, or serious emergency. When a written excuse is not provided the absence shall be counted as unexcused. If the excuse does not state the reason for the absence the absence shall be unexcused.

A student who misses two hours (anytime during the day) shall be recorded absent for ½ day. When a student misses a part of the day, for a doctor or dental appointment, or other valid reason as determined by the administration, and that time does not exceed two hours, the student shall not be counted absent.

We expect regular attendance by the students each school day except when ill. If, for some reason other than illness, your child will be absent for three (3) days or more, you may request assignments in advance from the teacher. In situations where the absence is on short notice, or the teacher does not have adequate preparation time, the teacher is under no obligation to provide anticipated assignments.

A student missing assignments as a result of an excused absence shall be granted a time comparable to the absence in which to make-up missed assignments. All missed assignments must be completed within two weeks of the end of the respective quarter. Any student who is absent ten (10) or more days continuously, because of family crisis, injury or illness, must make special arrangements with the administrator and teacher for the satisfactory completion of missed assignments.

Students who are habitually, but not continuously, absent for ten (10) days or more in any given semester shall be placed on probation. The probation shall continue until such time as all academic work is brought to current and/or the absenteeism has curtailed.

Excessive Absenteeism and Truancy

Regular attendance by students is essential for students to obtain the maximum benefits of the school's educational and religious programs. If a student is not at school to attend a school-related event (e.g., speech tournament, sports event, etc.), he or she will not be considered absent.

Excessive absenteeism occurs when a student misses so many days of school, whether excused or unexcused, that his or her educational growth suffers. If any student has accumulated a total of five (excused or unexcused) absences per quarter, the school shall render all services in its power to compel the student's attendance.

These services shall include the following:

1. A meeting or meetings between the school Principal/Head Teacher, the student's parent/guardian, the student, and any other school officials deemed necessary by the Principal/Head Teacher. The goal of such meeting or meetings will be to solve the excessive absenteeism problem.
2. Educational counseling to explore curriculum changes to solve the excessive absenteeism problem.
3. Educational evaluation to assist in determining the specific condition(s) contributing to the excessive absenteeism problems, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation by the Principal/Head Teacher (or guidance counselor) to identify the condition contributing to the excessive absenteeism problem. If services for the student and the student's family are needed, the investigator shall meet with the parent/guardian and student to discuss any referral to appropriate agencies to remedy the conditions.

Students are subject to disciplinary action, including suspension or expulsion, for excessive absenteeism. It shall be within the discretion of the Principal/Head Teacher to determine, in light of the particular circumstances, whether a student may make up work due to excessive absenteeism.

If a student is absent for more than twenty days per year, the Principal/Head Teacher shall notify the county attorney of the county in which the student resides and shall also notify the Catholic School's Office.

Tardiness

The school day officially begins at 8:00 a.m., each weekday. Students arriving or being dropped off after that time shall be counted as tardy (unexcused), unless there is a valid legitimate reason for the tardiness. In order for the student to receive an excused tardy, the parent shall provide a written statement to the school office noting the reason for the tardiness. The only valid legitimate reasons for tardiness would be a doctor or dental appointment, or other serious emergency that prevented the student from being on time. The only exception to this policy shall be students who are dropped off at breakfast prior to 7:45 and are one minute to three minutes late from breakfast.

If a pattern of excessive tardiness develops, a letter shall be sent to the parents/guardians from the administration requesting action be taken to alleviate the problem. For the purposes of this paragraph excessive tardiness shall be defined as 10 or more tardies in a quarter. Should the problem persist, a second letter shall be sent requesting a meeting with the parents/guardians. The meeting shall be conducted in an effort to find the best possible solution to the problem. Further, the meeting shall take place no later than mid-term of the quarter in which the infraction occurs.

Unexcused tardies shall accumulate and be reported as absences on the student's quarterly report. Every three unexcused tardies shall equal ½ day absent.

Truancy and Tardiness

Truancy and tardiness cannot be tolerated. In choosing St. Augustine's Mission School it is presumed that parents/guardians are completely supportive of school policy regarding regular and timely attendance. All truancy and tardiness matters shall be referred to the proper authority when warranted.

Arrival and Dismissal Procedures

Early Dismissal

A written request from the custodial parent or legal guardian is required for a student to leave school before time of dismissal. Request must clearly state reason(s) for leaving early.

The principal and office staff will not release students to strangers or callers without using necessary precautions because of the grave danger involved.

Students will not leave school property for any authorized school activity without adult supervision.

Students shall not be dismissed during regular school hours without the permission of the administrative staff. If parents/guardians call for their student outside of regular dismissal time, you are required to report to the school office and complete the necessary documentation.

Parents/guardians are requested to wait for their child at the school office.

Weather Related Dismissal

In questionable weather, presume that there will be school unless otherwise notified by local television/radio stations. Generally, the information shall be announced by 7:00 a.m. local time. In any extreme weather conditions, parents/guardians are encouraged to use their own judgment in sending children to school or in picking them up early from school. For early dismissals due to developing weather conditions, parent/guardians shall be called, as well as having it announced on the local television/radio stations.

Athletics

Middle School Athletics Cooperative Agreement Policy

St. Augustine 7th and 8th grade students may participate in interscholastic athletic competition by participating in athletics at Winnebago Public School. St. Augustine Indian Mission students must meet all Winnebago Public School conditions for eligibility and may not be in violation of any Nebraska School Activities Association rules or regulations. Failure to meet eligibility requirements or participation in any activities in violation of any Nebraska School Activities Association rules or regulations will result in a student being ineligible to play. All parents must also sign a release to excuse students from school for games and practices. Any students found to be skipping practice while still leaving school grounds will immediately be removed from the team.

St. Augustine Indian Mission School
Winnebago, NE

Athletic Release Form / Permission to leave Grounds

By signing this form, you as the parent and or legal guardian of the student participating in the Winnebago Public School Athletic Program, give permission for your son/daughter to leave St. Augustine Indian Mission School grounds to participate in practice and athletic competition trips and agree to waive all liability against St. Augustine Indian Mission School and its employees for harm to your son/daughter resulting from leaving school grounds and the risks inherent in these activities.

_____ has my permission to leave St. Augustine Indian Mission School Campus and participate in all off-campus practices and trips with the Winnebago Public School Athletic Program.

Parent / Guardian Signature

Date

Printed Parent / Guardian Name

CARE AND USE OF SCHOOL PROPERTY

Books and materials provided to the student by the school shall be returned in good condition, reasonable wear and tear accepted. Students shall be held responsible for damage they cause to books, desks or other school property. Restitution is taught as an appropriate method of making amends for negligent or reckless care. Charges for damaged texts or other school property shall be assessed at the time the damage is discovered. In the case of textbooks that are not returned at the conclusion of the school year the parents/guardians shall be billed accordingly for the replacement of each missing textbook.

Library Materials

Books, materials, and periodicals checked out from the library are subject to the same rules as other school property. Parents shall be billed directly for such items.

PERSONAL PROPERTY

Personal property is not needed at school and students are asked not to bring any items that may cause disturbances or distractions in the classroom, these items include but are not limited to:

Handheld electronic games

Personal CD players/iPods or MP3 players

Cellular Telephones/Pagers

Laser pointers or lights

Portable DVD players/televisions

Make-up, Hair Highlighting products

Permanent markers, or other products that are not requested for classroom use by the teacher

Any type of weapons, toy or otherwise, (toys which encourage use of violence as a form of play are not acceptable at school).

Any student who chooses to ignore school policy and bring a personally owned item shall be held responsibility for such item. St. Augustine's Mission School shall not assume responsibility for the personal property of any student.

CHILD ABUSE and/or NEGLECT

St. Augustine's School and its' staff bear a legal responsibility to immediately report any evidence of all forms of child abuse, i.e. physical and/or emotional, as well as all forms of child neglect. The report shall be made to local, Child Protective Services (CPS), in the absence of CPS; local law enforcement authorities shall be contacted for action.

Excessive absenteeism, truancy and/or excessive tardiness are all categorized as a form of child neglect, and when warranted shall be reported to the proper authorities.

COMMUNICATION

Our commitment is to continuous and open communication with our students and their families. Our belief is that only through these ongoing cooperative efforts can we ensure the quality academic and moral environment needed by your child(ren) for their future success.

We shall make every effort to provide the following service with regard to parent/guardian communication with their student:

Telephone messages – shall be taken and delivered appropriately.

We shall make every effort to provide the following service with regard to student progress:

Progress Reports – for grades K – 8 shall be sent four times per school year, one time in October, January, March and May.

Mid-Term Progress Reports – shall be sent on an as needed basis. Any Parent/guardian whose student is deficient at mid-term shall receive a mid-term progress report in an effort to allow the parent/guardian ample time to assist the student to correct the deficiency before actual grades are issued.

Parent-Teacher Conferences are scheduled for the end of the first and third quarters, i.e. October and March. We urge parents/guardians to contact their child's teacher if they have any questions, or concerns regarding their academic or faith-based education.

In consideration of our efforts to serve the parents/guardians needs and maintain open lines of communications we ask that parents/guardians limit calls to actual emergency situations. We strongly urge parents/guardians to ensure that student absences be limited to truly urgent emergency situations. Please bear in mind that when children are not present for school it greatly hinders their educational process.

We are understanding of truly unavoidable absences and make every effort to accommodate make up work. We ask that parents/guardians assume some of the responsibilities for requesting and ensuring that missed lessons are brought up to date as soon as possible. When missed lessons are not caught up in a timely fashion, the student experiences gaps in their learning process since most lessons build upon one another. School then becomes far more difficult than necessary.

Regarding School to Parent/Guardian Communication, we shall provide the following:

Monthly Calendars: the school shall provide a monthly calendar, which informs the parents/guardians of upcoming events, to include early school dismissal, school closure days, and daily events, i.e. school pictures, awards ceremonies, etc...

Quarterly Newsletter: the school shall provide a quarterly newsletter, for general information such as classroom accomplishments, homework hints, and student accomplishments.

Parent's/Guardian's demonstrate their commitment to good communication by doing the following:

Assist the school in maintaining good communication parents/guardians will report any changes in work or home telephone numbers, mailing addresses, emergency contact information or custodial parent changes.

Be adequately prepared for daily dismissal parents/guardians are asked to ensure pick up arrangements are made prior to dropping their student(s) off in the morning. This alleviates the necessity of students needing to call parents/guardians at the close of the school day. (School dismisses at 3:30 p.m., unless your student has homework club, or tutoring, in which case they may be picked up at 4:30 p.m. Should circumstances beyond a parent's/guardian's control arise, please call and inform the school of alternative arrangements.)

Parents Assume all responsibility for safe transportation of their student(s) to and from school daily.

COOPERATION WITH LAW ENFORCEMENT AND SOCIAL WELFARE AGENTS OR AGENCIES

In all cases where Law Enforcement Personnel enter a school building to interview or apprehend a student, the school shall follow the procedures set forth below. Law Enforcement Personnel shall include police officers, fire officials, and employees of the Nebraska Health and Human Services Department.

1. Arrival of Law Enforcement Personnel. Law Enforcement Personnel desiring to interview or apprehend a student shall inform the Principal/Head Teacher of the school and state the nature of the inquiry or investigation.

2. Student Interviews. In cases where Law Enforcement Personnel wish to interview a student, the Principal/Head Teacher of the school (or Principal/Head Teacher's designee) shall make the student available and provide the Interviewing Officer a room where the student may be interviewed. The student's parent or legal guardian shall be contacted and present during the interview unless otherwise directed by the Interviewing Officer. In instances where the parent or legal guardian is not notified, or is unavailable, the Principal/Head Teacher (or designee shall remain present during the interview unless otherwise directed by the Interviewing Officer.

3. Notification.

a. Parental Notification. In all cases where a student is interviewed by Law Enforcement Personnel without the knowledge of the student's parent or legal guardian, the Principal/Head Teacher shall immediately contact the student's parent or legal guardian and advise him or her of the interview unless otherwise directed by the Interviewing Officer.

In all cases where a student is taken into custody and removed from school premises, the Principal/Head Teacher shall promptly notify the student's parent or legal guardian.

b. Superintendent of Catholic Schools Notification. In all cases where a student is interviewed or apprehended, the Principal/Head Teacher shall notify the Superintendent of Catholic Schools of the incident and the procedures followed by the school.

CURRICULUM

All schools will utilize the standards, assessment and curriculum guidelines promulgated by the Archdiocese of Omaha which also meet the requirements of the Nebraska Department of Education.

Balanced Assessment Plan

Purposes of Assessment

A balanced assessment plan serves to measure student achievement, to provide information for the improvement of teaching and learning and to monitor the effectiveness of Archdiocesan curriculum and instructional programs.

Types of Assessments

Norm-referenced

All Archdiocesan K-12 schools will administer the **Terra Nova 3** norm-referenced assessment in accordance with balanced assessment matrix distributed every August. Assessments are required for all students at grades 3, 5 and 7 and will include the cognitive abilities test (In View) at each of these levels. Grade 8 will administer the EXPLORE Test and Grade 10 will administer the PLAN test. The ACT college readiness test will be optional in grades 11 and 12. Annual whole grade norm-referenced assessment is completed in the fall of the school year and fulfills the requirements set forth by the Archdiocese of Omaha and the Nebraska Department of Education rule 10 and rule 14.

Criterion-referenced

All Archdiocesan K-12 schools will administer the standards-based, criterion-referenced assessment(s) in Grades 1-12 scheduled annually by the Catholic Schools Office. These assessments fulfill the criterion-referenced assessment requirements set forth by the Archdiocese of Omaha and the Nebraska Department of Education. Building administrators will report their assessment results to the Catholic Schools Office annually.

On-going Classroom Formative process

Formative assessment is a planned process in which teachers or students use assessment-based evidence to adjust teaching and learning. Such adjustments are an indispensable element of a balanced assessment plan to improve student learning. Teachers will integrate this on-going process including all types of classroom observations and assessments.

Reporting Results

As required by Rule 10 and 14, all Archdiocesan schools will report results of the norm-referenced assessment results to their local governing board. The Catholic Schools Office will receive a system-wide report of results.

All Archdiocesan schools will report criterion-referenced assessment results to the Catholic Schools Office.

The Teaching and Practice of Religion

Catholic liturgy, sacraments, traditions and prayer will be taught as an integral part of the school's curriculum. The liturgy will be celebrated regularly, prayers said daily and Catholic traditions celebrated according to the liturgical season.

Religion/Theology Curriculum

All schools will utilize the Archdiocesan religion/theology standards and curriculum guide. The curriculum for religion/theology will be consistent with the teachings of the Roman Catholic Church and will conform to the guidelines of the Archdiocese of Omaha. All supplementary material used in the curriculum must conform to Catholic moral teaching and doctrine.

The curriculum will include the teachings of the Creed, sacraments, prayer and Christian living that adhere to the four pillars of the Catholic Church. In addition, the curriculum will include content on vocations, human dignity, human interaction/sexuality, moral conscience, social justice, community service/stewardship and the Circle of Grace.

Multicultural Education

Catholic schools, through their religious and other specific multicultural programs, will provide students with a knowledge and understanding of other cultures and a respect for people of other cultures.

Gender Equity Programs

Educational personnel in the Archdiocese of Omaha will incorporate in their programs and instruction, information with content that provides students with a knowledge and appreciation of gender equality issues.

CUSTODIAL/NON-CUSTODIAL AND JOINT CUSTODY

Unless parental rights are restricted by a legal instrument or court order custodial and non-custodial parents shall:

- Be entitled to exercise all parental rights regarding student records;
- Be entitled to obtain information from their child's records;
- Be entitled to receive general notices, upon request;
- Be entitled to attend regularly scheduled teacher conferences or have separate conferences scheduled.

When the custody of a child changes it is the responsibility of the custodial parent or agency to notify St. Augustine's Mission School and provide a copy of the legally binding instrument that changes the custody. St. Augustine's Mission School cannot be held accountable for changes in custody that it is unaware of.

A child may not be released during the school day to anyone except the custodial parent/guardian unless; permission is granted in writing to the school by the custodial parent/guardian. If the parent(s)/guardian(s) are separated and neither is the primary custodian of the child, the school may release the child to either parent unless there is evidence provided in the form of a legally binding instrument precluding one or the other from contact.

The legally binding instrument in effect shall govern contact by non-custodial parents/guardians. Unless the custodial parent/guardian grants permission in writing to school authorities contact with the non-custodial parent/guardian shall not be permitted during school hours. Generally, visitation during school hours is discouraged.

Joint Custody – in situations where joint custody is awarded both parents/guardians shall be afforded all parental rights recognized under the law. Unless a legally binding instrument limits such rights, and the document is provided to school authorities.

St. Augustine’s Mission School reserves the right to require custodial and non-custodial parents/guardians to provide a court certified copy of the court document in effect that sets forth the rights and restrictions pertaining to each parent’s/guardian’s rights.

COUNSELING SERVICES

In an effort to assist our students in becoming well rounded individuals St. Augustine’s Mission School will be providing counseling services on an as needed basis. The counseling services provided by St. Augustine’s Mission School are free of charge. Counseling of students shall be both in the form of mental health and career counseling.

Should a serious mental health issue arise and require psychiatric services beyond the capacity of our counselor, parents/guardians shall be informed in writing and asked to seek professional psychiatric services, the cost of these outside services shall be at the parents/guardians own cost and expense.

DAILY SCHOOL SCHEDULE

The school day begins promptly at 8:00 a.m. and ends promptly at 3:30 p.m., unless otherwise indicated on the school calendar. Notices of changes to the schedule shall be sent home with the student. Students, who are delivered to school prior to 7:30, are required to congregate at the cafeteria. They are supervised there until they arrive at the school building at 7:50 a.m., at which time the individual classroom teacher supervises them.

Students may be required to remain after school. However, students shall not remain after school if the parents/guardians have not been properly notified. Parents/guardians shall receive a telephone call notifying them of their students’ reason for needing to remain after school, and the release time of the student.

DISCIPLINE

The school reserves the right to add to, to modify or abolish any of the Handbook provisions without notice. Amendments to the handbook may be made at any time and are at the discretion of the administrator.

Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement. This Handbook does not create any restriction upon St. Augustine Indian Mission School's right to institute any course of disciplinary action, which in St. Augustine Indian Mission School's sole discretion, it believes is necessary and consistent with its Catholic educational mission.

CONFLICT RESOLUTION

Conflict resolution skills are necessary social skills taught as a part of the curriculum on an as needed basis. Often when students have not learned to properly deal with conflicts, anger issues may be expressed in the form of bullying, arguing and/or fighting and other such negative behaviors. Should your student(s) become involved as the aggressor in any of these negative behaviors, the staff shall utilize the following to define and address the behaviors.

BULLYING

An individual who has complaints of offensive conduct, bullying or harassment will report such conduct to the principal/administrator. If an individual feels uncomfortable with bringing the matter to the principal/administrator, or if the principal/administrator is thought to be involved in the offensive conduct, bullying or harassment, this individual will inform the Superintendent of Schools of the Archdiocese of Omaha. Charges of offensive conduct, bullying or harassment will be promptly and thoroughly investigated and a written report will be made concerning the results of the investigation.

If it is determined that offensive conduct, bullying or harassment has occurred, appropriate relief for the individual bringing the complaint and appropriate disciplinary action against the guilty person, up to and including dismissal or expulsion will follow. The school will not tolerate retaliation against any employee or student who complains in good faith of offensive conduct, bullying or harassment or provides in good faith, information in connection with any such complaint.

The school will assist persons falsely accused of offensive conduct, bullying or harassment in making known to appropriate parties, the false complaint. The school will take disciplinary action, which may include dismissal or expulsion, if sufficient evidence substantiates the guilt of a person who falsely alleges offensive conduct, bullying or harassment.

If the offensive conduct is of a sexual nature than the directives of the Dallas Charter and the Omaha Archdiocesan program, Respecting All God's People will take effect.

ARGUING and/or INSUBORINATION

The student(s) shall be given a cooling off period in the office. During which they shall write a note to their parent explaining the incident, (if age appropriate). Younger students shall be required to phone their parent and explain the incident. Students may also serve a detention, a suspension or face expulsion based on seriousness of the incident.

FIGHTING OR OTHER PHYSICAL VIOLENCE

Students who engage in fighting or threatening physical violence may face one or several of the following consequences. The student may be referred for counseling or serve detention. The

student may also face an immediate in school suspension (ISS), out of school suspension (OSS), or in some cases be expelled, depending upon the nature and seriousness of the altercation. This decision shall be at the discretion of the administrator.

CORPORAL PUNISHMENT

In keeping with school philosophy, corporal punishment is NOT ALLOWED.

SEARCHING OF STUDENTS

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

Personal Searches: A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

- If a pat down search of a student's person is conducted it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.
- If extreme emergency conditions require a more intrusive search of a student's person, such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the principal or assistant principal or one of their superiors, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

Seizure of Illegal Materials: If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

The provisions above concerning a search of a student's person and/or personal effects apply whenever a student is on school grounds or whenever a student is participating in authorized school activities conducted off the grounds such as field trips or other school trips, athletic trips or events, or any other occasion when a student is participating in authorized school activities conducted away from school grounds.

SUSPENSION AND EXPULSION

When serious misbehavior occurs, it is always the desire of St. Augustine's Mission School to assist the student with the support of the family in any way possible. Every effort shall be made to address the underlying cause of the misbehavior.

In serious situations, a student may be disciplined by suspension or expulsion. Suspension shall include suspension from all school activities, and shall be followed up with a conference with the parent(s)/guardian(s) upon the student's return to class (in-school-suspension ISS), school (out-of-school OSS). It is hoped that upon returning to the classroom or school setting the student

shall have gained an understanding of the seriousness of the disciplinary action and the gravity of their offense.

In-School Suspension (ISS)

When in school suspension is warranted, the student shall be removed from the classroom and taken to the office. The classroom teacher shall provide lessons for the student to complete separated from the rest of his/her class. The parent(s)/guardian(s) shall be notified as soon as possible of the incident and required length of (ISS). The ISS shall be followed up with a conference with the student, parent(s)/guardian(s) and the administrator before the student is readmitted to the classroom.

Out-of-School Suspension (OSS)

If OSS is necessary the parent(s)/guardian(s) will be contacted and asked to come as soon as possible to take the student home until the suspension period is served. OSS may result for any of the following:

Behavior that seriously disrupts a class or school situation, including field trip settings.

Use of abusive, rude, disrespectful or inappropriate language to administration, teachers, staff, visitors and/or other students.

Responding in an insubordinate manner to administration, teachers, staff, visitors and/or other students.

Physically harms or harasses an administrator, teacher, staff, visitor or student.

Causes damage to school premises, property or to any other person's personal property.

Possession of alcohol or other controlled substance.

Possession of a weapon that might be deemed dangerous.

Truancy for all or part of the day.

Showing continued and willful defiance of school rules and policies.

Expulsion

Expulsion may result for a student's single act or a series of actions, which endangers others; themselves or which may pose a harmful influence to the school environment. Such acts may include, **but are not limited to:**

The intentional or unintentional endangerment of the health or safety of others or themselves.

The possession, use or attempted distribution of alcohol or other controlled substance while on school property.

Repeated and willful defiance of school authority, rules and policies. Which may be demonstrated by an earlier suspension.

If expulsion is necessary the decision shall be made by the administrator, and reviewed by the Mission Director or his designee. The parent(s)/guardian(s) shall be notified in writing of the expulsion. The decision reached by the Mission Director or his designee shall be final.

DRESS CODE

St. Augustine's Mission School requires a standardized form of dress with the intent to:
To improve our Christian, learning environment;
Although there shall be times when other attire may be worn, the standard form of dress is as follows:

Shirts or Blouses:

Dress Shirts with a Collar- Button Down or Polo
May be Blue or White

Pants, skirts or walking shorts:

Dress Pants – Must fit appropriately
May be Navy Blue, Khaki, or Black
Shorts, Skirts, and Capri Shorts May be worn from the beginning of the school year until October 15. They may also be worn from April 15th to the end of the school year.

Cardigan, vest or pullover sweater:

Coats and hood sweaters may not to be worn in the classroom
May be Navy Blue, Black or White
No Insignias or Logos

Tennis or dress shoes:

If dress shoes are worn, a pair of tennis shoes must be available for gym use.

Sandals without backs are not permitted.

Socks:

Socks should be worn at all times.

Make-up and accessories are not allowed in grades K-6:

Body Piercings

Tongue, Lip, Nose, and Eyebrow piercings are not to be worn during the school day.

Hair

Hair must be clean and well groomed.
Distracting styles and colors are not permitted.
Hats or caps are not worn at any time in the buildings.

All Clothing: shall always be neat and clean, without rips, tears or stains. Missing buttons should be replaced as soon as possible.

EMERGENCIES

In an emergency, we shall first attempt to locate the parent(s)/guardian(s), if we are unable to locate the parent(s)/guardian(s); we will next contact the designated emergency contact and shall presume that the contact has the parent's/guardian's permission to take the student to the local clinic. Ambulance transport may be called in an extreme emergency if deemed necessary by the administrator or his designee.

A student shall never be sent home ill during the school day before the student's parent(s)/guardian(s) have been notified and consulted regarding the situation. If we are unable to contact the parent(s)/guardian(s), we shall then contact the designated emergency contact.

For weather related or other emergencies, notification shall be by telephone additionally by local television and radio stations. The safety of our students and staff shall always remain our primary priority.

Regular fire and tornado drills shall be conducted to prepare our students and staff for any such contingency.

FEES AND COSTS

More than 10,000 contributors of all levels from across the nation fund St. Augustine's Mission School. In addition to an endowment, some limited grants and scholarships, which cover a majority of the cost of tuition and operating costs.

Parent(s)/Guardian(s) are charged a nonrefundable registration fee to offset the costs of textbook replacements, equipment improvements, etc... The fee is due and payable on the first day of school, unless there have been other arrangements made at the time of school opening. Failure to pay costs and fees prior to the end of the school year may result in jeopardizing enrollment for the following school year. Each family shall be required to enter into a binding repayment agreement any time there is an outstanding balance to their account.

In an effort to alleviate some of the fundraising responsibilities families are required to participate in the "Children's Scholarship Fund". Failure to apply (new enrollees), or actively participate (current participants), shall result in a penalty fee of twice the current registration not exceed \$500.00 annually.

The Hot Lunch Program, which includes breakfast, is a State of Nebraska funded program. St. Augustine's Mission School is bound by the guidelines set for the program by the state. Each family is required to complete an application, regardless of whether the family believes they are eligible or not. This is an income driven program and prices for breakfasts and lunches are based on the family's ability to pay. Billings for meals shall be forwarded monthly by the 10th of each month and are due upon receipt.

FIELD TRIPS/FUN DAYS/CLASSROOM PARTIES/RECESS

Local Field Trips: that is field trips within walking distance of St. Augustine's Mission School are covered by the permission slip signed at the beginning of each school year. Classroom teachers shall be responsible for notifying the parent(s)/guardian(s) as to whether their student is participating or not. Notification of non-participation shall include the date, time and reason for non-participation.

Field Trips: away from the school community shall require specific permission slips. The permission slip shall notify the parent(s)/guardian(s) of the date, time and place of the field trip, it shall further state the method of transportation and any fees associated with the trip. A signed

permission slip shall be required of each student attending the trip, no exceptions. Classroom teachers shall be responsible for notifying the parent(s)/guardian(s) as to whether their student is participating or not. Notification of non-participation shall include the date, time and reason for non-participation.

Fun Days: are days that are scheduled for fun activities on site and do not require a specific permission slip. Classroom teachers shall be responsible for notifying the parent(s)/guardian(s) as to whether their student is participating or not. Notification of non-participation shall include the date, time and reason for non-participation.

Classroom Parties: a short period of the school day to celebrate birthdays, classroom goals, and mark holidays is an enjoyable way for students to further social skills as well as for motivation. Treats will be planned from the classroom and kept to a limited snack.

In the case of parent(s)/guardian(s) bringing snacks for the celebration of a student's birthday, arrangements shall be made through contact with the student's classroom teacher. Date and time shall be established through such contact.

Recess: regular recess periods are built into the student's school day. This is important recreational time for social and emotional development as well as physical exercise and reprieve.

HEALTH

Immunizations

Nebraska State Law requires:

Physical Examination – for all students entering kindergarten, seventh grade and new students in the state. Completed health forms must be on file before school opens in the fall.

Immunizations – all students are to be immunized and provide proof of immunization against the following diseases: diphtheria, pertusis (whooping cough), and tetanus (DPT). Polio, measles, rubella (German measles), and mumps before entering school. The school must have a current record for these immunizations before a student is admitted into classes.

Medications

Parents of students who must take prescribed medications during the school day or in emergency situations will arrange for securing of such medication in the school office and sign consent forms regarding dispensation of such medication to their child(ren).

School officials will administer only medication that has been prescribed by a physician or nurse practitioner. Medication either must be in the original prescription bottle or must be accompanied by a note from a physician or there must be on file written documentation from a physician authorizing administration of such medication. This policy applies to all medication, both prescription and over-the-counter medication. **Schools will fulfill State of Nebraska laws and regulations governing dispensation of medications by unlicensed persons.**

Communicable Diseases

Students with rashes or other symptoms that are questionable as to whether the condition is communicable to others shall be sent home at the discretion of the administrator or his designee. The student may return to school after the condition is identified and treated by a health professional. The health professional must provide a statement allowing the student to return to school.

Head lice and nits

Head lice and the nits associated are included in the health condition of communicable diseases. A student may only return to school following treatment and must have an authorized statement from a local health organization stating the lice and nits are no longer present.

HOMEWORK AND LATE SCHOOLWORK

Homework

Homework is an essential element of the educational process, and a specific time and area should be established for the completion of such. The amount of time spent on homework varies with each child, grade and assignment. If you feel your child is spending an excessive amount of time on homework, please first address the concern with the classroom teacher. If you do not feel your concern has been properly addressed you may then refer the issue to the administrator.

It is expected that parent(s)/guardian(s) shall be supportive regarding the assignment and completion of homework assignments. Each day's lessons build on the lessons assigned the day before. Therefore it is essential that assignments be done and done correctly. We rely heavily on the parent(s)/guardian(s) assistance and support where homework is concerned.

Students who are having problems with homework assignments may be required to stay after school to complete missing assignments. Parent(s)/Guardian(s) shall be notified by telephone, prior to 2:45 p.m., at the number provided as a contact. Should we be unable to contact the parent/guardian to make the necessary notification the student shall not be kept after school that particular day. The parent/guardian shall be notified and the student shall be expected to stay the following day.

Late Schoolwork

St. Augustine School has implemented the following late schoolwork policy in order to promote the development of responsibility as well as to better meet the educational needs of our students.

Daily Assignments and Homework

The purpose of daily assignments and homework is to measure the understanding of a student about a particular concept or to provide reinforcement of the concept. Daily assignments and homework are only effective educational tools if they are completed in a timely manner. Work that is excessively late becomes less beneficial for the academic progress of the student.

When schoolwork becomes excessively late it also makes it difficult for the teacher to adequately gauge the academic progress of a student and if they have mastered a concept.

In order to address to the issue of late schoolwork the following policy has been put in place.

All late schoolwork must be turned in by one week following the actual due date. Work that is more than one week late will be considered excessively late and will not be accepted.

Exceptions to the Late Work Policy

Students who are absent for funeral leave or extended illness will be given one week in addition to the number of days they were absent. Parents are responsible for making arrangements with the classroom teacher for planned absences at least two days prior to when the absence is to occur.

HOT LUNCH PROGRAM

The hot lunch program offers well-balanced, nutritious meals at an affordable rate. The program does include both breakfast and lunch on a daily basis throughout the school week. Each meal is charged separately to the student's account and billed monthly by the 10th of each month and is due and payable upon receipt.

Reduced prices or free lunches are available and parent(s)/guardian(s) shall be notified upon review of their application for free or reduced meals.

Should your child have special dietary requirements, such as lactose intolerance, the condition must be documented, so please provide a physician's statement and the student may receive a substitute for milk products. We cannot accommodate every student with substitutes for all food allergies, but we will make every effort to accommodate those we can.

In Accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

INSURANCE

St. Augustine's Mission School does not offer, nor does it carry insurance coverage for individual students while the student is attending school. Therefore, any injuries sustained by a student during school hours must be filed with the family's own health insurance.

PICTURES AND PUBLICITY MEDIA

In the fall of the year all students have individual school pictures taken. The pictures are available for sale by package according to the company's various packet arrangements and prices. Students shall be given notice of the time and date of the sitting.

For the purposes of fundraising video and picture media may be taken of the students while attending classes. These pictures may appear in the “Trumpet Call”, or other media used for fundraising purposes. The annual calendar is also a print media fundraising effort in which student pictures may appear. The publicity photo release located in the back of this booklet should be reviewed, signed and returned if you agree to have your child participate. If you decline participation, please indicate that on the release form and we will not photograph your student.

PROMOTION AND RETENTION

Promotion or retention is recommended by the classroom teacher and confirmed by the administrator.

In the case of retention a conference shall be held with the parent(s)/guardian(s) to inform them of the decision and the reasons supporting the decision. Parent(s)/Guardian(s) shall be kept informed of student’s progress and consulted regarding concerns which may effect retention.

Progress reports shall be sent mid-quarter. Down slips shall be sent at other times as the teacher sees fit. It is expected that the parent(s)/guardian(s) shall support the classroom teacher in insuring the success of their student.

Report cards, progress reports and down slips shall be sent prepaid first class mail properly addressed to the parent(s)/guardian(s). The report cards, progress reports and down slips should be reviewed, signed and returned to the school within three days.

RELIGION

St. Augustine’s Mission School has a heritage of strong religious formation of our students. We believe that the Catholic philosophy and faith life must permeate the entire school day. Students have formal religion classes that include Scripture, Sacraments, Prayer, the Creed, Morality, Social Justice, Mary, the Saints, and service components.

Once each week we have an all school celebration of the Eucharist, which is planned by a classroom. Parent(s)/Guardian(s) are invited to attend any of these liturgies and are encouraged to come when their child(ren) are reading or serving at the Mass.

Generally, Catholic students in second grade receive the Sacraments of Reconciliation and Eucharist for the first time in spring. Catholic students in the eighth grade receive the Sacrament of Confirmation. All Catholic students have the opportunity for the Sacrament of Reconciliation at least four times per year corresponding to the seasons of the Church year.

Students who are not Catholic participate in the basic religion instruction and services, but do not partake of the Sacraments. All students are expected to show reverence and respect for the beliefs, images and practices of others.

SPECIAL ACADEMIC OR INSTRUCTIONAL NEEDS

Students who have special academic needs as defined by professional assessment may qualify for services from the local public school. Following the assessment as prescribed by the local public school an individualized program may be developed for the student. Special needs student's resources are limited and dictated by the local public school. We would like to provide additional services however, our resources are limited and at this time we are unable to do so.

If, through a qualified professional assessment, a student is identified as possessing special learning and/or physical needs, the administration together with the child's parent(s)/guardian(s), and the classroom teacher shall conference to determine the most appropriate educational placement to meet the identified educational needs of the student. The administration is responsible to determine whether the student's educational needs can be met through placement at St. Augustine's Mission School.

STUDENT ACTIVITIES

Students in the 7th and 8th grades may participate in the local public schools athletic program provided the student's academics are not harmed. The student is responsible to keep their classroom teacher informed of athletic schedules. The teacher shall advise the respective coach if the student's grades begin to fail.

STUDENT RECORDS

A cumulative record for each student shall be maintained in the school office. The file shall contain:

- Academic transcript
- Attendance Records
- Records of academic and related testing
- Individual Education Plans when applicable
- Emergency information
- Birth Certificate, Social Security Card copy
- Exit interview record when applicable

Only factual comments shall be recorded in the student file. Along with any disciplinary records, awards or special recognition for attendance or grades.

SUBSTANCE/ALCOHOL/TOBACCO USE

The philosophy of St. Augustine Mission School is to provide a positive Christian environment for our students and to promote dignity and self-worth. The school holds strong to its' moral and legal obligations regarding substance abuse.

The use, possession (on the person or within their control), and/or sale or distribution of any controlled substance, drug-related paraphernalia, alcohol, or tobacco product is forbidden.

This policy applies to all current students while, on school property, representing St. Augustine's Mission School in any manner on or off the premises.

Any student found in possession of a controlled substance, alcohol, or tobacco product with the intent to use, distribute, or sell any such substance shall be subject to one or all of the following penalties:

Alcohol and drug evaluation and completion of treatment plan, as recommended by evaluating agency.

Detention

In School Suspension

Out of School Suspension

Probationary Period

Expulsion

For the purposes of the preceding and following paragraphs **probation** shall be defined as a period in which the student is precluded from participation in any school sponsored or related activities.

In addition, the student shall be suspended from participation and/or attendance at school sponsored or related extra-curricular activities. In situations where violations occur outside the school setting the Administrator, on a case-by-case basis, shall determine the suspension and probation from extra-curricular activities. Violation of probation or suspension shall result in additional suspension, probation or expulsion. Suspension days shall only be counted as those days that the student is or can be in actual attendance.

During suspension and/or probation periods the student shall be expected to maintain passing and acceptable levels of performance in academic areas.

If expulsion is necessary the decision shall be made by the administrator, and reviewed by the Mission Director or his designee. The parent(s)/guardian(s) shall be notified in writing of the expulsion. The decision reached by the Mission Director or his designee shall be final.

TELEPHONE USE

Students may be allowed to use the telephone located in the school office in emergency situations. Transportation for extra-curricular activities should always be made prior to the student coming to school on the day of the activity. Cell phone use by students is not permitted during the school day.

TESTING

All Archdiocesan K-12 schools will administer the **Terra Nova 3** norm-referenced assessment in accordance with balanced assessment matrix distributed every August. Assessments are required for all students at grades 3, 5 and 7 and will include the cognitive abilities test (In View) at each

of these levels. Grade 8 will administer the EXPLORE Test and Grade 10 will administer the PLAN test. The ACT college readiness test will be optional in grades 11 and 12. Annual whole grade norm-referenced assessment is completed in the fall of the school year and fulfills the requirements set forth by the Archdiocese of Omaha and the Nebraska Department of Education rule 10 and rule 14.

VISITORS

We encourage visitors to share in and contribute to the social and academic growth of our students. However, for the safety of all students ALL visitors must report to the school office. It is important to our students' that we are aware at all times of who is in the building.

VOLUNTEERS

Volunteers are invaluable to our educational program, and we wish to extend a special welcome and thank you to all. We strongly encourage parents/guardians and the family members of our students to play an active and positive role in the spiritual, academic, cultural, social and emotional growth of our student body. Service to one's community through volunteerism is a social component that best taught through example.

Volunteers who have regular direct contact with students are responsible to attend and receive Safe Environment training as prescribed by the Archdiocesan Office. Information about the date and location of training may be obtained from the school Administrator.

**Additional
Policies and Procedures**

CELL PHONE POLICY

The use of cell phones is strictly prohibited in St. Augustine School between the hours of 7:45a.m. and 3:45p.m. St. Augustine School does understand that cell phones are an important part of our society; however, St. Augustine School must maintain the integrity and security of the educational system. It is strongly suggested that student cell phones be left at home as this is the only sure way to avoid a potential policy violation. In the event that a cell phone does accompany the student to school, the cell phone should be turned off. **St. Augustine School will not assume any responsibility for lost, stolen, damaged, or misused cell phones.**

The use of cell phones is strictly prohibited in St. Augustine School between the hours of 7:45a.m. and 3:45p.m. The cell phone must be turned off. It cannot be switched to vibrate and be carried on the student during the school hours of 7:45am and 3:45 pm.

Cell phone usage includes, but is not limited to: making a call, answering a call, checking messages, text messaging, checking for a signal, the use of a picture phone, and having the phone ring (or noticeably vibrate).

- Parents should continue to call the school for any emergency situation. We will contact your son/daughter. Do not try to contact them by cell phone or pager.

1st Offense: The students cell phone will be confiscated by staff and given to local administration. The student will receive the phone back at the conclusion of the school day following a one-on-one meeting with the principal where the policy will again be discussed.

2nd Offense: The students cell phone will be confiscated by staff, given to local administration and the parents shall be notified. The cell phone will remain in the custody of the school district for a period not longer than one week. The student cell phone may be returned prior to one week if the student's parent/guardian make arrangements to meet with local administration where the situation will be further discussed, future violations and penalties discussed, {i.e., suspension and/or a legal referral}. In addition, a signed document stating that the parent/guardian has met with local administration and does assume full responsibility for future violations of such policy is required before the phone is returned.

Further Offenses: The cell phone will be confiscated by staff, given to local administration and the parents shall be notified. Local administration will contact the parents regarding the violation of the school cell phone policy, and a one-day "In-School Suspension" shall be given to the student. The students cell phone shall remain in the possession of the school district for three weeks.

NOTE: If at any time an illegal action occurs regarding the use of a cell phone, the matter will be immediately referred to tribal or county law enforcement.

*St. Augustine School will not assume any responsibility for
lost, stolen, damaged, or misused cell phones.*

Acceptable Internet Use Guidelines

Our mission is to provide St. Augustine students with hands-on experience in computer technology as a tool to enhance their learning. St. Augustine School uses a filtering program. Your son/daughter has the opportunity to use an information system known as the World Wide Web on the Internet, with the purpose to participate in curriculum enhancing projects. In a Catholic Christian setting it is necessary to stress responsible behavior in using this technology.

In order to be allowed access to the computers and software connected to the Internet, our students and parents must review these guidelines and agree, by their signatures, to abide by the *Acceptable Internet Use Guidelines*.

1. Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and be consistent with the educational and religious objectives of the school.
2. The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in a cancellation of those privileges, disciplinary action (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the Principal (or Head Teacher), and his or her decision is final.
3. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted;
 - c. Invading the privacy of individuals;
 - d. Using another user's password or account;
 - e. Using pseudonyms or anonymous sign-ons;
 - f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, or sexually-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the School.
 - g. Engaging in abuse of the Internet. This includes communications, in or outside of school, by personal computers or mobile devices such as cellular telephones, BlackBerrys, Pocket PCs, SideKicks, pagers, and other similar devices which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school.

Abusive Internet communication includes, for example, posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote, or encourage:

 1. Use of illegal or controlled substances, including alcoholic beverages;
 2. Violence or threats of violence, intimidation, or injury to the property
 3. Lewd, offensive, sexually suggestive, or other inappropriate behavior on web pages, web sites, blogs, bulletin boards systems, in e-mail communication or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or world wide web electronic media.
 4. Use of a photograph, image or likeness of one's self or of any other employee, student, parent, or parishioner on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express permission of the Principal.

5. Using School equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent or parishioner, is prohibited, except with the express permission of the Principal.

6. Employees are prohibited from permitting any other individual or entity from creating a web site for the School facility, or from photographing, video graphing, or otherwise creating the likeness of any employee, student, parent, or parishioner for commercial purposes, advertising purposes, or for Internet transmission or posting, except with the express permission of the Principal.

7. Employees are not permitted to allow a non-employee to use a School computer or other equipment unless the non-employee is an authorized volunteer.

8. The School reserves the right to monitor employee and student use of School computers, including an employee's Internet use and email use and content. Thus, employees and students have no expectation of privacy in their use of School computers, the Internet, or email.

Your account and password are confidential and must remain so. Do not use another individual's account and confidential password.

STUDENT AUTHORIZATION FOR INTERNET ACCESS

Name: _____ Date of Birth: _____

Each student and his or her parent(s)/guardian(s) must receive the Internet Acceptable Use Policy and sign this authorization before being granted supervised or unsupervised access to the Internet. Teachers and other staff must also sign as a condition of using the School's Internet connection. Students, parent(s)/guardian(s) and staff need only sign this Authorization for Internet Access once while enrolled in the School or employed by the School.

I have received training on appropriate use of the Internet and I have received, understand and will abide by the Internet Acceptable Use Policy.

User Signature: _____ Dated: _____

The following must also be signed by a Parent/Guardian if the user is a student under the age of 19.

I have read the Internet Acceptable Use Policy and this Authorization for Internet access and understand and agree to the terms of that Policy. I understand that access is designed for educational purposes and that the School prohibits the access of inappropriate materials, but that it is impossible for the School to restrict access to all controversial and inappropriate materials. I will hold harmless the School, its employees, and/or agents from any harm caused by materials or software obtained by my child via the Internet. I also agree, on my child's behalf, to the terms of the Internet Acceptable Use Policy; I affirm my child's obligations pursuant to that policy and this Authorization and accept all responsibilities and/or liabilities arising from my child's compliance or non-compliance with that policy and/or Internet use. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the Internet.

Parent/Guardian: _____ Dated: _____

Homework and Late Schoolwork

Homework

Homework is an essential element of the educational process, and a specific time and area should be established for the completion of such. The amount of time spent on homework varies with each child, grade and assignment. If you feel your child is spending an excessive amount of time on homework, please first address the concern with the classroom teacher. If you do not feel your concern has been properly addressed you may then refer the issue to the administrator.

It is expected that parent(s)/guardian(s) shall be supportive regarding the assignment and completion of homework assignments. Each day's lessons build on the lessons assigned the day before. Therefore it is essential that assignments be done and done correctly. We rely heavily on the parent(s)/guardian(s) assistance and support where homework is concerned.

Students who are having problems with homework assignments may be required to stay after school to complete missing assignments. Parent(s)/Guardian(s) shall be notified by telephone, prior to 2:45 p.m., at the number provided as a contact. Should we be unable to contact the parent/guardian to make the necessary notification the student shall not be kept after school that particular day. The parent/guardian shall be notified and the student shall be expected to stay the following day.

Late Schoolwork

St. Augustine School has implemented the following late schoolwork policy in order to promote the development of responsibility as well as to better meet the educational needs of our students.

Daily Assignments and Homework

The purpose of daily assignments and homework is to measure the understanding of a student about a particular concept or to provide reinforcement of the concept. Daily assignments and homework are only effective educational tools if they are completed in a timely manner. Work that is excessively late becomes less beneficial for the academic progress of the student.

When schoolwork becomes excessively late it also makes it difficult for the teacher to adequately gauge the academic progress of a student and if they have mastered a concept.

In order to address to the issue of late schoolwork the following policy has been put in place.

All late schoolwork must be turned in by one week following the actual due date. Work that is more than one week late will be considered excessively late and will not be accepted.

Exceptions to the Policy

Students who are absent for funeral leave or extended illness will be given one week in addition to the number of days they were absent. Parents are responsible for making arrangements with the classroom teacher for planned absences at least two days prior to when the absence is to occur.

Student Drop Off and Pick Up Procedures

To guarantee the safety of the students we have adopted the following policy.
Thank you for helping us keep the children safe.

The circle drive in front of St. Augustine School can become congested during drop off and dismissal time. This congestion can lead to inability to see students crossing the road. In order to guarantee student safety and to prevent congestion on the single lane road it is vital that all parents follow the policy below and be mindful that the speed limit is 15 m.p.h.

Student Drop Off Procedures

- The St. Augustine Church basement opens for breakfast at 7:30 am. Students may be dropped off at the lunchroom at any time between 7:30 and 7:50 in the morning.
- Student may be dropped off in front of the school in the circle drive from 7:50 to 7:55.
- We ask that all students be dropped off by 7:55 so they are in their classrooms by 8:00am.
- Students dropped off after 8:00 will be required to check in at the office for a tardy slip. Three tardies equal ½ day absent from school.

Student Pick Up Procedures

Students must be picked up in the St. Augustine Church parking lot.

- Students will be dismissed at 3:30 and be escorted down the hill by their teacher.
- We ask all parents to wait in the church parking lot for their children.
- Please be mindful of children stepping out between parked vehicles as you leave.
- Parking will not be allowed on the road along the east side of the school building or in the circle drive during student pick up time from 3:30-3:45.
- All Students must be picked up by 3:45 unless you have been informed otherwise.

Early Withdrawal of Students

Students are encouraged to remain in school during the entire school day, however in the event of an emergency when a student must be withdrawn from the school early please follow the steps below.

- Place a call to the school notifying them of them of the following information
 - o The time when the student will be picked up.
 - o The individual who will be picking up the student.
- The student must be picked up in the school office by the parent or designee.
- The parent or designee must sign an early withdrawal slip in the office.

*It is strongly recommended that parents refrain from habitually withdrawing students from school early.

Parent/Student Signature Page

I have read the 2009-2010 St. Augustine School Family Handbook and agree to follow the school policies and procedures as stated.

Student Signature	Date
-------------------	------

Student Signature	Date
-------------------	------

Student Signature	Date
-------------------	------

Students Signature	Date
--------------------	------

Parent Signature	Date
------------------	------

Please sign and return this form to the school office by September 4th, 2009.